

**CITY OF SANTA BARBARA
AIRPORT COMMISSION**

M I N U T E S

CALL TO ORDER

The Meeting on Wednesday, July 17, 2013 was called to order at 7:00 pm in the Airport Administration Conference Room at 601 Firestone Road, Santa Barbara, CA.

ROLL CALL

Airport Commissioners: Craig R. Arcuri, Chris Colbert, William Gilbert, Patricia Griffin, Karen Kahn, and Bruce Miller

Staff: Karen Ramsdell, Airport Director
Hazel Johns, Assistant Airport Director
Rebecca Fribley, Sr. Property Management Specialist
Mabel Shatavsky, Airport Commission Secretary

Absent : Commissioner Martin; Tracy Lincoln, Airport Operations Manager

CHANGES TO THE AGENDA

ACTION: Commissioner Clark was recognized for his years of service to the Airport Commission advisory board.

PUBLIC COMMENT

1. No one wished to speak.

NOTICES

2. That on Thursday, July 11, 2013 at 5:00 pm, the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

ACTION: Presented.

MINUTES

3. SUBJECT: MINUTES

RECOMMENDATION: That Airport Commission waive the reading and approve the minutes of the meeting of Wednesday, June 19, 2013.

ACTION: Motion/Second for approval of the minutes by Commissioners Kahn/Griffin. Unanimous voice vote (Absent Commissioner Martin).

CONSENT CALENDAR

4. SUBJECT: LEASE AGREEMENT – MSB TRANSPORT

RECOMMENDATION: That Commission approve and authorized the Airport Director to execute a month-to-month Lease Agreement with MSB Transport, a California Corporation, for 3,300 square feet of fenced land, at 125 Kenneth Roberts Road, at the Santa Barbara Airport,

effective August 1, 2013, for a monthly rental of \$495. *Approved the recommendation; Agreement No. 201314.*

5. SUBJECT: LEASE Agreement – Santa Barbara Helicopters, Inc.

RECOMMENDATION: That Commission approve and authorized the Airport Director to execute a month-to-month Lease Agreement with Santa Barbara Helicopters, Inc., a California Corporation, dba Helicopter Tours of Santa Barbara and Heli SB, for a storage cage #4 in Building 122, at 302 William Moffett Place, at the Santa Barbara Airport, effective July 1, 2013, for a monthly rental of \$100, exclusive of utilities. *Approved the recommendation; Agreement No. 201315.*

6. SUBJECT: JUNE PROPERTY MANAGEMENT REPORT

RECOMMENDATION: That Airport Commission receive the June Airport Property Management Report.

ACTION: Motion/Second for approval of the Consent Calendar by Commissioners Griffin/Kahn. Unanimous voice vote (Absent Commissioner Martin).

LIAISON REPORTS

City of Santa Barbara Liaison Councilmember Randy Rowse

City of Goleta Liaison Mayor Pro Tempore Michael T. Bennett

ACTION: Presented.

COMMISSION MATTERS

7. SUBJECT: SUBCOMMITTEE ASSIGNMENTS

RECOMMENDATION: That Commission make subcommittee assignments.

ACTION: Subcommittee assignments and changes were made as noted:

Karen Kahn	Air Service
Craig R. Arcuri	Budget
Craig R. Arcuri	General Aviation
William Gilbert	Ground Transportation
Patricia Griffin	Liaison to the Airport Public Art Program Committee
DELETED: Ordinances Subcommittee	

ADMINISTRATIVE REPORTS

8. SUBJECT: AIRPORT MASTER PLAN STATUS REPORT

RECOMMENDATION: That Airport Commission receive a presentation by Coffman Associates on the status of the Airport Master Plan – Hazel Johns, Assistant Airport Director.

ACTION: Presented.

9. SUBJECT: AIRPORT VISITOR INFORMATION CENTER

RECOMMENDATION: That Commission recommend approval for the Airport Director to execute an Operating Agreement with the Santa Barbara Region Chamber of Commerce to provide coordination of the volunteer staffing of the Airport Visitor Information Center at the Airline Terminal, effective August 1, 2013, for a total reimbursement of \$13,364.

ACTION: Motion/Second for approval of an Operating Agreement with the Santa Barbara Region Chamber of Commerce by Commissioners Gilbert/Arcuri. Unanimous voice vote (Absent Commissioner Martin).

DIRECTOR'S REPORT

10. A. Airport Operations
- Passenger Count
 - Aircraft Operations
 - Air Freight
- B. Programs
1. Air Service
 2. Communications Program
 3. Master Plan
 4. Airline Terminal Public Arts Program
 5. Status on Semiannual Recruitment for City Advisory Boards
 6. Triennial Emergency Exercise
- C. Capital Projects
1. Taxiway H, J, and C Rehabilitation

ACTION: Presented.

ADJOURNMENT

8:02 p.m., on order of Chair Miller.

Karen Ramsdell, Airport Director

Mabel Shatavsky, Airport Commission Secretary