

**CITY OF SANTA BARBARA  
AIRPORT COMMISSION**

**M I N U T E S  
November 18, 2015**

**CALL TO ORDER:** The Meeting on Wednesday, November 18, 2015 was called to order at 6:01 p.m. in the Airport Administration Conference Room - 601 Firestone Road, Santa Barbara, CA.

**ROLL CALL**

**Airport Commissioners:** Carl Hopkins, Bruce Miller, Dolores Johnson, Kirk Martin, and Jim Wilson

**Staff:** Hazel Johns, Airport Director  
Tracy Lincoln, Airport Operations Manager  
Kellie Knauss, Operations Supervisor  
Pete Concepcion, Facilities Maintenance Supervisor  
Andrew Bermond, Project Planner  
Rebecca Fribley, Senior Property Management Specialist  
Myndi Hegeman, Airport Commission Secretary

**Absent:** Commissioners Craig Arcuri and Karen Kahn

**PUBLIC COMMENT**

1. No one wished to speak.

**NOTICES**

2. That on Friday, November 13, 2015 at 5:00 p.m., 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, October 21, 2015.

**ACTION:** Motion/Second for approval of the Minutes by Commissioners Martin/Wilson. Unanimous voice vote (Absent Commissioners Arcuri and Kahn).

## **CONSENT CALENDAR**

4. SUBJECT: PROPERTY MANAGEMENT REPORT – OCTOBER 2015

RECOMMENDATION: That Airport Commission receive the monthly Airport Property Management Report from Rebecca Fribley, Sr. Property Management Specialist.

**ACTION:** Motion/Second for approval of the Consent Calendar by Commissioners Wilson/Miller. Unanimous voice vote (Absent Commissioners Arcuri and Kahn).

## **LIAISON REPORTS**

City of Santa Barbara Liaison Councilmember Frank Hotchkiss  
City of Goleta Liaison Councilmember Michael T. Bennett

**ACTION:** None in attendance to give a report

## **ADMINISTRATIVE REPORTS**

5. SUBJECT: AIRPORT WINTER WEATHER PREPARATIONS

RECOMMENDATION: That Airport Commission receive a presentation on preparations being made to ready the Airport and its tenants for the forecasted El Niño weather pattern.

**ACTION:** Presented by Pete Concepcion, Facilities Maintenance Supervisor

6. SUBJECT: FY2016 FIRST QUARTER FINANCIALS

RECOMMENDATION: That Airport Commission accept the interim financial statement for the three months ended September 30, 2015.

**ACTION:** Presented by Hazel Johns, Airport Director

7. SUBJECT: AIRPORT EMERGENCY RESPONSE

RECOMMENDATION: That Airport Commission receive a Staff presentation on the Airport's emergency notification and response procedures for Aircraft Alerts

**ACTION:** Presented by Tracy Lincoln, Airport Operations Manager, and Kellie Knauss, Operations Supervisor

8. SUBJECT: RUNWAY PROTECTION ZONE IMPACT ANALYSIS FOR THE PROPOSED JAMES FOWLER ROAD EXTENSION

RECOMMENDATION: That Airport Commission receive a presentation and comment on a Memorandum of Understanding between the Cities of Santa Barbara and Goleta to conduct a Runway Protection Zone (RPZ) Impact Analysis for the proposed James Fowler Road extension.

**ACTION:** Presented by Andrew Bermond, Project Planner  
Public comment received from Rosemarie Gaglione, City of Goleta Public Works Director

### **DIRECTOR'S REPORT**

9. A. Airport Operations
- Passenger Count
  - Aircraft Operations
  - Air Freight
- B. Programs
1. Communications Program
  2. Master Plan
  3. Wildlife Hazard Assessment
- C. Capital Projects
1. Airfield Electrical, Safety, and Fence Project
  2. North General Aviation Ramp Replacement Project
- D. Financial Summary
- E. Safety, Enforcement and Protection
- F. City Council / Airport Commission Actions

**ACTION:** Presented by Hazel Johns, Airport Director

**ADJOURNMENT -** 6:57 p.m. on order of Chair Hopkins

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Hazel Johns  
Airport Director

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Myndi Hegeman  
Airport Commission Secretary