



**CITY OF SANTA BARBARA
AIRPORT COMMISSION
July 18, 2018
MINUTES**

CALL TO ORDER

The Meeting on Wednesday, July 18, 2018 was called to order at 6:00 p.m. in the Airport Administration Conference Room - 601 Firestone Road, Santa Barbara.

ROLL CALL

Airport Commissioners: Present: Karen Kahn, Bruce Miller, Kirk Martin, Carl Hopkins, Jim Wilson, Paul Bowen

Absent: Craig Arcuri

Staff:

Hazel Johns, Airport Director

Deanna Zachrisson, Business Development Manager

Jeffrey McKee, Airport Facilities Manager

Aaron Keller, Airport Operations Manager

CHANGES TO THE AGENDA

None.

NOTICES

1. That on Thursday, July 12, 2018, at 5:00 pm, the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

PUBLIC COMMENT

2. No comment.

LIAISON REPORTS

City of Santa Barbara Liaison Councilmember Jason Dominguez

City of Goleta Liaison Councilmember Michael T. Bennett

ACTION: No report.

CITY ADMINISTRATOR REPORT

City of Santa Barbara City Administrator Paul Casey
City of Santa Barbara Assistant City Administrator Pamela Antil

ACTION: Report presented by City Administrator Paul Casey.

CONSENT CALENDAR

3. Subject: Minutes

Recommendation: That Airport Commission waive the reading and approve the minutes of the Commission Meeting Wednesday, June 20, 2018.

4. Recommendation: That Airport Commission waive the reading and approve the minutes of the Lease Review Subcommittee of the Airport Commission Meeting of Thursday, July 12, 2018.

5. Recommendation: That Airport Commission waive the reading and approve the minutes of the Budget Subcommittee of the Airport Commission Meeting of Wednesday, July 12, 2018.

6. Subject: Property Management Report – June 2018

Recommendation: That Airport Commission receive the monthly Airport Property Management Report.

7. Subject: Lease Agreement – Amdal Transport Services, Inc.

Recommendation: That Airport Commission approve and authorize the Airport Director to execute a three (3) year Lease Agreement with Amdal Transport Services, Inc., a California Corporation, for 1,054 square feet of office space in Building 117 located at 705-A Norman Firestone Road at Santa Barbara Airport, effective August 1, 2018 for a monthly rental of \$1,718, exclusive of utilities.

ACTION: Motion / Second by Commissioners Hopkins / Wilson to approve the recommendations on Consent Calendar. Unanimous voice vote.

ADMINISTRATIVE REPORTS

8. Subject: Revised Airport Rates and Charges – “Per Turn Fee”

Recommendation: That the Airport Commission approve the addition of a ‘per turn fee’ to the schedule of commercial air carrier Airport Rates and Charges.

ACTION: Motion / Second by Commissioners Miller / Martin to approve the recommendation. Unanimous voice vote.

9. Subject: Amendments to Air Service Incentive Program

Recommendation: That the Airport Commission recommend approval of the amendments to the Airport's 2009 Air Service Incentive Program.

ACTION: Motion / Second by Commissioners Hopkins / Martin to approve the recommendation. Unanimous voice vote.

10. Subject: Operating Permit for Frontier Airlines

Recommendation: That Airport Commission approve and authorize the Airport Director to execute an Airline Operating Permit with Frontier Airlines, a Colorado Corporation, for 663 feet of ticket counter and que space, 129 square feet of airline ticket and storage space, joint use fees for baggage make-up, gate hold, inbound baggage and baggage claim use. Anticipated costs for the airline are approximately \$23,442 per month for terminal use, not including landing fees.

ACTION: Motion / Second by Commissioners Hopkins / Miller to approve the recommendation. Unanimous voice vote.

11. Subject: Operating Permit for MN Airlines LLC dba Sun Country Airlines

Recommendation: That Airport Commission approve and authorize the Airport Director to execute an Airline Operating Permit with MN Airlines LLC dba Sun Country Airlines, a Minnesota Limited Liability Company, for 620 feet of ticket counter and que space, 129 square feet of airline ticket and storage space. The airline will pay a 'per turn fee' for the rights to use baggage make-up, gate hold, inbound baggage and baggage claim facilities for their seasonal service. The 'per turn fee' will be \$2.19 per deplaned passenger and \$3.57 per enplaned passenger. Total monthly per turn fees will vary based on actual passenger load factors. Anticipated costs for the airline are approximately \$13,772 per month for terminal use, not including landing fees.

ACTION: Motion / Second by Commissioners Martin / Miller to approve the recommendation. Unanimous voice vote.

12. Subject: Lease Agreement – Northeast Hangar 4B

Recommendation: That Airport Commission approve and authorize the Airport Director to execute a one year and 10 month Lease Agreement with Signature Flight Support Services, Inc. for approximately 20,000 square feet of hangar space in Building 224 located at 495 S. Fairview Avenue at the Santa Barbara Airport, effective August 1, 2018 for a monthly rental of \$20,000, exclusive of utilities.

ACTION: Motion / Second by Commissioners Martin / Wilson to approve the recommendation. Unanimous voice vote.

Request to speak: Bill McBride

13. Subject: Runway 7-25 Overlay Project Update

Recommendation: That the Airport Commission receive a staff presentation regarding the Runway 7-25 Overlay Project.

ACTION: Presented.

DIRECTOR'S REPORT

14. A. Airport Operations
- Passenger Count
 - Aircraft Operations
 - Air Freight
 - ASOS Training
- B. Programs
1. Marketing & Communications Program
 2. Business & Property Management
 3. Facility Planning & Development
 - a. Local Coastal Program Amendment
 - b. Airport Industrial Area Specific Plan Update
- D. Capital Projects
1. Airline Terminal Solar Project
 2. 495 South Fairview Temporary Electrical Power Update
 3. 495 South Fairview Electrical Update
 4. North East GA Ramp Reconstruction
 5. 6100 Hollister Avenue Update
 6. 6210-6290 Hollister Avenue Update
- E. Financial Summary
- F. City Council Approval
- G. Noise Abatement
- H. Safety, Enforcement and Protection

ACTION: Presented

ADJOURNMENT – 7:32 p.m. on order of Chair, Karen Kahn

Hazel Johns
Airport Director