



City of Santa Barbara

AIRPORT COMMISSION MEETING AGENDA AUGUST 21, 2019

6:00 P.M.

Airport Administration Conference Room
601 Firestone Road, Santa Barbara
SantaBarbaraCA.gov
FlySBA.com

Commissioners

Craig Arcuri, Chair
Carl Hopkins, Vice Chair
Karen Kahn
Jim Wilson
Paul Bowen
Carole Goodman
Dennis Houghton

City of SB Council Liaison – Jason Dominguez
City of Goleta Council Liaison – James Kyriaco

Staff

Henry Thompson, Airport Director
Deanna Zachrisson, Business Development Manager
Jeffrey McKee, Airport Facilities Manager
Aaron Keller, Airport Operations Manager
Tava Ostrenger, Assistant City Attorney
Mo Graham, Commission Secretary

PUBLIC COMMENT: At the beginning of the meeting, any member of the public may address the Airport Commission on any subject matter within the jurisdiction of the Airport Commission that is **not** on the Commission's agenda. The total amount of time for public comments will be 15 minutes, and no individual speaker may speak for more than 2 minutes. If you wish to address the Commission under this item, please complete and deliver to the Airport Director before the meeting is convened, a "Request to Speak" form including a description of the subject you wish to address.

REQUEST TO SPEAK: A member of the public may address the Airport Commission regarding any scheduled agenda item. Any person wishing to make such address should first complete and deliver a "Request to Speak" form prior to the time that the item is taken up by the Commission.

CONSENT CALENDAR: The Consent Calendar is comprised of items that will not usually require discussion by the Airport Commission. A Consent Calendar item is open for discussion by the Airport Commission upon request of a Commissioner, Airport staff, or member of the public. Items on the Consent Calendar may be approved by a single motion. Should you wish to comment on an item listed on the Consent Agenda, after turning in your "Request to Speak" form, you should come forward to speak at the time the Commission considers the Consent Calendar.

REPORTS: Copies of documents relating to agenda items are available for review in the Airport Administration Office at 601 Firestone Road, and agendas and reports are also posted online at SantaBarbaraCA.gov/ACagendas. Materials related to an item on this agenda submitted to the Airport Commission after distribution of the agenda packet are available for public inspection in the Airport Administration Office located at 601 Firestone Road, during normal business hours.

AMERICANS WITH DISABILITIES ACT: If you need auxiliary aids or services or staff assistance to attend or participate in this meeting, please contact the Airport Administration Office at (805) 967-7111. If possible, notification at least 48 hours prior to the meeting will usually enable the City to make reasonable arrangements. Specialized services, such as sign language interpretation or documents in Braille, may require additional lead time to arrange.

CELLULAR PHONES AND PAGERS: Please turn off cellular phones and pagers or set them to silent mode prior to the start of the meeting. Thank you.

TELEVISION COVERAGE: The Airport Commission's meetings are rebroadcast on Santa Barbara's City TV Channel 18 on the Friday evening after the meeting. Check the City TV program guide at:
www.SantaBarbaraCA.gov/CityTVProgramGuide

CALL TO ORDER

ROLL CALL

CHANGES TO THE AGENDA

NOTICES

1. That on Friday, August 16, 2019, at 5:00 pm, the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

PUBLIC COMMENT

2. Any member of the public may address the Airport Commission on any subject within the jurisdiction of the Commission that is **not** scheduled before them that same day. The total amount of time for public comments will be 15 minutes, and no individual speaker may speak for more than 3 minutes.

LIAISON REPORTS

City of Santa Barbara Liaison Councilmember Jason Dominguez
City of Goleta Liaison Councilmember James Kyriaco

DIRECTOR'S REPORT

- Business and Development
- Certification and Operations
- Facilities and Maintenance

CONSENT CALENDAR

3. **Subject: Minutes**

Recommendation: That Airport Commission waive the reading and approve the minutes of the Commission Meeting of Wednesday, June 26, 2019.

4. **Subject: Property Management Report – July 2019**

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

ADMINISTRATIVE REPORTS

5. Subject: Non-Discrimination Harassment Policy

Recommendation: That Airport Commission receive a presentation by Sarah Gorman, City Clerk Services Manager.

6. Subject: Airport Commission Role and Responsibility

Recommendation: That Airport Commission receive a presentation addressing the role of the Airport Commission in making recommendations to the City Council pursuant to City Charter Sections 800-805, and 812; Municipal Code Section 2.08.020.A; Chapter 18.44; Ordinance Nos. 3992, 3904, 3860, and 3726; Resolution Nos. 95-158, and 87-001.

7. Subject: 2018 Integrated Pest Management Annual Report

Recommendation: That Airport Commission accept the Santa Barbara Integrated Pest Management Strategy, 2018 Annual Report, prepared February 2019.

8. Subject: Lease Agreement – Dean’s

Recommendation: That Commission approve and authorize the Airport Director to execute a five-year Lease Agreement with Dean’s, a sole proprietorship, for 2,200 square feet of Building 1, Unit 1B and 800 square feet of adjacent patio, at 6100 Hollister Road, Santa Barbara, effective September 1, 2019, for a monthly rental of \$4,290 plus common area maintenance fees, utilities, and garbage collection.

9. Subject: Lease Agreement – Big Sale Group, Inc.

Recommendation: That Commission approve and authorize the Airport Director to execute a two (2) year Lease Agreement plus three (3), one (1) year options to extend, at the mutual agreement of all parties, with Big Sale Group, Inc., a California Corporation, for approximately 2,300 square feet of combined office/warehouse space in Building 4, Suite B, at 6100 Hollister Road, at the Santa Barbara Airport, commencing September 1, 2019, for a monthly rental of \$3,795, exclusive of utilities and CAM charges. The automatic options are predicated on Lessee’s compliance with all lease terms.

10. Subject: FBO Redevelopment Project Update

Recommendation: That Commission receive a presentation about staff and consultant progress on the FBO Redevelopment Project, including staff deliberations concerning the draft site development plan, review of underlying project assumptions, and an illustrated timeline of the Request for Proposals and FBO selection process that will precede the design and construction phases of the redevelopment.

ADJOURNMENT

*Airport Commission meets on the third Wednesday of each month at 6:00 p.m. (except June & Sept)
Next Airport Commission Meeting is September 25, 2019*