



# City of Santa Barbara

## AIRPORT COMMISSION MEETING AGENDA SEPTEMBER 25, 2019

6:00 P.M.

Airport Administration Conference Room  
601 Firestone Road, Santa Barbara  
[SantaBarbaraCA.gov](http://SantaBarbaraCA.gov)  
[FlySBA.com](http://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 3 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](http://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](http://www.SantaBarbaraCA.gov/CityTVProgramGuide)

## CALL TO ORDER

## ROLL CALL

## CHANGES TO THE AGENDA

## NOTICES

1. That on Thursday, September 19, 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

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

## DIRECTOR'S REPORT

4.
  - Business and Development
  - Certification and Operations
  - Facilities and Maintenance
  - A. Airport Operations
    - Passenger Count
    - Aircraft Operations
    - Air Freight
  - B. Programs
    1. Marketing & Communications Program
    2. Business & Property Management
    3. Facility Planning & Development
    4. Cert & Ops

- C. Capital Projects
  - 1. Airline Terminal Solar Project
  - 2. Terminal Projects:
    - a. SUPPS
    - b. Passenger Boarding Bridge
    - c. Gate 1
- D. Financial Summary
- E. City Council Approval

## **CONSENT CALENDAR**

**5. Subject: Minutes**

Recommendation: That Airport Commission waive the reading and approve the minutes of the Commission Meeting of Wednesday, August 21, 2019.

**6. Subject: Property Management Report – August 2019**

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

## **ADMINISTRATIVE REPORTS**

**7. Subject: Fiscal Year 2019 Fourth Quarter Financial Report**

Recommendation: That Commission receive a staff presentation regarding the Fiscal Year 2019 Fourth Quarter Financial report.

**8. Subject: Fiscal Year 2019 P3 Year-End Progress Report**

Recommendation: That Airport Commission receive the Fiscal Year 2019 P3 Performance Measure report for all Airport programs.

**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 3, Suite A, at 6100 Hollister Road, at the Santa Barbara Airport, commencing October 1, 2019, for a monthly rental of \$3,680, exclusive of utilities and CAM charges. The automatic options are predicated on Lessee's compliance with all lease terms.

**10. Subject: Consent to Assignment of Lease No. 20,722 between the City of Santa Barbara and Twin Lakes Golf Course, LLC**

Recommendation: That Commission approve and authorize the Airport Director to execute a Consent to Assignment of Lease Agreement No. 20,722 from Twin Lakes Golf Course, LLC, as Lessee, which has reorganized to a single member LLC of the same name.

**11. Subject: Santa Barbara Airport Marketing Efforts**

Recommendation: That Commission receive a presentation about the Airport's marketing efforts planned for the fiscal year 2020.

**12. Subject: Airport Security Overview**

Recommendation: That the Airport Commission receive a report regarding an overview of Airport Security.

**ADJOURNMENT**

*Airport Commission meets on the third Wednesday of each month at 6:00 p.m. (except June & Sept)  
Next Airport Commission Meeting is October 16, 2019*