



**CITY OF SANTA BARBARA  
AIRPORT COMMISSION  
September 25, 2019  
MINUTES**

**CALL TO ORDER**

The meeting on Thursday, September 25, 2019 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: Dennis Houghton, Paul Bowen, Jim Wilson, Carl Hopkins.  
Absent: Karen Kahn, Craig Arcuri, Carole Goodman

**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

**CHANGES TO THE AGENDA**

- Item 12 was removed from 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. **Request to Speak:** Samuel Huestis, Neil Malone, Steve Peterson, Danielle Aristizabal, Amelia Rychlik, Ludovico Cavedon, Daniel Rychlik.

**LIAISON REPORTS**

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

**ACTION:** No Report.

## 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

**ACTION:** Presented

## 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.

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

## 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.

**ACTION:** Presented.

**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.

**ACTION:** Presented.

**Request to Speak:** Neil Malone.

**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.

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

**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 recommend to City Council approval of request 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.

**ACTION:** Motion / Second by Commissioners Houghton / Bowen to approve the recommendation. Unanimous voice vote.

**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.

**ACTION:** Presented.

**Request to Speak:** Steve Peterson.

**ADJOURNMENT** – 7:30 p.m. on order of Vice Chair, Carl Hopkins.



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Maureen Graham  
Commission Secretary