



City of Santa Barbara
Airport Department

DATE: February 19, 2020
TO: Airport Commission
FROM: Henry Thompson, Airport Director 
SUBJECT: Election of Officers and Subcommittee Assignments

RECOMMENDATION:

That Airport Commission elect a 2020 Chair, Vice Chair, and make subcommittee assignments to proposed subcommittee structure.

DISCUSSION:

Election of Officers

The Santa Barbara Municipal Code provides that Airport Commission annually elect one of its members as Chair and one of its members as Vice Chair. The Chair shall not serve more than two consecutive terms of one year each.

Subcommittees

BACKGROUND

Airport Commission Subcommittee meetings are a good practice to deal with complex issues that would generally require significant review during a normal Commission meeting. Traditionally Santa Barbara has held adhoc Subcommittee meetings on issues of concern or complex matters. Typically Subcommittee meetings have been held for Lease Review, Airport Noise, Budget, and General Aviation.

Recent concerns have been raised about the frequency and number of meetings, as well as which items should be brought before a Subcommittee.

While Subcommittees are not required by City Charter, they can be helpful for the Commission in carrying out their responsibility for oversight. Staff facilitates these meetings which are typically open to the public and subject to the Brown Act.

Subcommittees do require a significant amount of staff resources to plan, schedule and facilitate.

STATUS

While Subcommittee meetings are not necessary or required for all issues that come before the Commission, it is prudent to bring issues forward to a Subcommittee if the issue is not routine or has a level of complexity that some prior review might be helpful before the full Commission review.

RECOMMENDATION

After reviewing the existing use of Subcommittees, it is important that these meetings are not used in lieu of presenting items to the full Commission. The risk that results in this approach is the Subcommittee receives the benefit of in-depth information and knowledge on a given subject and the remaining Commission members are presented an item with little context for consideration of approval.

Staff recommends a different approach to Subcommittee meetings where approximately four general Subcommittee meetings are formed to discuss any number of issues, and meetings are convened periodically to address all matters in a particular discipline area. This approach establishes Subcommittees designed to address the needs of the Airport without highlighting a particular area as problematic.

The following recommended Subcommittees would cover all potential issues at the Airport:

- Administration Subcommittee
- Business and Finance Subcommittee
- Facilities and Planning Subcommittee
- Operations Subcommittee

The proposed Subcommittees are in line with the core business lines of the Airport.

Each Commissioner would have an opportunity to participate in one of the Subcommittee areas and be provided briefings on a regular basis.

Staff presented this recommendation to the Airport Commission at the October 11, 2019 Airport Commission Retreat for consideration of the new Subcommittee structure effective January 1, 2020.

PREPARED BY: Henry Thompson, Airport Director

ATTACHMENT: Airport Commission - Subcommittee Assignments 2020

**AIRPORT COMMISSION
Subcommittee Assignments
2020**

SUBCOMMITTEES	COMMISSION MEMBERS
Administration	Chair -
	<i>Alternate:</i>
Business and Finance	Chair -
	<i>Alternate:</i>
Facilities and Planning	Chair -
	<i>Alternate:</i>
Operations	Chair -
	<i>Alternate:</i>