



**CITY OF SANTA BARBARA
AIRPORT COMMISSION
August 19, 2020
MINUTES**

CALL TO ORDER

The meeting on Wednesday, August 19, 2020 was called to order at 6:00 p.m.

ROLL CALL

Airport Commissioners: Present: Jim Wilson, Paul Bowen, Karen Kahn, Carl Hopkins, Carole Goodman, Dennis Houghton, Craig Arcuri

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

CHANGES TO THE AGENDA

None.

NOTICES

1. That on Friday, August 14, 2020, 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: Joseph Moore.

LIAISON REPORTS

3. City of Santa Barbara Liaison Councilmember Eric Friedman
City of Goleta Liaison Councilmember James Kyriaco

ACTION: Report presented from Liaison Eric Friedman.

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. Cert & Ops
- C. Capital Projects
 1. Terminal Projects:
 - a. Passenger Boarding Bridge
 - b. Airfield Sweeper
 - c. North East Hangar
- D. Financial Summary

ACTION: Presented.

CONSENT CALENDAR

5. Subject: Minutes

Recommendation: That Airport Commission waive the reading and approve the minutes of the Commission Meeting of Wednesday, February 19, 2020.

Recommendation: That Airport Commission waive the reading and approve the minutes of the Airport Commission Budget Subcommittee Meeting of Friday, March 13, 2020.

ACTION: Motion / Second by Commissioners Bowen / Wilson to approve the minutes as amended. Unanimous voice vote.

6. Subject: Property Management Report – June 2020

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

ACTION: Motion / Second by Commissioners Kahn / Houghton to approve the recommendations. Unanimous voice vote.

ADMINISTRATIVE REPORTS

7. Subject: Fixed Base Operator (FBO) /Southfield Development Project Update

Recommendation: That Commission receive a presentation on the status of the Fixed Base Operator (FBO) and Southfield Development Projects.

ACTION: Presented.

8. Subject: Lease Agreement – Dynasen, Inc.

Recommendation: That Airport Commission approve and authorize the Airport Director to execute a five-year Lease Agreement with Dynasen, Inc., a California corporation, for 3,960 square feet of Building 305 and 2,400 square feet of land, at 20 Dean Arnold Place, at the Santa Barbara Airport, effective June 1, 2020, for an annual rent of \$97,193.44 payable in monthly installments of \$8,099.45, exclusive of utilities.

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

9. Subject: Lease Agreement – Paul V. Taylor, Suite B

Recommendation: That Airport Commission approve and authorize the Airport Director to execute a new Lease Agreement for a one year lease plus two 1-year options to extend at Airport's sole discretion, with Paul V. Taylor, an Individual, for 800 square feet of Building 224 at 6100-D Francis Botello Road, at the Santa Barbara Airport, effective May 1, 2020, for an annual rental of \$12,298.80 payable in monthly installments of \$1,024.90, exclusive of utilities.

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

10. Subject: Lease Agreement – Paul V. Taylor, Suite D

Recommendation: That Airport Commission approve and authorize the Airport Director to execute a new Lease Agreement for a one year Lease Agreement plus two 1-year options to extend at Airport's sole discretion, with Paul V. Taylor, an individual, for 800 square feet of Building 224 at 6100-D Francis Botello Road, at the Santa Barbara Airport, effective May 1, 2020, for an annual rental of \$14,846.40 payable in monthly installments of \$1,237.20, exclusive of utilities.

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

FURTHER BUSINESS

ACTION: Motion / Second by Commissioners Bowen / Hopkins to request budget presentation at September meeting. Unanimous voice vote.

ADJOURNMENT – 7:42 p.m. on order of Chair, Carl Hopkins



Maureen Graham
Commission Secretary