



**CITY OF SANTA BARBARA
AIRPORT COMMISSION
September 23, 2020
MINUTES**

CALL TO ORDER

The meeting on Wednesday, September 23, 2020 was called to order at 6:10 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 Thursday, September 17, 2020, at 5:00 pm, the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

PUBLIC COMMENT

2. None.

LIAISON REPORTS

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

ACTION: No Reports.

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. Airfield Sweeper
 - b. 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, August 19, 2020.

6. **Subject: Property Management Report – August 2020**

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

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

ADMINISTRATIVE REPORTS

7. **Subject: Lease Agreement – Coastal Aviation Inc.**

Recommendation: That Airport Commission approve and authorize the Airport Director to execute a four-year Lease Agreement plus a one-year option to extend at Airport's sole discretion, with Coastal Aviation Inc., a California corporation, for approximately 20,000 square feet of Hangar 15 and 2,686 square feet of adjacent office space in Building 244 located at 495 S. Fairview Ave., Santa Barbara, CA, effective January 1, 2021. Initial annual rent will be \$298,094 payable in monthly installments averaging

\$24,841 plus a monthly apron use fee of \$500, monthly CAM proportion estimated at \$500, and utilities.

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

8. Subject: Subject: FAA Enforcement and Compliance Update

Recommendation: That Commission receive a presentation on Federal Aviation Administration (FAA) Enforcement and Compliance efforts underway at the Airport.

ACTION: Presented.

9. Subject: Subject: Airport FY20/21 Budget Process Recap and Status Update

Recommendation: That Commission receive a presentation on FY20/21 Airport Budget Process Recap and Status Update.

ACTION: Presented.

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



Maureen Graham
Commission Secretary