

**CITY OF SAN DIEGO**  
**AIRPORTS ADVISORY COMMITTEE**  
**DRAFT MINUTES**  
**Meeting of November 8, 2024**

**Montgomery-Gibbs Executive Airport**  
**3750 John J. Montgomery Drive, San Diego, CA 92123**

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**  
 Chair Reid called the meeting to order at 3:00 p.m.

**2. ROLL CALL**  
 A quorum was present.

<b>MEMBERS PRESENT:</b>	<b>MEMBERS ABSENT:</b>
Chair Tom Reid Clairemont Community	J.H. Aldrich Montgomery Field Aviation Lessee
Donald Chick Tierrasanta Representative	Vice-Chair Chuck McGill Montgomery Gibbs Aviation User Group
Chase Michael Franzen Kearny Mesa Representative	Tom Ricotta Brown Field Aviation Lessee
David Gordon (Late) Special Expertise	
Gary List Brown Field Aviation User Group	
Ron Lee Brown Field Aviation User Group	
Richard Ram Serra Mesa Community	
Rich Martindell Special Expertise	
John McClain of behalf of Joel Ryan* FAA Air Traffic Control Tower	

\*Mr. Ryan is the non-voting member representing the FAA Control Tower at Montgomery -Gibbs Executive Airport (MYF).

**STAFF PRESENT:**  
 Jorge Rubio, David Reed, Thurman Hodges, Debbie Shauger, Andrea Berlanga, Andy Schwartz, Cheryl Mossa, Charles Broadbent, Latesha Newell, Jennifer Bearse, and Hannah Sax

**3. NON-AGENDA PUBLIC COMMENT**  
 Members of the public have presented CrownAir with a certificate of appreciation for hosting the Ford Trimotor.

**4. APPROVAL OF MINUTES**  
 Chair Reid made two minor spelling correction on page two and page three. Mr. Martindell made

a motion to approve minutes as amended. Mr. Franzen seconded the motion. Motion passed unanimously.

**5. UNFINISHED BUSINESS**

None

**6. NEW BUSINESS**

**A.** Ms. Bearse, Program Manager of the Lease Administration Team presented on the three-year lease with San Diego Community College District. Staff is requesting to execute a three-year lease Flat Rate Lease agreement with San Diego Community College District covering an aircraft hangar of approximately 6,300 square feet and 18,289 square feet of land at Montgomery-Gibbs Executive Airport (MYF) with a first-year annual rent of \$52,920 and including options to extend the term. Staff is also requesting that the resolution authorizing the Mayor or designee to execute a Flat Rate Lease is categorically exempt from California Environmental Quality Act (CEQA) guidelines Section 15301 (Existing Facilities).

6.B. through 6.I. Ms. Bearse, Program Manager of the Lease Administration Team presented (8) Lease Agreements for Retail Space with the City of San Diego at Montgomery-Gibbs Executive Airport, with requested actions

**B.** Five (5)-Year Lease Agreement for Retail Space, including options to extend the term, with Moli Lor and Elvis Lam DBA Christy's Donuts covering approximately 909 square feet of retail space (Suite 118) at MYF, at 8690 Aero Dr., San Diego, CA 92123. Staff is requesting a resolution authorizing the Mayor or designee to execute a Lease Agreement with Moli Lor and Elvis Lam DBA Christy's Donuts. Staff is also requesting a resolution declaring that the approval of a five (5-year) Lease Agreement for retail space, is categorically exempt from the California Environmental Quality Act (CEQA)

**C.** Five (5-Year) Lease Agreement for Retail Space, including options to extend the term, with Rivan Samuail dba Clown Market covering approximately 960 square feet of retail space (Suite 130) at MYF, at 8690 Aero Dr., San Diego, CA 92123. Staff is requesting a resolution authorizing the Mayor or designee to execute a Lease Agreement with Rivan Samuail DBA Clown Market. Staff is also requesting a resolution declaring that the approval of a five (5-year) Lease Agreement for retail space, is categorically exempt from the California Environmental Quality Act (CEQA).

**D.** Five (5)-Year Lease Agreement for Retail Space, including options to extend the term, with Infinity Nails & Spa, Inc. covering approximately 910 square feet of retail space (Suite 117) at MYF, at 8690 Aero Dr., San Diego, CA 92123. Staff is requesting a resolution authorizing the Mayor or designee to execute a Lease Agreement with Infinity Nails, Inc. Staff is also requesting a resolution declaring that the approval of a five (5-year) Lease Agreement for Retail Space, is categorically exempt from the California Environmental Quality Act (CEQA).

**E.** Five (5)-Year Lease Agreement for Retail Space, including options to extend the term, with Rafael Gonzalez Figueroa covering approximately 2,730 square feet of retail space (Suite 120) at MYF, at 8690 Aero Dr., San Diego, CA 92123. Staff is requesting a resolution authorizing the Mayor or designee to execute a Lease Agreement with Rafael Gonzalez

Figueroa DBA La Fuente Mexican Restaurant. Staff is also requesting that declaring that the resolution authorizing the Mayor or designee to execute a Lease Agreement for Retail Space is categorically exempt from the California Environmental Quality Act (CEQA).

- F. Two (2)-Year Lease Agreement for Retail Space, including options to extend the term, with Learn to Fly San Diego LLC covering approximately 909 square feet (Suite 116) at MYF, at 8690 Aero Dr., San Diego, CA 92123. Staff is requesting a resolution authorizing the Mayor or designee to execute a Lease Agreement for Retail Space, with Learn to Fly San Diego LLC at Montgomery-Gibbs Executive Airport. Staff is also requesting that declaring that the resolution authorizing the Mayor or designee to execute a Lease Agreement for Retail Space is categorically exempt from the California Environmental Quality Act (CEQA).
- G. Two (2) -Year Lease Agreement for Retail Space, including options to extend the term, with Marv Golden Discount Sales, Inc. covering approximately 2,355 square feet (Suite 102) of retail space at MYF, at 8690 Aero Dr., San Diego, CA 92123. Staff is requesting a resolution authorizing the Mayor or designee to execute a Lease Agreement for Retail Space, with Marv Golden Discount Sales, Inc. Staff is also requesting that declaring that the resolution authorizing the Mayor or designee to execute a Lease Agreement for Retail Space is categorically exempt from the California Environmental Quality Act (CEQA).
- H. Five (5)-Year Lease Agreement for Retail Space, including options to extend the term, with Kham and Thanathone Chareunshouk covering approximately 2,111 square feet of retail space (Suite 114) within MYF, at 8690 Aero Dr., San Diego, CA 92123. Staff is requesting a resolution authorizing the Mayor or designee to execute a Lease Agreement with Kham and Thanathone Chareunsouk DBA Pear's Thai Cuisine Restaurant. Staff is also requesting a resolution declaring that the approval of a five (5-year) Lease Agreement for retail space, is categorically exempt from the California Environmental Quality Act (CEQA).
- I. Five (5)-Year Lease Agreement for Retail Space, including options to extend the term, with Nicholas and Zulay Romero DBA Rawknykz Barber Shop covering approximately 662 square feet of retail space (Suite 106) at MYF, at 8690 Aero Dr., San Diego, CA 92123. Staff is requesting a resolution authorizing the Mayor or designee to execute a Lease Agreement for Retail Space, with Nicholas and Zulay Romero DBA Rawknykz Barber Shop. Staff is also requesting that declaring that the resolution authorizing the Mayor or designee to execute a Lease Agreement for Retail Space is categorically exempt from the California Environmental Quality Act (CEQA).
- J. Fourth Amendment to Agreement with C&S Engineers, (H166649) Inc for Airport Master Plan Studies for Montgomery – Gibbs Executive and Brown Field Airports. Staff is requesting approval of an ordinance authorizing the Mayor or designee to execute a Fourth Amendment to the Consultant Agreement with C&S Engineers, Inc. (H166649) for the purpose of extending the term of the contract to allow the proper amount of time to update the Program EIRs related to the Airport Master Plan studies for the Montgomery Gibbs Executive and Brown Field Airports. This action extends the term of this contract from six years 11 months, expiring December 31, 2023, to a total of eight years 11 months, expiring December 31, 2025.

## 7. INFORMATIONAL ITEMS

- A.** Staff reached out to the Mayor's office and informed that the AAC requested that Mayor Pursue the relocation of the United Airlines Terminal Hangar from San Diego Airport to MYF. The Mayor's office informed staff that they had reached out to the San Diego Regional Airport Authority, and provided a letter to the Mayor advising that the UATH is no longer available for relocation due to the UATH currently being constructed onsite to meet the CEQA requirements to open the New Terminal 1 by 2025.

**B.** Staff Reports

Airport Management - *Jorge Rubio, Deputy Director*

- Mr. Rubio announced the Department of Real Estate and Airport Management has consolidated with the Economic Development Department under the leadership of Christina Bibler, Director of Economic Development. Mr. Rubio welcomed Christina Bibler.
- The Acquisition of fuel bowser to provide unleaded aviation fuel is getting closer. Staff is just waiting for insurance information from the vendor in order to set up the Purchase Order.
- Mr. Rubio thanked the AAC members for completing the training videos provided by the Office of the Boards and Commission, which included the California Records Act and the Ralph M. Brown Act.
- The hangar electrical project has been completed and passed inspection. Staff has begun the process to develop a Scope of work to paint the hangars in that area.
- The pavement work at Flattop Marigold is getting final sign off. Staff is ensuring that the planned work checks out all of the storm water regulatory requirements.
- Staff will be having a kick-off meeting for the design of the airport terminal lot here at MYF as well as the resurfacing of the Taxilane by Spiders and the Community College hangar.
- Mr. Rubio introduced Hannah Sax the new Program Coordinator for Airport Management who will assist Program Manager David Reed to complete ACIP Projects.

Real Estate, Lease Administration – *Jennifer Bearse, Program Manager*

- Staff is hiring an intern to assist the Lease Administration Team and will be conducting interviews this week.
- Staff is working with the City Attorney's Office and the Sheriff Department to gain possession of the Aero - ABRE Leasehold.
- San Diego Airpark (MAP) project at SDM: staff is working with Lessee to change some of the uses in some of the leases from light industrial to industrial and research services.
- Staff is drafting a Request for Proposal for the former Customs Boarder and Protection hangar.
- Staff is working on a potential new operator and new 3-year lease for the Landing Strip restaurant.
- Staff is working on obtaining the signed lease from the Federal Aviation Administration (FAA). Staff is drafting staff report for Council approval in March. FAA owes more than \$1 million in back rent.
- Staff has ordered a Sorbi Aviation Lease Renewal-Appraisal.
- Staff is working with Purchasing and Contracting (P&C) to release the Request for Proposal for services of a Property Management Company. Staff is meeting with P&C next week to review project schedule.
- Staff is drafting RFQ for parking lot refurbishment at the retail center.
- Storm Drain Repair-completed
- Staff is negotiating new 3-year leases for existing office tenants.
- There are currently 3 Tie-downs available at City's Lot 8A that will be used as temporary parking for aircraft displaced for the electrical work within their hangars.

- Airports has signed a MOU with Parks & Recreation effective 12/23 to lease vacant parking lot at 9485 Aero Dr. \$17,400 in monthly revenue (\$209,000 annually) to be generated, with 3% annual escalations.

Montgomery - Gibbs Executive Airport (MYF) – Mr. Charles Broadbent, MYF Airport Manager

- There were over 26,000 Operations in December.
- A storm water sample was collected and sent to the lab for processing.
- Asphalt pothole repair was conducted on the Mid-port and Vehicle Service Road near the Transient Ramp.
- There are four new Airport Operations assistants that have a start date of Monday Jan. 22, 2024.
- Staff is scheduling repairs for gate 6, and 11A.

Brown Field Municipal Airport (SDM) – Mr. Andy Schwartz, SDM Airport Manager

- SDM had 6525 operations in December.
- Gate 4 has been repaired.
- FAA finished the parking lot project at the Tower. New asphalt and fencing were installed.
- Issued a NOTAM prohibiting aircraft 100K or greater from taxing on G (Golf) Taxiway east of C (Charlie) and west of D (Delta) Taxiways.
- Powerland conducted a spray of all RSA's, Perimeter Fences and Signage.

Airport Programs - David Reed, Program Manager

- M
- C. Air Traffic Control Tower Report  
None
- D. Other Reports  
None

8. **COMMITTEE COMMENTS**

9. **ADJOURNMENT**

The meeting adjourned at 4:12 p.m. Next meeting will be February 14, 2024.

Respectfully submitted,

Andrea Berlanga  
Administrative Aide I