

**CITY OF SAN DIEGO
AIRPORTS ADVISORY COMMITTEE
MINUTES**

Meeting of July 8, 2014

Montgomery Field Terminal, 3750 John J. Montgomery Drive, San Diego, CA 92123

MEMBERS PRESENT: J. H. Aldrich (Montgomery Field Aviation Lessee), Jackie Ander (Serra Mesa Community), Jim Demeaux (Clairemont Community), Tom Dray (Montgomery Field Tower), Chairman Buzz Fink (Special Expertise), Buzz Gibbs (Kearny Mesa Community), Lisa Golden (Otay Mesa Community), Scott Hasson (Tierrasanta Community), Rich Martindell (Special Expertise), Vice-Chair Chuck McGill (Montgomery Field Aviation User Group), Tom Ricotta (Brown Field Aviation Lessee), David Ryan (Special Expertise)

MEMBERS ABSENT: Bob Hitchcock (Brown Field Aviation User Group)

GUESTS PRESENT: Nici Boon, Larry Rothrock, Gustave Schwartz

STAFF PRESENT: Grace Chao, Jeremy Fonseca, Wayne Reiter

1. CALL TO ORDER

Chairman Fink called the meeting to order at 3:04 P.M. A quorum was present.

2. APPROVAL OF MINUTES

The minutes of the June 10, 2014 regular meeting were approved unanimously, as written. Vice-Chair McGill abstained, due to his absence at that meeting.

3. NON-AGENDA PUBLIC COMMENT

EAA Chapter 14 President Larry Rothrock noted there are three members of the AAC with ‘special expertise’ and requested a definition of what constitutes special expertise, and why the three members have it. Chairman Fink explained the definition is rather broad, and encompasses anything that would assist in the management of the two airports; he is one of the members, with special expertise in the area of skydiving. Mr. Ryan is another, with special expertise in Part 91 flight operations and fixed base operator management. Mr. Martindell is the third member, with special expertise in aviation safety and accident investigation.

Mr. Rothrock asked if there is a limit on the number of special expertise positions. Chairman Fink replied yes, there are three members assigned to the Committee with special expertise. The other positions represent communities, tenants and user groups.

4. NEW BUSINESS

Brown Act Presentation

Deputy City Attorney Jeremy Fonseca gave a presentation on the Brown Act, and how it applies to the Airports Advisory Committee. A question and answer period followed the presentation.

Mr. Martindell asked how the City Council elects a chairperson. Mr. Fonseca replied it is done openly. The law equally applies to the City Council.

Mr. Gibbs commented that the planning group members are selected by secret ballot from within the community they represent, but the officers are elected openly.

Mr. Gibbs asked if the AAC members are indemnified, as the planning group members are. A discussion ensued. Chairman Fink noted there is nothing in the bylaws related to indemnification of the members, and made a request for Mr. Reiter to place this item on a future agenda for further discussion.

Chairman Fink noted that seven members constitutes quorum, but that does not preclude more than seven members meeting together outside of the regularly scheduled meetings, as long as they do not discuss business. Discussing business would require compliance with the Brown Act.

Referring to Mr. Rothrock's question earlier, Chairman Fink commented it was acceptable to provide an answer, without the item being on the agenda, as long as no action was taken by the Committee. An action item would require placement on a future agenda.

Ms. Golden asked for guidance on how to elect officers while remaining within the Brown Act guidelines. Mr. Fonseca suggested reverting to the bylaws as they were writing prior to the secret ballot amendment, or another method that complies with the Brown Act. He noted paper ballots are subject to retention schedules, should they be used.

Chairman Fink asked about how the Brown Act applies to emails. Mr. Fonseca replied caution must be taken with emails, as they can easily turn into a discussion of business.

Ms. Ander asked how the Brown Act applies to subcommittees. Mr. Fonseca replied it can depend on the nature of the subcommittee. Mr. Gibbs added one way to comply is to not have a majority of the committee members on the subcommittee.

Bylaw Amendment

Mr. Hasson made a **motion** to remove the last sentence of Section 203 of the bylaws, which provided for secret ballots while electing officers. Dr. Aldrich seconded the motion. There was no discussion. The motion passed unanimously.

Mr. Hasson, along with Vice-Chair McGill, asked for the City Attorney to research the indemnification status of AAC members, and if members are found not to be indemnified, to correct the situation so they are. Mr. Gibbs felt the risk to AAC members was lower than the planning groups, as the planning groups approve projects, while the AAC is only advisory in nature.

Airports Deputy Director Successor

Committee members asked if there is currently an acting Deputy Director, or equivalent, for Airports. Mr. Reiter replied there is not. If a decision needs to be made regarding Airports, that decision will be made by Real Estate Assets. Presently, the interim Director of READ is Kristi Geitz. The Committee felt someone should have been assigned as a decision maker at Airports after the retirement of Mike Tussey.

Vice-Chair McGill asked what the chain of command, referred to as ‘line of authority’ by Mr. Martindell, is for Airports. Mr. Reiter replied if there is a question about property or leases to contact Brandi Mulvey, or him for operational issues at both airports, since Mr. Gesell is out of the office on vacation. If a topic needs to be taken to a higher level, it will go to READ. Mr. Reiter will also address any correspondence with the FAA, such as grants, if needed. Mr. Tussey will return to work on July 21 as a provisional employee with full Deputy Director authority.

Mr. Gibbs assumed that once the READ Director position is filled, that person will initiate the process to fill the Airports Deputy Director position, and felt the AAC should be represented on any selection committee. Chairman Fink agreed, and that the AAC should be made aware of the selection process and have an opportunity to provide input.

Vice-Chair McGill asked if the City has advertised to fill the Deputy Director position. Mr. Reiter replied no. Vice-Chair McGill stated this is a good time for the AAC to make some recommendations to the Mayor.

Vice-Chair McGill and Mr. Ryan expressed concern over the grants, or any other significant events that may occur between now and when Mr. Tussey returns. Mr. Reiter assured the Committee that he will address any issues that may come up during that time. Chairman Fink believes that Mr. Reiter is up to the task of acting Deputy Director, as he is essentially doing it, but has not been given the proper title.

Dr. Aldrich made a **motion** to request the City appoint Wayne Reiter as the acting Airports Deputy Director until the provisional Deputy Director begins. The motion was seconded by Mr. Hasson, followed by a discussion.

Mr. Martindell felt the AAC cannot dictate personnel policy, only that we want someone to report to. Vice-Chair McGill and Mr. Hasson disagreed – that it is the mission of this Committee to make recommendations to the City, and that we are not dictating personnel policy; the AAC has made recommendations regarding personnel in the past. Mr. Gibbs believes personnel matters are excluded from the AAC’s purview. Mr. Ryan was unsure over how the recommendation would be pursued, and carried through, by the City.

Mr. Ricotta suggested looking further into the future to the permanent replacement, rather than an acting position between now and when Mr. Tussey returns.

Ms. Golden suggested asking Mr. Tussey for guidance on this matter when he returns.

Ms. Ander suggested an amendment to the motion to make Mr. Reiter the acting Deputy Director when Mr. Tussey is absent. Chairman Fink made a similar suggestion, and to make it a policy, that anytime the Deputy Director is absent, an interim Deputy Director, or equivalent, be assigned.

Vice-Chair McGill stressed the importance of appointing someone who has knowledge of the two airports and the FAA, and right now, that is Mr. Reiter.

The motion was voted on and passed unanimously.

Vice-Chair McGill asked how the motion will be passed along to the Mayor, and when. Chairman Fink replied he will work with Mr. Reiter after the meeting to draft a letter from the Committee and send it up the chain within the City. Vice-Chair McGill was unsure of what the chain in the City is. Mr. Reiter replied the chain for Airports is the Real Estate Assets Director, a Deputy Chief Operating Officer, the Chief Operating Officer, and then the Mayor.

Mr. Ryan followed up a **motion** that the Committee would like to be briefed on how the selection of the Deputy Director replacement will occur, with a timeline, and that the Committee will have an opportunity to provide input. The motion was seconded by Mr. Demeaux.

After a discussion the motion was voted on and passed unanimously.

August Meeting

The Committee discussed whether to meet in August or to cancel the meeting. It was decided to keep the meeting as scheduled.

Mr. Ricotta asked for an update on the CIP projects if the August meeting is canceled. Mr. Reiter replied he would provide an update.

5. STAFF & DEPUTY DIRECTOR'S REPORT

MYF General Update – Airport Noise Abatement Officer Wayne Reiter

Montgomery Field Airport Manager Ernie Gesell is currently on vacation, but has announced his retirement from the City. His last day will be August 1. Operations staff will continue to be the first point of contact for Montgomery Field operational issues.

Dr. Aldrich asked how the Airport Manager position will be filled. Mr. Reiter replied it will go through a recruitment process, with an advertisement followed by interviews. The selection is made by the Appointing Authority, who is normally the Deputy Director of Airports. Mr. Tussey, as a provisional Deputy Director, will be the Appointing Authority.

The old vehicle gate codes were eliminated, as discussed at the last meeting. An access card is required to enter the vehicle gates. As expected, several people showed up following the code deactivation requesting an access card.

Vice-Chair McGill asked about the Fire Department's access through the vehicle gates. Mr. Reiter replied each gate has a Knox Box for emergency responders to use. Dr. Aldrich and Mr. Ryan continue to have concerns about Fire Department access, referring to previous experiences.

Chairman Fink suggested a presentation by the Fire Department at a future meeting to discuss airport access and emergency response to airport incidents. Mr. Gibbs noted Fire Department crews visit his facility about once a year for training and familiarization, but crew turnover is high. Airport Operations Assistant Paul Mehrlich added the Fire Department was issued two access cards.

Vice-Chair McGill recalled past attempts to get aircraft-specific training for the Fire Department, but continues to have concerns about their access through the gates, and once they get through the gates, they have no idea how to deal with aircraft incidents.

Mr. Ryan echoed Vice-Chair McGill's sentiments, adding his business offers training to the Fire Department once a year on their specific aircraft, and noted the high turnover rate among crews. Chairman Fink suggested video-taping the next training evolution for use by Fire Department staff, and made a request to have the Fire Department attend a future meeting.

Ms. Golden suggested using staff from Miramar College to assist in training.

Dr. Aldrich wanted to confirm or deny rumors of noise complaints coming from the apartments across Aero Drive. Mr. Reiter replied there have been no complaints.

Noise, SDM General Update – Airport Noise Abatement Officer Wayne Reiter

Noise reminders were sent out to airport users and businesses requesting pilots to fly quietly and be good neighbors, and the Quarterly Noise Report for April – June has been released.

Mr. Ryan asked how noise complaints for turboprop aircraft are recorded. Mr. Reiter replied they are recorded in the 'propeller' row.

The new Airport Manager for Brown Field, Matthew Schmitzer, is scheduled to start July 21. He is a local Army officer and pilot.

Mr. Ryan asked for clarification on the operations revenue section of the June Operations Report – whether the amount shown for total FY14 is actual or budgeted. Airports Budget Analyst Grace Chao replied it shows budgeted.

Vice-Chair McGill asked for an update on real estate issues, since Supervising Property Agent Brandi Mulvey was unable to attend the meeting. Mr. Ryan replied the Crownair appraisal, first draft, is expected this week. Mr. Reiter noted no changes in the other lease holdovers.

MYF Tower Update – MYF Tower Manager Tom Dray

- ATC operations have returned to the tower. As part of the project closeout, a power outage is scheduled for this Thursday night beginning at 2130 and ending Friday morning at 0530. Backup power will be used for the various equipment: The ATIS, ASOS and glideslope should continue to work through the night, while the MALSR and Rwy 28R VASI will likely not make it through the night. Provisions exist to use the ILS with the SAN altimeter settings, if necessary, with increased minimums.
- A 400-foot AGL crane will be used at the Kaiser Hospital construction site at Ruffin and Clairemont Mesa Boulevard, which will increase the circling MDA to 1,180 feet.
- There will be a local runway safety meeting on August 7 from 10:00 A.M. to 2:00 P.M. in the terminal conference room. Invitations are forthcoming.
- Staff is working on the Mt. Helix checkpoint.

Dr. Aldrich requested a report on how the backup systems performed during the power outage. Mr. Dray replied he would provide such report.

Brown Field Development Update – DPC/Metro Airpark Project Manager Nici Boon

The geotechnical investigation continues.

- Large and small diameter borings were completed last week.
- Trenching will commence tomorrow and last for four days.
- The topographic surveying continues. When complete, work will commence on the grading and drainage plans.

Mr. Gibbs asked how large the trenches were. Ms. Boon replied approximately 2-feet wide, 10 to 15-feet deep and 8 to 10-feet long. There is expansive soil down to approximately 8 feet.

Capital Improvement/Consultant Project Update

- MYF Access Control: Expected completion in July.
- MYF Rwy 5-23, Twy G: Expected start in October.
- SDM Rwy 8L-26R Construction Phase I: Expected start in October; environmental review in progress.
- ADA Project for SDM and MYF: Expected start in November.

Mr. Dray requested a phasing plan for the Rwy 5/23 Rehab project. Mr. Reiter replied he will provide it.

Mr. Ricotta asked if funds are available to repair the gates at Brown Field. Mr. Reiter replied the purchase order approvals for the new fiscal year are forthcoming.

6. ANNOUNCEMENTS

The next meeting will be on August 12 at the Montgomery Field Terminal.

7. ADJOURNMENT

The meeting was adjourned at 4:25 P.M.

Respectfully,

Wayne J. Reiter