

**CITY OF SAN DIEGO**  
**AIRPORTS ADVISORY COMMITTEE**  
**MINUTES**  
**Meeting of September 13, 2023**

**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 (Excused) Montgomery Field Aviation Lessee
Tom Ricotta Brown Field Aviation Lessee	Joel Ryan* FAA Air Traffic Control Tower
Rich Martindell Special Expertise	Gary List Brown Field Aviation User Group
David Gordon (Late) Special Expertise	
Chase Michael Franzen Kearny Mesa Representative	
Vice-Chair Chuck McGill Montgomery Gibbs Aviation User Group	
Richard Ram Serra Mesa Community	
Ron Lee Brown Field Aviation User Group	

\*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, Frank Santana, Debbie Shauger, Andrea Berlanga, Andy Schwartz, Cheryl Mossa, Jennifer Bearse, and Jerry Magner

**3. NON-AGENDA PUBLIC COMMENT**

A member of the public advocated for the move of the United Airlines Hangar Terminal to Montgomery-Gibbs Executive Airport and that CrownAir Aviation is interested in acquiring it.

Chair Reid requested that an item be added to next month's meeting agenda for members to vote on a recommendation requesting staff to reconsider the move of the United Airlines Hangar Terminal to Montgomery-Gibbs Executive Airport.

#### 4. APPROVAL OF MINUTES

Vice-Chair McGill made a motion to approve minutes as written. Mr. Martindell seconded the motion. Motion passed unanimously.

#### 5. UNFINISHED BUSINESS

None

#### 6. NEW BUSINESS

- A. Receive and File Report Regarding Pavement Repairs to Flattop Marigold West, Taxiway Bravo, and Taxiway Charlie

Mr. Reed presented on the pavement repairs to Flattop Marigold West, Taxiway Bravo, and Taxiway Charlie. Mr. Reed provided some information regarding Flattop Marigold and the Taxiways. Mr. Reed mentioned that the areas will need the asphalt milled and overlay applied. The cost of this scope of work is estimated at \$270,521.19, with an additional \$29,478.81 for potential contingencies. Mr. Reed advised that staff is working with Engineering and Capital Projects to put together an as needed contract as well as process the Mayoral Action. Staff will also need to set up purchase orders. Once the work is ready to be scheduled, all tenants and users of the areas will be notified.

Chair Reid asked how long it will take for these areas to be repaired, Mr. Reed stated that it will take 20 working days to complete. Mr. Martindell asked what the funding source for this project is. Mr. Reed advised that the funding is coming from the Airports Enterprise Fund.

#### 7. INFORMATIONAL ITEMS

- A. Staff Reports

Airport Management - Jorge Rubio, Deputy Director

- Mr. Rubio announced staffing changes in the department. He introduced new Program Manager of Lease Administration, Jennifer Bearse. Mr. Rubio also announced recent promotions, Jerry Magner, the new Senior Airport Operations Assistant and Latesha Newell, the new Administrative Aide I, who will assist the finance team.
- The operations team currently has six vacant Airport Operation Assistant Positions that staff is recruiting for.
- Staff is currently interviewing for the Program Coordinator position that would assist Program Manager David Reed with airport projects.
- Staff will be participating in the 92123 Community celebration this Saturday at the Serra Mesa Recreation Center. The zip code coincides with the date only once a century.
- The City has established a Climate Action Plan. In the effort of becoming a more sustainable City, potential changes to new leaseholders will be effective January 1, 2024.
- Staff is continuing to move forward with the Unleaded Fuel Tank Project. Also, staff is working to purchase a new product. It's a 1000-gallon fuel bowser that we are planning to have one of the FBOs use.
- Mr. Rubio had a few opportunities to speak about the aviation industry and the City's airports. Mr. Rubio was featured on Fox 5 News on August 25, 2023, during National Aviation Week. Mr. Rubio also spoke in a Cal State LA Airport Law Class.
- Ford Trimotor will visit MYF October 9 through October 16. It has been over eight years since the last visit. it. Rides are available from Friday, October 13 through Sunday, October 15, from 9:00 a.m. to 5:00 p.m. Tickets cost \$85 for adults and \$65 for children 17 and under.

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

- Ms. Bearse introduced herself, stating, she has almost 20 years of asset and property management experience in the public and private sectors.
- Staff is working with San Diego Airpark on a proposed change of use in some of the leases from light industrial to industrial and research services.
- The City obtained a judgement against the Lessee for possession and is redoing a writ of possession for the property. Staff is working with the City Attorney Office on this process.
- Draft lease has been approved by the San Diego Community College District and delinquencies have been resolved. Staff is processing lease for Council approval. Lease term shall be three (3) years including two (2) options to extend the term of the Lease for two additional three-year periods. The draft lease has been sent to tenant Sorbi for the Spider's Hangar.
- Corporate Helicopters is working with DSD to process plans for the proposed development. They are also finalizing NEPA documents to submit to Federal Aviation Administration (FAA). They are requesting changes that will affect the leasehold for Executive Airpark. Working with EA and Corporate Helicopters to amend their leases and scheduling a meeting to review project status.
- Hangar Electrical work for Lot 8A is continuing.
- There are currently three Tie-downs available at City's Lot 8A that will be used as temporary parking for aircraft displaced due to the electrical work within their hangars.
- Staff is negotiating a Memorandum of Understanding with the Department of Parks and Recreation to lease a vacant parking lot at 9485 Aero Dr. This project will generate over \$10,000 per month rent.
- Staff is working with Purchasing and Contracting to release the Request for Proposal for services of a Property Management Company.
- Staff is considering granting a right of entry to AT&T to provide internet access to the retail and office building customers.
- Staff is negotiating new 3-year leases for the existing office tenants.
- The retail centers are currently undergoing refurbishment.
- Staff is negotiating new leases for existing customers for Council approval. Lease terms range from 2 – 5 years, with options to renew for 3-5 years past their initial lease terms. The timeline for City approvals and full execution of the leases is by year end.

Montgomery - Gibbs Executive Airport (MYF) – Jerry Magner, Airport Operations Assistant on behalf of Mr. Charles Broadbent, MYF Airport Manager

- MYF had over 29,000 operations in August.
- FOD mats will be installed Thursday at parcel three to mitigate FOD.
- The Cal Trans airport inspection was conducted on August 29, 2023. No major items and waiting for a letter from the inspector.
- Staff is continuing to conduct interviews for vacant operations positions.
- The Miramar Airshow is on September 22-24 and MYF will have some closures to accommodate the event.
- Expect NOTAM for closures as follows:
  - Thursday, 21 September 2023 – 1200-1615L (4:15 hrs.)
  - Friday, 22 September 2023 - 1504-1704L (2 hrs.)
  - Saturday, 24 September 2023 – 1524-1638L (2 hrs.)
  - Sunday, 25 September 2023 – 1504-1704L (2 hrs.)

- Charlie will return Monday, September 18, 2023.

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

- Staff recently hired an Equipment Operator.
- The SDM Air Traffic Control Tower (ATC) is back to regular operating hours from 8:00 a.m. to 8:00 p.m.
- The Runway Safety Action Team (RSAT) meeting is scheduled for September 27, 2023, from 1:00 P.m. to 3:00 p.m.
- The FAA is working on the parking lot near the ATC. They are excavating and removing asphalt.
- SDM had 8,000 operations in August.

**B.** Air Traffic Control Tower Report

**C.** Other Reports

None

**8. COMMITTEE COMMENTS**

None

**9. ADJOURNMENT**

The meeting adjourned at 3:47 p.m. Next meeting will be October 11, 2023.

Respectfully submitted,

Andrea Berlanga  
Administrative Aide I