



AIRPORTS ADVISORY COMMITTEE

Meeting Notice and Agenda

Wednesday, March 13, 2024, at 3:00 p.m.
Location: Terminal Montgomery – Gibbs Executive Airport
3750 John J. Montgomery Drive, San Diego, CA 92123

Chair: Tom Reid | **Vice Chair:** Chuck McGill

Committee Members: Tom Ricotta, David Gordon, Ron Lee, Richard Martindell, Richard Ram, James Aldrich, Gary List, Chase Michael Franzen, Donald Chick and non-voting member Joel Ryan.

Committee Liaison: Jorge Rubio, A.A.E.

Public Participation Instructions:

Members of the public may participate and provide comment in person, via telephone, the virtual platform, using the [webform](#) or e-mail submission as follows:

In Person Testimony:

If you wish to address the Committee on an item on today's agenda, please complete and submit a speaker form before the Committee hears the agenda item. You will be called at the time the item is heard.

If you wish to address the Committee during non-agenda public comment, please complete and submit a speaker form. However, California's open meeting laws do not permit the Committee to discuss or take any action on the matter at today's meeting. At its discretion, the Committee may add the item to a future meeting agenda or refer the matter to staff or committee. Individuals' comments are limited to three minutes per speaker. At the discretion of the Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item.

Joining the Webinar and Offering Phone-in Testimony

The Airports Advisory Committee meetings will continue to offer the public a virtual participation option using the Zoom Webinar platform. Members of the public can offer public comment on agendized items or during Non-Agenda Public Comment by accessing the meeting online using a desktop computer, laptop, tablet, or Smartphone, or by calling into the meeting using a Smartphone, cellular phone, or land line.

The link to join the Meeting Webinar by computer, tablet, or Smartphone is:

<https://sandiego.zoomgov.com/j/1619579701>

To join by telephone:

Dial 1-669-254 5252

When prompted, input **Webinar ID: 161 957 9701**

How to Speak To A Particular Item or During Non-Agenda Public Comment Via Virtual Platform:

When the Chair introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the “Raise Your Hand” button on your computer, tablet, or Smartphone, or by dialing *9 on your phone. You will be taken in the order in which you raised your hand. You may only speak once on a particular item.

When the Committee Liaison indicates it is your turn to speak, unmute your phone by tapping the Unmute button on your computer, tablet or Smartphone, or dial *6 on your phone.

If you are speaking on Non-Agenda Public Comment, please note that California's open meeting laws do not permit the Committee to discuss or take any action on the matter at today's meeting. At its discretion, the Committee may add the item to a future meeting agenda or refer the matter to staff, Subcommittee, or Ad-Hoc Committee. Individuals' comments are limited to three minutes per speaker. At the discretion of the Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item.

Written Comment through Webform:

Comment on Agenda Items may be submitted using the [webform](#) indicating the agenda item number for which you wish to submit your comment. Comments received by the start of the meeting will be distributed to the Committee Members and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

REQUESTS FOR ACCESSIBILITY MODIFICATIONS OR ACCOMMODATIONS

This information will be made available in alternative formats upon request, as required by the Americans with Disabilities Act (ADA), by contacting Andrea Berlanga at 858-573-1433 or amberlanga@sanidiego.gov. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting Andrea Berlanga at 858-573-1433 or amberlanga@sanidiego.gov. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services, or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**2. ROLL CALL****3. NON-AGENDA PUBLIC COMMENT**

4. APPROVAL OF MINUTES

- A. February 14, 2024

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

- A. Proposed Traffic Changes to the Intersection of Glenn H. Curtis Road and Gibbs Drive.

PROPOSED ACTION:

1. Recommend that Staff inform the Transportation Department of Staff's recommended Option A: All-Way Stop. This looks to be a safer option due to the narrow streets on Glenn H. Curtis Rd., Gibbs Dr. The office building to the south, and hangars to the north reduce visibility.

7. INFORMATIONAL ITEMS

- A. Staff Reports
- B. Montgomery – Gibbs Executive Airport Air Traffic Control Tower Report
- C. Other Reports
 - Monthly Airport Operations Reports – February2023
 - Monthly Noise Management Report – February 2023
 - Airports' Projects Status Report – February2023

8. COMMITTEE COMMENTS

9. ADJOURNMENT

CITY OF SAN DIEGO
AIRPORTS ADVISORY COMMITTEE
DRAFT MINUTES

Meeting of February 14th, 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.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

*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, Jennifer Bearse, Hannah Sax, Corbin Green, James Miramontes, Kenneth Hernandez, and Yan Jiang.

3. NON-AGENDA PUBLIC COMMENT

None

4. APPROVAL OF MINUTES

Rich Martindell made a motion to approve minutes as written. Mr. Gordon seconded the motion. Motion passed unanimously.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

- A. Election of the Chair and Vice Chair of the City of San Diego Airports Advisory Committee.

Mr. Martindell made motion to nominate McGill as Vice Chair. Mr. Gordon seconded the motion. Motion passed unanimously.

Mr. Martindell made motion to nominate Reid as Chair. Mr. Gordon seconded the motion. Motion passed unanimously.

- B. Lease Agreement for approximately 7,736 square feet of office space at Montgomery - Gibbs Executive Airport, located at 8525 Gibbs Drive, Suite 120, San Diego, CA 92123

Mr. Martindell made a motion to recommend revised wording from the committee authorizes to the committee recommends. Mr. Franzen seconded the motion to approve the revised item. Motion passed unanimously.

7. INFORMATIONAL ITEMS

A. Staff Reports

Airport Management - Jorge Rubio, Deputy Director

- Mr. Rubio introduced Rosie Holmes, Senior Clerk Typist and new Airport Operations Assistants. By this time next week, City airports will have 24/7 coverage, either by Airport Operations or the security company at night.
- Mr. Rubio sends farewell to staff member as they have accepted a promotional opportunity with another department.
- Staff are one step closer to have retail unleaded aviation fuel at MYF. The purchase order for the fuel bowser has been approved and the expected delivery date is approximately three months out. In the meantime, staff is negotiating a lease for the tank with CrownAir Aviation as they are the ones who will be selling the fuel.
- Except for reduced traffic and some leaks, the storms did not have a significant effect on Airports. The Economic Development Department did have several staff members at the City's Emergency Operations Center.
- Mr. Rubio attended Career Day at San Ysidro High School on October 2nd and connected with approximately 90 students. Some students will be pursuing careers in aviation.

Federal Updates:

- The Airports were allocated Bipartisan Infrastructure Law Grants for both airports. MYF was allocated \$851K and Brown Field Municipal Airport (SDM) \$294K that's a total of \$1.145 Million for Airport Infrastructure Projects that will help us pay for our much-needed infrastructure.
- The Federal Senate Committee approved the passage of the FAA reauthorization for five years. The legislation is now on its way to the Senate Floor.
- Some highlights of the Bill include:
- Reform and digitize systems such as the FAA aircraft registry and Part 135 certification to enhance safety and efficiency.

- Improve FAA aeromedical policies and procedures related to pilot mental health and other matters.
- Modify supplemental oxygen requirements under Part 135 to increase the flight level (FL) threshold from FL 250 to FL 410.
- Position the U.S. as a leader in advanced air mobility (AAM), directing a practical regulatory path and investments in electric infrastructure to help scale AAM at U.S. airports.
- Increase student loan caps for accredited flight education and training programs to make the pilot career path more accessible to everyone and grow the pilot workforce.
- Strengthen air traffic controller workforce staffing.
- Direct the FAA to implement a plan to strengthen international engagement on safety, certification and integration of valuable new technologies.

Other Notes:

- Hangar pavement rehab expected to start in the next 60 days, staff are working with contractor to gather signatures for the final agreement.
- Robert's Rules of Order training was cancelled due to weather but is rescheduled for February 28th. Reach out to Mr. Rubio to sign up for this training.
- Mr. Rubio mentions that there is a proposal to enhance the intersection at Glen Curtis Drive and Gibbs Drive. Staff will be presenting the proposal at the next ACC for input.

Mr. Ricotta asked if the new MYF operations schedule is 7 days a week. Mr. Rubio confirms the schedule as 24/7, 7 days a week.

Mr. Gordon asked who sets the fuel price. Mr. Rubio stated that staff is discussing this.

Mr. Gordon asked if the city would look at the traffic lights on Aero drive and Curtis. Mr. Rubio says he will talk with traffic team about the concern.

Real Estate, Lease Administration – Jennifer Bearse, Program Manager

- Staff are hiring an intern to assist the Lease Administration Team and are waiting for a background check to clear.
- Obtained a judgement against the Lessee for possession and waiting for updated writs of possession. Airports is working with the Chief Administrative Office (CAO) and Sheriff to obtain possession of the ABRE Leasehold.
- Sorbi Aviation Lease Renewal is Pending appraisal
- EAA to exercise option to extend the size of the leasehold. Pending appraisal.
- Staff are working with Lessee to revise some of the uses in some of the leases from light industrial to industrial and research services and add provisions to provide lenders with more protections for the San Diego Airpark (MAP) Project Brown Field project.
- The San Diego Community College District Lease renegotiated to provide for ZEMBOP provisions. Scheduled for Council on February 26, 2024.
- Staff are scheduling a meeting with Corporate Helicopters. Corporate Helicopters is working with DSD to process plans for the proposed development. They are finalizing NEPA documents to submit to FAA. They are requesting changes that will affect the leasehold for Executive Airpark. Staff is working with EA and Corporate Helicopters to amend their leases.
- Staff are working with Purchasing & Contracting to release the RFP for services of a Property Management Company.
- Council approved 8 New leases for existing tenants on February 6, 2024.
- Staff are negotiating new 3-year leases for existing office tenants

- Staff are negotiating MOU with E&CP for 7,600 sq. ft. of office space at 8525 Gibbs Drive. Anticipated new annual lease revenue will be \$209,000
- The electrical work for Lot 8A has been completed.

Mr. Ricotta asked question about the process of the notices being provided to those with the ABRE leasehold. Ms. Bearse responds that a lockout will occur by the Sheriff's Department. Mr. Rubio finished with saying that the Sheriff's Department will come out and lock each space one-by-one the writs are received.

Mr. Reid asked question when someone will take over the previous FAA leasehold and how long the turnover would be on that building. Ms. Bearse responded that we already have an interested tenant and staff is working towards a new lease.

Mr. Reid asked what the building vacancy rate was. Ms. Bearse stated that building 8525 has a 77% occupancy rate leased, buildings 8665 and 8575 is at 20% leased.

Mr. Reid asked what the approximate square footage of space unused was. Mr. Rubio states the building are 36,000 sq/ft but there is more to that as the building conditions need to be assessed and upgraded. Stated the previous conditional assessment reported several million dollars. Mr. Rubio stated that the city does not have funds for that currently.

Mr. Reid asked what the average per sq/ft rent. Ms. Bearse gave approximate full-service rate of \$1.95. Mr. Rubio answered that staff is working on potential redevelopment of the area.

Mr. Reid asked why the city does not just sell the real estate. Ms. Bearse stated that The City does not have a policy to sell real estate at this time.

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

- There were over 28,000 Operations in January.
- The lit taxiway direction signage was replaced for Taxiway Charlie at 28R.
- Gate 6 was repaired.
- California Aviation Day is scheduled for February 27 on the West steps of the State Capitol.
- Six new Airport Operations Assistants were hired, Yan Yiang, James Miramontes, Kenneth Hernandez, Corbin Green, Kazuo Shirai, and Ricardo Sevilla. They will be scheduled at Montgomery and Brownfield to provide staffing from 6 AM to 9PM.

Mr. Reid asked if the paving project is expected to start in 60 days or less. Mr. Reed stated that both the city and the contractor have faced challenges, but the contract is with the contractor for final execution. Once contractor returns paperwork, staff will be able to issue a kick-off meeting. Staff is working to get this implemented as soon as possible. Mr. Broadbent stated that the operations team is sweeping in this area more often.

Mr. Gordon asked about sweeping brushes the operations team uses. Mr. Broadbent states that staff use the vacuum but also occasionally the staff will use brushes.

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

- SDM had 7,580 operations in January. Up 6% for the month compared to last year. Total count (Calendar/YTD) 7580 operations up 6% total count for the same time last year (7169).

- Gate #5 is down.
- Storm water sample taken and submitted to lab awaiting results.
- NOTAM prohibiting aircraft 100K or greater from taxing on G (Golf) Taxiway east of C (Charlie) and west of D (Delta) Taxiways still in effect.

Mr. Frazen asked what happens if the storm water sample fails. Mr. Schwartz responded that more samples would have to be taken.

Mr. Ricotta asked if we could implement a NOTAM with the options for pilots stated with a caution. Mr. Rubio stated our team will look into this NOTAM and if staff can include that they would.

Mr. Rubio states that the San Diego Air Park is eager to start the upcoming project at SDM. Stated there are a few approvals needed prior to breaking ground but MAP is hoping to break ground before the end of February.

Mr. Franzen asked what for an update on the progress with the Fire Departments hangar. Mr. Rubio responded that the environmental assessment is still going on and that he is unaware of any expected date of completion. Mr. Rubio stated he will follow up on this project.

Mr. Franzen asked about the runup space on the masterplan. He also expresses concerns for the runup wait times causing environmental impacts. Mr. Rubio states that the masterplan process is still going on. The consultant is working on the technical reports at this time. There have been amendments on this plan previously and staff can discuss the possibility to add on this project onto the plan. Mr. McClain states that the runup area is the biggest limit on tower operations. Mr. Rubio states that the options for a runup area will be a priority to staff.

B. Air Traffic Control Tower Report

Mr. McClain reported over 28,000 for the Air Traffic Control Tower in January which has been reported as the busiest January ever for MYF. Tower is averaging 25,000 movements per month. Reported owls on the tower at night. No new controllers will be starting anytime soon. Staffing levels are good at this time.

C. Other Reports

None

8. COMMITTEE COMMENTS

None

9. ADJOURNMENT

The meeting adjourned at 4:07 p.m. Next meeting will be March 13, 2024.

Respectfully submitted,

Hannah Sax
Program Coordinator



Department of Real Estate and Airport Management

March 13, 2024

Airports Advisory Committee
3750 John J. Montgomery Drive
San Diego, CA 92123

Subject: Proposed Traffic Changes to the Intersection of Glenn H. Curtis Rd. and Gibbs Drive.

OVERVIEW:

At the request of a member of the community, City of San Diego Transportation Department evaluated the intersection of Glenn H. Curtis Rd. at Gibbs Dr. The existing intersection is “yield” for the northbound approach, “stop” for the southbound approach, and “free flow” for the westbound approach. The existing traffic control is not supported by the California Manual on Uniform Traffic Control Devices (CA MUTCD). There are two proposed options, Option A: All-Way Stop, and Option B: Minor Street Stop (Please see Exhibit A)

PROPOSED ACTION:

- A. Recommend that Staff inform the Transportation Department of Staff’s recommended Option A: All-Way Stop. This looks to be a safer option due to the narrow streets on Glenn H. Curtis Rd., Gibbs Dr. The office building to the south, and hangars to the north reduce visibility.

DISCUSSION OF ITEM:

The all-way stop would mitigate for the reduced visibility due to the narrow streets of Glenn H. Curtis Rd. Gibbs Dr. and reduced visibility due to the multistory office building to the south and hangars to the north.

After receiving notification from Staff on the recommended action, the Transportation Department will inform the Community Planning Group Chair and the Council Representative of revised proposal. The stop signs and markings will be installed at no cost to the Airport.

The stop signs and markings will be installed at no cost to the Airport Enterprise Fund.

If you have questions or need additional information, please contact Charles Broadbent, Montgomery – Gibbs Executive Airport Manager at (858) 573-1430.

Sincerely,

Jorge Rubio, A.A.E.
Deputy Director, Chief of Airports

Exhibit: A. Diagram of Proposed Changes Proposed Traffic Changes to the Intersection of Glenn H. Curtis Rd. and Gibbs Drive.

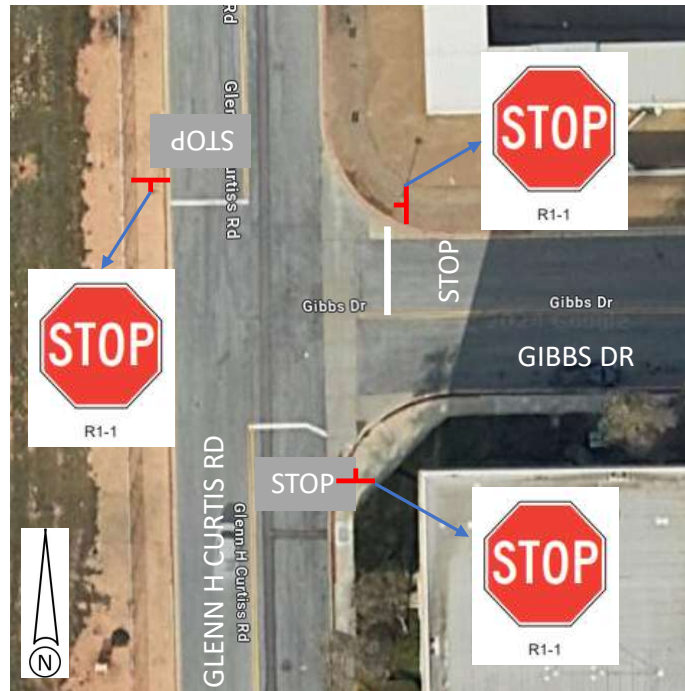
Exhibit A

Diagram of Proposed Changes Proposed Traffic Changes to the Intersection of Glenn H. Curtis Rd. and Gibbs Drive

Existing Conditions



Option A (All-Way Stop)



Option B (Minor Street Stop)



Monthly Airport Operations Report

February 2024

MONTGOMERY-GIBBS EXECUTIVE AIRPORT

Flight Operations (Month)	Feb-24	Feb-23	% Diff
	27,104	21,574	25.6%

Based A/C 409

Flight Operations (CY)	2024 YTD	2023 YTD	% Diff
	55,197	43,064	28.2%

Flight Operations (FY)	FY24 YTD	FY23 YTD	% Diff
	229,808	191,630	19.9%

Operations Office Revenue	FY24 YTD	FY23 YTD	% Diff
Landing Fees	\$8,066.96	\$14,073.90	-42.7%
Transient A/C Parking	\$10,026.00	\$12,982.00	-22.8%
Monthly A/C Parking	\$285,208.85	\$363,848.26	-21.6%
Vehicle Parking	\$2,104.00	\$2,059.00	2.2%
Conference Room*	\$2,040.00	\$1,390.00	580.0%
Other	\$4,128.98	\$4,328.98	-4.6%
Total	\$311,574.79	\$398,682.14	-21.8%

Total Operations 10-Year History	
2023	321,830
2022	307,188
2021	292,805
2020	276,208
2019	253,090
2018	226,588
2017	207,103
2016	200,676
2015	216,295
2014	215,114

BROWN FIELD MUNICIPAL AIRPORT (Aircraft Operations Numbers to be provided when available)

Flight Operations (Month)	Jan-24	Jan-23	% Diff
	7,580	7,169	5.7%

Based A/C 157

Flight Operations (CY)	2024 YTD	2023 YTD	% Diff
	7,580	7,169	5.7%

Flight Operations (FY)	FY24 YTD	FY23 YTD	% Diff
	53,978	54,023	-0.1%

Operations Office Revenue	FY24 YTD	FY23 YTD	% Diff
Landing Fees	\$30,006.00	\$48,396.00	-38.0%
Transient A/C Parking	\$3,736.00	\$2,591.00	44.2%
Vehicle Parking	\$29,408.00	\$23,809.00	23.5%
Other	\$0.00	\$6,069.00	0.0%
Total	\$63,150.00	\$80,865.00	-21.9%

Total Operations 10-Year History	
2023	92,255
2022	94,925
2021	106,001
2020	100,462
2019	86,358
2018	78,916
2017	77,355
2016	86,027
2015	93,529
2014	90,266



Department of Real Estate and Airport Management

Monthly Noise Management Report- February 2024

Montgomery Gibbs Executive Airport

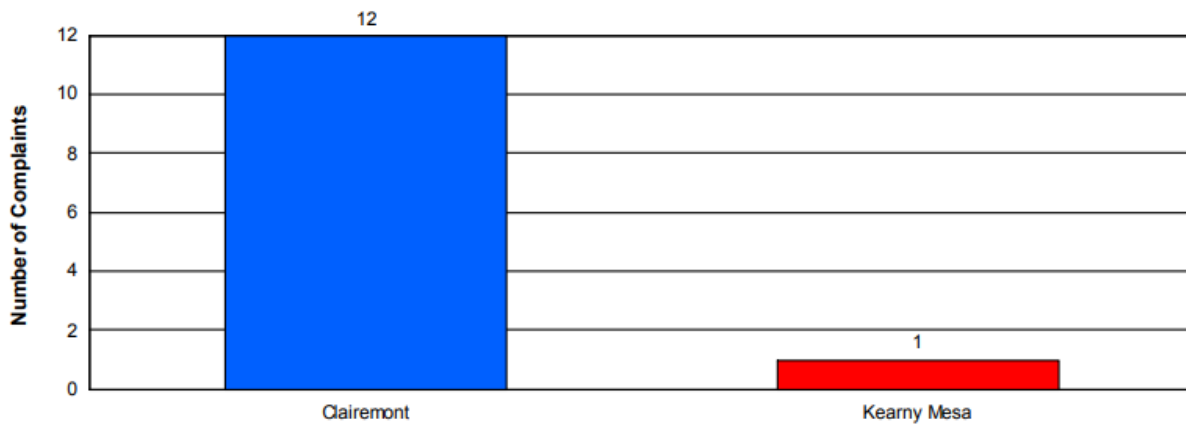
Noise Abatement Violations*

Day: 0

Night: 0

Total of Fine Amount for the Month: \$0

Community Complaint Totals



Total Number of Complaints: 13

Community Complaint Details

Community	Number of Complainants	Number of Complaints	YTD Total Complaints
Clairemont	3	12	32
Kearny Mesa	1	1	1
Totals:	4	13	33

*Noise Abatement Violations only apply to Montgomery Gibbs Executive Airport as the City ordinance/policy was passed and put into place prior to the Airport Noise and Capacity Act of 1990

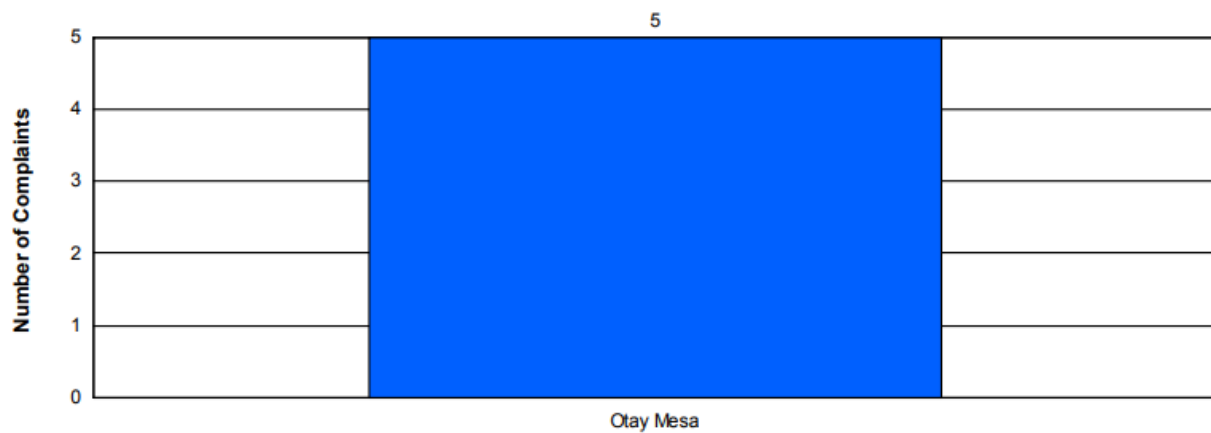


Department of Real Estate and Airport Management

Monthly Noise Management Report- February 2024

Brown Field Municipal Airport

Community Complaint Totals



Total Number of Complaints: 5

Community Complaint Details

Community	Number of Complainants	Number of Complaints	YTD Total Complaints
Otay Mesa	1	5	5
Totals:	1	5	5

*Noise Abatement Violations only apply to Montgomery Gibbs Executive Airport as the City ordinance/policy was passed and put into place prior to the Airport Noise and Capacity Act of 1990



Department of Real Estate and Airport Management

Projects Progress Update

March 2024

Montgomery-Gibbs Executive Airport (MYF)

- MYF Unleaded Aviation Fuel Tank Installation (Priority Project)
 - Project Entering Design Phase
 - Unleaded Aviation Fuel Bowser – Purchase Order Issued – Estimated delivery ~ three months
- MYF Pavement Repairs Flattop Marigold
 - Construction to begin 3-18-24
- Master Plans Contract
 - Weekly Meetings with C&S and City Planning Department to streamline EIR updates
 - 4th Amendment to the Contract Approved by City Council 2-27-24, Second Reading at Council 3-12-24
- MYF Terminal Parking Lot East Rehabilitation
 - Site Visit on 2-29-24
- Spiders Lot Pavement Rehabilitation
 - Site Visit on 2-29-24
- MYF Terminal Apron Rehabilitation
 - Awaiting results of Geotechnical study
- MYF City Hangars West (Lot 8A) Electrical Upgrade
 - Final Inspection Completed Awaiting Letter of Acceptance

Brown Field Municipal Airport (SDM)

- Runway 8R/26L, Taxiway Bravo Rehab, Taxiway Charlie (G1) Rehab Realign, Pavement Removal Project
 - FAA Reviewing 30% Design
 - FAA Currently Reviewing Funding Qualification
- San Diego Airpark Project
 - Work is continuing to establish of the Mitigation Lands
 - Received approvals from USFW and CDFW to begin grading
- Customs and Border Protection General Aviation Inspections Facility
 - Proposed New Facility would be within new FBO building terminal.