

CITY OF SAN DIEGO
AIRPORTS ADVISORY COMMITTEE
MINUTES
Meeting of March 12, 2025
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:

MEMBERS ABSENT:

Chair Tom Reid Clairemont Community	Gary List** Brown Field Aviation User Group
Vice Chair Peter S. Doft Special Expertise Representative	Donald Chick Tierrasanta Representative
David Gordon Special Expertise	Richard Ram** Serra Mesa Community
Ron Lee Brown Field Aviation User Group	
Rob M. Hixson Otay Mesa Representative	
Jason Ponchetti Brown Field Aviation Lessees Representative	
Melissa Johnston Montgomery-Gibbs Aviation Lessees Representative	
Shawn Ellis Montgomery-Gibbs Aviation User Group Representative	
Chase Michael Franzen Kearny Mesa Representative	
Joel Ryan* FAA Air Traffic Control Tower	

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

** Excused

STAFF PRESENT:

Jorge Rubio, David Reed, Debbie Shauger, Charles Broadbent, Jennifer Bearse, Thurman Hodges, Cheryl Mossa, Frank Santana, Latesha Newell, Rosalina Holmes, Nadia Nashi, Hannah Sax, and Giancarlo Vargas.

3. NON-AGENDA PUBLIC COMMENT

- Larry Rothrock announced that the Experimental Aircraft Association (EAA) will be inviting the Airports Advisory Committee to its October 12th, 2025, meeting at Brown Field.
- Ron Lee announced that as of January 1st, 2025, DJI drones have free range of flight and no longer require codes as DJI placed the responsibility on the drone operator.

4. APPROVAL OF MINUTES

A. February 12, 2025

Vice Chair Doft made a motion to approve the minutes as written. Ms. Johnston seconded the motion. Motion to approve passed. Chase Franzen abstained.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

A. Review of the Airports Advisory Committee bylaws.

Mr. Doft made a motion to approve Airport staff to draft changes to the AAC bylaws and bring them at the next meeting in April.

Mr. Franzen seconds the motion to approve. Motion passes unanimously.

7. INFORMATIONAL ITEMS

A. Update on Airports Division User Fees – Report to the AAC.

- Jorge Rubio reported that City Council had approved a two phased approach to the Airports User Fees and referred them to the material in the packet.

B. Lease payment Process & Online Payment Portal

- Jennifer Bearse gave a presentation on how to use the Online Payment Portal for payment processing.

C. Staff Reports

Chief of Airports - Jorge Rubio, A.A.E.

- Introduced – Nadia Nashi, Clerical Pool Economic Development Department
- The military will be conducting a meeting regarding Unmanned Aircraft Systems on March 20th, 2025. Airports Staff will be participating and will report back.
- The Environmental Impact Report for the for the Brown Field Airport Master Plan is available for public comment. The deadline for comments is April 7th, 2025. Airport staff to provide an update on Montgomery-Gibbs in the next few months.

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

- There were over 27,000 operations in February.
- Mid-Port markings were refreshed as part of the paving project.
- The lab results from the storm water sample came back clean.
- Recruitment is ongoing for the Senior Operations Assistant and Utility Worker 2 vacant positions. Interviews will start in the next few weeks.
- Opticom Emergency access for emergency response at gates was tested and is working as designed.

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

- Brown Field had 6,525 operations in February, up 14% for this month compared to last year. Total count (Calendar/YTD) 12,730 operations are down 4% compared to the count for the same time last year (13,325).
- Eviction Lot Lock-out completed. Trash clean-up 100% complete. Onto phase-3 tire recycling 1/3 complete and final phase Hazardous materials clean-up.
- Trash-clean-up: 142 Lots, 203 (40 yd. dumpsters), 1.4 million lbs. of trash- not to include all the metal recycling and vehicle & trailer removal/recycling.
- Staff is working with Neal Electric to trouble shoot some electrical issues with airfield field lighting system signs. Beacon is working again. PAPI's on 26R are OTS. Tilt switch indication rendering PAPI's OTS.
- Maintenance staff were able to replace the windsock down at Fire Station 43.
- Automated weather is back up with the exception of the temperature component still down.
- Perimeter fence on POGO ROW breached awaiting repair.
- Stormwater Pollution Prevention Plan was updated & will be entered into SMARTs with the State Water Board. Water sample was collected on 3/11/25 and has been sent to lab.
- Working on finding a new site for the drop zone at Brown Field, due to airport construction that is currently happening.
- Parking lot signage for Café has been added and some markings were refreshed.
- Monument landscaping at Gate 1 has begun again.

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

- San Diego Airparks (SDA) construction of FBO is underway. Airport staff to continue to have discussions on development of other parcels.
- Airport staff is working with the City Attorney's Office (CAO) on legal action against AERO-ABRE environmental remediation and underpayment of rent.
- Airport staff is working on a lease with San Diego Airpark and a memorandum of understanding with US Customs and Border Protection to allow for customs operations in FBO facilities.
- Airport staff is negotiating a new memorandum of understanding for San Diego Fire Station 43 at Brown Field.
- EAA to exercise option to extend the size of the leasehold. EAA to submit a permit application to the City's Development Services Department for construction of additional hangars this month.
- Airport staff is working with US Customs and Border Protection on a memorandum of understanding for construction of new facility at Brown Field.
- Airports has requested an appraisal of airport land and facilities at Brown Field Municipal Airport and Montgomery-Gibbs Executive Airport, pursuant to the revised 700-10 policy requiring annual appraisals.
- Sorbi Aviation lease renewal completed. Annual rental revenue to Airports is \$79,308 per year with annual 3% escalations.
- Airports is working with 94th Aero Squadron on a short-term lease renewal for patio/outdoor space. The appraisal has been finalized and staff is putting together the new lease.
- Staff have drafted new lease for San Diego Community College District (SDCCD) for construction of new hangar and facilities. Reviewing comments from SDCCD.

- Staff are working on new memorandum of understanding with the San Diego Police Department eastern substation for 9225 & 9265 AERO Drive. Memorandum of understanding is under review by SDPD.
- Corporate Helicopters is working with the City's Development Services Department to process plans for their proposed FBO development. They are requesting changes that will affect the leasehold for Executive Airpark.
- Airport Staff is working with Crown Air on a new, longer-term agreement for transit ramp parking. Staff is also working with Crown Air on amending their lease to provide for financing of the Executive Airpark leasehold.
- Staff is drafting license agreements for Lot 8A hangars, along with the tiedowns at the terminal ramp and Lot 8A.
- Hangar Inspections were held in December for all hangars at Montgomery-Gibbs. Fire marshal correction letters have gone out. Airport Operations to follow up on any outstanding airport specific related corrections needed.
- New lease template has been approved by City Attorney for all Montgomery-Gibbs hangars. New hangar leases are in preparation.
- Airport staff have drafted a new lease for Alps Hospitality Group. Reviewing draft lease with Auditors. Appraisal underway. Processing a consent to sublease for a solar project at 8110 Aero Dr. Hotel. Reviewing Glare Study.
- The City's Department of Engineering and Capital Projects will be leasing all vacant spaces at 8525 Gibbs Dr. Evaluating building systems and planning the building for occupancy.
- City of San Diego Transportation Department may be expanding their footprint at 8575 Gibbs and taking the remainder of vacant space in that building. Evaluating building systems and planning the building for occupancy.
- Request for quote has been posted on Planet Bids for Real Estate Broker and Property Management company for office & retail buildings. Bids were due 3/10.
- Phase 2 of roofing repairs at the retail center was completed at the end of February, ahead of schedule and under budget. Airports staff are drafting amendment and new lease for existing lessee (Clown Market) to lease an additional 2,300 sq. ft. and relocate liquor store. Lessee to retain existing space for separate ice cream and water business.
- A new lease has been executed with new owner for Aero-Mail suite to continue business.

D. Brown Field Municipal Airport Air Traffic Control Tower Report

- Mark Demetris provided the latest updates from the Brown Field Air Traffic Control Tower.

E. Other Reports

N/A

8. COMMITTEE COMMENTS

- Chair Reid tendered his resignation to the Airports Advisory Committee, effective April 10th, 2025. Mr. Reid was thankful for the opportunity to be Chair of the AAC.

9. ADJOURNMENT

The meeting adjourned at 3:55 p.m. Next meeting will be April 9, 2025.

Respectfully submitted,

Giancarlo Vargas
Administrative Aide 1