

**CITY OF SAN DIEGO**  
**AIRPORTS ADVISORY COMMITTEE**  
**ADOPTED MINUTES**  
**Meeting of November 10, 2020**

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

**1. CALL TO ORDER**

Chairman Reid called the meeting to order at 3:01 PM.

**2. ROLL CALL**

A quorum was present.

| <b>MEMBERS PRESENT:</b>  | <b>MEMBERS ABSENT:</b>                                     |
|--|--|
| Buzz Gibbs<br>Kearny Mesa Community                                | J.H. Aldrich<br>Montgomery Field Aviation Lessee Community |
| Lisa Golden<br>Otay Mesa Community                                 | Jackie Ander <b>(E)</b><br>Serra Mesa Community            |
| David Gordon<br>Special Expertise                                  | Gary List<br>Brown Field Aviation User Group               |
| Ron Lee<br>Special Expertise                                       |  |
| Rich Martindell<br>Special Expertise                               |  |
| Vice-Chairman Chuck McGill<br>Montgomery Gibbs Aviation User Group |  |
| Mike Ogilvie<br>Tierrasanta Community Council                      |  |
| Chairman Tom Reid<br>Clairemont Community                          |  |
| Tom Ricotta<br>Brown Field Aviation Lessee                         |  |
| Joel Ryan<br>FAA Control Tower                                     |  |

**STAFF PRESENT:**

Jorge Rubio, Charlie Broadbent, Thurman Hodges, Millie Moore, David Reed, Andy Schwartz, and Debbie Shauger.

**3. NON-AGENDA PUBLIC COMMENT**

Mr. Turner stated that engine runups are noisy, dangerous, and against City code in hangar areas. He suggested they should be permitted if the operator is aiming at their own hangar otherwise, they should use designated run-up areas. Mr. Turner suggested an education campaign emphasizing the danger of debris being blown at bystanders and danger to aircraft.

Another suggestion is to have helicopters and fixed wings on same frequency when transitioning North to South which would only require one quick radio call to local controllers.

Mr. Rubio responded the Airport agrees with the public comment regarding the engine run-ups and will include the language in the Newsletter to address this item. Mr. Rubio requested for Mr. Ryan to address the public comment regarding the helicopter radio frequency during his report.

#### **4. APPROVAL OF MINUTES**

Chairman Reid requested any comments, changes, or deletions to the meeting notes

Mr. Martindell stated on the footnote of the roll call matrix include the description of Mr. Ryanas FAA Control Tower and in paragraph 8, should read: "Mr. Martindell inquired about coordination between Air Traffic Control Tower (ATCT) and Southern California Terminal Radar Approach Control (SoCal TRACON) for ATCT issue class Bravo clearances".

Chairman Reid had a comment regarding paragraph 4, the word minutes has two letter "S's" in it.

Mr. Martindell made a motion to approve minutes as corrected, Mr. Lee seconded the motion, passed unanimously.

#### **5. UNFINISHED BUSINESS**

None

#### **6. NEW BUSINESS**

A. Adoption of Airports Advisory Committee Meeting Calendar for Calendar year 2021.

Mr. Rubio stated there is no public comment.

Mr. Gordon made a motion to approve the 2021 Calendar and Mr. Martindell seconded the motion, passed unanimously.

B. Proposed Airports Division Business Plan Presentation

Mr. Rubio stated there is not public comment.

Mr. Rubio gave Airports Division Business Plan for FY 2021 presentation.

Mr. Martindell inquired about the national comparison as to the Current Ratio for the airports. Mr. Rubio responded our airports are pioneers in this area as not many other airports show this number in their financial statements.

Mr. Rubio stated the Master Plan is to be completed by early 2022.

Mr. Gordon inquired about the Annual Contracted Services amount. Mr. Riego responded there are other contractual services included such as Security and Janitorial services, along with various supplies for the airports needs and that he will provide a more detailed listing to the AAC.

Mr. Ricotta Inquired about the significant increase in revenue. Mr. Riego responded most of it is from the leases of properties, lease appraisals and airports efficiencies.

#### **7. STAFF REPORTS**

##### Deputy Director Report - Jorge Rubio

- Mr. Rubio announced that on November 4<sup>th</sup> Kathy Chavez retired. She has worked with the City for 20 years and she will be greatly missed.
- The current Biologist position will be reclassified to a Planner position in order to assist with numerous future capital projects.

Due to COVID-19 there is a continual cleaning, new thermometers were installed, and face masks are required. Also, there will be no indoor dining at the restaurant upstairs

due to COVID-19 restrictions.

- The ARC of San Diego Property rights are for sale. A portion of the property rights belong to the City and staff is in the process of determining if The City portion belongs to Airports or the general fund in order to determine if it will be a good idea for the Airports to purchase the ARC portion of it.
- The City and the Control Tower drafted a Letter of Agreement (LOA) putting conditions as to what is needed for the Navy to conduct night jumps at Brown Field Municipal Airport (SDM) and it will continue in the future. Another part of the Navy is looking into proposing a new drop zone on the north side of the airport, which is on existing federal land and currently most agencies (Airport's District Office of the FAA, Approach, City etc.) are not in favor of the proposal. If all parties agree the proposed drop zone should be used, the FAA will conduct a safety review and according to the result the proposed drop zone will be either approved or denied.
- On September 24<sup>th</sup> at Montgomery-Gibbs Executive Airport (MYF) a single engine aircraft hit a tree by the fence on the north side of MYF. There were no casualties and staff responded accordingly.
- On October 8<sup>th</sup>, at SDM a light sport aircraft during a soft field take off crash landed off the side of the runway. No injuries were reported.
- A public hearing was conducted at SDM on the Metropolitan Airpark Project (MAP) and received one public comment from the military which is being reviewed and will be responded to accordingly.

At the last AAC meeting there were comments made regarding windsocks at both ends of the runways at MYF. Staff noticed that windsocks have been approved in the Airport Layout Plan. Currently, staff is discussing the time frame of the windsock's implementation.

#### Montgomery-Gibbs Executive Airport – Mr. Broadbent, MYF Airport Manager

- The Airport recently received full airfield mowing services.
- One Airport sign was damaged due to the high winds during the last storm and a replacement sign will be ordered.
- The construction is being conducted at CrownAir and Coast Flight. It is on track for completion in the next few months.
- Operations totaled over 28,000 in October.

#### Brown Field Municipal Airport – Mr. Schwartz, SDM Airport Manager

- Operations were up 14% for the year.
- Staff did concrete repair at Taxiway Golf.
- The airfield lighting computer is not operational but a new one has been ordered.
- Airside and landside sweeps have been completed.
- A virtual Runway Safety Action Team (RSAT) meeting took place at SDM last month. The report is currently in draft form and after reviewing final copy will be provided.
- It is Storm Water sampling season and SDM operations is working on collecting a sample during a qualifying rain event.

#### Airports Real Estate – Mr. Hodges, Supervising Property Agent

- The Gibbs Leasehold project is on hold pending the new City Council being seated and expect to move forward with recommendation to award the lease to MYF Properties, LLC doing business as Executive Airpark.  
A project status scheduled today with Corporate Helicopters was canceled. Currently the

consultant is preparing a resubmittal project to Development Services Department (DSD) and schedule a follow-up meeting to discuss environmental concerns.

- Crownair is moving forward with their project. The City exercised option for Crownair to lease Option Area 1 and add 1.4 acres to the leasehold effective November 1, 2020.
- Maintenance and repair were performed on the MYF Office/Retail Complex with anticipation time of December to January for completion.
- Public Works requested another 30,000 sq. ft of office space at 8775 Gibbs Drive. Currently preparing the list of tenant improvements that will go out to bid for this space.
- The Memorandum of Understanding (lease) is reviewed by City Attorney's Office:
  - 1<sup>st</sup> lease rent is \$42,000 per month for 24,000 sq. ft.
  - 2<sup>nd</sup> lease rent is \$48,000 per month for 30,00 sq. ft.
  - Total of \$90,000 per month.
  - Office leases generates \$64,000 per month.
  - Retail Center generates \$44,000 per month.
- Draft Building Condition Assessments have been conducted on all three office buildings. There is plans to conduct a building assessment for the Retail Center.
- The fiber optic installation for intranet services has been completed at SDM. Staff is working with the City's Informational Technology Department to implement services.
- The sewer rehabilitation project was completed.
- At lot 8A there is one hangar available for lease. Those interested may contact Ms. Shauger, Airports Property Agent.
- The 94<sup>th</sup> Aero Squadron lease has been completed.
- Appraisal has been prepared for the San Diego Fire Department for the north side of MYF.
- Appraisal is being prepared for the San Diego Police Depart for a rental adjustment Mr. Gibbs inquired about the net rents in the newly acquired buildings at the retail center. Mr. Hodges responded the leases that we have with office space are full service, the leases at the retail center, add the Common Area Maintenance (CAM) charges into the base rent

Mr. Gordon requested a better system of billing for the tie down rent. Mr. Hodges responded that there has been a change in the accounting into the real estate billing SAP system, which is a fixed format.

## **8. AIR TRAFFIC CONTROL TOWER REPORTS**

- Traffic has increased about 14% for MYF.
- Staff issues are the same as last time.
- Effective November 8<sup>th</sup> the Tower hours are back to normal schedule hours from 6:00 a.m. – 9:00 p.m.
- A typo was found in paragraph #4; it should read Runway 23 and 28L. The Tower is the process of getting a waiver to get the hold short marking on the runway at the intersection 28L and runway 23.
- Regarding the public comment about the helicopter frequency, depending on controller's workload for safety and efficiency reason controls may wish to keep an aircraft on one frequency.
- Currently in process of creating a Letter of Agreement (LOA) with helicopter operators on the airfield to standardize in balance and out balance Procedures at MYF?

Discussion took place regarding making Taxiway Bravo more accessible to reduce delays and increase efficiency.

Chairman Reid recognized the Tower for doing a great job.

**9. OPERATIONS AND AIRCRAFT NOISE REPORT**

None

**10. COMMITTEE COMMENTS**

None

**11. ADJOURNMENT**

The meeting adjourned at 4:31 PM.

[Next meeting will be held January 12<sup>th</sup>, 2021](#)

Respectfully,  
Millie Moore