



## Division Description

The Airports Division is responsible for operating two general aviation airports, Montgomery Field and Brown Field, within the City of San Diego. General aviation includes all aviation activities except scheduled airline and military flights. The City's two airports generate over half of the San Diego region's total annual civilian flight operations and about one-third of the combined civil and military flight operations. Aviation lessees at the airports include Fixed Base Operators (FBOs) that sell fuel, provide airplane and helicopter maintenance, storage facilities, flight schools, Fire-Rescue helicopter operations, San Diego Police Air Support Unit, and 105 individual aircraft owners. The majority of the airports' revenues are derived from non-aviation lessees that include a hotel, a business park, restaurants, a City fire station, City Field Engineering, U.S. Border Patrol, office space tenants, and other individual lessees. City staff has the responsibility of maintaining the airports in conformance with Federal Aviation Administration (FAA) regulations and guidelines and administering the various revenue-producing leases.

The Division's mission is:

*To operate, maintain, and develop Montgomery and Brown Field Airports to meet the general aviation needs of the San Diego region in a safe, efficient, economically self-sufficient, environmentally sensitive, and professional manner in accordance with federal, State, and local regulations; the Airports will provide access to the National Air Transportation System, while respecting the concerns of the community and stakeholders*

## Goals and Objectives

The following goals and objectives represent the action plan for the Division.

***Goal 1: Develop the City Airports to be financially self-sufficient, maximize aviation uses, create economic activity, and meet the general aviation needs of the region***

As an enterprise fund, it is the goal of the Airports Division to have sufficient revenues to operate independently of the City's General Fund. Federal regulations require the airport operator to keep airport revenues separate from non-airport funds and return its revenues to the maintenance and upkeep of the airport. By creating economic activity and maximizing aviation uses, the Division can generate the revenues necessary to meet the aviation needs of the region and remain self-sufficient. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Maintain the Airports as a self-sufficient, economically-viable enterprise
- Provide for the needs of general aviation and provide conditions for viable aviation businesses

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- Provide a facility that offers necessary services to support airport business, local area business, and visitors at reasonable prices

***Goal 2: Ensure City Airports are operated safely and efficiently and that airport facilities are constructed and maintained in accordance with applicable rules and regulations***

It is necessary to maintain the airport runways, taxiways, lighting, navigational aids, obstruction clearances, and other airport components in good condition to meet the level of safety required by federal regulations. Maintaining a minimum level of safety is a requirement of eligibility for federal grants. The Division will move toward accomplishing this goal by focusing on the following objective.

- Maintain the Airports as safe and reliable components of the Regional and National Air Transportation Systems in conformance with all applicable federal, State, and local regulations

***Goal 3: Provide highly-trained professional staff to promote a climate of trust and foster positive relationships with tenants, users, business interests, the community, and regulatory agencies***

Key airport staff members need to interact on a daily basis with the FAA, CALTRANS Division of Aeronautics, airport users, tenants, and members of the community. It is necessary that staff have a working knowledge of, and proficiency, in the application of federal regulations so they can be viewed as knowledgeable professionals in their field. A close and cooperative relationship with the Airports Advisory Committee involves airport users and the nearby communities in the operation of the airport and enhances dialogue among the different stakeholders. The Division will move toward accomplishing this goal by focusing on the following objectives.

- Involve the Airports Advisory Committee, users, citizens, and other beneficiaries in the operation, utilization and development of the Airports
- Recruit and retain experienced professionals versed in airport management and provide training to maintain readiness

***Goal 4: Be responsive to citizen complaints and encourage pilots to practice a good neighbor policy***

A dedicated Noise Abatement Officer responds to citizen complaints, enforces airport noise rules established by the City Council, provides noise abatement information to pilots, and participates in local planning group meetings. This effort has been shown to reduce community opposition to airport operations. The Division will move toward accomplishing this goal by focusing on the following objective.

- Minimize the negative impacts of the Airports' operations

## Service Efforts and Accomplishments

The Airports Division had a number of accomplishments and successes in Fiscal Year 2008.

- Support for Homeland Security: Brown Field accommodated and supported the Golden Phoenix exercise, involving personnel from the U.S. Marine Corps, the U.S. Border Patrol, and U.S. Customs.
- Brown Field Development Project: The Airport Division entered into an Exclusive Negotiating Agreement with Distinctive Projects Company, Inc. (DPC) to develop 365 acres of Brown Field at a value estimated to be between \$100 and \$500 million.
- Capital Improvements and Environmental Projects: \$2.4 million Capital Improvement Projects, \$330,000 (Vernal Pool Project of \$250,000, and Environmental Constraint Project of \$80,000) worth of airport projects were completed to enhance airport safety.

## Budget Dollars at Work: Performance Expectations

**Goal 1: Develop the City airports to be financially self-sufficient, maximize aviation uses, create economic activity, and meet the general aviation needs of the region**

Performance Measure	Baseline FY2008	Estimated FY2009	Target FY2010
1. Percent of projects funded by federal grants	100%	100%	100%
2. Percent of total revenue derived from aviation related activities	33%	33%	33%

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Performance Measure	Baseline FY2008	Estimated FY2009	Target FY2010
3. Percent deviation between cost of services at City Airports and other similar regional airports	10%	10%	10%
4. Number of tie-downs and hangars provided for storage (City-operated)	154	154	154

**Goal 2: Ensure City Airports are operated safely and efficiently and that airport facilities are constructed and maintained in accordance with applicable rules and regulations**

Performance Measure	Baseline FY2008	Estimated FY2009	Target FY2010
1. Percent of contracts in accordance with applicable advisory circulars	100%	100%	100%
2. Percent adherence to FAA grant requirements	100%	100%	100%
3. Number of discrepancies found during the annual Caltrans Division of Aeronautics inspection	0	0	0
4. Number of days/year airports are closed or otherwise unavailable to serve as part of the Regional and National Air Transportation System	0	0	0

**Goal 3: Provide highly-trained professional staff to promote a climate of trust and foster positive relationships with tenants, users, business interests, the community, and regulatory agencies**

Performance Measure	Baseline FY2008	Estimated FY2009	Target FY2010
1. Average number of hours of training per employee	20.5 hours	12.0 hours	12.0 hours

**Goal 4: Be responsive to citizen complaints and encourage pilots to practice a good neighbor policy**

Performance Measure	Baseline FY2008	Estimated FY2009	Target FY2010
1. Percent response to noise complaints received	100%	100%	100%
2. Average number of days to respond to a noise complaint	2 working days	2 working days	2 working days
3. Number of Notices of Violations (NOVs) issued in response to noise violations	1 NOV per 1 violation (100%)	1 NOV per 1 violation (100%)	1 NOV per 1 violation (100%)

## Budget Dollars at Work: Sizing and Workload Data

	Actual FY2006	Actual FY2007	Actual FY2008	Estimated FY2009	Target FY2010
<b>Sizing Data</b>					
Aircraft Operations (take-offs and landings) – Montgomery Field	238,960	225,818	243,725	230,000	230,000
Aircraft Operations (take-offs and landings) – Brown Field	133,696	134,404	139,007	150,000	150,000



## Department Summary

Airports				
	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 PROPOSED	FY 2009-2010 CHANGE
Positions	19.50	19.00	<b>19.00</b>	0.00
Personnel Expense	\$ 1,641,048	\$ 1,576,689	<b>\$ 1,538,432</b>	\$ (38,257)
Non-Personnel Expense	\$ 3,023,256	\$ 4,004,264	<b>\$ 3,426,428</b>	\$ (577,836)
<b>TOTAL</b>	<b>\$ 4,664,304</b>	<b>\$ 5,580,953</b>	<b>\$ 4,964,860</b>	<b>\$ (616,093)</b>

## Department Staffing

	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 PROPOSED
<b>CITY AIRPORT FUND</b>			
<b>Airports</b>			
Airport Management	4.50	5.00	<b>5.00</b>
Brown Field	7.50	6.50	<b>6.50</b>
Montgomery Field	6.50	6.50	<b>6.50</b>
Noise Abatement	1.00	1.00	<b>1.00</b>
<b>Total</b>	<b>19.50</b>	<b>19.00</b>	<b>19.00</b>

## Department Expenditures

	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 PROPOSED
<b>CITY AIRPORT FUND</b>			
<b>Airports</b>			
Airport Management	\$ 833,078	\$ 777,111	<b>\$ 782,874</b>
Airports	\$ 27,594	\$ (34,716)	<b>\$ (31,077)</b>
Brown Field	\$ 1,856,964	\$ 3,065,845	<b>\$ 2,108,385</b>
Montgomery Field	\$ 1,848,088	\$ 1,674,268	<b>\$ 2,005,096</b>
Noise Abatement	\$ 98,580	\$ 98,445	<b>\$ 99,582</b>
<b>Total</b>	<b>\$ 4,664,304</b>	<b>\$ 5,580,953</b>	<b>\$ 4,964,860</b>

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## Significant Budget Adjustments

### CITY AIRPORT FUND

Airports	Positions	Cost	Revenue
<p><b>Salary and Benefit Adjustments</b></p> <p>Adjustments to reflect the annualization of the Fiscal Year 2009 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and fringe adjustments.</p>	0.00 \$	(7,180) \$	0
<p><b>Purchase Order Re-budget</b></p> <p>Adjustment to reflect the re-budgeting of remaining balances in open purchase orders from Fiscal Years 2007 and 2008.</p>	0.00 \$	42,228 \$	0
<p><b>Support for Training</b></p> <p>Increase in funding for fire and rescue training.</p>	0.00 \$	1,000 \$	0
<p><b>Revised Revenue</b></p> <p>Adjustment to reflect Fiscal Year 2010 revenue projections.</p>	0.00 \$	0 \$	884,670
<p><b>Reduction in Service Level Agreement (SLA) Obligations</b></p> <p>Reduction in expenses related to the Fiscal Year 2010 SLA with the Real Estate Assets Department, City Attorney's Office, and City Comptroller Department.</p>	0.00 \$	(1,141) \$	0
<p><b>Equipment/Support for Information Technology</b></p> <p>Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.</p>	0.00 \$	(5,034) \$	0
<p><b>Non-Discretionary Adjustment</b></p> <p>Adjustments to expense allocations that are determined outside of the department's direct control. These adjustments are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.</p>	0.00 \$	(14,889) \$	0
<p><b>Vacancy Savings</b></p> <p>Adjustments to personnel expenses to reflect the anticipated savings resulting from positions projected to be vacant for any period of the fiscal year due to personnel attrition and salary differentials for new employees.</p>	0.00 \$	(31,077) \$	0
<p><b>Capital Improvements Program (CIP) Allocation</b></p> <p>Adjustment to reflect the change in annual allocation for CIP projects.</p>	0.00 \$	(600,000) \$	0

## Expenditures by Category

	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 PROPOSED
<b>PERSONNEL</b>			
Salaries & Wages	\$ 1,051,500	1,017,664	<b>1,004,818</b>

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## Expenditures by Category

	FY 2008 BUDGET	FY 2009 BUDGET	FY 2010 PROPOSED
<b>PERSONNEL</b>			
Fringe Benefits	\$ 589,548	559,025	<b>533,614</b>
<b>SUBTOTAL PERSONNEL</b>	1,641,048	\$ 1,576,689	<b>\$ 1,538,432</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 2,686,451	3,682,055	<b>3,133,093</b>
Information Technology	\$ 98,902	84,233	<b>76,727</b>
Energy/Utilities	\$ 218,044	220,117	<b>198,749</b>
Equipment Outlay	\$ 19,859	17,859	<b>17,859</b>
<b>SUBTOTAL NON-PERSONNEL</b>	3,023,256	\$ 4,004,264	<b>\$ 3,426,428</b>
<b>TOTAL</b>	\$ 4,664,304	\$ 5,580,953	<b>\$ 4,964,860</b>

## Salary Schedule

### CITY AIRPORT FUND

#### Airports

<i>Class</i>	<i>Position Title</i>	<i>FY 2009 Positions</i>	<i>FY 2010 Positions</i>	<i>Salary</i>	<i>Total</i>
1105	Administrative Aide I	1.00	<b>1.00</b>	\$ 43,549	\$ 43,549
1116	Noise Abatement Officer	1.00	<b>1.00</b>	\$ 65,240	\$ 65,240
1117	Airport Operations Assistant	4.00	<b>4.00</b>	\$ 36,691	\$ 146,764
1118	Airport Manager	2.00	<b>2.00</b>	\$ 61,797	\$ 123,594
1218	Assoc Management Analyst	1.00	<b>1.00</b>	\$ 63,595	\$ 63,595
1439	Equipment Operator I	1.00	<b>1.00</b>	\$ 44,590	\$ 44,590
1746	Word Processing Operator	1.00	<b>1.00</b>	\$ 37,643	\$ 37,643
1756	Property Agent	1.00	<b>1.00</b>	\$ 71,584	\$ 71,584
1808	Sr Airport Operations Asst	2.00	<b>2.00</b>	\$ 45,952	\$ 91,904
1879	Sr Clerk/Typist	1.00	<b>1.00</b>	\$ 43,115	\$ 43,115
1929	Supv Property Agent	1.00	<b>1.00</b>	\$ 80,892	\$ 80,892
1979	Utility Worker II	2.00	<b>2.00</b>	\$ 39,666	\$ 79,332
2214	Deputy Director	1.00	<b>1.00</b>	\$ 114,999	\$ 114,999
	Vacancy Factor Adjustment	0.00	<b>0.00</b>	\$ -	\$ (31,077)
	Ex Perf Pay-Classified	0.00	<b>0.00</b>	\$ -	\$ 2,714
	Overtime Budgeted	0.00	<b>0.00</b>	\$ -	\$ 26,380
	<b>Total</b>	19.00	<b>19.00</b>		<b>\$ 1,004,818</b>
<b>AIRPORTS TOTAL</b>		19.00	<b>19.00</b>		<b>\$ 1,004,818</b>

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## Revenue and Expense Statement (Non-General Fund)

CITY AIRPORT FUND 41100

	FY 2008* BUDGET	FY 2009* BUDGET	FY 2010 PROPOSED
<b>BEGINNING BALANCE AND RESERVE</b>			
Balance from Prior Year	\$ 3,771,431	\$ 3,975,085	\$ 2,944,350
Prior Encumbrances	\$ 100,000	\$ 100,000	\$ 100,000
Prior Year Continuing Appropriations - CIP	\$ 1,541,859	\$ 1,541,859	\$ 1,541,859
Prior Year Continuing Appropriations, Encumbered	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
Reserve for Federal Aviation Administration	\$ 850,000	\$ 850,000	\$ 850,000
<b>TOTAL BALANCE</b>	<b>\$ 7,363,290</b>	<b>\$ 7,566,944</b>	<b>\$ 6,536,209</b>
<b>REVENUE</b>			
Aircraft Fuel Fees	\$ 261,240	\$ 261,240	\$ 198,035
Aviation Leases	\$ 1,236,139	\$ 1,168,399	\$ 1,359,418
Commercial Landing Fees	\$ 79,000	\$ 79,000	\$ 50,000
Commercial Leases	\$ 2,532,791	\$ 2,282,791	\$ 2,784,698
Fund Interest	\$ 165,000	\$ 165,000	\$ 300,000
Leases - To Other City Departments	\$ 332,528	\$ 332,528	\$ 524,330
Miscellaneous Revenue	\$ 32,040	\$ 32,040	\$ 38,756
Parking Fees	\$ 229,220	\$ 229,220	\$ 179,651
<b>TOTAL REVENUE</b>	<b>\$ 4,867,958</b>	<b>\$ 4,550,218</b>	<b>\$ 5,434,888</b>
<b>TOTAL BALANCE AND REVENUE</b>	<b>\$ 12,231,248</b>	<b>\$ 12,117,162</b>	<b>\$ 11,971,097</b>
<b>CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>			
Capital Improvements Program - Annual Allocation	\$ 1,800,000	\$ 2,400,000	\$ 1,800,000
<b>TOTAL CIP EXPENSE</b>	<b>\$ 1,800,000</b>	<b>\$ 2,400,000</b>	<b>\$ 1,800,000</b>
<b>OPERATING EXPENSE</b>			
Non-Personnel Expense	\$ 1,223,256	\$ 1,604,264	\$ 1,626,428
Personnel Expense	\$ 1,641,048	\$ 1,576,689	\$ 1,538,432
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 2,864,304</b>	<b>\$ 3,180,953</b>	<b>\$ 3,164,860</b>
<b>TOTAL EXPENSE</b>	<b>\$ 4,664,304</b>	<b>\$ 5,580,953</b>	<b>\$ 4,964,860</b>
<b>RESERVE</b>			
Continuing Appropriations Encumbered	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
Reserve for Continuing Appropriations - CIP	\$ 1,541,859	\$ 1,541,859	\$ 1,541,859
Reserve for Encumbrances	\$ 100,000	\$ 100,000	\$ 100,000

## Revenue and Expense Statement (Non-General Fund)

CITY AIRPORT FUND 41100

	FY 2008* BUDGET	FY 2009* BUDGET	FY 2010 PROPOSED
<b>RESERVE</b>			
Reserve for Federal Aviation Administration	\$ 850,000	\$ 850,000	\$ 850,000
<b>TOTAL RESERVE</b>	\$ 3,591,859	\$ 3,591,859	\$ 3,591,859
<b>TOTAL RESERVE</b>	\$ 3,591,859	\$ 3,591,859	\$ 3,591,859
 <b>BALANCE</b>	 \$ 3,975,085	 \$ 2,944,350	 \$ 3,414,378
<b>TOTAL EXPENSE, RESERVE, AND BALANCE</b>	\$ 12,231,248	\$ 12,117,162	\$ 11,971,097

\* At the time of publication, audited financial statements for Fiscal Year 2008 were not available. Therefore, the Fiscal Years 2008 and 2009 columns reflect final budget amounts from the Fiscal Year 2008 and 2009 Annual Budgets. As such, balances and reserves do not reflect carryover from the previous fiscal year.

