



AIRPORTS ADVISORY COMMITTEE

Meeting Notice and Agenda

Wednesday, January 8, 2025, 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:** Vacant

Committee Members: Melissa Johnston, Shawn Ellis, David Gordon, Peter S. Doft, Ron Lee, Donald Chick, Chase M. Franzen, Rob M. Hixon, Jason Ponchetti, Richard Ram, Gary List, 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 agenda 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/1610687444>

To join by telephone:

Dial 833 568 8864

When prompted, input **Webinar ID: 161 068 7444**

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 Giancarlo Vargas at 858-573-1405 or giancarlo@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 Giancarlo Vargas at 858-573-1405 or giancarlo@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. INTRODUCTION OF NEW AIRPORTS ADVISORY COMMITTEE MEMBERS**
- 4. NON-AGENDA PUBLIC COMMENT**
- 5. APPROVAL OF MINUTES**
 - A. November 13, 2024
- 6. UNFINISHED BUSINESS – None**
- 7. NEW BUSINESS – None**
- 8. INFORMATIONAL ITEMS**
 - A. Airports Advisory Committee Year End Report – Calendar Year 2024
 - B. Staff Reports
 - C. Montgomery – Gibb Executive Airport Air Traffic Control Tower Report
 - D. Other Reports
 - Monthly Airport Operations Reports – November 2024
 - Monthly Airport Operations Reports – December 2024*
 - Monthly Noise Management Report – November 2024
 - Monthly Noise Management Report – December 2024*
 - Annual Noise Management Report – Calendar Year 2024*
 - Airports’ Projects Status Report – January 2025

**To be provided at the meeting*

9. COMMITTEE COMMENTS

10. ADJOURNMENT

CITY OF SAN DIEGO
AIRPORTS ADVISORY COMMITTEE
DRAFT MINUTES
Meeting of November 13, 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:

MEMBERS ABSENT:

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

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

**Ron Lee attended the meeting virtually, with Committee members approving his remote participation, due to emergency circumstances. He was unable to attend due to illness.

STAFF PRESENT:

Jorge Rubio, David Reed, Debbie Shauger, Charles Broadbent, Jennifer Bearse, Cheryl Mossa, Giancarlo Vargas, and Hannah Sax.

3. NON-AGENDA PUBLIC COMMENT

Saahil Khandwala, with Alps Group Ins, the new operator of the Four Points by Sheraton Hotel at Montgomery – Gibbs Executive Airport provided an update on the ownership and future plans.

4. APPROVAL OF MINUTES

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

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

A. Approval of the Airports Advisory Committee 2025 Regular Meeting Calendar.

Mr. Ram made a motion to approve the recommendation. Mr. McGill seconded. Motion passed unanimously.

7. INFORMATIONAL ITEMS

A. Presentation on the Gate Maintenance Program at Montgomery-Gibbs Executive Airport

Charles Broadbent, Airport Manager, Montgomery-Gibbs Executive Airport, gave a presentation on the services provided by Automated Gate Services. A short discussion took place.

B. Staff Reports

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

- Introduced – Jason Ponchetti, as the newest member to the Airports Advisory Committee.
- Advised that City Council will entertain adding a new seat to the Airports Advisory Committee for a representative from the Navajo Nation.
- Announced that Hangar Inspections have commenced at Brown Field Municipal Airport.
- Reminded members of the Airports Advisory Committee to sign the City of San Diego Code of Ethics.
- Debriefed about the Unleaded Fuel Bowser Demonstration event that took place at Montgomery-Gibbs Executive Airport in November with Mayor Todd Gloria in attendance.
- Reported that San Diego Airpark lease amendments have been taken to City Council. Phase 1 of the project is expected to be fully built by the end of 2025 calendar year.
- Reported that the Northside of Brown Field lots were about 90% cleared.

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

- MYF had 35,000 Operations in October
- Interviews have been conducted for the vacant Operations Assistant Positions.
- Gate 8 and the pedestrian gate near Marigold have been repaired.
- Airport staff currently working on installing frequency information signs for 28L and 28R.

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

- Airports have completed evictions at the Aero-Abre leasehold as of August 21, 2024 and has regained possession of all lots.
- A new MOU was drafted for San Diego Fire Station 43 at Brown Field.
- The Experimental Aircraft Association to exercise option to extend the size of the leasehold. A meeting was held in late August with EAA to discuss proposed lease amendment/extension. EAA to conduct environmental review on Option area and decide if they will exercise Option.
- Sorbi Aviation Lease Renewal is in progress. The item is scheduled for ED&IR Committee in December.
- Airports is working with 94th Aero Squadron on short-term lease renewal for patio/outdoor space. Appraisal underway.
- Airports is working on new MOU with Sand Diego Police Department Eastern Substation for 9225 & 9265 AERO Drive. Appraisal underway.
- The new lease and license templates for hangars and tiedowns have been finalized.
- Appraisals are underway for Lot 8A hangars.
- MYF Hangar Inspections scheduled for December 3-5th and 10-12th.
- Airports is obtaining a proposal from Alps Hospitality Group on new lease. Processing a Sublease for a solar project at 8110 Aero Dr. Hotel. Reviewing Glare Study.
- MOU has been executed with Transportation for 3,801 sq. ft. of office space at 8525 Gibbs Drive commencing 10/21/24. Anticipated new annual lease revenue will be \$105,706.
- Parking lot refurbishment work has been postponed until December 3rd and 4th due to contract issues. Contract processed for \$101,000 for refurbishment.
- Phase 2 of roofing repairs to commence shortly. E&CP administering the project.
- E&CP Construction is soliciting bids for replacing the balance of the roof at the retail center.

C. Montgomery-Gibbs Executive Airport Air Traffic Control Tower Report
N/A

D. Other Reports
N/A

8. COMMITTEE COMMENTS

Chair Reid gave praise to the Air Traffic Control Tower at Montgomery-Gibbs Executive Airport for all their hard work.

9. ADJOURNMENT

The meeting adjourned at 3:41 p.m. Next meeting will be January 8, 2025.

Respectfully submitted,

Giancarlo Vargas
Administrative Aide 1

Airports Advisory Committee

YEAR END REPORT 2024

AIRPORTS ADVISORY COMMITTEE

YEAR-END REPORT 2024

2024 Airports Advisory Committee Members

- Tom Reid, Chair, Clairemont Representative
- Chuck McGill, Vice Chair, MYF User Group Representative
- Rich Martindell, Special Expertise
- David Gordon, Special Expertise
- Ron Lee, Special Expertise
- Tom Ricotta, SDM Aviation Lessees Representative
- Chase M Franzen, Kearny Mesa Representative
- Jason Ponchetti, SDM Aviation Lessees Representative
- Richard Ram, Serra Mesa Representative
- Gary List, SDM Aviation Lessees Representative
- Donald Chick, Tierrasanta Representative
- James Aldrich, MYF Lessees
- Joel Ryan, MYF Air Traffic Control Tower

Committee Liaison:

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

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1. Executive Summary

In 2024, the Airports Advisory Committee (AAC) provided input and recommendations on items relating to the management of Montgomery – Gibbs Executive and Brown Field airports to City Council and staff. The AAC also took discussion on operational, leasing, redevelopment, and capital improvement program items for both airports. Additionally, the AAC provided input on the Federal Aviation Efforts to transition to Unleaded Aviation Fuels. With the support of the AAC, staff worked on several infrastructure projects, including, the rehabilitation of pavements at both airports to ensure safety and efficiency and operations. Even though the AAC has some vacant positions, the membership was able to meet during most regular scheduled meeting times and held a special meeting to accommodate the AAC's objectives to improve the services and infrastructure at both City airports.

2. Mission Statement

The Airports Advisory Committee was established to provide the Mayor and City Council with advice on general aviation issues related to City owned and operated airports. The Airports Advisory Committee: (a) Serves in an advisory capacity to the Mayor and City Council on selected issues related to airport policies and development projects at Montgomery- Gibbs Executive and Brown airports. (b) Provides recommendations to airport staff on selected actions that require Council approval. (c) Conducts public meetings to provide a forum for, and receive input on, airport related issues. (d) Recommends methods of improving communications and relations between the member-represented communities, airport users and the City. (e) Serves as liaisons between the public, airport tenants, and the City. (f) Provides advice, input, and support to the City's Economic Development Department's Airports Division, when requested.

3. Overview of the Year

In 2024, the Airports Advisory Committee (AAC) made key recommendations to the City Council aimed at advancing general aviation at City airports for the benefit of the traveling public. The AAC reviewed several airport leasing opportunities that are projected to generate approximately \$1.98 million annually in Airport Enterprise Funds, while also supporting continued industry-related employment. Additionally, the AAC endorsed the transition to unleaded aviation fuels, which led to Montgomery-Gibbs Executive Airport becoming the first public airport in San Diego County to offer UL94 fuel.

Furthermore, the AAC supported staff recommendations to update Fiscal Year 2026 Airports User Fees, helping ensure the financial self-sufficiency of the Airports Enterprise Fund.

As a result of these recommendations, two major events took place: (1) the Groundbreaking Ceremony for the 300-acre San Diego Airpark Redevelopment project at Brown Field Airport

on June 10, 2024, and (2) the launch of retail unleaded aviation fuel at Montgomery-Gibbs Executive Airport on November 1, 2024.

3.1 Changes in leadership or structure.

Jason Ponchetti, General Manager of the Air Center San Diego was appointed to the Airports Advisory Committee to replace the vacant position left by Tom Ricotta, as the Brown Field Aviation Lessees Representative position.

4. Key Accomplishments

in 2024, the AAC provided recommendations for City Council to approve aeronautical and non-aeronautical leases at City Airports that will generate approximately \$1 million in annual revenues. Also recommended approval to approve the 59 Leases Amendment for San Diego Airpark at Brown Field Airport. And recommended an agreement with the FAA to collect One of those non- approximately \$1 million dollars in back-due rent from the FAA to support the financial self-sufficiency of the Airports Enterprise Fund
Additionally, the AAC discussed changes to the vehicular traffic flow at Montgomery Gibbs-Executive Airport, formally introduced new aeronautical entrants, and provided input on operational and maintenance items at the airport.

5. Challenges Faced

The number of vacant seats in the Airports Advisory Committee had made it difficult for meetings to reach the required quorum for them to be taken. Due to this complication, the September meeting was cancelled.

6. Goals for Next Year

The Airports Advisory Committee (AAC) will continue to advise the City Council and staff on matters that align with the expectations outlined in the Airports Advisory Committee documents, as specified in the City's Municipal Code. More specifically, the ACC looks forward to:

- a) Creating a "Best Practices" document in collaboration with the Montgomery – Gibbs Air Traffic Control Tower, local flight schools and flying clubs and out of the area flight schools that routinely fly in and out of Montgomery-Gibbs Executive Airport. This document will clarify procedures that benefit all parties involved. For example, one key guideline is to avoid blocking runway access unless you are first in line for takeoff.
- b) Assist staff in the finalization, adoption, and implementation of the master plans for Montgomery-Gibbs Executive and Brown Field airports.
- c) In accordance with the proposed Montgomery – Gibbs Executive Airport, if adopted, begin the lease negotiation for existing small general aviation hangars on City held property, in particular, Marigold and Flattop.

7. Conclusion

In 2024, the Airports Advisory Committee played a crucial role in fostering collaboration and innovation within the aviation industry. By tackling critical issues, providing expert guidance, and ensuring adherence to safety and regulatory standards, the AAC contributes to the continuous improvement of both Montgomery-Gibbs Executive and Brown Field airports. As the industry changes, the Airports Advisory Committee's work will be vital in steering aviation toward a brighter and more innovative future for San Diegans to enjoy.

Monthly Airport Operations Report

November 2024



MONTGOMERY-GIBBS EXECUTIVE AIRPORT

Flight Operations (Month)	Nov-24	Nov-23	% Diff
	33,326	27,791	19.9%

Based A/C	418
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Flight Operations (CY)	2024 YTD	2023 YTD	% Diff
	355,291	295,305	20.3%

Flight Operations (FY)	FY25 YTD	FY24 YTD	% Diff
	170,426	148,086	15.1%

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

Operations Office Revenue	FY25 YTD	FY24 YTD	% Diff
Landing Fees	\$13,992.68	\$5,028.46	178.3%
Transient A/C Parking	\$9,069.00	\$6,210.00	46.0%
Monthly A/C Parking	\$178,081.03	\$196,386.02	-9.3%
Vehicle Parking	\$538.00	\$368.00	46.2%
Conference Room*	\$980.00	\$1,060.00	-7.5%
Other	\$3,017.96	\$1,848.98	63.2%
Total	\$205,678.67	\$210,901.46	-2.5%

BROWN FIELD MUNICIPAL AIRPORT

Flight Operations (Month)	Nov-24	Nov-23	% Diff
	7,919	7,184	10.2%

Based A/C	157
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Flight Operations (CY)	2024 YTD	2023 YTD	% Diff
	86,923	85,730	1.4%

Flight Operations (FY)	FY25 YTD	FY24 YTD	% Diff
	41,592	39,873	4.3%

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

Operations Office Revenue	FY25 YTD	FY24 YTD	% Diff
Landing Fees	\$39,087.00	\$20,357.00	92.0%
Transient A/C Parking	\$4,447.00	\$2,839.00	56.6%
Vehicle Parking	\$22,602.00	\$18,890.00	19.7%
Other	\$0.00	\$0.00	0.0%
Total	\$66,136.00	\$42,086.00	57.1%

Monthly Airport Operations Report

December 2024



MONTGOMERY-GIBBS EXECUTIVE AIRPORT

Flight Operations (Month)	Dec-24	Dec-23	% Diff
	30,515	26,525	15.0%

Based A/C	418
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Flight Operations (CY)	2024 YTD	2023 YTD	% Diff
	385,806	321,830	19.9%

Flight Operations (FY)	FY25 YTD	FY24 YTD	% Diff
	200,941	174,611	15.1%

Operations Office Revenue	FY25 YTD	FY24 YTD	% Diff
Landing Fees	\$16,454.88	\$5,964.00	175.9%
Transient A/C Parking	\$11,863.00	\$7,410.00	60.1%
Monthly A/C Parking	\$219,527.46	\$239,855.13	-8.5%
Vehicle Parking	\$777.00	\$481.00	61.5%
Conference Room*	\$1,350.00	\$1,520.00	-11.2%
Other	\$3,097.96	\$2,148.98	44.2%
Total	\$253,070.30	\$257,379.11	-1.7%

Total Operations 10-Year History	
2024	385,806
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

BROWN FIELD AIRPORT (Updated numbers to be provided at the meeting)

Flight Operations (Month)	Dec-24	Dec-23	% Diff
	9,025	8,996	0.3%

Based A/C	157
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Flight Operations (CY)	2024 YTD	2023 YTD	% Diff
	79,004	78,546	0.6%

Flight Operations (FY)	FY25 YTD	FY24 YTD	% Diff
	33,673	32,689	3.0%

Operations Office Revenue	FY25 YTD	FY24 YTD	% Diff
Landing Fees	\$31,139.00	\$15,787.00	97.2%
Transient A/C Parking	\$3,826.00	\$2,418.00	58.2%
Vehicle Parking	\$19,464.00	\$14,471.00	34.5%
Other	\$0.00	\$0.00	0.0%
Total	\$54,429.00	\$32,676.00	66.6%

Total Operations 10-Year History	
2024	
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

Monthly Noise Management Report- November 2024

Montgomery Gibbs Executive Airport

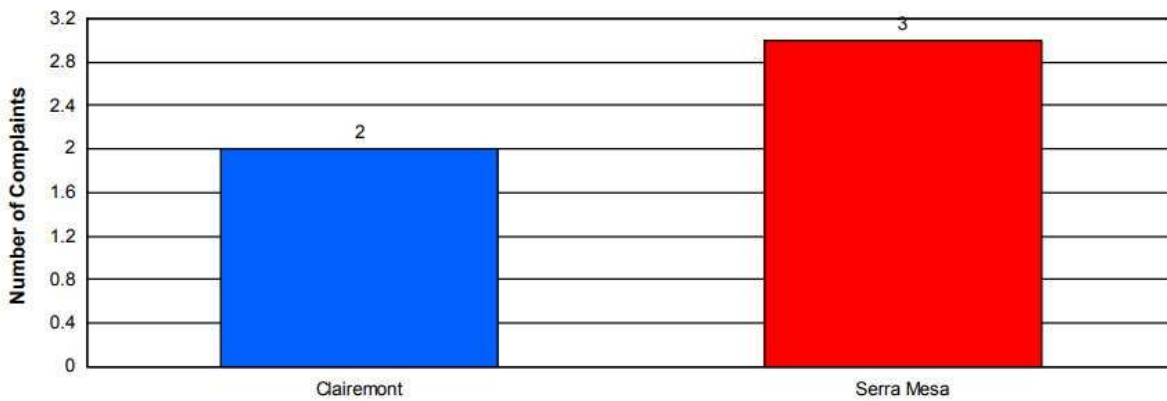
Noise Abatement Violations*

Day: 0

Night:0

Total of Fine Amount for the Month: \$0

Community Complaint Totals



Total Number of Complaints: 5

Community Complaint Details

Community	Number of Complainants	Number of Complaints	YTD Total Complaints
Clairemont	1	2	117
Serra Mesa	1	3	34
Totals:	2	5	151

*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

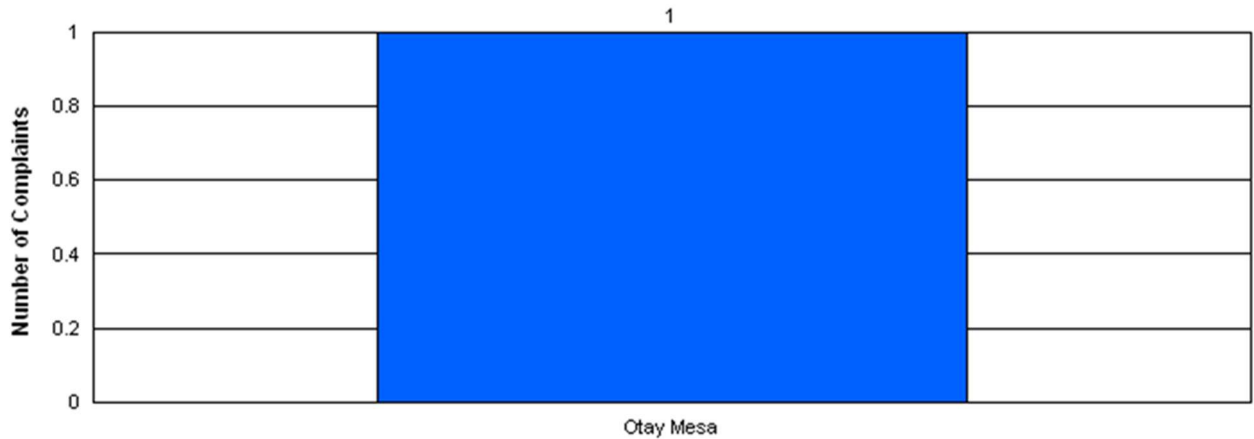


Economic Development Department

Monthly Noise Management Report- November 2024

Brown Field Municipal Airport

Community Complaint Totals



Total Number of Complaints: 1

Community Complaint Details

Community	Number of Complainants	Number of Complaints	YTD Total Complaints
Otay Mesa	1	1	57
Totals:	1	1	57

*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

Projects Progress Update

January 2025

Montgomery-Gibbs Executive Airport (MYF)

- Airports Master Plans
 - Weekly Meetings with C&S and City Planning Department to streamline Environmental Impact Report updates.
- MYF Terminal Parking Lot East Rehabilitation
 - 100% Design received; construction expected to begin May 2025
- Spiders Lot Pavement Rehabilitation
 - 100% Design received.
- MYF Terminal Apron Rehabilitation
 - Rescoping project boundaries.
- MYF Mid-Port Pavement Repairs
 - Limited Notice to Proceed Issued. Pre-construction meeting mid-January
- MYF Retail Center Parking Lot
 - Paving and Restriping Complete 12/30/24
- Air Center MYF (Corporate Helicopters)
 - Waiting of Tenant to complete FAA Environmental Requirements

Brown Field Airport (SDM)

- Taxiway Golf, Taxiway Bravo Rehab, Taxiway Charlie (G1) Rehab Realign, Pavement Removal Project
 - FAA Reviewing 60% Design 10-17-24
- Airport Terminal Roof Replacement
 - Project kick off meeting held 9-16-2024
 - Currently in project setup phase with Engineering and Capital Projects Department Quick Build team
- San Diego Airpark Project
 - Work is continuing to establish of the Mitigation Lands
 - Construction Activities on Phase 1 continue.
- Access Control System
 - Working with City and FAA on procurement
- Customs and Border Protection General Aviation Inspections Facility
 - Proposed New Facility would be within new FBO building terminal.