



**SANTA MARIA PUBLIC AIRPORT DISTRICT  
BOARD OF DIRECTORS**

**Thursday  
November 9, 2017**

**Administration Building  
Airport Boardroom  
7:00 P.M.**

**REGULAR MEETING  
A G E N D A**

*This agenda is prepared and posted pursuant to the requirements of the California Government Code Section 54954.2. By listing a topic on this agenda, the Santa Maria Public Airport District has expressed its intent to discuss and act on each item. The Santa Maria Public Airport District welcomes orderly participation at its meetings from all members of the public. This includes assistance under the Americans with Disabilities Act to provide an equally effective opportunity for individuals with a disability to participate in and benefit from District activities. To request assistance with disability accommodation, please call (805) 922-1726. Notification at least 48 hours prior to the meeting would enable the Santa Maria Public Airport District to make reasonable arrangements to ensure accessibility to this meeting.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL: Engel, Rafferty, Adams, Baskett, Brown**

- 1. MINUTES OF THE REGULAR MEETING HELD OCTOBER 26, 2017.**
- 2. COMMITTEE REPORT(S):**
  - a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc)**
  - b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc)**
  - c) MARKETING & PROMOTIONS (Standing or Ad Hoc)**
  - d) CITY & COUNTY LIAISON**
  - e) STATE & FEDERAL LIAISON**
  - f) VANDENBERG LIAISON**
  - g) BUSINESS PARK COMMITTEE (Ad Hoc)**
- 3. GENERAL MANAGER'S REPORT**
- 4. MANAGER OF FINANCE & ADMINISTRATION REPORT**
  - a) Demand Register**
- 5. DISTRICT COUNSEL'S REPORT. (Joshua George and Natalie Frye Laacke)**

6. **PUBLIC SESSION:** Statements from the floor will be heard during public session. Request to Speak forms are provided for those wishing to address the board. After completing the form, please give it to the Clerk. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are cordially invited to speak on agenda items as they occur. Staff reports covering agenda items are available for review in the offices of the General Manager on the Tuesday prior to each meeting. The Board will establish time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.
7. **AUTHORIZATION FOR THE GENERAL MANAGER, DISTRICT COUNSEL AND ONE DIRECTOR TO ATTEND THE ROLE OF THE AIRPORT ATTORNEY WORKSHOP HELD JANUARY 27, 2018, IN MONTEREY, CA.**
8. **AUTHORIZATION FOR THREE STAFF MEMBERS AND ONE DIRECTOR TO ATTEND THE 2018 S.W.A.A.E. WINTER CONFERENCE HELD JANUARY 28-31, 2018, IN MONTEREY, CA.**
9. **AUTHORIZATION FOR TWO STAFF MEMBERS TO ATTEND THE MEAD AND HUNT AIR SERVICE CONFERENCE TO BE HELD MARCH 6-8, 2018, IN SCOTTSDALE, AZ.**
10. **DISCUSSION AND DIRECTION TO STAFF REGARDING CENTRAL COAST AIR SHOW 2018.**
11. **DISCUSSION AND DIRECTION TO STAFF REGARDING MOKULELE AIRLINES BAGGAGE AGREEMENTS.**
12. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
  - a. **Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: 1424 Fairway Dr. (Gov. Code Section 54956.8)**
  - b. **Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: APN 111-231-19 (Gov. Code Section 54956.8)**
  - c. **Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: APN 111-231-11 (Gov. Code Section 54956.8)**
  - d. **Conference with Legal Counsel Anticipated Litigation-Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One Case).**
13. **DIRECTORS' COMMENTS.**
14. **ADJOURNMENT.**

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MINUTES OF THE REGULAR BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD OCTOBER 26, 2017

The Board of Directors of the Santa Maria Public Airport District held a Regular Meeting at the regular place at 7:00 p.m. Present were Directors Engel, Rafferty, Adams, Brown and Baskett, Manager of Finance & Administration Reade and District Counsel Minnery. General Manager Hastert was absent.

1. MINUTES OF THE REGULAR MEETING HELD October 12, 2017.

Director Rafferty made a Motion to approve the Regular Meeting Minutes held October 12, 2017. Director Baskett Seconded and it was carried by a 5-0 vote.

2. COMMITTEE REPORT(S):

a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc) – No meeting scheduled.

b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc) – No meeting scheduled.

c) MARKETING & PROMOTIONS (Standing or Ad Hoc) – No meeting scheduled.

d) CITY & COUNTY LIAISON – No meeting scheduled.

e) STATE & FEDERAL LIAISON – No meeting scheduled.

f) VANDENBERG LIAISON – No meeting scheduled.

g) BUSINESS PARK COMMITTEE (Ad Hoc) – No meeting scheduled.

3. GENERAL MANAGER'S REPORT. General Manager Hastert was absent. No report given.

4. MANAGER OF FINANCE & ADMINISTRATION REPORT.

The Manager of Finance & Administration presented the Demand Register to the Board for review and approval.

a) Demand Register. The Demand Register, covering warrants 064575 through 064624 in the amount of \$428,640.26 was recommended for approval as presented. Director Baskett made a Motion to accept the Demand Register as presented. Director Rafferty Seconded and it was carried by a 5-0 vote.

b) Budget to Actual. Received and filed.

5. DISTRICT COUNSEL'S REPORT. Nothing to report.

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6. PUBLIC SESSION: Statements from the floor will be heard during public session. Request to Speak forms are provided for those wishing to address the board. After completing the form, please give it to the Clerk. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are cordially invited to speak on agenda items as they occur. Staff reports covering agenda items are available for review in the offices of the General Manager on the Tuesday prior to each meeting. The Board has established a five-minute time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.

No one requested to speak.

7. Authorization for the President and Secretary to execute the Second Amendment of Agreement between the District and Tartaglia Engineering for the Airport GIS. Director Rafferty made a Motion to approve as presented. Director Adams Seconded and it was carried by a 5-0 vote.

8. Discussion and Direction to staff regarding Mokulele baggage agreements. No update given as no information was available by the time of the meeting.

9. Authorization for the President and the Secretary to execute the Hangar Space Lease between the District and Central Coast Shuttle for 3115-C Airpark Drive. Director Rafferty made a Motion to approve as presented. Director Baskett Seconded and it was carried by a 5-0 vote.

10. Authorization for the President and Secretary to execute the Office Space Lease between the District and Mike Whitford for 3117-A Airpark Drive. Director Baskett made a Motion to approve as presented. Director Rafferty Seconded and it was carried by a 5-0 vote.

11. Discussion and direction to staff regarding goal setting meetings. Directors discussed possible topics to be discussed at a meeting set forth at a later time.

12. CLOSED SESSION. At 7:24 p.m. the Board went into Closed Session to discuss the following item(s):

a) Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: 1424 Fairway Dr. (Gov. Code Section 54956.8)

At 7:29 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

12. DIRECTORS' COMMENTS: Director Brown notified the Board that he and Director Rafferty attended the Military Air Show that was put on by Central Coast Jet Center. He was very impressed.

Director Adams would like to make sure the District obtains an agreement with the city for Hangar Street.

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Director Rafferty notified the Board he will be attending the upcoming Economic Development Committee meeting in place of Mr. Hastert. He would also like to discuss possible revenue sources at the first goal setting meeting.

Director Engel is hoping the annual air show comes back.

Director Baskett had no comment.

- 13. ADJOURNMENT. President Engel asked for a Motion to adjourn to a Regular Meeting to be held on November 9, 2017 at 7:00 p.m. at the regular meeting place. Director Adams made that Motion, Director Rafferty Seconded and the Motion was carried by a 5-0 vote.

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 7:36 p.m. on October 12, 2017.

\_\_\_\_\_  
Carl Engel, President

\_\_\_\_\_  
Chuck Adams, Secretary

2017-2018

**DEMAND REGISTER  
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand numbers 064625 to 064681 on Pacific Premier Bank in the total amount of \$133,630.57.

\_\_\_\_\_  
CHRIS HASTERT  
GENERAL MANAGER

\_\_\_\_\_  
DATE

The undersigned certifies that the attached register of audited demands of the Santa Maria Public Airport District for each demand, numbers 064625 to 064681 on Pacific Premier Bank in the total amount of \$133,630.57 has been approved as being in conformity with the budget approved by the Santa Maria Public Airport District and funds are available for their payment.

\_\_\_\_\_  
VERONEKA READE  
MANAGER OF FINANCE & ADMINISTRATION

\_\_\_\_\_  
DATE

THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVED PAYMENT OF THE ATTACHED WARRANTS AT THE MEETING OF NOVEMBER 9, 2017.

\_\_\_\_\_  
CHUCK ADAMS  
SECRETARY

## Santa Maria Public Airport District Demand Register

Check Number	Check Number	Vender Name	Check Amount	AIP Funding	Description
064625*	10/26/2017	Bickel's Heating and Air Conditioning	\$ 595.44		Maint. - Heating & Air Condit.
064626*	10/26/2017	Calportland Construction	\$ 51,717.77	\$ 44,477.27	Terminal Apron Reconstruction
064627*	10/26/2017	Comcast	\$ 166.05		Cable/Internet /Digital Voice
064628*	10/26/2017	Federal Express	\$ 57.46		Freight & Common Carrier
064629*	10/26/2017	Frontier Communications	\$ 633.61		Telephone Service
064630*	10/26/2017	Home Depot	\$ 355.14		Building Maintenance
064631*	10/26/2017	J B Dewar, Inc	\$ 578.85		Fuel Expense - Gas/Diesel
064632*	10/26/2017	J.D. Humann Landscape Contr.	\$ 570.83		Landscape Maintenance
064633*	10/26/2017	Orchard Supply Hardware	\$ 133.82		Hardware & Supplies
064634*	10/26/2017	Principal Financial Group	\$ 3,016.46		Dental, Life, Disability, Visi
064635*	10/26/2017	Ray Zierman Backflow Service	\$ 212.98		Backflow Testing
064636*	11/1/2017	Chuck Adams	\$ 200.00		Directors Fees
064637*	11/1/2017	AT&T	\$ 331.94		Phone Service
064638*	11/1/2017	Steve Brown	\$ 300.00		Directors Fees
064639*	11/1/2017	City of Santa Maria-Util Div	\$ 6,941.36		Water Invoices
064640*	11/1/2017	Comcast	\$ 628.30		Cable/Internet /Digital Voice
064641*	11/1/2017	De Lage Landen	\$ 78.38		Lease/Maint. - Copier
064642*	11/1/2017	Carl Engel, Jr.	\$ 200.00		Directors Fees
064643*	11/1/2017	Frontier Communications	\$ 119.21		Telephone Service
064644*	11/1/2017	The Gas Company	\$ 309.43		Utilities
064645*	11/1/2017	Esmeralda Mendoza	\$ 250.00		Refund - Security Deposit
064646*	11/1/2017	Pacific Gas & Electric Company	\$ 16,604.39		Terminal/Admin./Main Hangar
064647*	11/1/2017	Hugh Rafferty	\$ 300.00		Directors Fees
064648*	11/1/2017	Hugh Rafferty - Reimbursement	\$ 92.65		Expense Reimbursement
064649*	11/1/2017	Verizon Wireless	\$ 1,241.79		Cell Phones
064650	11/6/2017	American Assn of Airport Exec	\$ 275.00		Renew AAAE - Affiliate Dues
064651	11/6/2017	Adamski Moroski	\$ 6,065.00		Legal Service
064652	11/6/2017	AT&T	\$ 144.10		Phone Service
064653	11/6/2017	Bagby Plumbing Service & Repair	\$ 7,147.24		Building Maint. - Terminal
064654	11/6/2017	Blueglobes, Inc.	\$ 505.03		Lighting & Nav Aid Maint.
064655	11/6/2017	Brayton's Power Wash & Sweep	\$ 500.00		Street Sweeping

**Santa Maria Public Airport District  
Demand Register**

<b>Check Number</b>	<b>Check Number</b>	<b>Vender Name</b>	<b>Check Amount</b>	<b>AIP Funding</b>	<b>Description</b>
064656	11/6/2017	Carquest Auto Parts	\$ 327.38		Auto Maint. - Mechanical
064657	11/6/2017	Consolidated Electrical Distributors, Inc.	\$ 82.95		Lighting Maintenance
064658	11/6/2017	Clark Pest Control	\$ 984.00		Pest Control - Terminal & Adm.
064659	11/6/2017	Fedak & Brown LLP	\$ 9,234.00		Annual Audit
064660	11/6/2017	Frontier Communications	\$ 1,152.90		Telephone Service
064661	11/6/2017	Frank Harvey	\$ 1,139.00		Sec. Deposit & Cr. Balance
064662	11/6/2017	Ray Heath	\$ 3,575.20		Consulting Service
064663	11/6/2017	J B Dewar, Inc	\$ 795.80		Fuel Expense - Gas/Diesel
064664	11/6/2017	Limotta Internet Technologies	\$ 1,534.50		Computer Support Services
064665	11/6/2017	Magical Machine Shop	\$ 185.00		Heavy Equipment Maint.
064666	11/6/2017	MarTeeny Designs	\$ 200.00		Web Page Maint.
064667	11/6/2017	McMasters and Carr	\$ 1,183.02		Building Maint. - Terminal
064668	11/6/2017	Mission Uniform Service	\$ 290.43		Uniform Service
064669	11/6/2017	Office Depot	\$ 95.65		Office Supplies
064670	11/6/2017	Jon Payne	\$ 299.45		Sec. Deposit & Cr. Balance
064671	11/6/2017	Pacific Gas & Electric Company	\$ 31.97		Terminal/Admin./Main Hangar
064672	11/6/2017	Ray Zierman Backflow Service	\$ 95.00		Backflow Testing
064673	11/6/2017	ReadyRefresh by Nestle	\$ 77.83		Water Delivery
064674	11/6/2017	Roberts & Connell LLP	\$ 285.00		Legal Service
064675	11/6/2017	Santa Barbara County Special District	\$ 300.00		Annual Dues
064676	11/6/2017	S Lombardi & Assoc., Inc.	\$ 4,550.00		Airport Advertising
064677	11/6/2017	Toshiba Financial Services	\$ 548.56		Copier Lease
064678	11/6/2017	Tri-Counties Plant Service	\$ 275.00		Interior Plants Maint.
064679	11/6/2017	Melany Walker	\$ 262.00		Sec. Deposit & CR Balance
064680	11/6/2017	Bomar Security & Investigation	\$ 5,788.92		Security Service
064681	11/6/2017	Central City Tool Supply, Inc.	\$ 64.78		Small Tools
<b>Total Checks Written:</b>			<b>\$ 133,630.57</b>	<b>\$ 44,477.27</b>	

\*Approved by One Board Member





**SANTA MARIA  
PUBLIC AIRPORT DISTRICT**

11/9/17

<p>Agenda Item 7 11/9/17</p>
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Board of Directors  
Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455

**Subject: Authorization for the General Manager, District Counsel and one Director to Attend the Role of the Airport Attorney Workshop held January 27, 2018**

**Summary**

The Airport Attorney Workshop provides a forum for Airports to discuss common legal issues and obtain useful information regarding State and Federal regulations. District Counsel and Airport Staff have attended this workshop in the past and have found it to be very valuable. Staff therefore requests approval to attend the Role of the Airport Attorney Workshop.

**Budget**

	Attendees	Days	Rate	Total
Hotel Stay (Attorney)	1	1	\$268.00	\$ 268.00
Hotel Stay (Director & Staff)	2	2	\$268.00	\$ 1072.00
Meals	3	2	\$ 60.00	\$ 360.00
Mileage	3		\$ 0.535	\$ 581.01
Registration	3		\$ 190.00	\$ 570.00
<b>Total:</b>				<b>\$ 2,851.01</b>

**Overall Impact:**

Approved 2017-2018 Budget for Business Travel	\$54,850.00
Previously Approved Business Travel	\$10,514.92
Current Balance for Business Travel	\$44,335/08
Amount of this Request	\$ 2,851.01
Balance Remaining if Approved	\$41,484.07

**Recommendation**

Staff recommends the board authorize this travel in an order to provide Staff, District Counsel and one Director with the most up to date and pertinent legal information affecting airports.

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM  
General Manager



**SANTA MARIA  
PUBLIC AIRPORT DISTRICT**

11/9/17

Agenda Item  
8  
11/9/17

Board of Directors  
Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455

**Subject: Authorization for three Staff Members and one Director to Attend the 2018 S.W.A.A.E. Winter Conference Held January 28-31, 2018, in Monterey, CA.**

**Summary**

The S.W.A.A.E. Winter Conference provides a wide variety of topics all relevant to Airport Staff. It allows staff to interact with other Airports with similar issues and meet with FAA representatives to discuss a myriad of important topics. Staff therefore requests approval to attend the S.W.A.A.E. Winter Conference.

**Budget**

	Attendees	Days	Rate	Total
Hotel stay	4	3	\$ 268.00	\$ 3,216.00
Meals	4	4	\$ 60.00	\$ 960.00
Mileage	2		\$ 0.535	\$ 387.34
Registration	4		\$ 420.00	\$ 1,680.00
<b>Total:</b>				<b>\$ 6,243.34</b>

**Overall Impact:**

Approved 2017-2018 Budget for Business Travel	\$54,850.00
Previously Approved Business Travel	\$13,365.93
Current Balance for Business Travel	\$41,484.07
Amount of this Request	\$ 6,243.34
Balance Remaining if Approved	\$35,240.73

**Recommendation**

Staff recommends the board authorize this travel in an attempt to educate Staff and one Director on current issues that affect airports in the south west region.

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM  
General Manager



**SANTA MARIA  
PUBLIC AIRPORT DISTRICT**

11/9/17

Agenda Item  
9  
11/9/17

Board of Directors  
Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455

**Subject: Authorization for two staff members to attend the Mead and Hunt Air Service Conference March 6-8, 2018**

**Summary**

Pursuant to our ongoing efforts to regain air service with a major hub carrier, and upon the recommendation of our Air Service Consultant, we request approval to attend the Mead and Hunt Air Service Conference. Several Airlines will be available to meet and confer with District staff.

**Budget**

	Attendees	Days	Rate	Total
Hotel stay	2	2	\$255.00	\$1,020.00
Meals	2	3	\$60.00	\$360.00
Airfare	2		\$584.20	\$1,168.40
Rental Car			\$140.00	\$140.00
Registration	2		\$950.00	\$1,900.00
<b>Total:</b>				<b>\$4,588.40</b>

**Overall Impact:**

Approved 2017-2018 Budget for Business Travel	\$54,850.00
Previously Approved Business Travel	\$19,609.27
Current Balance for Business Travel	\$35,240.73
Amount of this Request	\$ 4,588.40
Balance Remaining if Approved	\$30,652.33

**Recommendation**

Staff recommends the board authorize this travel in an attempt to improve air service.

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM  
General Manager