



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

**Thursday
May 10, 2018**

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

- 1. MINUTES OF THE REGULAR MEETING HELD APRIL 26, 2018.**
- 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
 - b) Quarterly Investment Report
- 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 TWO STAFF MEMBERS TO ATTEND THE FAA WESTERN-PACIFIC REGION 9TH AIRPORTS CONFERENCE TO BE HELD JUNE 12-14, 2018 IN TORRANCE, CA.**
8. **ADOPTION OF RESOLUTION 862. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ADOPTING THE APPROPRIATIONS SUBJECT TO LIMITATION FOR FISCAL YEAR 2018-2019 UNDER CALIFORNIA CONSTITUTION ARTICLE XIII B (AS AMENDED) AND IMPLEMENTING STATUTES.**
9. **ADOPTION OF RESOLUTION 865. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT AUTHORIZING THE ESTABLISHMENT OF AN ADDITIONAL BANK ACCOUNT AT PACIFIC PREMIER BANK FOR AIR SHOW FUNDING AND AUTHORIZATION FOR THE BOARD PRESIDENT, VICE PRESIDENT, SECRETARY, VICE SECRETARY, DIRECTOR GENERAL MANAGER AND MANAGER OF FINANCE AND ADMINISTRATION TO EXECUTE CHECKS, DRAFT NOTES, OR OTHER INSTRUMENTS FROM THE ACCOUNT FOR THE PAYMENT OF MONEY AS APPROVED BY THE BOARD.**
10. **DISCUSSION AND DIRECTION TO STAFF REGARDING THE CENTRAL COAST AIR FEST.**
11. **DISCUSSION AND DIRECTION TO STAFF REGARDING STRATEGIC BUSINESS PLAN AND RULES AND REGULATIONS FOR THE SANTA MARIA PUBLIC AIRPORT DISTRICT.**
12. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE SECOND AMENDMENT OF SERVICE AGREEMENT BETWEEN THE DISTRICT AND RICHARD N. MCKENZIE OF ARCHITECT'S CONSULTING SERVICE FOR THE ROOF REPAIR PROJECT.**
13. **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 111-231-11 (Gov. Code Section 54956.8)**
14. **DIRECTORS' COMMENTS.**
15. **ADJOURNMENT.**

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MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD APRIL 26, 2018

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 Rafferty, Adams, Engel, Brown and Baskett, General Manager Hastert, Manager of Finance & Administration Reade and District Counsel George.

1. MINUTES OF THE REGULAR MEETING HELD April 12, 2018. Director Baskett made a Motion to approve the minutes of the regular meeting held April 12, 2018. Director Engel Seconded and it was carried by a 5-0 vote.
2. COMMITTEE REPORT(S):
 - a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc) –The committee met and discussed the proposals for the vacancy in 3203 Lightning Street, Suite 105. The committee has selected one potential tenant to bring forward to the full Board.
 - 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 updated the Board on the success of the Kite Festival, the progress of the Air Show and our open receptionist position. He also provided the Board with information he obtained at the EDC meeting.
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 065296 through 065351 in the amount of \$132,412.67 was recommended for approval as presented. Director Baskett made a Motion to accept the Demand Register as presented. Director Brown Seconded and it was carried by a 5-0 vote.
 - b) Budget to Actual. Received and filed.

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

- 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. Presentation from Trina Froehlich of Mead and Hunt regarding Air Service Development. Mrs. Froehlich presented on industry updates, market opportunities and air service development efforts made by the District.

- 8. Authorization for the President and Secretary to consent to the transfer of the hangar located at 2987-E Airpark Drive to Steve and Shelly Brown. This item was corrected to 2995-E Airpark Drive. Director Brown excused himself from the room as he had a conflict of interest. Director Baskett made a Motion to approve. Director Adams Seconded and it was carried by a 4-0 vote.

- 9. Authorization for the President and Secretary to consent to the transfer of the hangar located at 2987-C Airpark Drive to Robert Lepper. This item was corrected to 2995-C Airpark Drive. Director Brown excused himself from the room as he had a conflict of interest. Director Baskett made a Motion to approve. Director Adams Seconded and it was carried by a 4-0 vote.

- 10. Adoption of Resolution 861. A Resolution of the Board of Directors of the Santa Maria Public Airport District adopting the Rates and Charges for fiscal year 2018-2019. Director Baskett made a Motion to approve. Director Engel Seconded and it was carried by the following roll call vote. Directors Rafferty, Adams, Engel, Brown and Baskett voted "Yes".

- 11. Adoption of Resolution 862. A Resolution of the Board of Directors of the Santa Maria Public Airport District adopting the Appropriations subject to limitation for fiscal year 2018-2019 under California Constitution Article XIII B (as amended) and Implementing Statutes. This item has been tabled until the next meeting.

- 12. Adoption of Resolution 863. A Resolution of the Board of Directors of the Santa Maria Public Airport District approving salaries and salary adjustments for non-management employees for fiscal year 2018-2019. Director Baskett made a Motion to approve. Director Engel Seconded and it was carried by the following roll call vote. Directors Rafferty, Adams, Engel, Brown and Baskett voted "Yes".

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13. Adoption of Resolution 864. A Resolution of the Board of Directors of the Santa Maria Public Airport District approving salaries and salary adjustments for management employees for fiscal year 2018-2019. Director Brown made a Motion to approve. Director Baskett Seconded and it was carried by the following roll call vote. Directors Rafferty, Adams, Engel, Brown and Baskett voted "Yes".

14. Discussion and Direction to staff regarding the Admin and Fire Station Roofing Project. Discussion was held and direction was given to staff. Director Baskett made a Motion to reject the bids and move forward with a total replacement as opposed to patching the existing roof. Director Engel Seconded and it was carried by a 5-0 vote.

RECESS: At 8:14 p.m.

Return to OPEN SESSION: At 8:21 p.m. The Board and staff reconvened to Open Session.

15. CLOSED SESSION. At 8:21 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).
- b) Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: APN 111-231-11 (Gov. Code Section 54956.8)

At 8:37 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

16. DIRECTORS' COMMENTS: Directors Rafferty, Brown and Engel had no comment.

Director Adams thanked Mrs. Froehlich for her presentation.

Director Baskett thanked Mrs. Froehlich as well and would like to look into back up power for the tower.

17. ADJOURNMENT. President Rafferty asked for a Motion to adjourn to a Regular Meeting to be held on May 10, 2018 at 7:00 p.m. at the regular meeting place. Director Brown made that Motion, Director Adams Seconded and the Motion was carried by a 5-0 vote.

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ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 8:39 p.m. on April 26, 2018.

Hugh Rafferty, President

Carl Engel, 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 065352 to 065397 and Electronic Payments on Pacific Premier Bank in the amount of \$487,805.05.

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 065352 to 065397 and Electronic Payments on Pacific Premier Bank in the total amount of \$487,805.05 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 MAY 10, 2018.

CARL ENGEL
SECRETARY

Santa Maria Public Airport District

Demand Register

| Check Number | Check Date | Vendor Name | Check Amount | AIP Funding | Description |
|--------------|------------|---------------------------------------|---------------|---------------|--------------------------------|
| 065352* | 4/26/2018 | AT&T | \$ 188.64 | | Phone Service |
| 065353* | 4/26/2018 | City of Guadalupe | \$ 31,425.51 | | Security Service |
| 065354* | 4/26/2018 | City of Santa Maria-Util Div | \$ 4,447.74 | | Water Invoices |
| 065355* | 4/26/2018 | Comcast | \$ 609.13 | | Cable/Internet /Digital Voice |
| 065356* | 4/26/2018 | Orchard Supply Hardware | \$ 704.21 | | Hardware & Supplies |
| 065357* | 4/26/2018 | Tartaglia Engineering | \$ 10,782.50 | | Airport GIS |
| 065358* | 5/2/2018 | Bedford Enterprises, Inc. | \$ 328.10 | | Trash Removal |
| 065359 | 5/2/2018 | CalPortland Construction | \$ 180,055.01 | \$ 163,237.87 | Terminal Apron Reconstruction |
| 065360 | 5/2/2018 | City of Santa Maria | \$ 166,277.50 | | Quarterly ARFF Services |
| 065361* | 5/2/2018 | Industrial Medical Group | \$ 85.00 | | Employee Physical |
| 065362* | 5/2/2018 | Office Depot | \$ 32.59 | | Office Supplies |
| 065363* | 5/2/2018 | Pacific Gas & Electric Company | \$ 13,696.94 | | Terminal/Admin./Main Hangar |
| 065364* | 5/2/2018 | Santa Barbara Cnty Special District A | \$ 80.00 | | Monthly Chapter Dinner |
| 065365* | 5/2/2018 | Santa Maria Times | \$ 299.41 | | Annual Subscription |
| 065366* | 5/2/2018 | Mike Souza | \$ 724.20 | | Credit Balance - Refund |
| 065367* | 5/2/2018 | Toshiba Financial Services | \$ 594.67 | | Copier Lease |
| 065368* | 5/2/2018 | Verizon Wireless | \$ 751.21 | | Cell Phones |
| 065369* | 5/3/2018 | Chuck Adams | \$ 200.00 | | Directors Fees |
| 065370* | 5/3/2018 | AT&T | \$ 154.11 | | Phone Service |
| 065371* | 5/3/2018 | Steve Brown | \$ 200.00 | | Directors Fees |
| 065372* | 5/3/2018 | Carl Engel, Jr. | \$ 200.00 | | Directors Fees |
| 065373* | 5/3/2018 | Frontier Communications | \$ 1,256.30 | | Telephone Service |
| 065374* | 5/3/2018 | The Gas Company | \$ 441.19 | | Utilities |
| 065375* | 5/3/2018 | Hugh Rafferty | \$ 200.00 | | Directors Fees |
| 065376 | 5/8/2018 | American Industrial Supply | \$ 31.44 | | Lighting & Nav Aid Maint. |
| 065377 | 5/8/2018 | Berchtold Equipment Company | \$ 213.33 | | Heavy Equip Maint - Mechanical |
| 065378 | 5/8/2018 | Bomar Security & Investigation | \$ 5,209.79 | | Security Service |
| 065379 | 5/8/2018 | Central Coast Jet Center | \$ 429.00 | | Refund - Ck. Deposit in Error |
| 065380 | 5/8/2018 | City of Guadalupe | \$ 32,489.00 | | Security Service |
| 065381 | 5/8/2018 | Clark Pest Control | \$ 604.00 | | Pest Control - Terminal & Adm. |
| 065382 | 5/8/2018 | Hayward Lumber Company | \$ 236.96 | | MHP - Maintenance |
| 065383 | 5/8/2018 | Ray Heath | \$ 3,575.20 | | Consulting Service |
| 065384 | 5/8/2018 | Interstate Batteries | \$ 107.70 | | Auto Maint. - Mechanical |
| 065385 | 5/8/2018 | Limotta Internet Technologies | \$ 1,534.50 | | Computer Support Services |
| 065386 | 5/8/2018 | Los Padres Fire Protection | \$ 1,213.65 | | Fire Equipment Service |
| 065387 | 5/8/2018 | MarTeeny Designs | \$ 200.00 | | Web Page Maint. |
| 065388 | 5/8/2018 | Mission Uniform Service | \$ 457.05 | | Uniform Service |

Santa Maria Public Airport District

Demand Register

| Check Number | Check Date | Vendor Name | Check Amount | AIP Funding | Description |
|------------------------------|-------------------|-----------------------------------|----------------------|----------------------|--------------------------------|
| 065389 | 5/8/2018 | Napa Auto Parts | \$ 72.21 | | Auto parts |
| 065390 | 5/8/2018 | Playnetwork, Inc. | \$ 89.85 | | Radio Service - Terminal |
| 065391 | 5/8/2018 | Principal Financial Group | \$ 2,758.11 | | Dental, Life, Disability, Visi |
| 065392 | 5/8/2018 | Quinn Rental Services | \$ 981.07 | | Equipment Rental |
| 065393 | 5/8/2018 | Ray Zierman Backflow Service | \$ 599.50 | | Backflow Testing |
| 065394 | 5/8/2018 | ReadyRefresh by Nestle | \$ 81.87 | | Water Delivery |
| 065395 | 5/8/2018 | Santa Maria Valley Crop Service | \$ 3,697.92 | | Weed/Vector Control |
| 065396 | 5/8/2018 | Smith's Alarms & Electronics Inc. | \$ 630.00 | | Fire Alarm Service |
| 065397 | 5/8/2018 | United Refrigeration, Inc. | \$ 22.68 | | Building Maint. - Terminal |
| Total Checks Written: | | | \$ 468,968.79 | \$ 163,237.87 | |

***Approved by One Board Member**

Electronic Payments

| | | |
|--|-------------|---------------------|
| 4/30/2018 | CalPERS | \$ 24.52 |
| 4/30/2018 | CalPERS | \$ 5,825.86 |
| 5/1/2018 | CalPERS | \$ 4,913.19 |
| 5/1/2018 | CalPERS | \$ 4,913.19 |
| 5/8/2018 | Mass Mutual | \$ 3,159.50 |
| Total Electronic Funds Transfers: | | \$ 18,836.26 |

Total Funds Dispersed: \$ 487,805.05



MEMORANDUM

Santa Maria Public Airport District

DATE: May 10, 2018

TO: Board of Directors

FROM: Veroneka Reade, Manager of Finance and Administration

SUBJECT: Quarterly Investment Report –December 31, 2017

On April 11, 1996, the Board of Directors adopted Resolution 557 establishing an investment policy for the Santa Maria Public Airport District. Paragraph 12 of that resolution requires the District Manager of Finance and Administration to submit a quarterly investment report to the Board of Directors. This report covers the quarter ending December 31, 2017.

California Government Code Section 53646(e) specifies that if all funds of the District are placed in the Local Agency Investment Fund (LAIF), FDIC-insured accounts and/or in a county investment pool, then the quarterly investment report may consist of copies of the latest statements from such institutions.

The Local Agency Investment Fund (LAIF) is a division of the Pooled Money Investment Account of the State of California (PMIA). Statements of the District's LAIF account activity and the Pooled Money Investment Board Report as of December 31, 2017 are attached and made a part of this quarterly investment report to the District's Board of Directors.

California Government Code Section 53646(b)(1) specifies that the quarterly report shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and moneys held by the local agency, and shall additionally include a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, including lending programs. The report shall also include a current market value as of the date of the report, and shall include the source of this same valuation. This information is included in the local agency report as of December 31, 2017. Statements of the District's Pacific Premier account activity and the Local Agency report as of December 31, 2017 are attached and made a part of this quarterly investment report to the District's Board of Directors.

I certify with the filing of this quarterly investment report for the periods ending December 31, 2017 that (1) all investment actions executed during the quarter were made in full compliance with the Investment Policy and, (2) the portfolio is in compliance with the investment policy and (3) the Santa Maria Public Airport District will meet its expenditure obligations for the next six months.



Summary of Investment Data A Comparison of December 2017 with December 2016

(Dollars In Thousands)

| | December 2017 | December 2016 | Change |
|---|---------------|---------------|------------|
| Average Daily Portfolio (\$) | 68,111,894 | 68,450,423 | -338,529 |
| Accrued Earnings (\$) | 71,656 | 41,802 | +29,854 |
| Effective Yield (%) | 1.239 | 0.719 | +0.52 |
| Average Life-Month End (In Days) | 186 | 171 | +15 |
| Total Security Transactions | | | |
| Amount (\$) | 33,174,074 | 25,714,899 | +7,459,175 |
| Number | 665 | 518 | +147 |
| Total Time Deposit Transactions | | | |
| Amount (\$) | 2,207,000 | 2,309,480 | -102,480 |
| Number | 98 | 110 | -12 |
| Average Workday Investment Activity (\$) | 1,769,054 | 1,334,494 | +434,560 |
| Prescribed Demand Account Balances For Services (\$) | 342,300 | 975,700 | -633,400 |



State of California
Pooled Money Investment Account
Market Valuation
12/31/2017

| Description | Carrying Cost Plus | | Fair Value | Accrued Interest |
|--------------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------|
| | Accrued Interest | Purch. Amortized Cost | | |
| 1* United States Treasury: | | | | |
| Bills | \$ 15,798,555,512.89 | \$ 15,873,337,714.44 | \$ 15,860,404,500.00 | NA |
| Notes | \$ 20,668,927,462.54 | \$ 20,663,056,666.82 | \$ 20,567,399,500.00 | \$ 51,205,126.00 |
| 1* Federal Agency: | | | | |
| SBA | \$ 863,151,176.21 | \$ 863,121,107.49 | \$ 854,212,976.72 | \$ 1,085,497.30 |
| MBS-REMICs | \$ 32,120,879.43 | \$ 32,120,879.43 | \$ 33,135,054.84 | \$ 150,303.41 |
| Debentures | \$ 1,378,587,035.45 | \$ 1,378,560,299.33 | \$ 1,370,297,200.00 | \$ 3,311,850.25 |
| Debentures FR | \$ - | \$ - | \$ - | \$ - |
| Debentures CL | \$ 250,000,000.00 | \$ 250,000,000.00 | \$ 247,477,500.00 | \$ 1,374,735.50 |
| Discount Notes | \$ 8,395,522,888.62 | \$ 8,418,489,291.59 | \$ 8,414,180,500.00 | NA |
| GNMA | \$ - | \$ - | \$ - | \$ - |
| 1* Supranational Debentures | \$ 450,210,930.52 | \$ 450,113,708.30 | \$ 447,618,000.00 | \$ 1,441,215.00 |
| 1* Supranational Debentures FR | \$ 50,000,000.00 | \$ 50,000,000.00 | \$ 50,063,000.00 | \$ 162,067.78 |
| 2* CDs and YCDs FR | \$ 525,000,000.00 | \$ 525,000,000.00 | \$ 525,000,000.00 | \$ 1,499,171.12 |
| 2* Bank Notes | \$ 600,000,000.00 | \$ 600,000,000.00 | \$ 599,619,554.09 | \$ 2,337,722.21 |
| 2* CDs and YCDs | \$ 11,225,000,000.00 | \$ 11,225,000,000.00 | \$ 11,219,981,017.33 | \$ 22,812,888.95 |
| 2* Commercial Paper | \$ 7,261,281,569.44 | \$ 7,273,970,472.21 | \$ 7,271,584,361.13 | NA |
| 1* Corporate: | | | | |
| Bonds FR | \$ - | \$ - | \$ - | \$ - |
| Bonds | \$ - | \$ - | \$ - | \$ - |
| 1* Repurchase Agreements | \$ - | \$ - | \$ - | \$ - |
| 1* Reverse Repurchase | \$ - | \$ - | \$ - | \$ - |
| Time Deposits | \$ 5,307,240,000.00 | \$ 5,307,240,000.00 | \$ 5,307,240,000.00 | NA |
| AB 55 & GF Loans | \$ 1,466,657,000.00 | \$ 1,466,657,000.00 | \$ 1,466,657,000.00 | NA |
| TOTAL | \$ 74,272,254,455.10 | \$ 74,376,667,139.61 | \$ 74,234,870,164.11 | \$ 85,380,577.52 |

Fair Value Including Accrued Interest

\$ 74,320,250,741.63

* Governmental Accounting Standards Board (GASB) Statement #72

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (**0.998093529**).

As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$19,961,870.58 or \$20,000,000.00 x **0.998093529**.

SANTA MARIA PUBLIC AIRPORT DISTRICT

STATEMENT OF LAIF ACCOUNT ACTIVITIES

For Quarter Ending December 31, 2017

| | LAIF DEPOSITS |
|---|-----------------------|
| BEGINNING BALANCE LAIF (09/30/17) | <u>\$542,639.21</u> |
| TRANSFERS OF EXCESS FUNDS TO LAIF | |
| PREVIOUS QUARTER'S INTEREST POSTED LAIF | <u>\$2,505.88</u> |
| TRANSFERS OUT FOR DISTRICT NEEDS LAIF | <u>(\$500,000.00)</u> |
| ENDING BALANCE LAIF | <u>\$45,145.09</u> |
| INTEREST EARNED DURING CURRENT QUARTER LAIF | <u>\$433.22</u> |

Note: LAIF was earning 1.20% as of 12/31/17

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
 April 30, 2018 April 30, 2018

SANTA MARIA PUBLIC AIRPORT DISTRICT

CONTROLLER
 3217 TERMINAL DRIVE
 SANTA MARIA, CA 93455

PMIA Average Monthly Yields

Account Number:
 80-42-001

Tran Type Definitions

October 2017 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Authorized Caller | Amount |
|----------------|------------------|-----------|----------------|-------------------|-------------|
| 10/13/2017 | 10/12/2017 | QRD | 1550784 | SYSTEM | 2,505.88 |
| 10/19/2017 | 10/18/2017 | RW | 1552805 | VERONEKA READE | -500,000.00 |

Account Summary

| | | | |
|-------------------|-------------|--------------------|------------|
| Total Deposit: | 2,505.88 | Beginning Balance: | 542,639.21 |
| Total Withdrawal: | -500,000.00 | Ending Balance: | 45,145.09 |

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp

April 30, 2018

SANTA MARIA PUBLIC AIRPORT DISTRICT

CONTROLLER
3217 TERMINAL DRIVE
SANTA MARIA, CA 93455

PMIA Average Monthly Yields

Account Number:
80-42-001

[Tran Type Definitions](#)

November 2017 Statement

Account Summary

| | | | |
|-------------------|------|--------------------|-----------|
| Total Deposit: | 0.00 | Beginning Balance: | 45,145.09 |
| Total Withdrawal: | 0.00 | Ending Balance: | 45,145.09 |

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp

April 30, 2018

SANTA MARIA PUBLIC AIRPORT DISTRICT

CONTROLLER
3217 TERMINAL DRIVE
SANTA MARIA, CA 93455

PMIA Average Monthly Yields

Account Number:
80-42-001

[Tran Type Definitions](#)

December 2017 Statement

Account Summary

| | | | |
|-------------------|------|--------------------|-----------|
| Total Deposit: | 0.00 | Beginning Balance: | 45,145.09 |
| Total Withdrawal: | 0.00 | Ending Balance: | 45,145.09 |

SANTA MARIA PUBLIC AIRPORT DISTRICT

STATEMENT OF HERITAGE OAKS INVESTMENT ACCOUNT ACTIVITIES

For Quarter Ending December 31, 2017

| | HERITAGE OAKS DEPOSITS |
|--|---------------------------|
| BEGINNING BALANCE HERITAGE OAKS (12/31/17) | <u>\$3,049,990.63</u> |
| TRANSFERS OF EXCESS FUNDS TO HERITAGE OAKS | |
| PREVIOUS QUARTER'S INTEREST POSTED HERITAGE OAKS | <u>\$9,393.21</u> |
| ENDING BALANCE HERITAGE OAKS | <u>\$3,059,383.84</u> |

Note: Pacific Premier was earning 1.22% as of 12/31/17



SANTA MARIA PUBLIC AIRPORT DISTRICT
3217 TERMINAL DR
SANTA MARIA CA 93455-1836

Page 1 of 1
Branch 041
Account Number: 4108097100
Date 10/31/17

EM

BUSINESS MONEY MARKET **Acct 4108097100**

Summary of Activity Since Your Last Statement

| | | |
|-----------------------------|----------|----------------|
| Beginning Balance | 10/01/17 | 3,049,990.63 |
| Deposits / Misc Credits | 1 | 3,161.88 |
| Withdrawals / Misc Debits | 0 | .00 |
| ** Ending Balance | 10/31/17 | 3,053,152.51** |
| Service Charge | | .00 |
| Interest Paid Thru 10/31/17 | | 3,161.88 |
| Interest Paid Year To Date | | 24,625.53 |
| Average Collected Balance | | 3,049,990 |
| Average Rate / Cycle Days | | 1.22000 / 31 |

Daily Transactions

| Date | Activity Description | Deposits | Withdrawals | Balance |
|-------|----------------------|----------|-------------|--------------|
| 10/31 | INTEREST EARNED | 3,161.88 | | 3,053,152.51 |

Daily Balance Summary

| Date | Balance | Date | Balance | Date | Balance |
|-------|--------------|------|---------|------|---------|
| 10/31 | 3,053,152.51 | | | | |





SANTA MARIA PUBLIC AIRPORT DISTRICT
3217 TERMINAL DR
SANTA MARIA CA 93455-1836

Page 1 of 1
Branch 041
Account Number: 4108097100
Date 11/30/17

EM

BUSINESS MONEY MARKET **Acct 4108097100**

Summary of Activity Since Your Last Statement

| | | |
|-----------------------------|----------|----------------|
| Beginning Balance | 11/01/17 | 3,053,152.51 |
| Deposits / Misc Credits | 1 | 3,063.00 |
| Withdrawals / Misc Debits | 0 | .00 |
| ** Ending Balance | 11/30/17 | 3,056,215.51** |
| Service Charge | | .00 |
| Interest Paid Thru 11/30/17 | | 3,063.00 |
| Interest Paid Year To Date | | 27,688.53 |
| Average Collected Balance | | 3,053,152 |
| Average Rate / Cycle Days | | 1.22000 / 30 |

Daily Transactions

| Date | Activity Description | Deposits | Withdrawals | Balance |
|-------|----------------------|----------|-------------|--------------|
| 11/30 | INTEREST EARNED | 3,063.00 | | 3,056,215.51 |

Daily Balance Summary

| Date | Balance | Date | Balance | Date | Balance |
|-------|--------------|------|---------|------|---------|
| 11/30 | 3,056,215.51 | | | | |



SANTA MARIA PUBLIC AIRPORT DISTRICT
3217 TERMINAL DR
SANTA MARIA CA 93455-1836

Page 1 of 1
Branch 041
Account Number: 4108097100
Date 12/29/17

EM

IMPORTANT INFORMATION REGARDING YOUR PRIVACY
The Pacific Premier Bank Privacy Policy is available on our website at
www.ppbi.com/privacypolicy.
If you would like a copy of the Privacy Policy mailed
to you, please call us at 888-212-6445.
The Privacy Policy has not changed since you last received it.

BUSINESS MONEY MARKET **Acct 4108097100**

Summary of Activity Since Your Last Statement

| | | |
|-----------------------------|----------|----------------|
| Beginning Balance | 12/01/17 | 3,056,215.51 |
| Deposits / Misc Credits | 1 | 3,168.33 |
| Withdrawals / Misc Debits | 0 | .00 |
| ** Ending Balance | 12/31/17 | 3,059,383.84** |
| Service Charge | | .00 |
| Interest Paid Thru 12/31/17 | | 3,168.33 |
| Interest Paid Year To Date | | 30,856.86 |
| Average Collected Balance | | 3,056,215 |
| Average Rate / Cycle Days | | 1.22000 / 31 |

Daily Transactions

| Date | Activity Description | Deposits | Withdrawals | Balance |
|-------|----------------------|----------|-------------|--------------|
| 12/29 | INTEREST EARNED | 3,168.33 | | 3,059,383.84 |

Daily Balance Summary

| Date | Balance | Date | Balance | Date | Balance |
|-------|--------------|------|---------|------|---------|
| 12/29 | 3,059,383.84 | | | | |



**SANTA MARIA
PUBLIC AIRPORT DISTRICT**

Agenda Item
7
5/10/2018

05/10/18

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

Subject: Authorization for two staff members to attend the FAA Western-Pacific Region 9th Airports Conference to be held June 12-14, 2018 in Torrance, CA.

Summary

The FAA Western-Pacific Region Airports Conference will provide information regarding airport safety, sustainability, and efficiency. Important new regulations and issues will be discussed and staff will be able to establish contact with the individuals the District coordinates with at the FAA.

Budget

| | | Attendees | Days | Rate | Total |
|-----------------|---------------|------------------|-------------|-------------|-------------------|
| Hotel: | Hotel stay | 2 | 3 | \$365.80 | \$2,194.80 |
| Meals: | Meals | 2 | 4 | \$60.00 | \$480.00 |
| Transportation: | Ground | 2 | | \$181.00 | \$362.00 |
| Fees: | Registration | 2 | | \$0.00 | \$0.00 |
| | Total: | | | | \$3,036.80 |

Overall Impact:

| | |
|---|-------------|
| Approved 2017-2018 Budget for Business Travel | \$54,850.00 |
| Previously Approved Business Travel | \$45,088.00 |
| Current Balance for Business Travel | \$ 9,762.00 |
| Amount of this Request | \$3,036.80 |
| Balance Remaining if Approved | \$ 6,725.20 |

Recommendation

Staff recommends the board authorize this travel to provide important contacts and information to the District.

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM
General Manager

RESOLUTION 862

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT ADOPTING THE APPROPRIATIONS
SUBJECT TO LIMITATION FOR FISCAL YEAR
2018-2019 UNDER CALIFORNIA CONSTITUTION
ARTICLE XIII B (AS AMENDED) AND
IMPLEMENTING STATUTES**

WHEREAS, Article XIII B of the California Constitution provides that beginning with the 1980-1981 fiscal year, an appropriations limit for each local government shall be established for each fiscal year.

WHEREAS, Government Code Section 7910 provides that each year the governing body of each local jurisdiction shall by resolution establish its appropriations limit for the following fiscal year pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or noticed special meeting; that 15 days prior to such meeting documentation used in the determination of the appropriations limit shall be available to the public.

WHEREAS, Article XIII B of the California Constitution was amended by Proposition 111 to change the price and population factors that may be used by a local jurisdiction in setting the appropriations limit.

THEREFORE, BE IT RESOLVED, that the sum of \$6,432,530.00 is the appropriations limit of the Santa Maria Public Airport District subject to California Constitution Article XIII B for fiscal year 2018-2019.

IT IS FURTHER RESOLVED, that the calculations establishing the foregoing appropriations subject to the limitations imposed by Article XIII B of the California Constitution (as amended), which were made available to the public at least 15 days prior to the date of the meeting at which this resolution was adopted, are as follows:

Factor for percentage change in California
Capita personal income pursuant to
Government Code Section 79011.0367

Factor for annual population percentage
Change for County of Santa Barbara
Determined by Department of Finance,
State of California, pursuant to Revenue
and Taxation Code Section 2228(a)(iii)..... 1.0078

Ratio change in above factors: 1.0367 x 1.0078 = 1.0448
Appropriations limits of District
For Fiscal year 2018-2019

2017-2018 appropriations limits of District as
established by Resolution 856 6,134,245

Addition to District's appropriation limit
For property tax administration fee
Imposed by Senate Bill 2557 22,545
6,156,790

Multiplied by above factors change ratio x 1.0448

2018 – 2019 appropriations limit \$6,432,530

PASSED AND ADOPTED at the Regular, meeting of the Board of Directors
of the Santa Maria Public Airport District held _____ on Motion by
Director _____, Seconded by Director _____ and carried by the
following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Hugh Rafferty, President

Carl Engel, Secretary

RESOLUTION NO. 865

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT AUTHORIZING THE ESTABLISHMENT OF AN ADDITIONAL BANK ACCOUNT AT PACIFIC PREMIER BANK FOR AIR SHOW FUNDING AND AUTHORIZATION FOR THE BOARD PRESIDENT, VICE PRESIDENT, SECRETARY, VICE SECRETARY, DIRECTOR, GENERAL MANAGER AND MANAGER OF FINANCE AND ADMINISTRATION TO EXECUTE CHECKS, DRAFT NOTES, OR OTHER INSTRUMENTS FROM THE ACCOUNT FOR THE PAYMENT OF MONEY AS APPROVED BY THE BOARD.

WHEREAS, the Santa Maria Public Airport District (SMPAD) has decided to host the inaugural Central Coast Airfest (Air Show) on October 6-7, 2018; and

WHEREAS, the District desires to keep funds related to the Central Coast Air Fest segregated from existing accounts; and

WHEREAS, the Board of Directors of the SMPAD wish to add an additional account with Pacific Premier Bank as the District's current financial institution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Maria Public Airport District direct that a checking account be opened by the District with Pacific Premier Bank for Air Show deposits and withdrawals with the following members authorized as signatories on the account to execute checks, draft notes, or other instruments from the account for the payment on money as approved by the Board.

SMPAD Board of Directors:

Hugh Rafferty - President
Carl Engel – Secretary
Charles Adams – Vice President
Steven Brown – Vice Secretary
David Baskett - Director

SMPAD Staff:

Christopher Hastert – General Manager
Veroneka Reade - Manager of Finance and Administration

PASSED AND ADOPTED at the regular meeting of the Board of Directors of the Santa Maria Public Airport District, held May 10, 2018, by the following roll call vote:

AYES :

NOES:

ABSTAINED:

ABSENT:

HUGH RAFFERTY, President

ATTEST

CARL ENGEL, Secretary



Agenda
Item
11
5-10-18

March 13, 2018

Mr. Chris Hastert
General Manager
Santa Maria Public Airport District
3217 Terminal Drive
Santa Maria, CA 93455

RE: Proposal – Strategic Business Plan and Rules and Regulations for Santa Maria Airport

Dear Mr. Hastert:

Aviation Management Consulting Group (AMCG) is pleased to submit this updated proposal, for your review and consideration, to assist the Santa Maria Public Airport District (District) with the development of a Strategic Airport Business Plan and Airport Rules and Regulations for the Santa Maria Airport (Airport).

By way of background, our team has excellent working knowledge of the aviation industry (overall), the general aviation segment of the industry (in particular), and airports, aviation businesses, and aircraft (more specifically). As a result of our industry experience and recent District and Airport projects, we are uniquely qualified to provide the proposed services.

We are a team of results-oriented aviation professionals who have the skills, resources, and expertise to get the job done right the first time. We know how to manage processes, complete projects on time and within budget, and consistently achieve successful results.

Ultimately, I can assure you that we will provide high quality, comprehensive, and fully responsive services and work products and that you will be very pleased with our work. Beyond this, I am confident that nobody will do a better job.

To this end, I will be glad to talk with you further about our background, experience, qualifications, and capabilities and the ways that you will benefit by engaging our team to provide the proposed services. I have also attached AMCG's Statement of Qualifications for you and your Board's review and consideration.

If you have any questions, require any additional information, or would like to discuss any aspect of this proposal, please contact me at **(303) 792-5208** (direct) or e-mail me at rtrimborn@amcg.aero.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert D. Trimborn", written in a cursive style.

Robert D. Trimborn
Consultant

1. SCOPE OF SERVICES and WORK PLAN

Element 1 Scope of Services: Strategic Airport Business Plan

The AMCG team will develop an Strategic Airport Business Plan (SABP) for the Airport. By definition, an SABP is a document that uses a logical and disciplined structure to set out the mission, vision, goals, objectives, and actions plans that drive the day-to-day operation and management of an airport.

VALUE OF AN SABP

An SABP is an important planning tool, a critical management tool, and a vital communications tool.

As an important **planning** tool, an SABP:

- Articulates the mission, vision, and goals for an airport
- Sets forth the objectives for achieving goals
- Identifies the action plans for accomplishing objectives
- Establishes the parameters for checking progress
- Provides the basis for making adjustments - to achieve the goals and realize the mission and vision of the airport

As a critical **management** tool, an SABP helps keep policymakers, airport management/staff, and stakeholders focused on achieving goals and realizing the mission and vision of an airport. The SABP also provides an actionable game plan for building on strengths, addressing weaknesses, capitalizing on opportunities, and managing threats.

Most important, an SABP provides the framework for making informed, prudent, and defensible decisions concerning the operation and management of an airport.

As a vital **communications** tool, a strategic airport business planning process provides the opportunity for policymakers, airport management/staff, and stakeholders to engage in discussions about the current and future direction of an airport.

Once implemented, an SABP provides the information needed to assist policymakers and airport management/staff in demonstrating the role and value of an airport (or increasing awareness), justifying investment in the airport (or building support), and explaining an airport's financial performance and position (or fostering transparency).

ELEMENTS OF AN SABP

The elements of an ABP include:

- Mission statement
- Vision statement
- Values statement
- Goals (which are driven by the findings of a Strengths, Weaknesses, Opportunities, and Threats or SWOT analysis)
- Objectives
- Action plans

A discussion of each of the elements of an SABP follows:

- **Mission Statement** – A mission statement conveys the reason for an airport's existence and may identify the core competencies of the organization as well. The direction provided in the mission statement helps guide decision making, dictate conduct, and shape performance on a day-to-day basis. As such, it is essential that all aspects of the operation and management of an airport be linked to its mission statement.
- **Vision Statement** – A vision statement articulates the aspirations for an airport; it is a picture of success.
- **Values Statement** – A values statement outlines the collective beliefs held throughout an organization. Values are enduring and will not be compromised or abandoned by the organization.
- **SWOT Analysis** – The purpose of a SWOT analysis is to isolate and properly categorize actual and perceived **strengths** and **weaknesses** of an airport (and its organization) from an internal perspective and **opportunities** and **threats** from an external perspective. The results of the SWOT analysis serve to document the understanding of an Airport and the organization and provide the framework for establishing goals. The four components of the SWOT analysis are:
 - Strengths – internal items accomplished particularly well or unique assets of the airport or the organization, especially in comparison to competitive and comparable airports or organizations.
 - *Strengths need to be preserved, built on, and leveraged.*
 - Weaknesses – internal items that are not accomplished particularly well, hinder or prevent desired performance, or are acutely lacking or needs improvement.
 - *Weaknesses need to be addressed and remedied.*
 - Opportunities – external items that could help realize the mission and vision for an airport. Opportunities may be identified by studying changes or trends within the industry, the marketplace, or the community.
 - *Opportunities need to be seized or capitalized on.*
 - Threats – external items that could threaten the realization of an airport's mission and vision. As with opportunities, threats are typically identified by studying changes or trends within the industry and the local marketplace.
 - *Threats need to be managed, or if possible, eliminated.*
- **Market Assessment** – The purpose of the market assessment is to ascertain the level of “demand” in the market and the level of capacity at an airport (for aviation products, services, and facilities) and identify any deficiencies that exist. If the market assessment indicates that demand (in the market) exceeds capacity (at the airport), goals, objectives, and action plans should be developed (and be incorporated into the SABP) to address the deficiency (i.e., who is going to do what, when, where, why, and how to address the deficiency).
- **Goals** – A goal is a statement of a desired result, outcome, or level of attainment that needs to be reached to realize the mission and vision of an airport. A goal should be positive and easily understood by policymakers, airport management/staff, and stakeholders. Each goal needs to be specific to the airport.

- **Objectives** – An objective is a significant step toward achieving a goal (i.e., it is a means to an end). The process of establishing objectives begins by identifying the airport’s **functional areas** that are relevant to achieving the goals. An airport’s functional areas include airport and market, organization, operations, marketing, aviation products, services, and facilities, and financial.
- **Action Plans** – As a fundamental building block of an SABP, the action plan answers the key questions of who is going to do what, when, where, why, and how to accomplish specific objectives. When formulating an action plan, each of the following questions needs to be answered:
 - Who will perform the tasks (the people)?
 - What specific actions need to be performed (the tasks)?
 - When will the tasks be completed (the schedule)?
 - Where will the tasks be accomplished (the location)?
 - Why do the tasks need to be performed (the reason)?
 - How is the objective going to be accomplished (the approach and the resources)?

Element 1 Work Plan: Strategic Airport Business Plan

To accomplish the proposed scope of services for **Element 1**, the AMCG team “envisions” that the work plan would include the following tasking:

TASK 1: INFORMATION GATHERING

Relevant and pertinent information, data, and documentation on the community, market, Airport, FBOs, SASOs, and non-commercial aeronautical entities located at the Airport will be compiled by Airport management/staff. The AMCG team will provide a written information request to Airport management/staff to help facilitate this process. The team will review and analyze initial information, data, and documentation provided/obtained and conduct initial research. The AMCG team will consult with airport management/staff on the formulation of the Task Force.

TASK 2: FIELD VISIT (FIRST) AND MEETINGS (FIRST)

Members of the AMCG team will conduct a field visit (first field visit) to include: (1) a project “kick-off” (initialization) meeting with representatives of the District and Airport management/staff (as desired), (2) a tour of the Airport, FBOs, SASOs, and non-commercial leased premises, (3) a meeting with the Task Force and other stakeholders (i.e., representatives of the FBOs, SASOs, and/or non-commercial entities) – as determined by the District and/or Airport management/staff working in collaboration with the team and based on available time and budget, and (4) a public/stakeholder meeting (open forum or open house) that can be attended by the larger community, Airport users, and other interested parties. **Additionally, members of the AMCG team will conduct a short course (or mini-workshop) on Strategic Airport Business Planning for representatives of the District and/or Airport management/staff (as desired) during the first field visit.** The short course will be limited to approximately four hours. The team will review and analyze additional information, data, and documentation provided/obtained and conduct additional research.

TASK 3: OVERVIEW AND ASSESSMENT

The AMCG team will develop a preliminary overview of the industry, market (including competition), community, and Airport and provide a summary of the overview to Airport management/staff for review. The team will conduct a preliminary assessment of demand and capacity for aviation products, services, and facilities (including identifying any deficiencies that exist) and provide a summary of the assessment to Airport management/staff for review.

TASK 4: SWOT ANALYSIS

The Task Force will complete the SWOT analysis worksheet provided by the AMCG team. The team will compile the results and provide the results to the Task Force for review. The Task Force will participate in conference call with the AMCG team to finalize the SWOT analysis (**first deliverable**). The conference call will be limited to approximately one hour.

TASK 5: FIELD VISIT (SECOND) AND MEETING (SECOND) – MISSION, VISION, AND VALUES

The Task Force will participate in a meeting (working session) with members of the AMCG team (second field visit) to prepare draft mission, vision, and values statements. The meeting (working session) will be limited to approximately two hours. The team will compile the results and provide the results to the Task Force for review. The Task Force will participate in conference call with the AMCG team to finalize the draft mission, vision, and values (**second deliverable**) which, in turn, will be provided by Airport management/staff to the District (governing body) for review and approval. The conference call will be limited to approximately one hour.

TASK 6: GOALS

The Task Force will complete the goals worksheet provided by the AMCG team. The team will compile the results and provide the results to the Task Force for review.

TASK 7: FIELD VISIT (THIRD) AND MEETING (THIRD) – GOALS

The Task Force will participate in a meeting (working session) with members of the AMCG team (third field visit) to finalize and prioritize goals (**third deliverable**), which, in turn, will be provided by Airport management/staff to the governing body for review and approval. The meeting (working session) will be limited to approximately two hours.

TASK 8: OBJECTIVES

The AMCG team will identify the applicable airport functional areas. The Task Force will complete the objectives worksheet provided by the team. The AMCG team will compile the results and provide the results to the Task Force for review. The Task Force will participate in conference call with the team to finalize, organize, and prioritize objectives (**fourth deliverable**) which, in turn, will be provided by Airport management/staff to the governing body for review and approval. The conference call will be limited to approximately one hour.

TASK 9: ACTION PLANS

The AMCG team will work with Airport management/staff to complete the action plan worksheets provided by the team. The action plan worksheets will focus on “what” (specific actions/tasks need to be performed), “why” (the specific actions/tasks need to be performed), “when” (the specific actions/tasks needs to be completed), “who” (is going to perform the specific actions/tasks), “how” (the objective is going to be accomplished – approach and resources), and “where” (the specific actions/tasks are going to be performed) – and related budgets. The AMCG team will provide the action plan worksheets to the Task Force for review. The team will revise the action plan worksheets and provide the worksheets to Airport management/staff for review. Airport management/staff will participate in a conference call with the AMCG team to finalize the action plans and related budgets (**fifth deliverable**) which, in turn, will be provided by Airport management/staff to the District (governing body) for review and approval. The conference call will be limited to approximately one hour.

TASK 10: STRATEGIC AIRPORT BUSINESS PLAN (FIRST DRAFT)

The AMCG team will draft the SABP (**sixth deliverable**) and provide it to Airport management/staff for review.

TASK 11: WORKING SESSION (FIRST DRAFT)

The AMCG team will conduct a “working session” (by telephone) with Airport management/staff to discuss the first draft of the SABP and solicit comments, input, and direction. The working session will be limited to approximately one hour.

TASK 12: STRATEGIC AIRPORT BUSINESS PLAN (SECOND DRAFT)

The AMCG team will revise the SABP (**seventh deliverable**) based on the comments, input, and/or direction provided by Airport management/staff and provide it to the Task Force for review.

TASK 13: WORKING SESSION (SECOND DRAFT)

The AMCG team will conduct a “working session” (by telephone) with the Task Force to discuss the second draft of the SABP and solicit comments, input, and direction. The working session will be limited to approximately one hour.

TASK 14: STRATEGIC AIRPORT BUSINESS PLAN (THIRD AND FINAL DRAFT)

The AMCG team will finalize the SABP (**eighth deliverable**), which, in turn, will be provided by Airport management/staff to the governing body for review and approval.

Element 2 Scope of Services: Develop Airport Rules and Regulations

The AMCG team will develop Airport Rules and Regulations. Airport Rules and Regulations are one element of an airport's Primary Management Compliance Documents (PMCDs). In essence, PMCDs are a compendium of documents that govern the operation, management, and development of an airport. In combination, these documents: (1) contribute to the financial health of an airport; (2) facilitate (foster) orderly development; (3) promote the provision of quality products, services, and facilities; (4) protect the health, safety, interest, and general welfare of the public; (5) reduce the potential for conflict with lessees, consumers, and users; and, (6) reduce the potential for (and provide a platform for the resolution of) complaints.

Within this context, PMCDs set the stage (parameters) for the way an airport does business. While PMCDs are interrelated, each document functions independently of the other. Beyond serving the intended purpose, PMCDs need to be consistent with (not duplicate) the Airport Sponsor Assurances, applicable regulatory measures, and other the compliance related directives issued by the FAA. When developing the Airport Rules and Regulations, the AMCG team will ensure that its recommendations are:

- consistent with the Airport Sponsor (Grant) Assurances;
- consistent with all other applicable airport compliance-related directives issued by the FAA; and
- appropriate, reasonable, and relevant for the Airport, the market, and the activities taking place (or reasonably anticipated to take place) at the Airport.

As such, the unique characteristics of the Airport, the market, and the activities (as conveyed to the AMCG team by Airport management/staff) will be considered by the team when developing the Airport Rules and Regulations. In addition to being clear, concise, and well organized (structured), the Airport Rules and Regulations will complement (not duplicate) the other governing documents for the Airport.

RULES AND REGULATIONS

By definition, this document sets forth the rules and regulations for the safe, orderly, and efficient operation and use of an airport. The purpose of rules and regulations is to protect the public health, safety, interest, and welfare on an airport (and to restrict any activity or action that would interfere with the safe, orderly, and efficient operation and use of an airport).

The District will be able to utilize the Airport Rules and Regulations to educate and inform all Airport users about the legal requirements that apply to the use of the Airport and/or engaging in activities at the Airport. In addition to being relevant, reasonable, and appropriate for the Airport, the market, and the activities, the District should only establish rules and regulations that it (through Airport management/staff) is ready, willing, or able to enforce.

While the requirement that all Airport users comply with all applicable (and not contradictory to FAA requirements) regulatory measures (including federal, state, and local) should be included in Rules and Regulations, the District (and/or Airport management/staff) is not responsible for enforcing federal, state, and local legal requirements.

The Airport Rules and Regulations will also contain general provisions that are common to all PMCDs. General provisions eliminate redundancy (as opposed to being restated in each PMCD). Key words (and acronyms) will also be defined in Airport Rules and Regulations as well.

Element 2 Work Plan: Airport Rules and Regulations

To accomplish the proposed scope of services for **Element 2**, the AMCG team “envisions” that the work plan would include the following tasking:

TASK 1: INFORMATION GATHERING

Relevant and pertinent information, data, and documentation on the community, market, Airport, FBOs, SASOs, and non-commercial aeronautical entities located at the Airport will be compiled by Airport management/staff. The AMCG team will provide a written information request and a sample worksheet to Airport management/staff to help facilitate this process. The AMCG team will review and analyze initial information, data, and documentation provided/obtained (including any existing PMCDs and related information, data, and documentation) and conduct initial research.

TASK 2: FIELD VISIT (FIRST) AND PUBLIC/STAKEHOLDER MEETINGS (FIRST)

The AMCG team will conduct a field visit (first field visit) to include: (1) a project “kick-off” (initialization) meeting with representatives of Airport management/staff (and the District – as desired), (2) tour of the Airport, FBO, SASOs, and non-commercial leased premises, (3) meetings with select stakeholders (i.e., representatives of the FBO, SASOs, and/or non-commercial entities) – as determined by the Airport management/staff working in collaboration with the team and based on available time and budget, and (4) a public/stakeholder meeting (open forum or open house) that can be attended by the larger community, Airport users, and other interested parties. **Additionally, the AMCG team will conduct a short course (or mini-workshop) on PMCDs for representatives of the District and/or Airport management/staff during the first field visit.** The AMCG team will review and analyze additional information, data, and documentation provided/obtained.

The purpose of the first field visit will be to gain a better understanding of: (1) the current operating environment at the Airport, (2) the goals that have been established by the District for the Airport (in general) and PMCDs (in particular), and (3) the key issues, problems, and/or challenges relating to (associated with) this project.

TASK 3: PREPARE DOCUMENT (EXPANDED OUTLINE AND/OR SAMPLE FORMATS)

The AMCG team will prepare an expanded outline and/or sample format of the Airport Rules and Regulations and provide the expanded outline and/or sample formats to Airport management/staff for review and comment.

TASK 4: WORKING SESSION (EXPANDED OUTLINE AND/OR SAMPLE FORMATS)

The AMCG team will conduct a “working session” (by telephone) with Airport management/staff to discuss the expanded outline and/or sample format of the Airport Rules and Regulations and solicit comments, input, and direction. The working session will be limited to approximately one hour.

TASK 5: DRAFT DOCUMENT (FIRST)

The AMCG team will prepare the first draft of the Airport Rules and Regulations (based on the information, data, and documentation provided/obtained and the comments, input, and direction provided by Airport management/staff) and provide the first draft of the Airport Rules and Regulations to Airport management/staff for review and comment.

TASK 6: WORKING SESSION (FIRST)

The AMCG team will conduct a “working session” (by telephone) with Airport management/staff to discuss the first draft of the Airport Rules and Regulations and solicit comments, input, and direction. The working session will be limited to approximately two hours.

TASK 7: DRAFT DOCUMENTS (SECOND)

The AMCG team will revise the first draft of the Airport Rules and Regulations (based on the comments, input, and direction provided by Airport management/staff during the first working session) and provide the second draft of the Airport Rules and Regulations to Airport management/staff who will review the documents and provide the documents to others (i.e., external advisors) for review as well.

TASK 8: WORKING SESSION (SECOND)

The AMCG team will conduct a “working session” (by telephone) with Airport management/staff and others to discuss the second draft of the Airport Rules and Regulations and solicit comments, input, and direction. The working session will be limited to approximately two hours.

TASK 9: DRAFT DOCUMENTS (THIRD)

The AMCG team will revise the second draft of the Airport Rules and Regulations (based on the comments, input, and direction provided by Airport management/staff and others during the second working session) and provide the third draft of the Airport Rules and Regulations to Airport management/staff who review the document and provide the document to the public/stakeholders for review and comment.

TASK 10: FIELD VISIT (SECOND) AND PUBLIC/STAKEHOLDER MEETING (SECOND) AND WORKING SESSION (THIRD)

During the second field visit, the AMCG team will facilitate a public/stakeholder meeting (open forum or open house) to discuss comments (and obtain input) from the public/stakeholders. The AMCG team will discuss (in person) the comments and input from the public/stakeholders with (and solicit comments, input, and direction from) Airport management/staff during a working session (which will be limited to approximately two hours).

TASK 11: DRAFT DOCUMENTS (FOURTH)

The AMCG team will revise the third draft of the Airport Rules and Regulations (based on the comments, input, and direction provided by Airport management/staff during the third working session) and provide the fourth draft of the Airport Rules and Regulations to Airport management/staff who will review the document and provide the document to others for review and comment as well.

TASK 12: WORKING SESSION (FOURTH)

The AMCG team will conduct a “working session” (by telephone) with Airport management/staff and others to review the fourth draft of the Airport Rules and Regulations and solicit comments, input, and direction. The working session will be limited to approximately two hours.

TASK 13: DRAFT DOCUMENTS (FIFTH)

The AMCG team will revise the fourth draft of the Airport Rules and Regulations (based on the comments, input, and direction provided by Airport management/staff and others during the fourth working session) and provide the fifth draft of the Airport Rules and Regulations to Airport management/staff who will review the documents and provide the documents to the District for review and comment.

TASK 14: FIELD VISIT (THIRD) AND WORKING SESSION (FIFTH)

During the third field visit, the AMCG team will conduct a “working session” with Airport management/staff, the District, and others to review the fifth draft of the Airport Rules and Regulations and solicit comments, input, and direction. The working session will be limited to approximately four hours.

TASK 15: FINAL DRAFT DOCUMENTS (SIXTH)

The AMCG team will revise the fifth draft of the Airport Rules and Regulations (based on the comments, input, and/or direction provided during the fifth working session) and provide the sixth and final draft of the document to Airport management/staff who will, in turn, provide the document to the District for approval and adoption.

Element 3: Consulting Advisory Services

If desired by (and at the option of) the District, the AMCG team will continue to provide consulting/advisory services (on an “as needed” basis) for any matter pertaining to general aviation – airport, aviation businesses (FBOs and/or SASOs), and non-commercial entities (e.g., individual or corporate flight departments and others).

2. FEES AND EXPENSES

The District can be assured that the AMCG team will provide high quality, comprehensive, and fully responsive services and work products at a fair price. Within this context, based on the scope of work, the technical approach (work plan or tasking), the work products (deliverables), the team’s understanding of the Airport and the current situation, and the AMCG team’s experience with similar projects, the proposed budget to complete the scope of work (as a package) is estimated at **\$105,000** (including expense allocations) as indicated in the **from** column in the table that follows.

| Element | Budget | |
|--|-------------------|--------------------|
| | From (Package) | To (Standalone) |
| Element 1: Strategic Airport Business Plan | \$80,000 | \$85,000 |
| Element 2: Airport Rules and Regulations | \$25,000 | \$30,000 |
| Total | \$105,000 | \$115,000 |

The **from** budget includes four field visits (two persons for two days, one person for one day, two persons for two days, and one person for one day). An expense allocation of \$5,000 (package) to \$7,500 (standalone) is included in the budget to cover direct (project-related) expenses that may be incurred by members of the AMCG team to complete the scope of work.

The **from** budget is based on taking advantage of the inherent synergies and momentum associated with completing **Element 1** through **Element 2** of the project (as a bundle or a package) within the sequence and timeframe proposed herein. If this is not the case, the budget will be higher (as indicated in the **to** column of the table) as the inherent synergies and momentum will be lost.

Any other services requested by the District (including, but not limited to, the services described in **Element 3** of the scope of work) would be provided on an hourly basis at the AMCG team's standard hourly billing rates in effect at the time services are rendered or other mutually agreed on fixed fee. **AMCG's standard hourly billing rates** currently range from \$80 per hour (staff) to \$275 per hour (principal) depending on the work being performed and by whom.

Direct (project related) expenses include: ground transportation, subsistence, and costs for outside services which may include, but would not be limited to, telephone, facsimile, postage, overnight or courier service, copying, printing, and document production/duplication.

NOTE: AMCG would be reimbursed (at cost without mark-up) by the Client for any direct (project related) expenses incurred by AMCG in excess of the expense allocation of \$5,000 (package) to \$7,500 (standalone).

3. SCHEDULE

Notwithstanding circumstances beyond AMCG's control and based on the firm's experience with similar projects, the current workload and anticipated workload (and commitments) of AMCG, a start date of May 1, 2018, and completion of the site visit by May 30, 2018, it is anticipated that the project can be accomplished within the following schedule from the first site visit, assuming the package program.

| Element | Schedule (Concurrent) | |
|---|-----------------------|----------|
| | From | To |
| Element 1: Strategic Airport Business Plan | 6 months | 9 months |
| Element 2: Airport Rules and Regulations | 4 months | 6 months |
| Element 3: Consulting/Advisory Services | TBD | TBD |

4. OTHER

This proposal is valid through April 15, 2018 and subject to change thereafter including, but not limited to, withdrawal in whole or in part. Fees and expenses (and completion of the project in accordance with the schedule) are dependent on the: (1) quality, composition, and timeliness of the information, data, and documentation provided to/obtained by AMCG, (2) information, data, and documentation that is available in AMCG's database and/or reference library, (3) time required to obtain, confirm, and/or verify additional information, data, and documentation that will be required to complete the scope of work, and (4) time required by the District, its representatives, or others to review work products and/or provide comments. A signed contract will be required to commence work on the project.

**SECOND AMENDMENT OF SERVICE AGREEMENT
ARCHITECT DESIGN AND CONSTRUCTION ADMINISTRATION FOR
ROOF REPAIR AT THE
SANTA MARIA PUBLIC AIRPORT DISTRICT**

RE: By this Agreement, dated April 11, 2016 between SANTA MARIA PUBLIC AIRPORT DISTRICT (herein called "District") and RICHARD N. MCKENZIE, A PROFESSIONAL ARCHITECTURAL CORPORATION dba ARCHITECT'S CONSULTING SERVICE, (herein called "Architect"), District hires Architect to perform, and Architect agrees to perform, the professional Architect services described below, subject to the following terms, conditions and provisions:

The SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") and ARCHITECT'S CONSULTING SERVICE ("Architect") agree to amend the Agreement effective May 10, 2018 as follows:

1. **TIME OF PERFORMANCE.** The time to complete the services is extended from June 30, 2018 to December 31, 2018.

2. **COMPENSATION.** District shall compensate Architect for all services to be provided by Architect under this Agreement, including all labor, materials, and expenses, on a time and materials basis at the rates set forth in Exhibit "A-1", which is increased by the amount of \$25,215 with a total project expense not to exceed amount of Fifty-Four Thousand Nine Hundred Fifteen Dollars (\$54,915.00). There shall be no charge made or reimbursement given for mileage or travel time in Santa Maria, California.

All of the terms, covenants, conditions, provisions and agreements of said Agreement, as amended, shall remain in full force and effect.

Dated: May 10, 2018

DISTRICT:

Approved as to content for District

SANTA MARIA PUBLIC AIRPORT DISTRICT

General Manager

Hugh Rafferty, President

Approved as to form for District

Carl Engel, Secretary

District Counsel

ARCHITECT'S CONSULTING SERVICE:

Richard N. McKenzie, President

ARCHITECT'S CONSULTING SERVICE

Member of The American Institute of Architects

Richard McKenzie Architect

UPDATED PROPOSAL for REDESIGN OF PVC MEMBRANE ROOFING and COMPLETION ROOFING OF 2 TERMINAL BUILDING OBSERVATION DECKS

May 2, 2018

Santa Maria Public Airport District
Chris Hastert, General Manager
3217 Terminal Drive
Santa Maria, CA 93455-1899

Re: District Office and Fire Station Roof PVC roof re-design & 2 Terminal Observation Decks.

Mr. Hastert,

The original PO issued is #637 in the amount of \$29,700.00 and has had \$26,725.00 invoiced against it and a remaining balance of \$2,975.00.

District Office increase: \$15,660.00
Fire Station increase: \$12,530.00
Remaining balance: (\$2,975.00)
Total Increase Request: \$25,215.00

This proposal is for an increase in my existing purchase order # 637. The amount is for added architectural services to document the District Office and Fire Station as a complete roof tear off and installation of a new PVC roof system as well as separating the Terminal Building Decks to be a complete separate bid and construction administration package.

For the **District Office and Fire Station** the plan backgrounds are all complete and will require a new sheet of 1 or 2 detail pages, new technical specifications, re-edited District boiler plate bid and procurement document, Bid period and Construction Administration as detailed below.

For the **Terminal Building** all the background plans have been completed, a couple of detail sheets need to be completed as well as the technical specification, re-edited District boiler plate bid and procurement document, Bid period and Construction Administration as detailed below.

City permits will be required because this is not considered a roof maintenance repair but considered as a re-roof system. Permits are obtained by the awarded Contractor based on the Architects stamped plans. Fees for all permits are included in the contractor's base bid price.

My Services included:

1. COMPLETED: Field investigation of conditions of the building roofs.
2. PARTIALLY COMPLETED: Plans, Specifications and Estimates.
3. Project Manual with technical specifications in CSI format.
4. Specifications will be written for a new Sika Sarnafil PVC roof and be installed by a certified contractor. The PVC roof will have a 20 year no dollar limit warranty for labor and material and an expected life of 30 years plus.
5. Bidding Assistance.
6. Construction Administration of regular site visits to confirm in general compliance with plans and specifications, address change orders and clarification drawings and instructions.

7. Additional Construction Inspection Oversight if selected as an extra service.
8. Items **not included** but available:
 - a. Structural evaluation of the roof framing.
 - b. Value Engineering.
 - c. Outside testing for mold, mildew, asbestos, lead based paint or other hazardous materials.

Architectural Fee Structure Breakdown

District Office and Fire Station Re-Roof

| | |
|---|--------------------------------------|
| Evaluation of existing conditions, schematic plans | \$0.00 Completed |
| Final plans for Public Sector bidding. Final estimate | \$4,880.00 Partially completed |
| Final Revised Technical Specifications for a PVC roof | \$4,680.00 |
| Added Service: Review and update requirements of the District's past Bidding and Contract Procurement requirements with suggested legal updates to include for current State required Department of Industrial Relation (DIR) requirements for payroll reporting. | \$0.00Completed |
| Bidding Assistance | \$1,950.00 |
| Construction Administration | \$3,950.00 |
| Printing and duplication costs | \$ 200.00 |
| TOTAL | \$15,660.00 |
| | |
| Added Scope for construction oversight inspections above basic service Not included in this PO increase request amount. | \$2,900.00 |

Terminal Building 2 Observation Decks.

| | |
|---|--------------------------------------|
| Evaluation of existing conditions, schematic plans | \$0.00 Completed |
| Final plans for Public Sector bidding. Final estimate | \$3,900.00 Partially completed |
| Final Revised Technical Specifications | \$3,880.00 |
| Added Service: Review and update requirements of the District's past Bidding and Contract Procurement requirements with suggested legal updates to include for current State required Department of Industrial Relation (DIR) requirements for payroll reporting. | \$0.00Completed |
| Bidding Assistance | \$1,950.00 |
| Construction Administration | \$2,600.00 |
| Printing and duplication costs | \$ 200.00 |
| TOTAL | \$12,530.00 |
| | |
| Added Scope for construction oversight inspections above basic service Not included in this PO increase request amount. | \$1,710.00 |

Projected Budget Construction Cost

| BUILDING: DISTRICT OFFICE AND FIRE STATION | CONSTRUCTION BUDGET |
|--|----------------------------|
| District Office and Fire Station roof tear off, some asbestos mastic expected. 14,000 SF@ \$2.40SF | \$33,600.00 |
| District Office and Fire Station new PVC roof system with edge metal flashing. roof hatch, safety rails, up ladder post. 14,000 SF @\$11.00SF | \$154,000.00 |
| District Office & Fire Station Roof Total, | \$187,600.00 |
| | |
| BUILDING: TERMINAL 2 OBSERVATION DECKS PVC ROOFING SYSTEMS WITH NEW RAILING SYSTEM | |
| Lumps sum construction cost estimate | \$40,000.00 |
| Terminal Building Total | \$40,000.00 |
| | |
| Combined Total | \$227,600.00 |

The final deliverables to you will be in hard print copy, PDF electronic copy and DWG files.

ACS carries \$1,000,000 in Professional Liability Insurance and is proud of its reputation for putting the customer first in every area of its operations. We feel that this attitude is one of the most important contributors to our success and to the success of the customers we serve.

If you find it necessary to modify this scope of services, please contact me. Otherwise I am prepared to start upon acceptance of my proposal.

Sincerely,

Richard McKenzie

Richard McKenzie AIA0