



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

**Thursday  
March 27, 2025**

**Administration Building  
Airport Boardroom  
6:00 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: Moreno, Adams, Brown, Clayton, Guy**

- 1. MINUTES OF THE REGULAR MEETING HELD MARCH 13, 2025**
- 2. COMMITTEE REPORT(S):**
  - a) EXECUTIVE
  - b) ADMINISTRATION & FINANCIAL
  - c) SAFETY & SECURITY
  - d) REAL ESTATE
  - e) AIRPORT PLANNING & CAPITAL IMPROVEMENT
  - f) GOVERNMENT AFFAIRS
  - g) MARKETING & PROMOTIONS
  - h) GENERAL AVIATION
- 3. GENERAL MANAGER'S REPORT**
- 4. MANAGER OF FINANCE & ADMINISTRATION REPORT**
  - a) Demand Register
  - b) Budget vs. Actual
  - c) Financial Statements

5. **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 a time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.
6. **AUTHORIZATION FOR THE GENERAL MANAGER TO EXECUTE CHANGE ORDER NO. 2 FOR THE U.S. CUSTOMS UPGRADES: BUILDING & SITE CIVIL BETWEEN THE DISTRICT AND NEWTON CONSTRUCTION & MANAGEMENT, INC.**
7. **AUTHORIZATION FOR THE GENERAL MANAGER TO ATTEND THE CALIFORNIA AIRPORTS COUNCIL QUARTERLY MEETING TO BE HELD APRIL 24-25, 2025, IN SACRAMENTO, CA.**
8. **AUTHORIZATION FOR ONE STAFF MEMBER TO ATTEND TAKEOFF NORTH AMERICA TO BE HELD NOVEMBER 4-6, 2025, IN TALLAHASSEE, FL.**
9. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE THIRD AMENDMENT OF SERVICE AGREEMENT BETWEEN THE DISTRICT AND RRM DESIGN GROUP FOR THE AIRPORT BUSINESS PARK SPECIFIC PLAN.**
10. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
  - a) **Conference with Legal Counsel-Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9): Santa Maria Public Airport District v. California State Water Resources Control Board et al. (San Luis Obispo Superior Court Case No. 24CV-0379)**
11. **DIRECTORS' COMMENTS.**
12. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD MARCH 13, 2025

The Board of Directors of the Santa Maria Public Airport District held a Regular Meeting at the regular meeting place at 6:00 p.m. Present were Directors Adams, Brown, Guy, and Clayton. General Manager Pehl, Manager of Finance & Administration Reade, and District Counsel Cheung. Director Moreno was absent.

1. MINUTES OF THE REGULAR MEETING HELD February 27, 2025. Director Clayton made a Motion to approve the minutes of the regular meeting held February 27, 2025. Director Guy Seconded, and it was carried by a 3-0 vote. Director Adams abstained.
2. COMMITTEE REPORT(S):
  - a) EXECUTIVE – The committee met to set the agenda.
  - b) ADMINISTRATION & FINANCIAL – No meeting scheduled.
  - c) SAFETY & SECURITY – No meeting scheduled.
  - d) REAL ESTATE – The committee met three times to discuss ongoing leases.
  - e) AIRPORT PLANNING & CAPITAL IMPROVEMENT– No meeting scheduled.
  - f) GOVERNMENT AFFAIRS – No meeting scheduled.
  - g) MARKETING & PROMOTIONS – No meeting scheduled.
  - h) GENERAL AVIATION – No meeting scheduled.
3. GENERAL MANAGER’S REPORT: General Manager Pehl updated the Board on meetings he had regarding flight schools and the RFP that will be going out shortly. He reminded the Board of the State of Vandenberg Space Force Base on the 14<sup>th</sup> and provided an update on Customs.
4. The Manager of Finance & Administration presented the Demand Register to the Board for review and approval.
  - a) Demand Register. The Demand Register, covering warrants 073501 through 073529 in the amount of \$145,467.32, was recommended for approval as presented. Director Brown made a Motion to accept the Demand Register as presented. Director Clayton Seconded, and it was carried by a 4-0 vote.
5. 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 three-minute time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.

Chrissy Heilmann, Central City Surplus, commented on the Notice of Termination that was sent. She requested an extension until November 30<sup>th</sup> and will try to vacate sooner and keep the airport apprised of progress.

Chris Kunkle, Central Coast Jet Center, provided an update on the self-serve fuel lease and the new improvements to the facility. He expects the work will be completed and back in operation in 2 weeks.

6. Authorization for the General Manager to execute Change Order No. 1 & 2 for the U.S. Customs Upgrades: Building & Site Civil between the District and Newton Construction & Management, Inc. Director Brown made a Motion to approve Change Order No. 1 only. Director Clayton Seconded and Change Order No. 1 was approved by a 4-0 vote. Change Order No. 2 will be brought back at the next meeting.
7. Authorization for the President and Secretary to execute the Fourth Amendment of Service Agreement between the District and Ravatt Albrecht and Associates, Inc., for the Santa Maria Airport U.S. Customs Building Remodel. Director Clayton made a Motion to approve. Director Brown Seconded, and it was carried by a 4-0 vote.
8. Authorization for the President and Secretary to execute the Second Amendment of Service Agreement between the District and Tartaglia Engineering for the Santa Maria Airport U.S. Customs Building Upgrades. Director Brown made a Motion to approve. Director Clayton Seconded, and it was carried by a 4-0 vote.
9. Discussion and direction to staff regarding additional support for the Museum of Flight. Director Brown made a Motion to rescind action taken at the last meeting regarding a donation and to have staff work with the museum to find a way to support them. Director Guy Seconded, and it was carried by a 4-0 vote.
10. Closed Session. At 6:19 p.m. the Board went into Closed Session to discuss the following item(s):
  - a) Conference with Real Property Negotiators: 3820 Blosser Road, Santa Maria, CA 93455. Agency negotiators: General Manager and District Counsel, Negotiating parties: Maldonado Companies. Under Negotiation: Terms of sublease (Gov. Code Section 54956.8).
  - b) Conference with Legal Counsel-Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9): Santa Maria Public Airport District v. California State Water Resources Control Board et al. (San Luis Obispo Superior Court Case No. 24CV-0379).

At 6:35 pm, the Board and staff reconvened to Open Public Session.

There were no reportable actions.

11. Directors' Comments. Directors Brown and Guy had no comment.

Director Clayton is happy to see there was no damage with recent rains.

Director Adams added that it is good to be back.
12. Adjournment: Vice President Adams asked for a Motion to adjourn to a Regular Meeting to be held on March 27, 2025, at the regular meeting place. Director Clayton made that Motion, Director Brown Seconded, and it was carried by a 4-0 vote.

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 6:36 p.m. on March 13, 2025.

---

Ignacio Moreno, President

---

Steven Brown, Secretary

2024-2025

**DEMAND REGISTER  
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 073530 to 073570 and electronic payments on Pacific Premier Bank and in the total amount of \$324,283.05.

---

MARTIN PEHL  
GENERAL MANAGER

---

DATE

The undersigned certifies that the attached register of audited demands of the Santa Maria Public Airport District for each demand, numbers 073530 to 073570 and electronic payments on Pacific Premier Bank in the total amount of \$324,283.05 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 AND ADMINISTRATION

---

DATE

THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVED PAYMENT OF THE ATTACHED WARRANTS AT THE MEETING OF MARCH 27, 2025.

---

STEVE BROWN  
SECRETARY

**Santa Maria Public Airport District**

**Demand Register**

Check Number	Check Date	Vendor Name	Check Amount	Description
* 73530	3/13/2025	AT&T	\$188.39	Telephone Service
* 73531	3/13/2025	Bomar Security & Investigation	\$4,389.00	Security Service
* 73532	3/13/2025	C.J. Brown & Company, CPAs	\$12,008.00	Annual Audit
* 73533	3/13/2025	City of Santa Maria - Alarm Permit	\$15.00	Alarm Permit
* 73534	3/13/2025	Comcast	\$1,418.46	Cable/Internet/Digital Voice
* 73535	3/13/2025	Digital West	\$950.65	Network Services - Terminal
* 73536	3/13/2025	Fenton, Kerry	\$3,008.66	Travel Reimbursement - Conference
* 73537	3/13/2025	Groveman Hiete LLP	\$26,224.93	Legal Counsel Services
* 73538	3/13/2025	Gsolutionz, Inc.	\$91.70	GPS Premium Support w/Phones
* 73539	3/13/2025	J B Dewar, Inc	\$715.48	Unleaded/Diesel Fuel
* 73540	3/13/2025	Mission Linen Service	\$404.59	Uniform Service
* 73541	3/13/2025	Pacific Telemanagement Services	\$463.00	Pay Phone Svcs - Terminal
* 73542	3/13/2025	RB Clean & Sweep	\$500.00	Street Sweeping
* 73543	3/13/2025	Service Star	\$12,439.11	Janitorial Service
* 73544	3/13/2025	The Widroe Group, Inc.	\$18,000.00	Consulting Services
* 73545	3/20/2025	Adamski Moroski	\$3,726.00	Legal Counsel Services
* 73546	3/20/2025	American Assn of Airport Exec	\$325.00	Annual Executive Membership - M.Pehl
* 73547	3/20/2025	Aviation Week & Space Technolo	\$369.00	Subscription - 3 years
* 73548	3/20/2025	Avsurance Corporation	\$7,293.54	Annual Pollution Liability Insurance
* 73549	3/20/2025	Bartlett, Pringle & Wolf	\$325.00	Software Support - Acumatica
* 73550	3/20/2025	Blueglobes, LLC	\$840.71	Lighting - Landing Area
* 73551	3/20/2025	City of Santa Maria	\$485.00	Construction Meter Fees
* 73552	3/20/2025	Comcast Business	\$2,216.60	Internet Service
* 73553	3/20/2025	Controlled Key Systems, Inc.	\$82,219.79	US Customs - Security
* 73554	3/20/2025	Fence Factory	\$158.23	Misc Maintenance
* 73555	3/20/2025	Gsolutionz, Inc.	\$407.02	Voice Services 2/22/25 - 3/21/25
* 73556	3/20/2025	Hayward Lumber Company	\$31.30	Shop Supplies
* 73557	3/20/2025	Interstate Batteries	\$163.07	Vehicle Maintenance
* 73558	3/20/2025	J B Dewar, Inc	\$482.88	Unleaded/Diesel Fuel
* 73559	3/20/2025	JD Humann Landscaping, Inc	\$5,295.77	Landscaping and Irrig. Repairs
* 73560	3/20/2025	Los Padres Fire Protection	\$1,307.65	Terminal Maintenance
* 73561	3/20/2025	McMaster-Carr	\$327.46	Terminal Maintenance
* 73562	3/20/2025	Mission Linen Service	\$304.54	Uniform Service
* 73563	3/20/2025	Napa Auto Parts	\$244.89	Vehicle Maintenance
* 73564	3/20/2025	Pacific Builders & Roofing	\$15,980.00	Retention Billing - Re-Roof Hangar # 3001
* 73565	3/20/2025	Quadiant Leasing USA, Inc.	\$440.67	Postage Machine Lease
* 73566	3/20/2025	Quinn Company	\$242.19	Hangar Maintenance
* 73567	3/20/2025	ROKLIN Systems Incorporated	\$2,421.86	Pavement Maintenance - Landing Area
* 73568	3/20/2025	RRM Design Group	\$38,381.00	SMX Bus Park Spec Plan Amendment
* 73569	3/20/2025	Safety-Kleen	\$411.15	Misc Hangar Maintenance

**Santa Maria Public Airport District**

**Demand Register**

Check Number	Check Date	Vendor Name	Check Amount	Description
* 73570	3/20/2025	Tri-Counties Plant Service	\$275.00	Interior Plant Service - Terminal
		Subtotal	<u>\$245,492.29</u>	
ACH	3/11/2025	PG&E	\$2,289.87	Terminal/Admin/Hangar Electricity
ACH	3/11/2025	Frontier	\$1,138.68	Telephone Service
ACH	3/11/2025	CalPers	\$7,353.53	Employee Retirement
ACH	3/11/2025	CalPers	\$18,329.83	Employee Health Insurance
ACH	3/12/2025	De Lage Landen	\$83.74	Copier
ACH	3/13/2025	The Gas Company	\$1,710.10	Utilities - Gas
ACH	3/13/2025	Clark Pest Control	\$3,240.75	Weed/Wildlife Maintenance
ACH	3/13/2025	Pacific Premier Bank	\$63.55	Misc Analysis Activity
ACH	3/14/2025	Paychex	\$29,529.26	Payroll
ACH	3/14/2025	Paychex	\$8,016.47	Payroll Taxes
ACH	3/14/2025	Frontier	\$1,028.69	Telephone Service
ACH	3/17/2025	Paychex	\$273.20	Paychex Invoice
ACH	3/17/2025	Empower Retirement	\$5,720.73	Employee Paid Retirement
ACH	3/18/2025	Ultrex	\$12.36	Equipment Lease - Usage Charge
		Subtotal	<u>\$78,790.76</u>	
		Total	<u><u>\$324,283.05</u></u>	



**Santa Maria Public Airport District**

**Budget vs. Actual - YTD**

As of February 28, 2025

	<u>YTD</u>	<u>YTD BUD</u>	<u>VARIANCE</u>	<u>% VARIANCE</u>
61000-Landing fees	52,721.81	60,000.00	(7,278.19)	(12.1 %)
61100-Tiedowns	18,396.00	19,000.00	(604.00)	(3.2 %)
61200-Fuel Flowage Fees	87,360.12	66,666.68	20,693.44	31.0 %
62000-T-Hangar	388,541.00	413,356.00	(24,815.00)	(6.0 %)
62100-Corporate Hangar	279,825.00	290,609.36	(10,784.36)	(3.7 %)
62200-Owner Build Hangar	15,976.00	15,976.00	0.00	.0 %
63000-T-Hangar Storage	33,421.00	34,333.36	(912.36)	(2.7 %)
64100-Main Hangar	94,016.00	94,000.00	16.00	.0 %
64200-Commercial Aviation	326,976.89	264,666.68	62,310.21	23.5 %
64300-Land Lease - Commercial Aviation	65,634.00	65,733.36	(99.36)	(.2 %)
65000-Car Rental	118,573.34	130,000.00	(11,426.66)	(8.8 %)
65100-Terminal Space Lease	113,963.62	114,000.00	(36.38)	.0 %
66100-Agricultural Lease	1,003,546.54	1,211,226.68	(207,680.14)	(17.1 %)
66200-Non Aviation Land Leases	274,038.60	272,666.68	1,371.92	.5 %
66300-Cell Tower Lease	40,400.00	40,400.00	0.00	.0 %
66400-Mobile Home Parks	377,187.05	372,666.68	4,520.37	1.2 %
67000-Administrative Income	20,086.03	14,666.68	5,419.35	37.0 %
67210-Leo Reimbursement	0.00	4,666.68	(4,666.68)	(100.0 %)
69100-Interest and Investment Earnings	190,933.56	166,666.68	24,266.88	14.6 %
69110-AIP Reimbursement	19,545.00	0.00	19,545.00	.0 %
69120-PFC Revenue	33,511.88	43,333.32	(9,821.44)	(22.7 %)
69200-Tax Revenues	1,311,415.77	1,617,333.36	(305,917.59)	(18.9 %)
<b>Total Income</b>	<b>4,866,069.21</b>	<b>5,311,968.20</b>	<b>(445,898.99)</b>	<b>(8.4 %)</b>
80000-G&A	12,808.32	9,333.36	3,474.96	37.2 %
80001-MHP - Maintenance	10,127.65	20,666.68	(10,539.03)	(51.0 %)
80002-MHP - MHP Liability Insurance	15,281.66	9,333.36	5,948.30	63.7 %
80003-MHP - Property Management	18,800.00	18,800.00	0.00	.0 %
80004-MHP - Salaries/ Employee Related Expenses	90,033.70	85,333.36	4,700.34	5.5 %
80005-MHP - Utilities	161,368.05	133,333.36	28,034.69	21.0 %
80100-Salaries- Administration	330,764.42	348,000.00	(17,235.58)	(5.0 %)
80101-Salaries - Maintenance & Operations	355,218.94	363,866.68	(8,647.74)	(2.4 %)
80102-Employee Benefits - Other	41,557.64	38,000.00	3,557.64	9.4 %
80104-Employee Benefits - Medical	184,896.69	188,666.68	(3,769.99)	(2.0 %)
80105-Medicare Tax	11,571.21	10,333.36	1,237.85	12.0 %
80106-PERS Retirement	226,990.54	236,533.36	(9,542.82)	(4.0 %)
81000-ARFF Services	496,780.00	662,000.00	(165,220.00)	(25.0 %)
81100-Electricity	185,028.88	155,666.76	29,362.12	18.9 %
81200-Natural Gas	6,442.31	7,600.08	(1,157.77)	(15.2 %)
81300-Water	76,001.28	73,333.40	2,667.88	3.6 %
81600-Communications	52,416.47	53,516.68	(1,100.21)	(2.1 %)
81601-Communications - Alarm	11,727.03	10,400.00	1,327.03	12.8 %
81602-Communications - Wireless	12,290.34	11,933.36	356.98	3.0 %
81603-Communications - Access Control	1,040.62	866.68	173.94	20.1 %
82400-Supplies Office	18,677.18	29,333.40	(10,656.22)	(36.3 %)
82410-Supplies Shop	32,122.28	20,000.00	12,122.28	60.6 %
82420-Supplie- Fire Fighting	60,829.81	40,553.36	20,276.45	50.0 %
82500-Fuel Expense	21,114.87	30,666.68	(9,551.81)	(31.1 %)
83000-Maintenance - Misc	7,557.29	14,200.08	(6,642.79)	(46.8 %)
83001-Maintenance - Lighting	15,529.82	17,666.72	(2,136.90)	(12.1 %)
83002-Maintenance - Generator	4,925.67	5,000.04	(74.37)	(1.5 %)
83003-Maintenance - Pavement	7,809.10	22,666.72	(14,857.62)	(65.5 %)
83004-Maintenance - Weed/Wildlife	28,588.84	40,000.00	(11,411.16)	(28.5 %)
83005-Maintenance - Fencing & Gates	7,821.97	12,866.76	(5,044.79)	(39.2 %)
83006-Maintenance - Building	37,669.37	50,471.40	(12,802.03)	(25.4 %)
83007-Maintenance - Fire Alarm	3,131.22	4,266.68	(1,135.46)	(26.6 %)
83008-Maintenance - Drainage	2,119.40	10,000.04	(7,880.64)	(78.8 %)
83100-Signs	2,681.78	5,666.72	(2,984.94)	(52.7 %)
84000-Equipment Lease	6,598.68	6,666.68	(68.00)	(1.0 %)

84500-Janitorial	103,909.50	92,254.72	11,654.78	12.6 %
84700-Landscaping	40,625.31	49,322.04	(8,696.73)	(17.6 %)
85000-Vehicle Maintenance	34,915.86	51,333.32	(16,417.46)	(32.0 %)
85400-Dues and Membership	75,286.23	50,000.00	25,286.23	50.6 %
86000-Advertising	12,334.63	33,333.36	(20,998.73)	(63.0 %)
86001-Consulting - Admin	87,214.21	77,776.00	9,438.21	12.1 %
86002-Consulting Professional	259,630.58	170,182.68	89,447.90	52.6 %
86003-Consulting - Legal	220,425.39	178,333.36	42,092.03	23.6 %
86004-Consulting - Security	253,392.74	327,333.36	(73,940.62)	(22.6 %)
86005-Bank Fees	727.83	1,600.00	(872.17)	(54.5 %)
86006-Computer Software	163,557.10	95,666.68	67,890.42	71.0 %
86007-Customs	0.00	83,333.36	(83,333.36)	(100.0 %)
86015-Depreciation - Hangar Area	6,709.36	18,000.00	(11,290.64)	(62.7 %)
86020-Depreciation - Owner Build	867.53	0.00	867.53	.0 %
86025-Depreciation - Landing Area	330,559.00	1,333,333.36	(1,002,774.36)	(75.2 %)
86035-Depreciation - FBO	0.00	16,666.68	(16,666.68)	(100.0 %)
86045-Depreciation - Revenue Gen Land	0.00	157,333.36	(157,333.36)	(100.0 %)
86055- Depreciation - Terminal Area	99,066.35	261,333.36	(162,267.01)	(62.1 %)
86100-Depreciation - Administration	26,602.00	30,000.00	(3,398.00)	(11.3 %)
86200-Insurance	230,444.54	297,333.36	(66,888.82)	(22.5 %)
86500-Permits	517.80	8,000.00	(7,482.20)	(93.5 %)
86600-Education and Recognition	7,466.81	15,516.68	(8,049.87)	(51.9 %)
86700-Business Travel	11,687.04	20,000.00	(8,312.96)	(41.6 %)
86800-Fire Fighting Training	0.00	18,000.00	(18,000.00)	(100.0 %)
86900-Election Expense	30,622.60	13,333.36	17,289.24	129.7 %
88001-Airfest Expense - Sponsorship	75,000.00	50,000.00	25,000.00	50.0 %
88009-Airfest Expenses- Miscellaneous	1,054.08	0.00	1,054.08	.0 %
88609-Conservation Easement	2,016,452.06	1,383,509.36	632,942.70	45.7 %
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	6,647,391.58	7,580,370.84	(932,979.26)	(12.3 %)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income	(1,781,322.37)	(2,268,402.64)	487,080.27	3.9 %
	<hr/>	<hr/>	<hr/>	<hr/>

Current Assets:

Cash and cash equivalents	5,471,424
Restricted - cash and cash equivalents	410,098
Certificate-of-deposit	8,000
Accounts receivable - customers and tenants, net	90,911
Prepaid expenses and deposits	<u>10,418,857</u>
Total current assets	<u>16,399,291</u>

Non-current assets:

Note receivable	0
Interest Receivable	0
Capital assets, not being depreciated	7,981,563
Depreciable capital assets	28,169,625
Deferred other post-employment benefits outflows	9,240
Deferred pension outflows	<u>945,818</u>
Total non-current assets	<u>37,106,246</u>

Total assets	<u>53,505,537</u>
--------------	-------------------

Current Liabilities:

Accounts payable and accrued expenses	279,249
Accrued wages and related payables	4,878
Unearned Revenue (customer prepaid)	558,078
Hangar and other deposits	113,313
Long-term liabilities - due in one year:	
Compensated absences	47,937
Land improvements payable	<u>10,019</u>
Total current liabilities	<u>1,013,475</u>

Long-term liabilities - due in more than one year

Compensated absences	143,810
Land improvements payable	56,777
Total other post-employment benefits liability	321,302
Net pension liability	2,566,217
Deferred pension inflows	<u>72,640</u>
Total long term liabilities	<u>3,160,746</u>

Total Liabilities	<u>4,174,221</u>
-------------------	------------------

Net position:

Retained Earnings	51,112,639
Change in Net Position	<u>(1,781,322)</u>
Total net position	<u>49,331,316</u>

Total liabilities and net position	<u>53,505,537</u>
------------------------------------	-------------------

**Santa Maria Public Airport District**  
**Profit & Loss**  
**As of January 31, 2025**

	YTD	PTD	PTD AVG	% AVG/PTD
Revenues from Operations				
Landing Area				
Landing fees and tiedowns	60,034.91	5,058.88	8,576.42	169.5 %
Fuel flowage fees	82,318.26	4,320.66	11,759.75	272.2 %
Subtotal	142,353.17	9,379.54	20,336.17	216.8 %
Hangar area				
T-Hangar	338,745.00	49,630.00	48,392.14	97.5 %
Corporate T-Hangars	243,306.00	35,925.00	34,758.00	96.8 %
T-Hangar Storage Units	29,202.00	3,992.00	4,171.71	104.5 %
Owner Build Hangars	13,979.00	1,997.00	1,997.00	100.0 %
Subtotal	625,232.00	91,544.00	89,318.85	97.6 %
FBO Area				
Main Hangar	82,264.00	11,752.00	11,752.00	100.0 %
Commercial Hangars	285,293.57	34,193.55	40,756.22	119.2 %
Land Leases	57,450.00	8,184.00	8,207.14	100.3 %
Subtotal	425,007.57	54,129.55	60,715.36	112.2 %
Terminal Area				
Car Rental	104,187.79	10,543.70	14,883.97	141.2 %
Terminal Space Lease	99,608.17	13,917.34	14,229.74	102.2 %
TSA LEO Reimbursement	0.00	0.00	0.00	
Subtotal	203,795.96	24,461.04	29,113.71	119.0 %
Revenue generating land				
Non Aviation Land Leases	241,184.85	32,830.92	34,454.98	104.9 %
Agricultural Leases	848,983.29	154,563.25	121,283.33	78.5 %
Cell Towers	35,350.00	5,050.00	5,050.00	100.0 %
Airport Mobile Home Park	327,535.93	46,104.34	46,790.85	101.5 %
Subtotal	1,453,054.07	238,548.51	207,579.16	87.0 %
Administrative				
Badging Income			0.00	
Miscellaneous Income	17,452.00	1,892.00	2,493.14	131.8 %
Plans and Specs	0.00	0.00	0.00	
Cares Grant Revenue	0.00	0.00	0.00	
Subtotal	17,452.00	1,892.00	2,493.14	131.8 %
Total Revenue from operations	2,866,894.77	419,954.64	409,556.39	97.5 %

**Santa Maria Public Airport District**  
**Profit & Loss**  
**As of January 31, 2025**

	YTD	PTD	PTD AVG	% AVG/PTD
Operating Expenses:				
Landing Area	67,497.25	12,212.77	9,642.46	79.0 %
Hangar Area	60,314.11	8,320.58	8,616.30	103.6 %
FBO Area	60,539.74	6,123.61	8,648.53	141.2 %
Terminal Area	266,052.10	28,590.59	38,007.44	132.9 %
Revenue generating land	285,537.54	44,946.58	40,791.08	90.8 %
Salaries and Benefits	1,011,101.87	186,590.89	144,443.12	77.4 %
Utilities	106,916.19	9,312.64	15,273.74	164.0 %
Supplies	127,431.01	8,777.02	18,204.43	207.4 %
Maintenance and Repairs	53,866.03	8,212.99	7,695.15	93.7 %
Contractual Services	605,253.70	31,743.84	86,464.81	272.4 %
ARFF Services	496,780.00	0.00	70,968.57	
Security Services	245,249.24	8,112.75	35,035.61	431.9 %
Dues and Subscriptions	75,286.23	11,671.00	10,755.18	92.2 %
Advertising	12,147.93	500.00	1,735.42	347.1 %
Depreciation	463,804.24	0.00	66,257.75	
Insurance	230,444.54	0.00	32,920.65	
Election Expense	30,622.60	0.00	4,374.66	
Business Travel	4,378.38	40.00	625.48	1563.7 %
Fire Fighting Training	0.00	0.00	0.00	
Rent Credit	0.00	0.00	0.00	
Air Show Expense	76,054.08	0.00	10,864.87	
Conservation Easement	2,016,452.06	0.00	288,064.58	
Other Miscellaneous Expense	7,583.89	495.00	1,083.41	218.9 %
<b>Total Expenses</b>	<b>6,303,312.73</b>	<b>365,650.26</b>	<b>900,473.24</b>	<b>246.3 %</b>
<b>Operating income (loss)</b>	<b>(3,436,417.96)</b>	<b>54,304.38</b>	<b>(490,916.85)</b>	<b>(904.0) %</b>
Non-Operating Revenues (Expenses):				
PFC Revenue	28,201.55	0.00	4,028.79	
Interest Income	178,111.97	34,727.93	25,444.57	73.3 %
Tax Revenues	1,311,415.77	19,375.31	187,345.11	966.9 %
AIP Reimbursement	19,545.00	0.00	2,792.14	
Gain on Land Sale	0.00	0.00	0.00	
<b>Total non-operating rev (exp)</b>	<b>1,537,274.29</b>	<b>54,103.24</b>	<b>219,610.61</b>	<b>405.9 %</b>
<b>Net Income</b>	<b>(1,899,143.67)</b>	<b>108,407.62</b>	<b>(271,306.24)</b>	<b>(250.3) %</b>

MEMO  
February 18, 2025

TO: Martin, Kerry and Ric: Santa Maria Airport  
Jim and Jessica: Ravatt Albrecht and Associates  
PROJECT: US Customs Upgrades: Building and Site Civil  
SUBJECT: Additional Work: Change Order No. 2  
FROM: John A. Smith, Tartaglia Engineering

---

Attached to this memo you will find Change Order No. 2 for the Building and Site Civil contract (Newton Construction). The change order includes several items:

1. During an inspection by the Building Inspector it was brought to our attention that the new RP backflow preventor is situated in a vulnerable location at the end of a drive isle. In addition, being exposed and not partially hidden from view by the side of a building, the devices could be an attraction for damage. This item includes purchase and installation of a vandal cage to be placed over the backflow preventor. In addition, the item addressed asbestos abatement necessary for the material encountered during the fire sprinkler service hot-tap.
2. The contractor was delayed while the Team proceeded through the design, packaging, and public bidding of the Security component of the work. With the time impact there was need for data / information regarding the installation of various components along with the routing of power and communications cabling to serve all components. The new Security contractor is now onboard, the information regarding means and methods has been shared and the work is proceeding on several fronts.
3. During the removal and reconstruction of a portion of the front concrete sidewalk, the removal presented several issues with underground utilities very near the surface. The work required handling and manipulating the utilities while import aggregate base was placed under, around, and above the conduits, in advance of pouring the replacement sidewalk.
4. A field investigation revealed walls within the “sally-port” entrance were not constructed with necessary ballistic paneling. This item includes the materials and effort necessary to remove the drywall, install ballistic paneling, and install new drywall.

All items are summarized on the change order.

	<b>Santa Maria Airport</b>	<b>Change Order No. 2</b>
	<b>US Customs Upgrades: Building and Site Civil</b>	<b>February 12, 2025</b>

<b>Owner:</b>	<b>Santa Maria Public Airport District</b> 3217 Terminal Drive, Santa Maria, CA 93455
<b>Contractor:</b>	<b>Newton Construction &amp; Management, Inc.</b> 2436 Broad Street, San Luis Obispo, CA 93401

<b>CONTRACT COST SUMMARY</b> Refer to the Description of Work for Details	
ITEM	AMOUNT
Original Contract Amount:	\$694,000.00
Net Cost Change By Previous Change Orders:	\$17,566.00
Contract Sum Prior to This Change Order:	\$711,566.00
Amount of Change ( <b>Increase</b> ), This Change Order:	\$64,411.00
Net Contract Sum Including This Change Order:	\$775,977.00

<b>CONTRACT TIME SUMMARY</b>	
ITEM	
Original Contract Time ( <u>Calendar Days</u> ):	150
Net Contract Time Change By Previous Change Orders:	15
Contract Time Prior to This Change Order:	165
Amount of Contract Time Change ( <b>Increase</b> ), This Change Order:	49
Net Contract Time Including This Change Order:	214
Day One:	June 24, 2024
Initial Contract Completion Date:	November 20, 2024
Stop Work Notice	October 24, 2024
123 days consumed as of February 12, 2025.	
Revised Contract Completion Date: (reflecting this & all previous Change Orders)	TBD (based on restart date)

	<b>Santa Maria Airport</b>	<b>Change Order No. 2</b>
	<b>US Customs Upgrades: Building and Site Civil</b>	<b>February 12, 2025</b>

### DESCRIPTION OF WORK

The Contract shall be amended in accordance with the following changes in scope of required work and payment therefor as follows:

ITEM	DESCRIPTION	Need verified and confirmed through site visit and contract review	REFERENCE	PRICE	TIME (working days)
2.01	Install vandal cage over domestic backflow preventer, asbestos abatement from waterline hot tap, water pipe material change into and out of backflow preventer.	Yes	Proposed CE # 1 (attached)	\$8,300.00	1 day
2.02	Overhead expense reflective of changed conditions and associated delays.	Yes	Proposed CE #9 (attached)	\$19,248.00	25 days
2.03	Over-excavate and remove material, import aggregate base, backfill and compact over and around utilities under sidewalk.	Yes	Proposed CE # 10 (attached)	\$2,208.00	1 day
2.04	Overhead expense – delays related to absence of security contractor including responses to RFI's.	Yes	Proposed CE #12 (attached)	\$26,522.00	21 days
2.05	Remove drywall, install ballistic paneling, replace drywall, tape and texture.	Yes	Proposed CE # 11 (attached)	\$8,133.00	1 day
	<b>Total</b>			<b>\$64,411.00</b>	<b>49 days</b>

**Reason for Changes:**

2.01  
The change in water service (including the vandal cage) was a city plan check comment. Item also includes asbestos abatement from the waterline hot tap and changes to water pipe at the above-ground double detector check assembly for the fire service – all plan check comment items.

2.02 & 2.04  
Overhead costs for delay to project progress attributed to efforts necessary for access control subcontractor and answers to be provided by that contractor.

2.03  
Subgrade cleanup effort related to the unknown utilities encountered under the sidewalk, and the need to relocate some and protect others.

2.05  
A building inspection during construction identified the need to install ballistic paneling on the wall between sally-port entrance and the main processing room of Customs. This requirement did not exist or was over-looked during the previous conversion of this building to US Customs, as the ballistic paneling is not present.



	<b>Santa Maria Airport</b>	<b>Change Order No. 2</b>
	<b>US Customs Upgrades: Building and Site Civil</b>	<b>February 12, 2025</b>

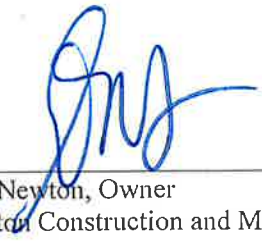
**APPROVALS**

(Not valid unless signed by all listed below)

I have reviewed all supplemental documentation supporting this additional work requested and provided, and certify that all work will be or has been completed in accordance with the contract documents and direction provided, and hereby recommend a change to the construction contract in overall compensation and contract time as outlined herein:

  
 \_\_\_\_\_  
 John A. Smith, P.E., Project Manager,  
 Tartaglia Engineering

\_\_\_\_\_  
 2/12/2025  
 Date:

  
 \_\_\_\_\_  
 Eric Newton, Owner  
 Newton Construction and Management, Inc.

\_\_\_\_\_  
 2/12/25  
 Date:

\_\_\_\_\_  
 Martin Pehl, General Manager,  
 Santa Maria Airport

\_\_\_\_\_  
 Date:







# MEC Environmental, Inc.

## Environmental Remediation / Restoration / Demolition

Main Office: 4919 Contractor Rd. (PO Box 278), Edwards AFB, CA 93523, Phone 800 233.1772

License Number # 682343, DIR # 100001548

Estimating Office Location.... California & 20th. St., Vandenberg AFB, CA 93437, Phone 805 734,3590  
 Proposal Questions? Contact.... Victor Correa, 661 816.5914, victorc@mec-inc.com

PROPOSAL SUBMITTED TO <b>Newton Construction &amp; Management</b>	FAX (805) 937-4066	EMAIL <a href="mailto:jcervantes@newtonconstruction.com">jcervantes@newtonconstruction.com</a>	DATE 8/27/2024
STREET 2436 Broad Street	PROJECT DESCRIPTION 3335 Corsair Circle Santa Maria, US Customs Upgrades / Building Removal & Civil Site improvements: Asbestos Abatement on the Contractor Assist on Hot top of AC Water line		
CITY, STATE, ZIP CODE San Luis Obispo CA 93401			
CONTACT Jay Cervantes Superintendent	PHONE (310) 131-5351	FACILITY Santa Maria Public Airport District	PROPOSAL NUMBER V2420.1 PW

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

FURNISH ALL LABOR, MATERIAL, LIABILITY INSURANCE AND EQUIPMENT NECESSARY TO:

1.1 Project Environmental submittals : Prior to mobilization and any onsite activities, Mec Inc., will prepare and submit a draft Abatement / Demolition Plans as required by Cal OSHA or the EM-385-1-1 manual, approved by the Buyer, Also in accordance with Santa Maria Public Airport Specifications, Environmental Management Safety.

1.2 Hazardous Materials Asbestos Abatement / Contractor Assist / Removal and disposal of Class II Non-friable Asbestos Containing Materials (ACM): Contractor Assist of the hot tap on the Asbestos-Cement (Transite) water pipe line, for the installation of a new valve on the parking lot area apron. AC Transite Piping will be exposed by GC., keeping all ACM Materials wet while wearing PPE and disposing ACM material and HEPA Cleaning Hot top Equipment on Santa Maria Public Airport 3335 Corsair Circle, Santa Maria / U.S. Customs Rehabilitations (As noted on drawings D2.0, D3.0)

Asbestos Abatement will be performed under a regulated area with HEPA vacuum and CDPH approved workers in PPE and air samples by a competent person. All area will be properly mark and protected during Abatement activities.

All work will be performed in strict accordance with all federal, state and local regulations.

**TOTAL PRICE: \$ 2,590.00**

**Exclusions:**

Abatement and / or demolition of any other items not specifically listed above. Removal / storage or reinstallation of any times to be re-used, No 3rd Party Survey or Clearances, No Cut & Cap of Utilities, No Trench Digging, No Lay-outs, No Sidewalk Protection / Temp Fencing, No Concrete or asphalt repairs.

The following addendums are acknowledged to the extent that they are applicable to this proposal:	2
This proposal and the associated full price includes the following number of maximum site mobilizations.	1
Additional mobilizations to site will be at a set cost of:	\$ 1,260.00

**Note: Any damage to finished surfaces, due to environmental containment work is beyond the control of MEC and any required repairs / repainting, IS NOT included in this proposal pricing.**

Mec, Inc. retains all rights to salvage and equipment value. Price includes the submittal of a general environmental work plan only. This scope does not extend to performing work for any other trades except what is specifically identified above.

**Payment:**

- Prices quoted herein do not provide for retention
- Nothing in resulting subcontract shall require the Subcontractor to continue performance, if timely payments are not made to Subcontractor for suitably performed work
- Net 30 Days: Late payments will be subject to all collection costs plus interest at 1.5% per month at the maximum allowed by law, whichever is greater.
- Indemnification / Liability:**
- Nothing in resulting subcontract shall require MEC, Inc. to be liable for consequential and / or indirect damages
- No back charge or claim of the Contractor for services shall be valid except by an agreement in writing with the Subcontractor before the work is executed, except in the case that the Subcontractor fails to meet any requirement of the subcontract agreement
- Other Contract Language:**
- MEC, Inc. retains all rights allowed by law. Subcontract shall not require Subcontractor to waive any legal rights.
- Termination of any agreement resulting from this proposal, for convenience of the Contractor is strictly prohibited, unless agreed to in writing by an authorized MEC, Inc. representative
- This proposal shall be incorporated as an Exhibit of any subcontract or purchase order for work contained herein. Notwithstanding, anything to the contrary contained in any Subcontract, the General Contract, the General Terms and Conditions and / or any other Contract Document related hereto, the MEC, Inc. proposal attached to the contract as an Exhibit incorporated into the contract shall supersede any such inconsistent or contrary. In the event of a partial acceptance of the work proposed, a revised proposal would be provided for incorporation into the agreement document.
- Any and all work performed by MEC, Inc. and ordered (orally or written) by the Contractor prior to manually signing an agreement including initialing all changes shall be governed by this proposal.
- The prices quoted herein are bid as a package. Partial acceptance will be cause for price changes and no retention shall be withheld
- MEC, Inc. retains the right to refuse to perform extra work at force account.
- For each day that MEC, Inc. cannot work due to any scheduled scope of work or area not being ready, each day will count as a single mobilization.

By signing this proposal, the bidder certifies that the specifications and conditions are fully understood and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Accepted by MEC, Inc.

MEC ENVIRONMENTAL, INC.



Newton Construction and Management  
 2436 Broad Street  
 San Luis Obispo, California 93401  
 P: (805) 544-5583

Project: 24010 Santa Maria Airport District- US Customs  
 Building Remodel  
 3335 Corsair Circle  
 Santa Maria, California 93455

## RFI #2: Site Plumbing Materials Clarifications

<b>Status</b>	Closed on 05/06/24		
<b>To</b>	John Smith (Tartaglia Engineering) ( <i>Response Required</i> )	<b>From</b>	Nathan Lattyak (Newton Construction & Management) 2436 Broad Street San Luis Obispo, California 93401
<b>Date Initiated</b>	Apr 23, 2024	<b>Due Date</b>	Apr 30, 2024
<b>Location</b>		<b>Project Stage</b>	Pre-Construction
<b>Cost Impact</b>	TBD	<b>Schedule Impact</b>	TBD
<b>Spec Section</b>	32 00 15 - Building Fire Protection Service	<b>Cost Code</b>	
<b>Drawing Number</b>	Sheet 2, Sheet 7	<b>Reference</b>	
<b>Linked Drawings</b>	<a href="#">C7</a> , <a href="#">C2</a>		
<b>Received From</b>	Paulo Sena (Sena Plumbing)		
<b>Copies To</b>	Jay Cervantes (Newton Construction & Management), Noli Gamiao (Tartaglia Engineering), Jason Hargreaves (Tartaglia Engineering)		

### Activity

#### Question

Question from Nathan Lattyak Newton Construction & Management on Tuesday, Apr 23, 2024 at 04:01 PM PDT

1. Note 5 on Sheet 2 (Attached) states to make a 4" hot tap connection into Existing 8" PVC water piping. On the drawing this WL is noted as 8" AC (asbestos cement), which will require abatement. Please advise 8" pipe material and if abatement is required.
2. Note 6 on Sheet 2 states to install 4" C-900. Spec section 15.3 calls out for 4" Schedule 40 PVC with solvent connections, (see attached). Please clarify, and if C-900 please advise if DR-14 or DR-18.
3. Is use of an N pattern back flow acceptable in lieu of city Detail G on Sheet 7
4. City Detail G Sheet 7 does not show a vandal cage on the backflow device, Will one be desired?

#### Attachments

[RFI 02 Existing pipe type and new pipe install\\*.pdf](#)

#### Official Response

Response from John Smith Tartaglia Engineering on Monday, May 6, 2024 at 10:48 AM PDT

1. Available records indicate this pipe is AC. Hot tap is still required. Contractor to perform standard means and methods to accomplish. If abatement is required, abatement shall be performed.
2. Water pipe shall be Class 150, DR 18.
3. Have you ever installed an "N" pattern backflow in the City of Santa Maria, on a service off of a city waterline? If so, provide location so the engineer can communicate with the Building Department?
4. Yes to the vandal cage.

#### All Replies

Response from John Smith Tartaglia Engineering on Monday, May 6, 2024 at 10:48 AM PDT

1. Available records indicate this pipe is AC. Hot tap is still required. Contractor to perform standard means and methods to accomplish. If abatement is required, abatement shall be performed.
2. Water pipe shall be Class 150, DR 18.
3. Have you ever installed an "N" pattern backflow in the City of Santa Maria, on a service off of a city waterline? If so, provide location so the engineer can communicate with the Building Department?
4. Yes to the vandal cage.





NPK		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
4XE	0795	\$21.54
6XA	0800	\$16.29
H-10XB	0810	\$46.65
H-12X	0815	\$45.41
H-16X	0820	\$39.13
H-20X	0840	\$41.53
H4X,HXA	0860	\$14.26
H7X	0880	\$16.88
OKADA		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
UB-5	0900	\$9.76
UB-8	0950	\$19.66
RAMMER		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
S-84	1000	\$37.82
S-86	1050	\$41.23
STANLEY		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
MB250	1100	\$8.29
MB2900	1120	\$29.18
MB4900	1140	\$51.58
MB550	1160	\$13.01
MB800	1180	\$19.04
TELEDYNE		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
950X	1190	\$43.85
TB1025	1195	\$48.58
TB1425X	1200	\$42.67
TB2225X	1220	\$79.62
TB425	1240	\$18.21
TB825X	1260	\$30.90
TRAMAC		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
BRH1100	1300	\$46.96
BRH125	1310	\$14.90
BRH250	1320	\$15.69
BRH400	1330	\$15.08
BRH620	1340	\$31.67
BRH750	1350	\$26.14
BRV950	1360	\$27.39

TUNKER		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
40.01	1400	\$208.73
40.05	1450	\$208.73
60.05	1460	\$192.88
VULCAN		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
I	1500	\$31.14
010	1520	\$46.03
100C	1540	\$49.61
2300	1560	\$190.83
80C	1580	\$38.44

**HYDRAULIC CRANES & EXCAVATORS, [ HCECL ]  
CRAWLER MOUNTED**

DELAY FACTOR = 0.16      OVERTIME FACTOR = 0.85  
Includes all attachments and accessories required for lifting or digging.  
Pavement breaker or compactor attachments are not included.

BANTAM		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
C 266	0680	\$110.42
C 366	0690	\$127.26
C 744	1075	\$81.74

CASE		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
9030B	0100B	\$119.57
9040	0110	\$124.72
9060B	0120B	\$253.85
40E E-Boom	1600	\$101.46
40E Y-Boom	1601	\$101.87
50E	1602	\$128.59
125B	1602H	\$101.59
170C	1602N	\$143.48
220B	1602R	\$181.19
880B Y-Boom	1609	\$72.64
980B	1615	\$112.32
1080	1615E	\$99.59
1080B	1615J	\$101.29
1280	1616	\$134.95
1280B	1616E	\$128.28

CATERPILLAR		
<u>Model</u>	<u>Code</u>	<u>Rate</u>
303.5E CR	0100	\$39.01
304 CR	0200	\$40.71
305C CR	0250	\$55.25
308E2 CR SB	0270	\$60.36
308DCR	0271	\$52.83
312	0300	\$64.42





**Newton Construction and Management**  
 2436 Broad Street  
 San Luis Obispo, California 93401  
 P: (805) 544-5583

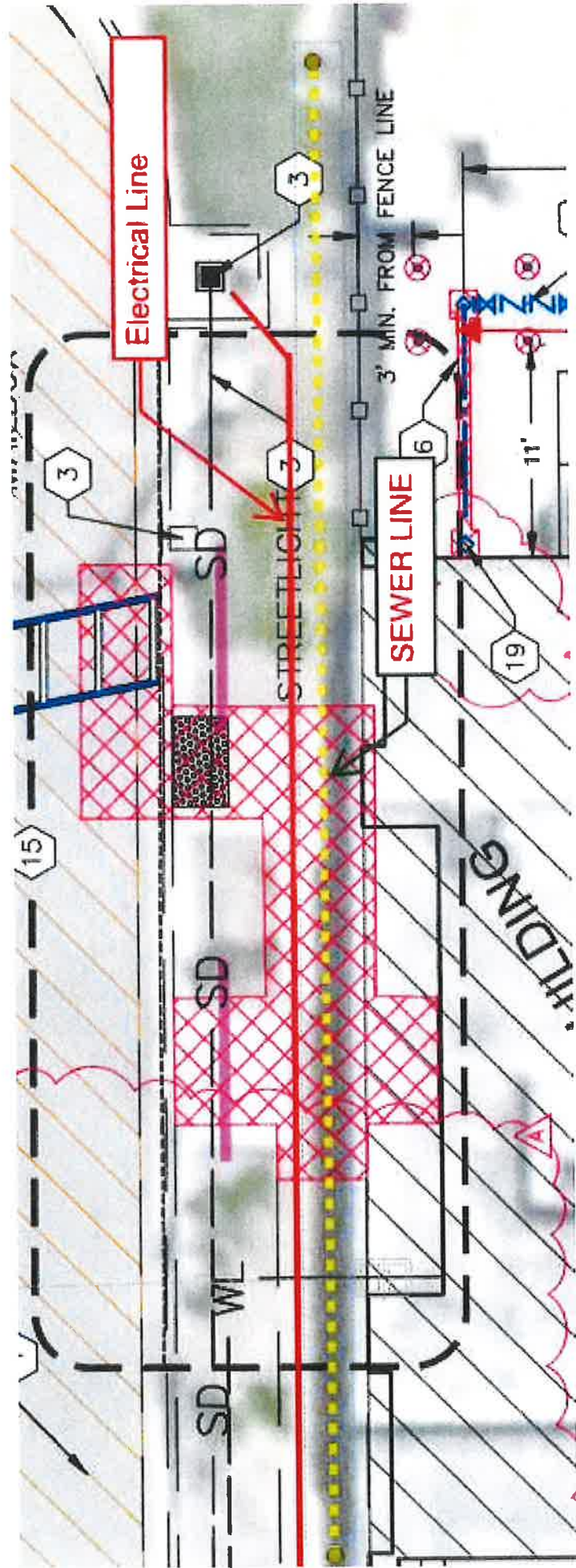
**Project: 24010 Santa Maria Airport District- US Customs**  
**Building Remodel**  
 3335 Corsair Circle  
 Santa Maria, California 93455

## RFI #22: Unforeseen Utility Lines at Flatwork Entrance Ramp

<b>Status</b>	Closed on 09/04/24		
<b>To</b>	John Smith (Tartaglia Engineering)	<b>From</b>	Jeremy Tennesen (Pac-West General)
<b>Date Initiated</b>	Aug 26, 2024	<b>Due Date</b>	Sep 2, 2024
<b>Location</b>		<b>Project Stage</b>	
<b>Cost Impact</b>	Yes (Unknown)	<b>Schedule Impact</b>	
<b>Spec Section</b>		<b>Cost Code</b>	
<b>Drawing Number</b>		<b>Reference</b>	
<b>Linked Drawings</b>			
<b>Received From</b>	Jay Cervantes (Newton Construction & Management)		
<b>Copies To</b>	Jim Albrecht (RA Architects & Engineers), Jessica Carlon (RA Architects & Engineers), Jay Cervantes (Newton Construction & Management), Noli Gamiao (Tartaglia Engineering), John Smith (Tartaglia Engineering), Jeremy Tennesen (Newton Construction & Management)		

### Activity

<b>Question</b>	<p>Question from Jeremy Tennesen Pac-West General on Monday, Aug 26, 2024 at 02:49 PM PDT</p> <p>Upon digging for the flatwork ramp at the building entrance, an unforeseen sewer line and an electrical line were discovered within 12" from bottom of flatwork. To achieve proper compaction at locations around the piping, please confirm acceptable to install class II base rock around piping and compact accordingly.</p> <p><b>Attachments</b>  <a href="#">NCM RFI 022 Attachment #1.png</a></p>
<b>Official Response</b>	<p>Response from John Smith Tartaglia Engineering on Monday, Aug 26, 2024 at 03:46 PM PDT</p> <p>This is acceptable.</p>
<b>All Replies</b>	<p>Response from John Smith Tartaglia Engineering on Monday, Aug 26, 2024 at 03:46 PM PDT</p> <p>This is acceptable.</p>





**NEWTON CONSTRUCTION  
CHANGE ESTIMATE BREAKDOWN**

DATE: 10/9/2024  
PROPOSED CE #: 12  
REVISION #: 0

PROJECT: Santa Maria Airport Customs Remodel

SOURCE: Project Delays - SEPTEMBER 2024

SCHEDULE:  
Additional days required: 21

DESCRIPTION: The following costs are for extended overhead due to numerous design changes and delays. The costs below were incurred during the month of September 2024. The original substantial completion date was November 20th, 2024. PCOs 2-4 & 6-8 have been approved, however extended overhead costs have not been addressed.

Pricing Is as Follows:

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	EXTENDED COST
	<b>Project Superintendent Jay - 100%</b>	1.00			\$ -
1	Labor Wages	1.00	MO	11280.29	\$ 11,280.29
2	Health Insurance	1.00	MO	693.00	\$ 693.00
3	Truck	1.00	MO	2250.00	\$ 2,250.00
4	Cellphone	1.00	MO	100.00	\$ 100.00
5	Software Licensing	1.00	MO	314.49	\$ 314.49
	<b>General Superintendent Joe 8%</b>	0.08			\$ -
7	Labor Wages	0.08	MO	14622.60	\$ 1,125.94
8	Health Insurance	0.08	MO	2387.00	\$ 183.80
9	Truck	0.08	MO	2250.00	\$ 173.25
10	Cellphone	0.08	MO	100.00	\$ 7.70
11	Software Licensing	0.08	MO	314.49	\$ 24.22
	<b>Project Engineer Jeremy - 25%</b>	0.25			\$ -
13	Labor Wages	0.25	MO	8355.77	\$ 2,088.94
14	Health Insurance	0.25	MO	668.00	\$ 167.00
15	Cellphone	0.25	MO	100.00	\$ 25.00
16	Fuel Allowance	0.25	MO	500.00	\$ 125.00
17	Software Licensing	0.25	MO	314.49	\$ 78.62
	<b>Concrete General Foreman - 0%</b>	0.00			\$ -
24	Labor Wages	0.00	MO	17920.52	\$ -
25	Health Insurance	0.00	MO	2346.37	\$ -
26	Cellphone	0.00	MO	100.00	\$ -
27	Software Licensing	0.00	MO	314.49	\$ -
	<b>Misc</b>				\$ -
29	Temporary Power & Lighting Maintenance	0	MO	582.00	\$ -
30	Temporary Office	0	MO	650.00	\$ -
31	Temporary Drinking Water	1	MO	114.00	\$ 114.00
32	Temporary Water - Water Meter & Fees	1	MO	478.87	\$ 478.87
33	Temporary Fire Protection	0	MO	0.00	\$ -
34	Temporary Heat, Cooling, Ventilation	0	MO	0.00	\$ -
35	Temporary Access - Rumble Strips	0	MO	115.00	\$ -
36	Temporary Signage & Protection	0	MO	0.00	\$ -
37	Janitorial Service	0	MO	0.00	\$ -
38	Temporary Internet	1	MO	142.00	\$ 142.00
39	Blue Prints for Drawing Revisions	0	MO	190.00	\$ -
40	Office Supplies/ Printer/ Ink/ Paper Etc.	1	MO	185.00	\$ 185.00
41	Security Procedures	0	MO	260.00	\$ -
42	Photo Documentation (Drone / Time Lapse Camera)	0	MO	113.00	\$ -
43	Health & Safety - Supplies/Program/Training/Inspection	1	MO	1340.00	\$ 1,340.00
44	Additional Cleanup Requirements	0	MO	1760.00	\$ -
45	Temporary Fencing	1	MO	720.00	\$ 720.00
46	Dust Control, Dewatering, & Water Truck	0	MO	4150.00	\$ -
47	Temporary Vehicles - Club Car	0	MO	208.00	\$ -
48	Reach Lift	0	MO	3800.00	\$ -
49	Skip Loader	0	MO	2300.00	\$ -
50	Excavator	0	MO	2550.00	\$ -
51	SWPP/ Protection/ Maintenance	0	MO	2202.22	\$ -
52	Waste Management - Trash, Concrete, Wood, Metal	1	MO	448.00	\$ 448.00
53	Storage Units - 4 Sea Trains @ \$320/mo ea.	0	MO	1280.00	\$ -
54	Sanitary Facilities (Restrooms, Handwash Stations)	1	MO	435.00	\$ 435.00
55	Builders Risk	0	MO		\$ -
					\$ -
				Subtotal	\$ 22,500
Exclusions:					
	Wage Escalation				
	Inefficiencies				
	Material Escalation				
	Additional Weather Impacts due to delays				
		Net Change		\$	22,500
		Home Office OH	9.00%		
		Profit	15.00%		
		Bond/Insurance	2.50%	\$	-
		<b>TOTAL</b>		<b>\$</b>	<b>22,500</b>



**From:** Melissa Jones <mjones@armorcore.com>  
**Sent:** Thursday, September 19, 2024 9:04 AM  
**To:** Jay Cervantes <jcervantes@newtonconstruction.com>  
**Subject:** Bullet Resistant Fiberglass

Thank you for your call.

UL Level 3 is \$16.00sqft  
Each 5x8 will be \$640.00  
Freight to 93455 will be \$410.00

Our current lead time is about 7-10 business days.

Please let me know if you need anything else.

**\*ALL QUOTES ARE VALID THROUGH CURRENT QUARTER UNLESS OTHERWISE SPECIFIED\***

Thank you,

3

Melissa



*Melissa Jones*

Sales, Expeditor and Accounts Receivables

[mjones@armorcore.com](mailto:mjones@armorcore.com)

866.688.3088 toll free 254.752.3622 office 254.752.3634 fax

Waco Composites

302 S. 27th Street Waco, TX 76710

[www.armorcore.com](http://www.armorcore.com)

ISO Certified 9001:2015



<http://www.facebook.com/wacocomposites>

4



Newton Construction and Management  
 2436 Broad Street  
 San Luis Obispo, California 93401  
 P: (805) 544-5583

Project: 24010 Santa Maria Airport District- US Customs  
 Building Remodel  
 3335 Corsair Circle  
 Santa Maria, California 93455

## RFI #25: Ballistic Paneling at Entry

**Status** Closed on 09/25/24

**To** Jessica Carlon (RA Architects & Engineers)  
 Jim Albrecht (RA Architects & Engineers)  
 John Smith (Tartaglia Engineering)

**From** Jeremy Tennesen (Pac-West General)

**Date Initiated** Sep 6, 2024 **Due Date** Sep 13, 2024

**Location** **Project Stage**

**Cost Impact** **Schedule Impact**

**Spec Section** 09 29 00 - Gypsum Board **Cost Code**

**Drawing Number** **Reference**

**Linked Drawings**

**Received From** Jay Cervantes (Newton Construction & Management)

**Copies To** Jim Albrecht (RA Architects & Engineers), Jessica Carlon (RA Architects & Engineers), Jay Cervantes (Newton Construction & Management), Noli Gamiao (Tartaglia Engineering), John Smith (Tartaglia Engineering), Jeremy Tennesen (Newton Construction & Management)

### Activity

**Question** **Question from Jeremy Tennesen Pac-West General on Friday, Sep 6, 2024 at 10:15 AM PDT**

The entry of the building appears to have ballistic paneling only on the wall with the pass thru window. The paneling stops at the door frame and does not continue to the end of the wall, reference the attachment for clarity.  
 Per conversation during the virtual inspection on 09/06, please confirm all three walls need continuous ballistic paneling and provide a specification for the product to use.

**Attachments**  
[RFI Sketch - Ballistic Paneling.pdf](#)

**Official Response** **Response from John Smith Tartaglia Engineering on Monday, Sep 16, 2024 at 02:26 PM PDT**

Jay: During our US Customs virtual inspection last week the subject of the continuous ballistic protection on all three walls of the sallyport were discussed. I understand your team did an inspection and concluded the two side walls (left and right when going through a door wall) do not have the ballistic wall protection. Jim and I will review the CBP standards and provide a technical specification. Once you receive that, provide a cost and time proposal to remove the sheetrock, install the protection, install sheetrock, tape and texture.

**Attachments**  
[102641 Bullet-Resistant-Panels.pdf](#)

All Replies

Response from John Smith Tartaglia Engineering on Monday, Sep 16, 2024 at 02:26 PM PDT

Jay: During our US Customs virtual inspection last week the subject of the continuous ballistic protection on all three walls of the sallyport were discussed. I understand your team did an inspection and concluded the two side walls (left and right when going through a door wall) do not have the ballistic wall protection. Jim and I will review the CBP standards and provide a technical specification. Once you receive that, provide a cost and time proposal to remove the sheetrock, install the protection, install sheetrock, tape and texture.

Attachments

[102641 Bullet-Resistant-Panels.pdf](#)





## SECTION 102641 – BULLET RESISTANT PANELS

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Bullet resistant fiberglass panels of the following ballistic rating level:
  - 1. UL 752 level 3 ballistic rated.
  - 2. ArmorCore Level 3 or equal.

#### 1.2 RELATED SECTIONS

- A. Section 061000 – Rough Carpentry
- B. Section 092900- Gypsum Board Assemblies

#### 1.3 REFERENCES

- A. ASTM International (ASTM):
  - 1. ASTM E 90 - Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions and Elements.
  - 2. ASTM E 119 - Standard Test Methods for Fire Tests of Building Construction and Materials.
  - 3. ASTM E 413 - Classification for Rating Sound Insulation.
  - 4. ASTM F 1233 - Standard Test Method for Security Glazing Materials and Systems.
- B. International Organization for Standardization (ISO):
  - 1. ISO 9001-2008 - Quality Management System.
- C. National Institute of Justice Ballistic Standards (NIJ):
  - 1. NIJ Standard 0108.01.
- D. Small Business Administration (SBA):
  - 1. SBA Small Business Size Standard.
- E. Underwriters Laboratories (UL):
  - 1. UL 752 Specifications and Ammunition, 11th Edition, Standard for Bullet Resisting Equipment published September 9, 2005, revised December 21, 2006.
- F. The United States Department of State:
  - 1. The International Traffic in Arms Regulations (ITAR).

#### 1.4 SUBMITTALS

- A. Submit under provisions of Section 013300 – Submittal Procedures
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.

2. Storage and handling requirements and recommendations.
  3. Installation methods.
- C. Shop Drawings: Details of installation of bullet resistant fiberglass panels.
- D. Certificates: Submit printed data to indicate compliance with following requirements.
1. UL Listing Verification and UL752 Current Test Results as provided by Underwriters Laboratories.
  2. ASTM E 119.
  3. ASTM F 1233.
  4. ASTM E 90.
  5. ASTM E 413.
  6. Manufacturer's third party certificate of registration with ISO 9001:2008.
  7. Manufacturer's U.S. Dept. of State ITAR Statement of Registration.
  8. Manufacturer's SBA Profile verifying small business status by the SBA.
- E. Verification Samples: For each finish product specified, two samples, minimum size 6 inches (150 mm) square representing actual product, color, and patterns.

#### 1.5 QUALITY ASSURANCE

- A. Sourcing: Panels manufactured in the United States of America with raw materials sourced from the U.S.A. for quality assurance purposes and to comply with any applicable "Buy American" provisions.
- B. Manufacturer Qualifications: Minimum 5 year experience manufacturing similar products.
- C. Installer Qualifications: Minimum 2 year experience installing similar products.
- D. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
1. Finish areas designated by Architect.
  2. Do not proceed with remaining work until workmanship is approved by Architect.
  3. Refinish mock-up area as required to produce acceptable work.

#### 1.6 PRE-INSTALLATION MEETINGS

- A. Convene minimum two weeks prior to starting work of this section.

#### 1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store products in manufacturer's unopened packaging bearing the brand name and manufacturer's identification until ready for installation.
- B. Deliver materials to project with manufacturer's UL Listed labels intact and legible.
- C. Handle material with care to prevent damage. Store materials inside under cover, stack flat and off the floor.

## 1.8 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's recommended limits.

## 1.9 SEQUENCING

- A. Ensure that products of this section are supplied to affected trades in time to prevent interruption of construction progress.

## 1.10 WARRANTY

- A. Provide manufacturer's standard limited warranty for materials and workmanship against defects for a period of ten years from the date of Substantial Completion.

## PART 2 PRODUCTS

### 2.1 MANUFACTURERS

- A. Acceptable Manufacturer: ArmorCore by Waco Composites, which is located at: P. O. Box 20008; Waco, TX 76702-0008; Toll Free Tel: 866-688-3088; Tel: 254-752-3622; Fax: 254-752-3634; Email: [request info \(sales@armorcore.com\)](mailto:request_info(sales@armorcore.com)); Web: [www.armorcore.com](http://www.armorcore.com)
- B. Or equal.
- C. Requests for substitutions will be considered in accordance with provisions of Section 012500- Substitution Procedures.

### 2.2 BULLET RESISTANT PANELS

- A. General:
  - 1. Bullet Resistant Fiberglass Panels shall be "non-ricochet type" to permit the encapture and retention of an attacking projectile lessening the potential of a random injury or lateral penetration.
  - 2. Bullet resistance of joints: Equal to that of the panel.
- B. Product: Panels shall be fabricated of multiple layers of woven roving ballistic grade fiberglass cloth impregnated with a thermoset polyester resin and compressed into flat rigid sheets as manufactured by Waco Composites.
- C. Panel Product: ArmorCore Level 3.
  - 1. Panel Rating: UL752 Level 3.
  - 2. Armor Type: NIJ Standard 0108.01 - Type III.
  - 3. Physical Characteristics: 7/16 inches (36.5 mm) thick, 15.2 lbs. per sq.ft. (74.2 kg per sq. m).
  - 4. Panel Size: Maximum size to limit number of seams.
  - 5. Panel Size: 3 feet x 8 feet (914 mm x 2438 mm).
  - 6. Panel Size: 3 feet x 9 feet (914 mm x 2743 mm).
  - 7. Panel Size: 3 feet x 10 feet (914 mm x 3048 mm).
  - 8. Panel Size: 4 feet x 8 feet (1219 mm x 2438 mm).

9. Panel Size: 4 feet x 9 feet (1219 mm x 2743 mm).
10. Panel Size: 4 feet x 10 feet (1219 mm x 3048 mm).
11. Panel Size: 5 feet x 8 feet (1524 mm x 2438 mm).
12. Panel Size: 5 feet x 9 feet (1524 mm x 2743 mm).
13. Panel Size: 5 feet x 10 feet (1524 mm x 3048 mm).

### PART 3 EXECUTION

#### 3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. Prior to starting installation, verify work of related trades required in contract documents and architectural drawings is complete to the point where work of this Section may properly commence.
- C. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

#### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

#### 3.3 INSTALLATION

- A. Install in accordance with manufacturer's instructions and in proper relationship with adjacent construction.
- B. Reinforce joints with a back-up layer of bullet resistive material. Minimum width of reinforcing layer at joint shall be 4 inches (102 mm), centered on panel joints.
- C. Install panels in accordance with manufacturer's printed recommendations and as required by contract documents.
- D. Secure armor panels using screws, bolts, or an industrial adhesive.
- E. Method of application shall install panels minimizing vulnerabilities by fitting tightly to adjacent surfaces including concrete floor slab, concrete roof slab, bullet resistive door frames, bullet resistive window frames, and other assemblies.

#### 3.4 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION



February 27, 2025

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

**Subject:** Authorization for the General Manager to attend the California Airports Council quarterly meeting to be held April 24-25, 2025, in Sacramento, CA.

**Summary**

The CAC advocates on behalf of the commercial service airports in the state of California creating a unified voice for before state and federal leaders. Collaboratively, California’s airports share resources and information to illustrate a statewide overview of airport operations.

**Budget**

		Attendees	Days	Rate	Total
Fees:	Registration	1		\$0.00	\$0.00
	Transportation	1		\$459.06	\$459.06
	Lodging	1	2	\$300.00	\$600.00
	Meals	2	3	\$100.00	\$600.00
	<b>Total:</b>				\$1,659.06

**Overall Impact:**

2024-2025 Budget for Business Travel	\$30,000.00
Previously Approved Business Travel	\$19,614.76
Current Balance for Business Travel	\$10,385.24
Amount of this Request	\$1,659.06
Balance Remaining if Approved	\$8,726.18

**Recommendation**

Staff recommends the board authorize this travel.

Sincerely,

Veroneka Reade  
 Manager of Finance and Administration



February 27, 2025

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

**Subject:** Authorization for one staff member to attend Takeoff North America to be held November 4-6, 2025, in Tallahassee, FL.

**Summary**

Join the North American air service development community this November in Tallahassee, Florida, for TakeOff North America 2025. The event will see airlines, airports, destinations and suppliers from across the US come together to continue to grow the region's air services.

**Budget**

		Attendees	Days	Rate	Total
Fees:	Registration	1		\$1,109.00	\$1,109.00
	Transportation				
	Lodging				
	Meals				
	<b>Total:</b>				\$1,109.00

**Overall Impact:**

2024-2025 Budget for Business Travel	\$30,000.00
Previously Approved Business Travel	\$21,273.82
Current Balance for Business Travel	\$8,726.18
Amount of this Request	\$1,109.00
Balance Remaining if Approved	\$7,617.18

**Recommendation**

Staff recommends the Board approve the registration for this conference to secure the early bird rate. The other expenses will be paid in the next Fiscal Year.

Sincerely,

Veroneka Reade  
 Manager of Finance and Administration

**THIRD AMENDMENT OF SERVICE AGREEMENT  
FOR CONSULTING SERVICES FOR THE  
AIRPORT BUSINESS PARK SPECIFIC PLAN**

RE: By this Agreement, dated August 26, 2021, between SANTA MARIA PUBLIC AIRPORT DISTRICT (herein called "District") and RRM Design Group, a California Corporation (herein called "Consultant"), District retains Consultant to perform certain Land Planning Services.

The SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") and RRM DESIGN GROUP, ("Consultant"), agree to amend the Agreement effective March 27, 2025, as follows:

1. **COMPENSATION.** The District shall amend the compensation to Consultant in the amount of \$15,450 for additional services listed in Exhibit "A" attached hereto, and the not-to-exceed amount in Section 3 of the Agreement shall be increased to \$372,210.00.

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

Dated: **March 27, 2025**

DISTRICT:

Approved as to content for  
District:

SANTA MARIA PUBLIC AIRPORT DISTRICT

\_\_\_\_\_  
General Manager

\_\_\_\_\_  
Ignacio Moreno, President

Approved as to form for District

\_\_\_\_\_  
Steve Brown, Secretary

\_\_\_\_\_  
District Counsel

CONSULTANT:

\_\_\_\_\_  
Erik Justesen, Principal



# Santa Maria Airport Business Park Parcel Map

## Proposed Scope of Services

March 20, 2025

Transmitted via email: mpehl@santamariaairport.com  
Martin Pehl, A.A.E., General Manager  
Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455

Dear Martin,

RRM Design Group (RRM) is pleased to provide you with this proposal for professional surveying services for the subject property at the Santa Maria Airport Business Park. Based on our understanding of your current needs, the following outlines the parcel map service we can provide and the associated fee.

## Scope Of Services

### Task S.01: Tentative Parcel Map

This task will involve preparing the tentative parcel map based on existing record data, review of record data, and consulting with the Santa Maria Public Airport District (Client) regarding the location of the proposed lines and addressing minor revisions. The map will show existing improvements, setback lines, existing and proposed easements, and other information as required for submittal.

**Deliverables:**

- Tentative parcel map

**Fixed Fee:**

- \$2,400 (see footnote A)

### Task S.02: Tentative and Final Parcel Map Processing

RRM will provide ongoing coordination with the Client, the City of Santa Maria (City), other government agencies, and subconsultants on an as-needed basis to facilitate the processing and approval of the final parcel map.

**Deliverables:**

- Processing of tentative and final maps

**Estimated Fee: Time and Materials – Hourly**

- \$1,000 (see footnote B)

### Task S.03: Final Parcel Map

This task involves researching the property's history through prior maps and deeds, resolving the boundary based on the field survey, and laying out all the new parcels. RRM Surveying will prepare the final parcel map and certificate sheet, including plotting existing and proposed public and private easements. A submittal will be made to the local agency for review, and any map check comments will be addressed. Any Client or agency-initiated changes, such as revisions to parcel configurations or additional requirements beyond the conditions of approval, will be completed on an hourly basis beyond the quoted fee. Map check fees are excluded from this estimate and are the Client's responsibility. An updated title report will be required.

**Deliverables:**

- One (1) final parcel map

**Fixed Fee:**

- \$7,500 (see footnote A)

### Task S.04: Final Parcel Map Monumentation

This task will include fieldwork to set final monuments for the recorded parcel map.

**Deliverables:**

- Monuments set in the field as shown on final recorded map

**Fixed Fee:**

- \$2,000 (see footnote A)

### Task P.01: Tentative Parcel Map Processing Assistance

RRM Planning will take the lead in managing the tentative parcel map application. This will include preparing City application materials, such as forms, checklists, and project descriptions, and coordinating with the entire team to prepare the application package. RRM will work closely with City staff to ensure application completeness, review staff reports and conditions of approval, identify any requested changes to conditions, and negotiate development agreements the City may require for offsite improvements and other required actions.

RRM will perform the duties required to coordinate, schedule, and process the tentative parcel map by providing the services listed below, as needed:

- Coordinate team/Client meetings as needed to stay apprised of the processing schedule and address issues as they arise
- Manage submittals and responses to City staff comments
- Respond to City completeness comments
- Review and negotiate conditions of approval and development agreements
- Coordinate and attend project-related meetings with Client and City staff
- Attend hearings with City review bodies for entitlements which include one City Council hearing
- Transfer of electronic data or print sets to consultants, project team members, and City

**Deliverables:**

- Tentative map submittal

**Estimated Fee: Time and Materials – Hourly**

- \$18,000 (see footnote B)

## Reimbursable Expenses

All expenses incurred will be reimbursed pursuant to the rates, terms, and conditions in the attached Exhibit A-1.

## Limitations of Scope and Exclusions

Please note that the tasks to be performed by the RRM team are limited purely to those outlined above. Substantive changes requested by the Client or changes in the Client’s program or direction inconsistent with prior approvals are subject to additional service fees. Any additional services that RRM Design Group is asked to perform over and beyond those described above will be billed on a negotiated and Client-approved, fixed-fee, or hourly basis per the terms of the attached Exhibit A-1.

The following services or tasks are specifically excluded from the scope:

- Government fees
- Preliminary title report and title services

## Task and Fee Summary

Task	Description	Fixed Fee <i>(see footnote A)</i>		T&M <i>(see footnote B)</i>	
Task A	Task Name				
S.01	Tentative Parcel Map	\$	2,400		
S.02	Tentative and Final Parcel Map Processing			\$	1,000
S.03	Final Parcel Map	\$	7,500		
S.04	Final Parcel Map Monumentation	\$	2,000		
P.01	Tentative Parcel Map Processing Assistance			\$	18,000
Summary					
<b>Summary of Fees:</b>		<b>\$</b>	<b>11,900</b>	<b>\$</b>	<b>19,000</b>
<b>Estimated Project Total:</b>			<b>\$30,900</b>		

### Fee Footnote s

- A. Fixed fee tasks will be billed as the work progresses until the task is completed and the total amount stated in the contract for the task is invoiced.
- B. Estimated fees for tasks shown as “Time and Materials” (T&M) are provided for informational purposes. Amounts billed for these tasks, reflecting actual hours worked, may be more or less than the estimate given.

## Exhibit A- 1: General Provisions and Conditions

RRM Design Group and Client agree that Exhibit A-1 is hereby made part of this proposal.

If you have any questions or require clarification of the scope of services, Exhibit A-1, or fees outlined above, please do not hesitate to call us. If this scope of services is acceptable, please sign below indicating mutual agreement of the terms of this proposal; return one set to RRM and retain one set for your records.

Thank you again for this opportunity.

Sincerely,

**RRM Design Group**



Steve Webster  
Supervisor of Surveying  
LS No. 7561



Erik Justesen, ASLA, PLA, LEED AP  
CEO + President  
CA License No. 2608

Attachment: Exhibit A-1

*The person signing and executing this contract for the Client represents and warrants that they are duly authorized and have the legal capacity and actual authority to bind the Client to each and every term, condition, and obligation of this contract and that all requirements of the Client have been fulfilled to provide such authority.*

**Authorization to Proceed by Client Representative:**

---

**Sign**

**Date**

---

**Print Name, Title**

---

**Billing Email (Please identify the billing contact name and email address to receive electronic invoices.)**

---

**Billing Address (if different from mailing address)**

djp\EgnyteDrive\On-site\X-FILES\X-Files-0001\X0156-06-CO24-Santa-Maria-Airport-Parcel-Map\Proposal\Original-Docs\Proposal-SM-Airport-Parcel-Map-djp-02.07.25.docx