



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

**Thursday
August 8, 2024**

**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, Baskett

- 1. MINUTES OF THE REGULAR MEETING HELD JULY 25, 2024**
- 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

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 PRESIDENT AND SECRETARY TO EXECUTE THE FIRST AMENDMENT OF SERVICE AGREEMENT BETWEEN THE DISTRICT AND RRM DESIGN GROUP FOR THE AIRPORT BUSINESS PARK SPECIFIC PLAN.**
7. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE A LAND LEASE BETWEEN THE DISTRICT AND GRESSER INC.**
8. **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. (Santa Barbara Superior Court Case No. 24CV01262)**
 - b) **Conference with Legal Counsel-Anticipated Litigation (Paragraph (2) or (3) of Subdivision (d) of Gov. Code Section 54956.9) Significant exposure to litigation: (One case).**
9. **DIRECTORS' COMMENTS.**
10. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD JULY 25, 2024

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 Moreno, Adams, Clayton, and Baskett. General Manager Pehl, Manager of Finance & Administration Reade, and District Counsel Cheung. Director Brown was absent.

1. MINUTES OF THE REGULAR MEETING HELD July 11, 2024. Director Baskett made a Motion to approve the minutes of the regular meeting held July 11, 2024. Director Adams Seconded and it was carried by a 4-0 vote.
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 – No meeting scheduled.
 - e) AIRPORT PLANNING & CAPITAL IMPROVEMENT– No meeting scheduled.
 - f) GOVERNMENT AFFAIRS – No meeting scheduled.
 - g) MARKETING & PROMOTIONS – No meeting scheduled.
 - h) GENERAL AVIATION – The committee met with the Friends of Santa Maria group.
3. GENERAL MANAGER’S REPORT: General Manager Pehl notified the Board of meetings he attended which included a drone detection webinar, SoCalGas to discuss the agenda item and the pipeline project, a Safety Risk Management Panel for Runway 30, City of Santa Maria, Public Works, to discuss various water wells, and the Open Streets committee. He also reminded the Board of a military training exercise called Agile Flag, that will be starting the week of the 5th. This is a joint exercise with the Air Force, Navy, and Marine Corp.
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 072848 through 072898 in the amount of \$941,735.63, was recommended for approval as presented. Director Baskett made a Motion to accept the Demand Register as presented. Director Adams Seconded and it was carried by a 4-0 vote.
 - b) Budget to Actual. Received and filed.
 - c) Financial Statements. Received and filed.
 - d) Quarterly Investment Report. Received and filed.

e) Delinquent Tenant Report. Received and filed.

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 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.

6. Authorization for the General Manager to attend the annual ACA conference to be held October 1st – 4th, 2024, in South Lake Tahoe, CA. Director Adams made a Motion to approve. Director Clayton Seconded and it was carried by a 4-0 vote.
7. Resolution 938. A Resolution of the Board of Directors of the Santa Maria Public Airport District amending the Districts Conflict of Interest Code. Director Baskettt made a Motion to approve. Director Clayton Seconded and it was carried by the following roll call vote. Directors Moreno, Adams, Clayton, and Baskettt voted “Yes”.
8. Resolution 939. A Resolution of the Board of Directors of the Santa Maria Public Airport District approving a grant of easement to Southern California Gas Company. Director Baskettt made a Motion to approve. Director Adams Seconded and it was carried by the following roll call vote. Directors Moreno, Adams, Clayton, and Baskettt voted “Yes”.

RECESS: At 6:16 p.m.

Return to OPEN SESSION: At 6:20 p.m. The Board and staff reconvened to Open Session.

9. Closed Session. At 6:20 p.m. the Board went into 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. (Santa Barbara Superior Court Case No. 24CV01262).
 - f) Conference with Legal Counsel-Anticipated Litigation (Paragraph (2) or (3) of Subdivision (d) of Gov. Code Section 54956.9) Significant exposure to litigation: (One case).

At 6:41 pm., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

10. Directors’ Comments. Director Adams is excited for the future.

Director Clayton stated that we are headed in the right direction.

Director Baskettt quoted Milton Friedman and stated he believes the 50% rate increase should be discussed further and added back to a future agenda.

Director Moreno stated the past few months have been turbulent, but now are smooth sailing.

11. Adjournment: President Moreno asked for a Motion to adjourn to a Regular Meeting to be held on August 8, 2024, at the regular meeting place. Director Clayton made that Motion, Director Baskett 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 6:43 p.m. on July 25, 2024.

Ignacio Moreno, President

Steven Brown, Secretary

**DEMAND REGISTER
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 072899 to 072936 and electronic payments on Pacific Premier Bank and in the total amount of \$346,156.21.

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 072899 to 072936 and electronic payments on Pacific Premier Bank in the total amount of \$346,156.21 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 AUGUST 8, 2024.

STEVE BROWN
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
72799			VOID	
* 72899	7/25/2024	American Assn of Airport Exec	\$770.00	Membership Dues/Digicast
* 72900	7/25/2024	AT&T	\$96.81	Telephone Service
* 72901	7/25/2024	B&B Steel & Supply of SM	\$558.43	Drainage Maintenance
* 72902	7/25/2024	BC Pump Sales & Service, Inc	\$224.40	Shop Supplies
* 72903	7/25/2024	Bedford Enterprises, Inc.	\$262.35	Hangar Maintenance
* 72904	7/25/2024	BMI PacWest	\$523.00	Terminal Maintenance
* 72905	7/25/2024	Bomar Security & Investigation	\$2,854.50	Security Service
* 72906	7/25/2024	Brayton's Power Wash & Sweep	\$950.00	Street Sweeping / Concrete Cleaning
* 72907	7/25/2024	California Airports Council	\$1,000.00	FY 2024-25 Membership Dues
* 72908	7/25/2024	CARR'S BOOTS	\$606.79	Safety Boots
* 72909	7/25/2024	City of Santa Maria	\$755.00	Construction Meter Fees/Fire Dept Inspection
* 72910	7/25/2024	City of Santa Maria-Util Div	\$13,003.64	Utilities - Water
* 72911	7/25/2024	Coast Clutch & Brake Supply	\$1,390.19	Vehicle Maintenance
* 72912	7/25/2024	Comcast	\$1,325.64	Cable/Internet/Digital Voice
* 72913	7/25/2024	Comcast Business	\$2,205.77	Internet Service
* 72914	7/25/2024	Consolidated Electrical Distributors, Inc.	\$126.47	Hangar Maintenance - Lighting
* 72915	7/25/2024	Digital West	\$950.65	Network Services - Terminal
* 72916	7/25/2024	Electronic Parts Store	\$62.59	Lighting/Vehicle Maintenance
* 72917	7/25/2024	Frank Ramirez Consulting Services	\$11,625.00	Legal Counsel Services
* 72918	7/25/2024	Granite Construction	\$48,749.69	RunwayEmergency Repair - Retention
* 72919	7/25/2024	Gsolutionz, Inc.	\$532.32	Voice Services - 6/22/24 - 7/21/24
* 72920	7/25/2024	J B Dewar, Inc	\$732.92	Unleaded/Diesel Fuel
* 72921	7/25/2024	J.D. Humann Landscape Contr.	\$4,955.00	Landscaping - Terminal
* 72922	7/25/2024	Letters, Inc.	\$169.85	Car Wash
* 72923	7/25/2024	McMaster-Carr	\$108.55	Terminal Maintenance
* 72924	7/25/2024	Mission Linen Service	\$417.96	Uniform Service
* 72925	7/25/2024	Mr. Backflow	\$300.00	Hangar/ FBO Maintenance
* 72926	7/25/2024	Napa Auto Parts	\$30.25	Vehicle Maintenance
* 72927	7/25/2024	Pacific Telemanagement Services	\$343.00	Pay Phone Svcs - Terminal
* 72928	7/25/2024	Pathpoint	\$5,970.26	Airport Maintenance Svc - Window Cleaning
* 72929	7/25/2024	Perry's Electric Motors & Controls	\$605.10	Fencing and Gates Maintenance
* 72930	7/25/2024	ProDIGIQ, Inc	\$100,620.00	Annual Software Support, Maint. & Svc Fees
* 72931	7/25/2024	RRM Design Group	\$5,300.00	Parcel Rezoning
* 72932	7/25/2024	S Lombardi & Assoc., Inc.	\$980.00	Airport Advertising
* 72933	7/25/2024	Skyway Nights LLC	\$2,000.00	Airport Advertising
* 72934	7/25/2024	The Widroe Group, Inc.	\$36,000.00	Consulting Services
* 72935	7/25/2024	Tri-Counties Plant Service	\$275.00	Interior Plant Service - Terminal
* 72936	7/25/2024	U.S. Dept. of Agriculture	\$925.57	Wildlife Abatement Program

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
		Subtotal	<u>\$248,306.70</u>	
ACH	7/23/2024	Empower Retirement	\$5,763.68	Employee Paid Retirement
ACH	7/25/2024	Amazon Capital Services	\$1,112.72	Shop Supplies, Office Equipment
ACH	7/26/2024	Umpqua Bank	\$10,621.38	Business Travel, Advertising, Security
ACH	7/30/2024	Frontier Communications	\$266.72	Telephone Service
ACH	7/30/2024	CA Dept of Tax and Fees	\$200.00	Sales and Use Tax 4/1/24 - 6/30/24
ACH	7/30/2024	CalPers	\$6,797.84	Employee Retirement
ACH	7/30/2024	CalPers	\$1,404.00	Unfunded Liability
ACH	7/31/2024	Aflac	\$306.36	Voluntary Insurance - Employee
ACH	7/31/2024	Principal	\$2,898.85	Employee Dental/Life/Disability Insurance
ACH	7/31/2024	Empower Retirement	\$5,763.68	Employee Paid Retirement
ACH	8/1/2024	Paychex	\$29,794.57	Payroll
ACH	8/1/2024	Paychex	\$8,147.59	Payroll Taxes
ACH	8/1/2024	CalPers	\$16,846.00	Unfunded Liability
ACH	8/2/2024	Paychex	\$209.20	Paychex Invoice
ACH	8/5/2024	Ready Refresh	\$216.92	Water Delivery
ACH	8/5/2024	Collective Communications	\$7,500.00	Collective Strategies
		Subtotal	<u>\$97,849.51</u>	
		Total	<u><u>\$346,156.21</u></u>	

**FIRST 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 September 1, 2024, as follows:

1. **TIME OF PERFORMANCE.** The time to complete the services is extended from August 31, 2024, to December 31, 2025.

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

Dated: **August 8, 2024**

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