

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

**Friday
July 20, 2018**

**Administration Building
Airport Boardroom
3:00 P.M.**

**SPECIAL 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 JULY 12, 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**
 - a) Monthly Activity Report
- 4. MANAGER OF FINANCE & ADMINISTRATION REPORT**
 - a) Demand Register
 - b) Budget to Actual
 - c) Budget Deviation

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 ANNUAL ALLEGIANT AIRPORTS CONFERENCE TO BE HELD OCTOBER 9-12, 2018 IN SAVANNAH, GEORGIA.**
8. **AUTHORIZATION FOR TWO STAFF MEMBERS TO ATTEND THE 25TH ANNUAL AAAE/FAA AIRFIELD SAFETY, SIGN SYSTEMS AND MAINTENANCE MANAGEMENT WORKSHOP TO BE HELD AUGUST 28-29, 2018 IN PHILADELPHIA, PENNSYLVANIA.**
9. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE TENTH AMENDMENT OF LEASE BETWEEN THE DISTRICT AND RAUL MICHEL.**
10. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE EIGHTH AMENDMENT BETWEEN THE DISTRICT AND SANTA MARIA VALLEY CHAMBER OF COMMERCE AND VISITOR AND CONVENTION BUREAU.**
11. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
 - a) **Conference with Real Property Negotiators (Chris Hastert, Kerry Fenton, and District Counsel) Re: 3249 Terminal Drive, Suite 102 (Gov. Code Section 54956.8).**
12. **DIRECTORS' COMMENTS.**
13. **ADJOURNMENT.**

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MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD JULY 12, 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, Manager of Finance & Administration Reade and District Counsel Frye Laacke. General Manager Hastert was absent.

1. MINUTES OF THE REGULAR MEETING HELD June 28, 2018. Director Brown made a Motion to approve the minutes of the regular meeting held June 28, 2018. Director Adams 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 to discuss potential air service.
 - 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) – The committee met to discuss several projects moving forward.
3. GENERAL MANAGER'S REPORT. Manager of Finance and Administration Reade reported that Mr. Hastert was attending the California Airports Council meeting in Long Beach. She also reported the latest air show meeting went well.
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 065565 through 065621 in the amount of \$310,775.53 was recommended for approval as presented. Director Baskett made a Motion to accept the Demand Register as presented. Director Engel Seconded and it was carried by a 5-0 vote.
5. DISTRICT COUNSEL'S REPORT. Nothing to report.

- 1 6. PUBLIC SESSION: Statements from the floor will be heard during public session.
2 Request to Speak forms are provided for those wishing to address the board. After
3 completing the form, please give it to the Clerk. Requests requiring board action
4 will be referred to staff and brought on the next appropriate agenda. Members of
5 the public are cordially invited to speak on agenda items as they occur. Staff
6 reports covering agenda items are available for review in the offices of the General
7 Manager on the Tuesday prior to each meeting. The Board has established a five-
8 minute time limit for receipt of testimony. The board reserves the right to establish
9 further time limits for receipt of testimony.
- 10
11 No one requested to speak.
- 12
13 7. Authorization for the Manager of Finance and Administration and one staff member
14 or Director to attend the 19th CalPERS Annual Educational Forum to be held
15 October 22-24, 2018 in Indian Wells, CA. Director Baskett made a Motion to
16 approve. Director Brown Seconded and it was carried by a 5-0 vote.
- 17
18 8. Authorization for the President and Secretary to execute the grant deed and the
19 termination of ground lease related to the sale of 1424 Fairway Drive and for the
20 General Manager to execute all such further instruments and documents
21 necessary and/or appropriate to effectuate the sale of 1424 Fairway Drive. Director
22 Brown made a Motion to approve. Director Adams Seconded and it was carried by
23 a 5-0 vote.
- 24
25 9. CLOSED SESSION. At 7:07 p.m. the Board went into Closed Session to discuss
26 the following item(s):
27
28 a) Conference with Real Property Negotiators (Veroneka Reade, Tom Ross and
29 District Counsel) Re: 1424 Fairway Dr. (Gov. Code Section 54956.8).
30
31 At 7:09 p.m., the Board and staff reconvened to Open Public Session.
32
33 There were no reportable actions.
- 34
35 12. DIRECTORS' COMMENTS: Director Engel would like the Board to move
36 forward with a Business Plan.
37
38 Director's Adams, Brown, Baskett and Rafferty had no comment.
- 39
40 13. ADJOURNMENT. President Rafferty asked for a Motion to adjourn to a Regular
41 Meeting to be held on July 26, 2018 at 7:00 p.m. at the regular meeting place.
42 Director Adams made that Motion, Director Brown Seconded and the Motion was
43 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 7:15 p.m. on July 12, 2018.

Hugh Rafferty, President

Carl Engel, Secretary

Monthly Activity Report

June 2018



AGENDA ITEM

3a

7/20/2018

Aviation Building Information

	Inventory	Occupied	Available	Occupancy Rate
T Hangars	140	140	0	100%
Corporate T Hangars	8	8	0	100%
Corporate Hangars	28	28	0	100%
Storage Units	26	26	0	100%
Owner Build	23	23	0	100%
Commercial Aviation Hangar Space (SqFt)	107,782	105,407	275	98%
Commercial Aviation Office Space (SqFt)	28,800	19,449	9,351	68%

Hangar Waiting List

T-Hangars	11
Corporate/Corporate T-Hangar	17

Monthly Activity

	Jun-17	May-18	Jun-18	%Change
Operations	2,934	2,872	3,078	5%
Noise/Nuisance Complaints	0	0	0	
Jet\100LL Fuel (Gallons)	81,670	60,090	55,972	-31%

Enplanments

	Jun-17	May-18	Jun-18	%Change
Allegiant	1,990	1,693	1,967	-1%
Central Coast Shuttle	1,213	1,159	1,258	4%

Airline Load Factor

	# of Flights	Load Factor Actual flights	Load Factor SCHD flights
Allegiant	14	85%	85%

Land Lease Information (Acres)

	Inventory	Occupied	Available
Business Park	224	0	224
Agriculture	592.29	592.29	0
Grazing	511	511	0
Non Aviation Land Leases	TBD	48.42	
Aviation Land Leases	TBD	12.22	
Total Airport Acreage	2,550		

Mobile Home Park

	Spaces Rented	Units Sold
Mobile Home Park	78	

2018-2019

**DEMAND REGISTER
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 065622 to 065660 and Electronic Payments on Pacific Premier Bank in the total amount of \$276,221.71.

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 065622 to 065660 and Electronic Payments Pacific Premier Bank in the total amount of \$276,221.71 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 JULY 20, 2018.

CARL ENGEL
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
065622	7/19/2018	American Assn of Airport Exec	\$275.00	Renew AAAE - Affiliate Dues
065623	7/19/2018	Adamski Moroski	\$5,512.00	Legal Service
065624	7/19/2018	Advantage Answering Plus	\$248.42	Answering Service
065625	7/19/2018	American Hose & Coupling	\$11.64	Equipment Maintenance
065626	7/19/2018	Armstrong's Lock and Key	\$122.04	Maintenance - Terminal
065627	7/19/2018	Bartlett, Pringle & Wolf	\$540.50	Computer Support
065628	7/19/2018	Berchtold Equipment Company	\$198.17	Heavy Equip Maint - Mechanical
065629	7/19/2018	Blueglobes, Inc.	\$682.91	Lighting & Nav Aid Maint.
065630	7/19/2018	Central City Tool Supply, Inc.	\$201.35	Small Tools
065631	7/19/2018	Consolidated Electrical Distributors	\$214.18	Lighting Maintenance
065632	7/19/2018	City of Guadalupe	\$26,108.04	Security Service
065633	7/19/2018	City of Santa Maria	\$292.52	Construction Meter
065634	7/19/2018	De Lage Landen	\$101.60	Lease/Maint. - Copier
065635	7/19/2018	Frontier Communications	\$175.02	Telephone Service
065636	7/19/2018	J B Dewar, Inc	\$2,598.45	Fuel Expense - Gas/Diesel
065637	7/19/2018	J.D. Humann Landscape Contr.	\$4,330.66	Landscape Maintenance
065638	7/19/2018	Laguna County Sanitation District	\$3.17	Recycled Water
065639	7/19/2018	Lowe's	\$105.56	Building Maint. - Fire Station
065640	7/19/2018	LSC Communications	\$28.57	Publications
065641	7/19/2018	Card Service Center	\$6,459.77	Business Travel & Enter.
065642	7/19/2018	McMasters and Carr	\$171.31	Building Maint. - Terminal
065643	7/19/2018	Mead & Hunt, Inc.	\$12,365.00	Air Service Consulting
065644	7/19/2018	Mission Uniform Service	\$327.38	Uniform Service
065645	7/19/2018	Pacific Gas & Electric Company	\$355.32	Electricity
065646	7/19/2018	Playnetwork, Inc.	\$89.85	Radio Service - Terminal
065647	7/19/2018	Ray Zierman Backflow Service	\$344.82	Backflow Testing
065648	7/19/2018	VERONEKA READE	\$525.00	Reimbursement - Medical
065649	7/19/2018	Sage Institute Inc.	\$870.00	Consulting Service
065650	7/19/2018	Service Star	\$10,931.28	Janitorial Service
065651	7/19/2018	SM Valley Chamber of Commerce	\$8,000.00	Membership - Sponsorship
065652	7/19/2018	South Coast Emergency Vehicle	\$2,075.42	Heavy Equip. Maint.- Mechanical
065653	7/19/2018	Ultrex Business Solutions	\$22.01	Office Supplies
065654	7/19/2018	U.S. Dept. of Agriculture	\$1,448.67	Wild Life Abatement
065655	7/19/2018	Midi, Inc. DBA Valley Glass & Mirror C	\$374.00	Buildg Maint. - FBO Hangar Area

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
065656	7/19/2018	VTC Enterprises	\$60.00	Trash - Paper Recycling
065657	7/19/2018	WageWorks	\$100.00	Cafeteria Plan - Admin. Fee
065658	7/19/2018	Zee Medical Service Company	\$61.88	First Aid
065659	7/19/2018	Zoom Imaging Solutions, Inc.	\$116.09	Lease/Maint.- Copier Machine
065660	7/19/2018	City of Santa Maria	\$171,909.71	Quarterly ARFF Services
Total Checks Written:			\$258,357.31	

Electronic Payments

7/11/2018	Medical	\$14,704.90
7/16/2018	Mass	\$3,159.50
		\$17,864.40

Total Funds Dispersed: \$276,221.71

Santa Maria Public Airport District

Budget Report

For Expense Only Transactions Posted Year to Date As of July 17, 2018

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
71110-100	Electricity - Landing Area	16,008	18,692	(2,684)
71110-455	Electricity - Hotel Ramp	1,058	1,062	(4)
71120-150	ARFF Services	498,833	665,110	(166,277)
71220-100	Signs	597	1,600	(1,003)
71310-100	Lighting & Nav Aid Maintenance	8,785	11,125	(2,340)
71323-100	Runway Generator Maintenance	2,055	3,250	(1,195)
71330-100	Pavement - Runways & Taxiways	450	8,200	(7,750)
71331-100	Pavement - Ramps & Tiedowns	1,174	10,850	(9,676)
71345-100	Weed/Wildlife Abatement	15,088	24,800	(9,712)
71350-100	Fencing & Gates		4,300	(4,300)
72100-200	Electricity - Hangars	108		108
72110-200	Electricity - Hangars	20,537	25,083	(4,546)
72130-200	Water/Sewer - Hangar	3,364	5,140	(1,776)
72150-200	Emergency Phones - Hangars	1,546	3,240	(1,694)
72250-200	Landscape Supplies - Hangars	624		624
72260-200	Landscaping Hangar Area	5,964	6,528	(564)
72290-200	Miscellaneous Hangar Supplies		700	(700)
72300-200	Building Maintenance - Hangar Area	6,350	8,900	(2,550)
72310-200	Lighting Maintenance - Hangars	1,167	7,000	(5,833)
72311-200	Janitorial Sv Hangar Area	13,045	14,137	(1,092)
72328-200	Fire Extinguisher Service - Hangar	1,214	1,500	(286)
72331-200	Pavement - Ramp - Hangars	3,092	11,250	(8,158)
72350-200	Fencing & Gates	2,035	3,050	(1,015)
72445-200	Fire Alarm Service - Hangars	3,885	3,260	625
72480-200	Waste Oil Removal - Hangars	729	1,500	(771)
73700-721	Owner Build - Water/Sewer	1,450	713	737
73700-722	Owner Build - Electricity	220	205	15
73700-723	Owner Build - Restroom Janitorial	2,310	2,570	(260)
73700-724	Owner Build - Maintenance		1,000	(1,000)
74110-203	Electricity - Main Hangar	29,931	32,239	(2,308)
74110-204	Utilities - 3940 Mitchell Rd.	287	316	(29)
74120-203	Gas- Main Hangar	505	541	(36)
74130-125	Water/Refuse - Paint Hangar	4,456	4,774	(317)
74130-203	Water/Refuse - Main Hangar	6,616	5,544	1,072
74150-125	Emergency Phone Lines - Paint Hangar	2,096	2,052	44
74150-203	Emergency Phone Lines - Main Hangar	656	1,500	(844)
74260-400	Landscaping - FBO	943	996	(53)
74290-400	Miscellaneous Supplies		1,000	(1,000)
74300-400	Building Maintenance - FBO Hangar Area	5,554	10,350	(4,796)
74311-203	Janitorial Sv Main Hangar & FBOs	2,310	2,570	(260)
74311-218	Customs - Water/Refuse/Sewer	3,073	2,322	751
74315-400	Fire Sprinkler Maintenance	766	2,500	(1,734)
74331-400	Pavement - Ramps & Tiedowns	600	2,000	(1,400)
74340-400	Drainage Maintenance		1,500	(1,500)
74350-400	Fencing & Gates	3,296	2,800	496

Santa Maria Public Airport District

Budget Report

For Expense Only Transactions Posted Year to Date As of July 17, 2018

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
74445-125	Fire Alarm Service - Paint Hangar	420	420	-
74445-203	Fire Alarm Service - Main Hangar	420	420	-
75110-249	Electricity - Terminal	90,273	96,253	(5,981)
75120-249	Gas - Terminal	4,305	6,602	(2,297)
75130-249	Water/Refuse/Sewer - Terminal	18,881	17,845	1,036
75150-249	Emergency Phone Lines - Terminal	6,870	7,762	(892)
75150-250	Pay Phone Service - Terminal	2,279	2,735	(456)
75150-300	Audio & Video Monthly Charges	2,278	2,278	(1)
75220-250	Signs	1,563	2,000	(437)
75255-250	Janitorial Sv Terminal Area	98,308	97,626	682
75260-250	Landscaping - Terminal	26,728	28,428	(1,700)
75300-249	Building Maint. - Terminal	25,026	35,700	(10,674)
75300-339	Building Maintenance - Fire Station	4,948	5,730	(782)
75310-240	Lighting Maintenance - Terminal Streets		500	(500)
75310-249	Lighting Maintenance - Terminal	2,402	4,000	(1,598)
75310-339	Lighting Maintenance - Fire Station		100	(100)
75323-249	Generator Maintenance - Terminal	2,187	1,500	687
75323-339	Generator Maintenance - Fire Station	1,450	2,000	(550)
75333-250	Pavement - Roads - Terminal Area	9,433	10,000	(567)
75350-250	Fencing & Gates - Terminal	772	2,000	(1,228)
75465-249	Automatic Door Maintenance	2,268	3,000	(732)
75475-249	Interior Plant Service - Terminal	3,025	3,300	(275)
75700-740	Sig Items - Terminal Accessories	1,661	9,360	(7,699)
75700-761	Firefighting Equipment		11,750	(11,750)
76110-300	Electric - Street Lights	1,778	2,578	(800)
76110-310	Electric - Retention Dam Pumps	2,480	7,826	(5,346)
76140-300	Recycled Water	984	2,250	(1,266)
76220-250	Signs		2,000	(2,000)
76260-300	Landscaping - Revenue Generating Land	8,741	9,476	(735)
76290-300	South Well Repairs		500	(500)
76310-300	Street Light Maintenance		500	(500)
76340-300	Drainage Maintenance	1,161	3,000	(1,839)
76345-300	North Well Repairs		1,500	(1,500)
76350-300	Fencing & Gates	38	2,500	(2,462)
76360-300	Stormwater Retention Facilities	3,873	3,400	473
76700-750	MHP - Salaries	82,671	90,283	(7,612)
76700-752	MHP - Maintenance	19,785	34,455	(14,670)
76700-753	MHP - MHP Liability Insurance	6,913	6,750	163
76700-754	MHP - Utilities	144,139	154,330	(10,191)
76700-755	MHP - Property Management	25,850	28,200	(2,350)
76700-757	MHP - General and Admin. Expense	16,642	16,710	(68)
87010-451	General Manager	147,189	155,759	(8,570)
87010-452	Manager of Operations and Maintenance	86,916	88,864	(1,948)
87010-453	Manager of Finance and Administration	86,916	88,864	(1,948)
87010-454	Operations Officer	49,057	49,953	(895)

Santa Maria Public Airport District

Budget Report

For Expense Only Transactions Posted Year to Date As of July 17, 2018

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
87010-455	Administrative Assistant	50,793	51,785	(992)
87010-456	Maintenance Foreman	69,246	70,792	(1,546)
87010-457	Maintenance Workers III	62,155	63,529	(1,375)
87010-458	Maintenance Worker I	59,720	63,871	(4,152)
87010-459	Maintenance Worker II	40,048	34,075	5,973
87010-460	Accounting Clerk	82,805	84,626	(1,821)
87010-462	Receptionist	36,861	40,947	(4,086)
87020-473	Longevity Pay	18,585	18,049	535
87020-474	On Call Pay		8,000	(8,000)
87030-481	Medicare Tax	12,768	11,877	891
87030-482	Medical Insurance	238,978	245,387	(6,409)
87030-483	Dental Insurance	9,944	12,371	(2,427)
87030-484	Auto Allowance	11,769	12,000	(231)
87030-485	Life Insurance	3,072	3,960	(888)
87030-486	Disability Insurance	4,198	6,673	(2,475)
87030-487	PERS Retirement	155,713	182,282	(26,569)
87030-488	Worker's Compensation	17,620	18,761	(1,142)
87030-489	Employee Vision Coverage	2,384	1,526	858
87030-495	Unemployment Claims	2,267		2,267
87110-150	Electricity - Shop	2,949	3,601	(652)
87110-217	Electricity - Administration Building	13,528	15,771	(2,242)
87120-150	Gas - Shop	249	260	(10)
87120-217	Gas - Administration Building	792	1,324	(532)
87130-150	Water/Refuse - Shop	2,949	1,413	1,536
87130-217	Water/Sewer - Administrative Building	1,368	1,589	(220)
87130-500	Water - Landscaping	24,598	19,608	4,990
87140-500	Trash - Paper Recycling	651	648	3
87160-501	Cellular Phone	10,564	13,750	(3,186)
87160-502	Security Phone Lines	1,045	1,032	13
87160-504	Administration Office - Monthly Service	7,165	7,813	(647)
87160-505	Administration Office - Toll Calls	1,867	1,903	(36)
87160-507	Administration Office - Fax Line	1,433	1,650	(217)
87160-509	Tower & Fire Station	3,024	2,187	838
87160-510	Shop Phone	2,353	2,317	36
87160-511	Answering Service	3,109	3,023	86
87160-514	Cellular Phone - ARFF Vehicle	46		46
87210-500	Security Supplies	4,653	3,400	1,253
87230-500	Janitorial Supplies	8,170	12,249	(4,079)
87240-500	Small Tools	6,021	5,250	771
87260-150	Shop Supplies	3,366	4,550	(1,184)
87270-531	Fuel Expense - Gas/Oil	10,204	11,049	(845)
87270-532	Fuel Expense - Diesel Fuel/Oil	12,073	11,000	1,073
87275-500	Solvent	1,170	1,036	134
87280-546	First Aid	1,291	1,036	255
87280-547	Safety Equipment	3,022	3,380	(358)

Santa Maria Public Airport District

Budget Report

For Expense Only Transactions Posted Year to Date As of July 17, 2018

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
87280-548	Training Supplies	450	600	(150)
87286-500	Uniform Service	7,461	7,599	(138)
87290-500	Sundries	5,198	4,438	760
87300-150	Building Maintenance - Shop	1,915	3,650	(1,735)
87300-217	Building Maintenance - Admin	7,259	7,920	(661)
87300-221	Clean HVAC Term & Admin		3,000	(3,000)
87321-150	Equipment Maintenance - Shop	866	750	116
87322-500	Radio Maintenance	2,205	1,000	1,205
87324-521	Copier	7,771	7,931	(161)
87324-523	Maintenance - Postage Machine	1,444	1,448	(4)
87328-500	Fire Extinguisher Service	1,580	1,400	180
87360-536	Automotive Maintenance - Mechanical	3,798	8,000	(4,202)
87360-537	Automotive Maintenance - Tires	1,950	4,000	(2,050)
87370-541	Heavy Equipment Maint - Mechanical	15,807	13,500	2,307
87370-542	Heavy Equipment Maintenance - Tires	1,842	2,500	(658)
87370-543	ARFF Vehicle Maintenance	9,062	21,000	(11,938)
87380-554	Fuel System - Fire Alarm Service	420	540	(120)
87400-500	Directors Fees	12,600	21,000	(8,400)
87412-500	Payroll Processing Fees	5,184	4,773	412
87414-500	Annual Audit	28,960	27,750	1,210
87420-500	Legal Counsel Services	67,519	82,733	(15,214)
87430-500	Engineering Services		25,000	(25,000)
87440-500	Security Service	313,746	340,084	(26,338)
87442-500	Security Services Contingencies	1,400		1,400
87443-500	Security Sys Maint & Repairs	18,038	16,000	2,038
87450-500	Janitorial Service - Admin	10,395	11,567	(1,172)
87470-500	Landscaping Services	3,994	4,488	(494)
87472-500	Landscaping Contingencies	5,109	5,000	109
87475-500	Internet/Web Page Maintenance	24,728	27,297	(2,570)
87510-562	Bank Charges - Service Charges	11,319	12,004	(685)
87520-566	Freight & Common Carrier	618	473	146
87520-567	Postage	948	1,800	(852)
87520-568	Printing & Stationery	90	1,200	(1,110)
87520-569	Reproduction Supplies	511		511
87520-570	Misc Office Supplies	9,755	15,071	(5,317)
87520-572	Books & Publications	1,555	500	1,055
87530-581	Computer Supplies	8,682	16,120	(7,438)
87530-583	Computer Support Services	56,649	60,070	(3,421)
87540-600	Dues and Memberships	4,155	4,822	(667)
87540-601	Dues -AAAE	4,250	4,600	(350)
87540-603	Dues - SWAAAE	190	510	(320)
87540-605	Dues - Chamber of Commerce	350	1,000	(650)
87540-606	Dues - National Notary Association		150	(150)
87540-607	Dues - CA Special Districts Association	6,433	6,388	45
87540-608	Dues - AAEE ARDF CA Airport Storm	4,950	4,950	-

Santa Maria Public Airport District

Budget Report

For Expense Only Transactions Posted Year to Date As of July 17, 2018

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
87540-610	Costco Membership	180	165	15
87540-618	Santa Maria Times	299	150	149
87540-625	SBCSDA	300		300
87540-628	Pro-rata Share of LAFCO Budget	4,000	3,556	444
87600-596	Advertising - Legal	948	1,000	(52)
87600-599	Advertising - Airport Advertising	82,669	65,000	17,669
87610-100	Depreciation - Landing Area	1,405,717	1,513,200	(107,482)
87610-200	Depreciation - Hangar Area	146,837	152,739	(5,902)
87610-250	Depreciation - Terminal Area	359,750	526,335	(166,585)
87610-300	Depreciation - Revenue Generating Land	242,685	254,890	(12,205)
87610-400	Depreciation - Main Hangar & FBO	56,449	68,219	(11,770)
87610-500	Depreciation - Administration	102,710	96,758	5,952
87620-692	Emergency Exercises		500	(500)
87630-591	Insurance - Airport Liability	11,097	20,000	(8,903)
87630-592	Insurance - Auto, Fire, Property	49,809	63,897	(14,087)
87630-595	Insurance - General Liability	21,508	28,707	(7,200)
87650-643	Permits	4,097	5,024	(926)
87650-646	Storm Water Permits	1,400	1,283	117
87660-500	Education	2,709	9,000	(6,291)
87670-500	Business Travel & Entertainment	46,812	54,850	(8,038)
87679-500	Employee Recognition	2,075	3,500	(1,425)
87700-791	Sig Items - Training Live Burn	15,620	26,500	(10,880)
88680-681	SM Chamber Economic Development	33,000	33,000	-
88680-685	Museum of Flight	180		180
88680-690	Airline Service Enhancement Grant	184,603	184,603	0
88680-691	Planning & Marketing		25,000	(25,000)
88680-692	Consulting -Marketing Aviation Related	49,691	64,410	(14,719)
88680-693	Consulting Services - Contingencies	58,409	102,554	(44,145)
Total		6,224,698	7,169,593	(944,894)

Santa Maria Public Airport District

For the For Months Ending May 31, 2018

Revenues

Account Number	Account Description	Actual YTD	Budget YTD	Over/(Under) Budget
61100-052	Landing Fees - Ameriflight	3,676	5,511	(1,835)
61100-053	Landing Fees - U.S. Forest Service	39,590	22,917	16,674
61100-054	Landing Fees - Fed Ex - WestAir	2,703	5,295	(2,592)
61100-055	Landing Fees - Allegiant Air	19,245	21,227	(1,982)
61100-062	Landing Fees -United (Skywest)	94		94
61100-069	Landing Fees - Charter Jets	4		4
61110-052	Tiedowns - Ameriflight	7,007	1,122	5,885
61110-054	Tiedowns - Federal Express - WestAir	6,845	3,377	3,468
61110-059	FBO Tiedowns	62		62
61130-093	Comm Veh Access - Federal Express	9,757	9,757	-
61130-094	Comm Veh Access - UPS	3,685	3,647	38
61140-152	Fuel Flowage Fees - Self Serve	5,357	3,044	2,313
61140-154	Fuel Flowage Fees - CC Jet Center, LLC	59,742	63,535	(3,793)
62210-005	T-Hangar 3005 Airpark	37,950	38,019	(69)
62210-009	T-Hangar 3009 Airpark	24,315	24,453	(137)
62210-011	T-Hangar 3011 Airpark	23,540	23,512	28
62210-019	T-Hangar 3019 Airpark	22,753	23,512	(760)
62210-023	T-Hangar 3023 Airpark	24,420	24,453	(33)
62210-027	T-Hangar 3027 Airpark	23,820	24,124	(303)
62210-031	T-Hangar 3031 Airpark	24,937	24,124	813
62210-039	T-Hangar 3039 Airpark	32,860	35,057	(2,197)
62210-103	T-Hangar 3103 Airpark	38,888	39,237	(349)
62210-107	T-Hangar 3107 Airpark	28,458	28,638	(180)
62210-109	T-Hangar 3109 Airpark	21,306	22,102	(796)
62210-111	T-Hangar 3111 Airpark	20,594	22,642	(2,048)
62220-035	Corporate T-Hangar 3035 Airpark	34,774	34,928	(154)
62230-005	T-Hangar Storage 3005 Airpark	5,170	5,170	(0)
62230-009	T-Hangar Storage 3009 Airpark	1,738	1,723	15
62230-011	T-Hangar Storage 3011 Airpark	1,826	1,815	11
62230-019	T-Hangar Storage 3019 Airpark	913	908	5
62230-023	T-Hangar Storage 3023 Airpark	869	862	7
62230-027	T-Hangar Storage 3027 Airpark	1,383	1,700	(317)
62230-031	T-Hangar Storage 3031 Airpark	847	1,700	(853)
62230-035	T-Hangar Storage 3035 Airpark	1,749	1,746	3
62230-039	T-Hangar Storage 3039 Airpark	6,851	5,170	1,681
62230-107	T-Hangar Storage 3107 Airpark	1,518	1,723	(205)
62230-109	T-Hangar Storage 3109 Airpark	748	747	1
62230-111	T-Hangar Storage 3111 Airpark	1,712	1,700	12
62240-001	Corporate Hangars 3001 Airpark	39,138	39,143	(5)
62240-029	Corporate Hangars 3029 Airpark	43,164	43,159	5
62240-105	Corporate Hangars 3105 Airpark	51,282	51,269	13
62240-118	Corporate Hangar 3043 Airpark	47,492	50,034	(2,543)
63310-100	Owner Build Hangar - Land (Sm)	5,891	5,891	-
63310-101	Owner Build Hangars - Land (Lg)	10,212	10,212	-
64410-177	Main Hangar - Artcraft Paints	42,036	42,036	(0)

Santa Maria Public Airport District

For the For Months Ending May 31, 2018

Revenues

Account Number	Account Description	Actual YTD	Budget YTD	Over/(Under) Budget
64410-178	Main Hangar - Tricor Calif	2,067	2,146	(79)
64410-183	Main Hangar - S B Cellular	24,158	24,174	(16)
64410-184	Main Hangar - Pleinaire Design	11,781	11,473	308
64410-185	Main Hangar - Art-Craft Suites 119-128	41,200	41,202	(2)
64420-115	Corporate Hangar FBO 3115 Airpark	11,496		11,496
64420-117	Corporate Hangar FBO 3117 Liberator	29,546	16,765	12,781
64420-119	Corporate Hangar FBO 3119 Liberator	7,356	7,264	92
64420-121	Corporate Hangar FBO 3121 Liberator	7,084	7,083	1
64420-125	Corporate Hangar FBO 3125 Liberator	46,300	46,298	2
64420-409	Corporate Hangar FBO 3409 Corsair	53,937	57,574	(3,637)
64420-410	U.S. Forest - Land Use Revenue	37,159	36,667	492
64420-438	Corporate Hangar FBO - CALSTAR	10,582	10,474	108
64420-439	Corporate Hangar FBO CC Jet Center	46,849	46,849	-
64420-440	Corporate Hangar FBO 3950 Mitchell	17,525	17,578	(53)
64420-441	Corporate Hangar FBO 3948 Mitchell	1,018	5,636	(4,618)
64420-442	Corporate Hangar FBO 3944 Mitchell	15,697	15,697	-
64420-443	Corporate Hangar FBO 3940 Mitchell	33,781	33,778	3
64420-444	Corporate Hangar FBO Arctic Air	40,876	40,876	-
64420-445	CC Jet Center Self Serve	2,545	1,925	620
64420-447	Rotocraft Leasing - Parking Lot	11,759	11,765	(6)
64420-448	MOF 3015/3025 Airpark Drive	2,332	2,299	33
64420-449	CC Jet Center-Los Padres Disp	3,366	3,370	(4)
64420-450	CCJC (GA Terminal)	10,163	10,538	(375)
64459-203	Utility Reimbursement - Main Hangar	24,901	20,687	4,214
65000-100	Vehicle Access Fee - Uber	11,288		11,288
65510-251	Terminal - TSA Lease	85,891	85,891	-
65510-252	Terminal - Restaurant	29,169	34,234	(5,065)
65510-255	Terminal - Allegiant Air, Inc.	2,024	2,024	-
65510-256	Terminal -Central Coast Shuttle	22,066	22,064	2
65510-257	PFC Revenue	107,906	73,510	34,397
65510-261	Terminal - ProDIGIQ	63		63
65510-262	ARINC	1,594	1,589	5
65520-265	Terminal Concessions - Avis	89,965	88,648	1,317
65520-266	Terminal Concessions - Budget	22,822	17,024	5,798
65520-267	Terminal Concessions - Hertz	55,768	63,272	(7,504)
65520-268	Terminal Concessions - Enterprise	46,468	49,121	(2,654)
65520-274	Terminal Vending Machines	1,638	2,893	(1,255)
65530-217	Board Room	790	1,027	(237)
65530-307	Other Building - Avis Service Center	9,987	9,987	0
65559-249	Utility Reimbursements - Terminal	2,446	2,255	192
65559-336	TSA - LEO Reimbursement	14,980	26,400	(11,420)
66120-080	Vehicle Training Area/Special Events	5,050		5,050
66120-083	Santa Maria Karting	6,250	6,050	200
66610-361	Farm Land - Castellanos	125,681	116,824	8,857
66610-362	Grazing Land - R. Michel	2,148	1,969	179
66610-363	Grazing Land - Mc Gray & Jokela	1,243	1,243	-

Santa Maria Public Airport District

For the For Months Ending May 31, 2018

Revenues

Account Number	Account Description	Actual YTD	Budget YTD	Over/(Under) Budget
66610-364	Master Lease - Mahoney Brothers	20,180	21,142	(963)
66610-365	Farm Land - Gresser	463,050	463,238	(187)
66610-366	Grazing Land - Verlade	2,954	2,954	0
66620-201	Airport Business Park	122,660	129,773	(7,112)
66620-320	Pioneer Park	1,772	1,772	-
66620-455	Commercial Land - Hotel	160,991	168,986	(7,995)
66620-500	Verizon Land Lease	(26,800)		(26,800)
66630-381	Mobile Home Park	396,008	375,966	20,042
67210-910	Use Permits - Special Events	500		500
67300-950	Commercial Filming - Movie Shoots	2,000		2,000
67910-900	Misc.Income Operations	9,036		9,036
67910-921	Misc Income - Late Charges	8	6,417	(6,409)
67910-924	Misc Income - Copy Charges	66		66
67910-931	Misc Income - Rebates - PG&E		5,500	(5,500)
67910-933	Misc Income - Ins. Reimburse	3,783		3,783
67910-951	Misc Income - Airport Access Card	3,675	7,333	(3,658)
67910-970	Misc Income - PY Expense	65		65
69010-951	Interest Income	39,275	21,574	17,702
69110-934	AIP 34 - Airport Master Plan	33,082		33,082
69110-935	AIP 35 Rehabilitate Apron	1,149,224		1,149,224
69110-936	AIP 36 Reimbursement		8,540,448	(8,540,448)
69310-965	Tax Revenues	1,525,248	1,291,009	234,239
69510-975	Gain/(Loss) Sale of Equipment	1,850		1,850
69510-980	Ordinary Dividends - Principal	154		154
	Total Revenue	5,828,418.39	12,885,197.05	(7,056,778.66)



MEMORANDUM

Santa Maria Public Airport District

July 20, 2018

TO: Board of Directors

FROM: Manager of Finance and Administration

SUBJECT: Budget Deviation #5 for 2017 - 2018 Budget

It is recommended that the 2017 - 2018 Budget be amended to include the following changes:

Expenses	Proposed Budget Amount	Current Budget Amount	Increase / (Decrease)
1.) 87600-599 Advertising - Airport Advertising	82,669	65,000	\$17,669
2.) 87010-459 Maintenance Worker II	40,048	34,075	\$5,973
3.) 87130-500 Water - Landscaping	24,598	\$19,608	\$4,990
	<u>\$147,315</u>	<u>\$118,683</u>	<u>\$28,632</u>

- 1.) Unanticipated outreach opportunities occurred and the District sponsored the Kite Festival. The Billboard needed to be redesigned with the loss of Burbank Service.
- 2.) The beginning salary for this position was incorrect which caused this account to be under budget.
- 3.) Utility accounts are estimated based on the prior year. The water usage increased from prior year.

Approved:

Veroneka Reade, Manager of Finance & Administration

Recommended:

Chris Hastert, General Manager

Approved Board Meeting
of July 20, 2018:

Carl Engel, Secretary



PUBLIC AIRPORT DISTRICT

Agenda Item
7
7/20/2018

07/20/18

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

Subject: Authorization for two staff members to attend the Allegiant Airports Conference to be held October 9-12, 2018 in Savannah, Georgia.

Summary

Allegiant Air presents a yearly review to airports it serves in Savannah, Georgia. Allegiant Air will meet with District staff to discuss current service and provide staff with direction to improve and maintain air service.

Budget

		Attendees	Days	Rate	Total
Hotel:	Hotel stay	2	4	\$200.50	\$1,604.00
Meals:	Meals	2	5	\$60.00	\$600.00
Transportation:	Air	2		\$882.00	\$1,764.00
	Ground			\$257.00	\$257.00
Fees:	Registration	2		\$235.00	\$470.00
	Total:				\$4,695.00

Overall Impact:

Approved 2018-2019 Budget for Business Travel	\$56,618.00
Previously Approved Business Travel	\$7,920.00
Current Balance for Business Travel	\$48,698.00
Amount of this Request	\$4,695.00
Balance Remaining if Approved	\$44,003.00

Recommendation

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

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM
General Manager



PUBLIC AIRPORT DISTRICT

07/20/18

Agenda Item
8
7/20/2018

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

Subject: Authorization for two staff members to attend the 25th Annual AAAE/FAA Airfield Safety, Sign Systems and Maintenance Management Workshop to be held August 28-29, 2018 in Philadelphia, Pennsylvania.

Summary

Staff recommends authorization for the Maintenance Foreman and one Maintenance Worker to attend an industry recognized conference to stay current on issues effecting maintenance and construction on airfields including safety and phasing, Part 139 requirements, wildlife and other challenges.

Budget

		Attendees	Days	Rate	Total
Hotel:	Hotel stay	2	3	\$175.00	\$1,050.00
Meals:	Meals	2	4	\$60.00	\$480.00
Transportation:	Air	2		\$874.00	\$1,748.00
	Ground			\$90.00	\$90.00
Fees:	Registration	2		\$795.00	\$1,590.00
	Total:				\$4,958.00

Overall Impact:

Approved 2018-2019 Budget for Business Travel	\$56,618.00
Previously Approved Business Travel	\$12,615.00
Current Balance for Business Travel	\$44,003.00
Amount of this Request	\$4,958.00
Balance Remaining if Approved	\$39,045.00

Recommendation

Staff recommends the board authorize this travel to keep an informed staff to safely maintain our airport.

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM
General Manager

TENTH AMENDMENT OF LEASE

RE: Land Lease dated August 22, 2002 between SANTA MARIA PUBLIC AIRPORT DISTRICT and RAUL MICHEL covering 226.69 acres at Santa Maria Public Airport (the "Lease")

The undersigned SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") and RAUL MICHEL ("Tenant") do hereby agree to amend the above-referenced Lease effective October 1, 2018, as follows:

1. Effective October 1, 2018, the Premises are decreased by 14.74 acres for grazing livestock, the remaining Premises will consist of approximately 211.95 acres as shown on Exhibit "A-3".

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

Dated: July 20, 2018

SANTA MARIA PUBLIC AIRPORT DISTRICT

Approved as to content for District:

General Manager

By: _____
Hugh Rafferty, President

Approved as to form for District:

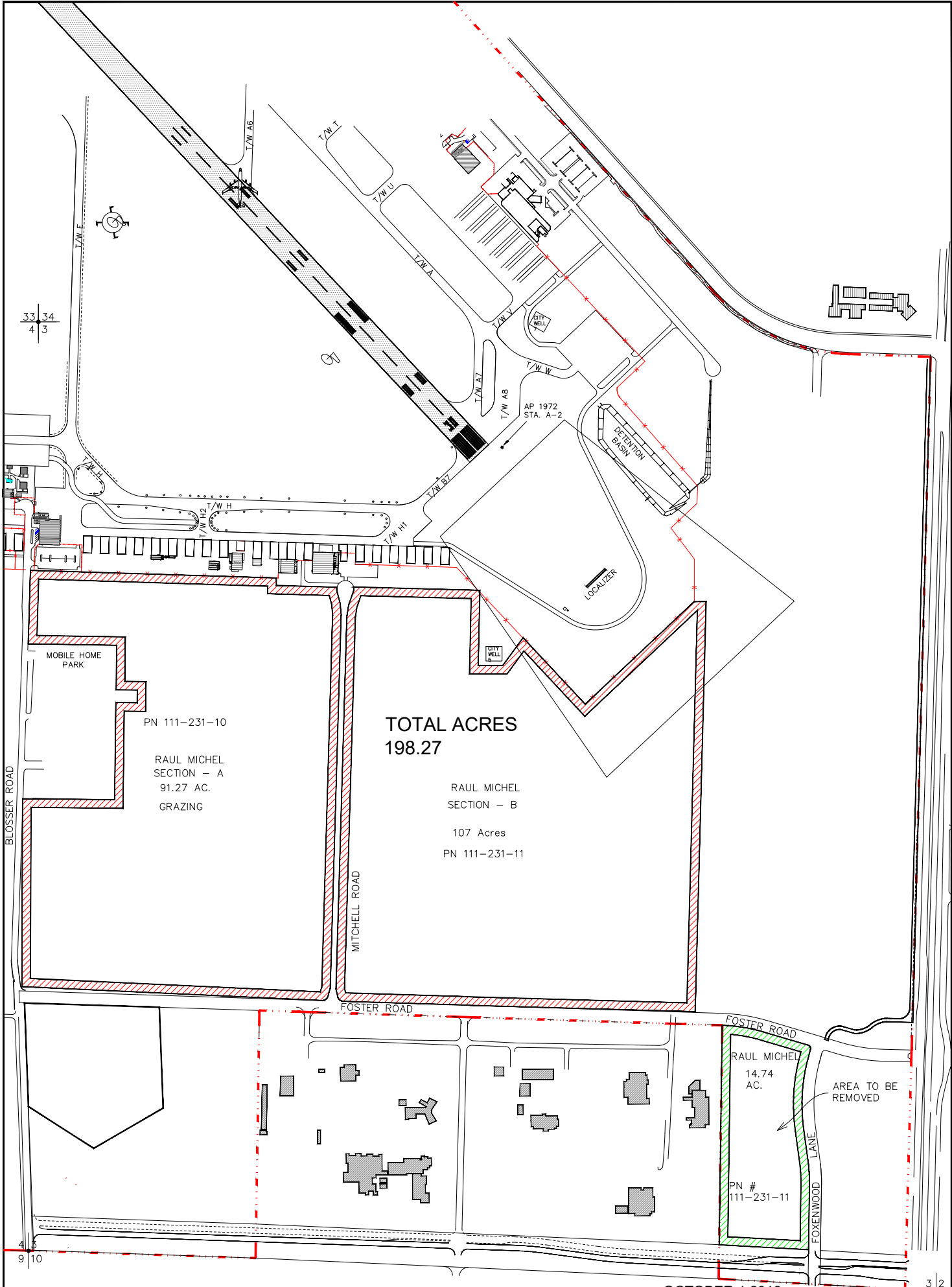
By: _____
Carl Engel, Secretary

District Counsel

TENANT:

Raul Michel

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EIGHTH AMENDMENT OF AGREEMENT

RE: Agreement dated March 9, 2006, between SANTA MARIA PUBLIC AIRPORT DISTRICT and SANTA MARIA VALLEY CHAMBER OF COMMERCE & VISITOR AND CONVENTION BUREAU

The SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") and SANTA MARIA VALLEY CHAMBER OF COMMERCE & VISITOR AND CONVENTION BUREAU ("Chamber") do hereby agree to amend the above-referenced Agreement effective July 1, 2018, as follows:

1. The term of the Agreement is extended for two (2) years, now expiring June 31, 2020.

2. In consideration of the services to be performed by the Chamber during the additional two (2) years, District shall pay to the Chamber the sum set forth below:

(a) District shall pay to the Chamber the sum of \$36,300, payable within thirty (30) days following execution of this Amendment for fiscal year 2018-2019.

(b) For the second year of this Service Agreement the District shall pay to the Chamber the sum of \$36,300, payable within thirty (30) days after July 1, 2019 for fiscal year 2019-2020.

All other terms and conditions of the Agreement, as amended, remain in full force and effect."

Dated: July 20, 2018

SANTA MARIA PUBLIC AIRPORT DISTRICT

Approved as to content for District:

General Manager

By: _____
Hugh Rafferty, President

Approved as to form for District:

By: _____
Carl Engel, Secretary

District Counsel

CHAMBER:

SANTA MARIA VALLEY CHAMBER OF
COMMERCE & VISITOR AND CONVENTION
BUREAU

GLENN MORRIS, CEO/President