



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

**Thursday
November 8, 2018**

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

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

- 1. MINUTES OF THE REGULAR MEETING HELD OCTOBER 25, 2018.**
- 2. MINUTES OF THE SPECIAL MEETING HELD NOVEMBER 1, 2018**
- 3. 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)**
- 4. GENERAL MANAGER'S REPORT**
- 5. MANAGER OF FINANCE & ADMINISTRATION REPORT**
 - a) Demand Register**

6. **DISTRICT COUNSEL'S REPORT. (Joshua George and Natalie Frye Laacke)**
7. **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.**
8. **PRESENTATION BY CHRIS HASTERT AND CHRIS KUNKLE ON THE CENTRAL COAST AIRFEST.**
9. **ADOPTION OF RESOLUTION 868. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT EXPRESSING APPRECIATION TO CHRIS KUNKLE FOR SERVICE AS THE CENTRAL COAST AIRFEST DIRECTOR.**
10. **AUTHORIZATION FOR THE GENERAL MANAGER TO PURCHASE A NEW TRACTOR.**
11. **AUTHORIZATION FOR THE GENERAL MANAGER, DISTRICT COUNSEL AND ONE DIRECTOR TO ATTEND THE ROLE OF THE AIRPORT ATTORNEY WORKSHOP HELD JANUARY 26, 2019, IN MONTEREY, CA.**
12. **AUTHORIZATION FOR THREE STAFF MEMBERS AND ONE DIRECTOR TO ATTEND THE 2019 S.W.A.A.E. WINTER CONFERENCE HELD JANUARY 27-30, 2019, IN MONTEREY, CA.**
13. **CLOSED SESSION. The Board will hold a Closed Session to discuss the following item(s):**
 - a) **Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: 1424 Fairway Dr. (Gov. Code Section 54956.8).**
 - b) **Conference with Legal Counsel-Pending litigation pursuant to Government Code Section 54956.9(d)(4): 1 case SMPAD v. David Baskettt.**
 - c) **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 - Number of case(s) 1: Threat of litigation in October 15, 2018 letter from Kevin I. Shenkman, counsel for Southwest Voter Registration Education Project.**
14. **DIRECTORS' COMMENTS.**
15. **ADJOURNMENT.**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD OCTOBER 25, 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, Engel, and Baskett. General Manager Hastert, Manager of Finance and Administration Reade and District Counsel Frye Laacke. Director's Adams and Brown were absent.

1. MINUTES OF THE REGULAR MEETING HELD September 27, 2018. Director Baskett made a Motion to approve the minutes of the regular meeting held September 27, 2018. Director Engel Seconded and it was carried by a 3-0 vote.
2. COMMITTEE REPORT(S):
 - a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc) – No meeting scheduled.
 - b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc) – No meeting scheduled.
 - c) MARKETING & PROMOTIONS (Standing or Ad Hoc) – No meeting scheduled.
 - d) CITY & COUNTY LIAISON – No meeting scheduled.
 - e) STATE & FEDERAL LIAISON – No meeting scheduled.
 - f) VANDENBERG LIAISON – No meeting scheduled.
 - g) BUSINESS PARK COMMITTEE (Ad Hoc) – No meeting scheduled.
3. GENERAL MANAGER'S REPORT. Mr. Hastert provided details on the Allegiant Conference and gave a post AirFest briefing with the full summary to follow at the next meeting.
4. MANAGER OF FINANCE & ADMINISTRATION REPORT.

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

 - a) Demand Register. The Demand Register, covering warrants 065879 through 065954 in the amount of \$169,843.39 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 3-0 vote.
5. DISTRICT COUNSEL'S REPORT. Nothing to report.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51

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

No one requested to speak.

7. Authorization for the award of the Terminal Apron Phase 2 Reconstruction Project to CalPortland Construction and Authorization for the President and Secretary to execute the contract between the District and CalPortland Construction for the Terminal Apron Reconstruction subject to District Counsel's review of insurance bonds. Director Baskett made a Motion to approve. Director Engel Seconded and it was carried by a 3-0 vote.

8. CLOSED SESSION. At 7:35 p.m. the Board went into Closed Session to discuss the following item(s):

- a) Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: 1424 Fairway Dr. (Gov. Code Section 54956.8).
- b) Conference with Legal Counsel-Pending litigation pursuant to Government Code Section 54956.9(d)(4): 1 case SMPAD v. David Baskett.

At 7:44 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

9. DIRECTORS' COMMENTS: Director Baskett pointed out that it has been two years since he submitted a letter from Governor Brown to Customs and he asked for an update.

Director Engel would like the Board to review the District's 2018 accomplishments and look into the goals of 2019.

Director Rafferty is happy with how AirFest turned out.

10. ADJOURNMENT. President Rafferty asked for a Motion to adjourn to a Regular Meeting to be held on November 8, 2018 at 7:00 p.m. at the regular meeting place. Director Engel made that Motion, Director Baskett Seconded and the Motion was carried by a 3-0 vote.

1
2
3
4
5
6
7
8
9
10
11
12

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 7:49 p.m. on October 25, 2018.

Hugh Rafferty, President

Carl Engel, Secretary

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

MINUTES OF THE SPECIAL BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD NOVEMBER 1, 2018

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

1. CLOSED SESSION. At 7:01 p.m. the Board went into Closed Session to discuss the following item(s):

- a) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 - Number of case(s) 1: Threat of litigation in October 15, 2018 letter from Kevin I. Shenkman, counsel for Southwest Voter Registration Education Project.

At 7:42 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

2. DIRECTORS' COMMENTS: Director Engel noted that November is Aviation History month and he wanted to know what the District had planned.

Director's Adams, Brown, Baskett and Rafferty had no comment.

3. ADJOURNMENT. President Rafferty asked for a Motion to adjourn to a Regular Meeting to be held on November 8, 2018 at 7:00 p.m. at the regular meeting place. Director Baskett made that Motion, Director Adams Seconded and the Motion was carried by a 5-0 vote.

35
36
37
38
39
40
41
42
43
44
45

ORDER OF ADJOURNMENT

This Special Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 7:45 p.m. on November 1, 2018.

Hugh Rafferty, President

Carl Engel, Secretary

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 065955 to 065985 on Pacific Premier Bank in the total amount of \$297,314.10

.

.

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 065955 to 065985 on Pacific Premier Bank in the total amount of \$297,314.10 has been approved as being in conformity with the budget approved by the Santa Maria Public Airport District and funds are available for their payment.

VERONEKA READE
MANAGER OF FINANCE & ADMINISTRATION

DATE

THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVED PAYMENT OF THE ATTACHED WARRANTS AT THE MEETING OF NOVEMBER 8, 2018.

CARL ENGEL JR.
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
065955-065958		Voided checks		
065959	10/31/2018	American Industrial Supply	\$ 305.42	Lighting & Nav Aid Maint.
065960	10/31/2018	Ameriflight, LLC	\$ 1,691.38	Refund - Landing Fee
065961	10/31/2018	AT&T	\$ 279.82	Phone Service
065962	10/31/2018	Bomar Security & Investigation	\$ 930.00	Security Service
065963	10/31/2018	Carquest Auto Parts	\$ 145.02	Auto Maint. - Mechanical
065964	10/31/2018	City of Santa Maria	\$ 195,709.05	Quarterly ARFF Services
065965	10/31/2018	City of Santa Maria-Util Div	\$ 5,863.65	Water Invoices
065966	10/31/2018	Clark Pest Control	\$ 1,544.00	Pest Control - Terminal & Adm.
065967	10/31/2018	Consolidated Electrical Distributors, Inc.	\$ 1,095.70	Lighting Maintenance
065968	10/31/2018	Comcast	\$ 1,202.11	Cable/Internet /Digital Voice
065969	10/31/2018	Calif. Special Districts Assoc	\$ 6,965.00	Dues - Special District Assoc.
065970	10/31/2018	Federal Express	\$ 62.03	Freight & Common Carrier
065971	10/31/2018	Frontier Communications	\$ 715.65	Telephone Service
065972	10/31/2018	Home Depot	\$ 341.50	Building Maintenance
065973	10/31/2018	Neopost USA, Inc.	\$ 44.96	Postage
065974	10/31/2018	Orchard Supply Hardware	\$ 277.41	Hardware & Supplies
065975	10/31/2018	J B Dewar, Inc	\$ 821.25	Fuel Expense - Gas/Diesel
065976	10/31/2018	McMasters and Carr	\$ 822.99	Building Maint. - Terminal
065977	10/31/2018	Pat's Automotive	\$ 1,456.54	Auto Maint. - Mechanical
065978	10/31/2018	Pacific Gas & Electric Company	\$ 9,364.19	Terminal/Admin./Main Hangar
065979	10/31/2018	Playnetwork, Inc.	\$ 89.85	Radio Service - Terminal
065980	10/31/2018	Quinn Company	\$ 844.93	Equipment Rental
065981	10/31/2018	Service Star	\$ 10,878.20	Janitorial Service
065982	10/31/2018	United Refrigeration, Inc.	\$ 194.40	Building Maint. - Terminal
065983	10/31/2018	Verizon Wireless	\$ 1,165.57	Cell Phones
065984	10/31/2018	Winema Industrial & Safety Supply	\$ 128.01	Safety Equipment
065985	10/31/2018	Zee Medical Service Company	\$ 176.15	First Aid
Total Checks Written:			\$ 243,114.78	
Electronic Payments				
10/29/2018	Mass Mututal	\$ 3,788.45		
10/30/2018	CalPERS	\$ 5,096.35		
11/1/2018	Payroll	\$ 28,356.28		
11/1/2018	CalPERS	\$ 7,577.70		
11/1/2018	Mass Mututal	\$ 3,788.45		
11/2/2018	Payroll Taxes	\$ 5,592.09		
Total Electronic Funds Transfers:			\$ 54,199.32	
Total Funds Dispersed			\$ 297,314.10	

RESOLUTION NO. 868

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA MARIA PUBLIC AIRPORT DISTRICT
EXPRESSING APPRECIATION TO CHRISTOPHER KUNKLE
FOR HIS SERVICE AS DIRECTOR OF THE CENTRAL COAST AIRFEST**

WHEREAS, the Board of Directors of the Santa Maria Public Airport District is responsible for exercising and performing all powers, privileges and duties vested in or imposed upon it by general law and the California Airport District Act; and

WHEREAS, Christopher Kunkle volunteered to be the Airshow Director of the inaugural Central Coast Airfest which was hosted by the Santa Maria Public Airport District on October 6-7, 2018; and

WHEREAS, Christopher Kunkle assembled a committee to oversee all aspects of the Airfest with members representing airport staff, airport tenants, and community partners; and

WHEREAS, Christopher Kunkle and his team were able to secure the Canadian Snowbirds, a Military Jet Team, civilian performers, static display aircraft, a jet car, two bands, and a fully sponsored kid zone; and

WHEREAS, Christopher Kunkle played a pivotal role in selecting the Air Boss, Announcer, Audio, and numerous other contractors to assist in putting on a great airshow, while at the same time maintaining the highest level of safety and professionalism; and

WHEREAS, Christopher Kunkle accepted this role with the understanding that this inaugural event would be a huge undertaking in establishing the foundation of an airshow while at the same time elevating the reputation of the Santa Maria Airport and our ability to host a successful two-day event; and

WHEREAS, the District and the community has benefited from Christopher Kunkle's commitment of personal time, energy and knowledge, and his willingness to commit to difficult decisions and changing circumstances in the District's best interests.

NOW, THEREFORE, BE IT RESOLVED that the members Board of Directors of the Santa Maria Public Airport District take this opportunity to express their genuine and sincere appreciation to Christopher Kunkle for his leadership, exemplary professionalism, dedication and valued contributions while serving as the Director of the Central Coast Airfest for the Santa Maria Public Airport District.

PASSED AND ADOPTED at the Regular meeting of the Board of Directors of the Santa Maria Public Airport District held on November 8, 2018 on motion of Director _____, seconded by Director _____, and carried by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
ATTEST

Hugh Rafferty, President

Carl Engel, Secretary

QUOTE



DATE: 09/17/18
ACCOUNT NO:
QUOTE EXPIRES ON: 11/17/18

QUOTED TO:

NAME: BILL NOBLE
COMPANY: SANTA MARIA PUBLIC AIRPORT
ADDRESS: 3217 TERMINAL WAY
CITY/ST/ZIP: SANTA MARIA CA 93455

TELEPHONE #: 805-925-6067
CELLULAR #: 805-310-1842
FAX #

SALESPERSON	CELL PHONE	EMAIL ADDRESS
MIKE MCGINLEY	805-478-8574	mmcginley@berchtold.com

QTY.	MODEL #	EQUIPMENT DESCRIPTION	UNIT #	PRICE
1	POWERSTAR 75	NEW HOLLAND 4WD CAB TRACTOR. 75 H.P DIESEL ENG. EPA TIER 4B COMPLIANT 12 X 12 TRANS WITH POWER SHUTTLE. AC/HEATED CAB. RADIO FRONT COUNTER WEIGHTS. CAT II 3 POINT. TOOL BOX. ROTARY BEACON TIRES 11.2 X 24 FRONT --- 16.9 X 30 REAR		\$39,425.00
		*THIS QUOTE IS BASED OFF THE CURRENT SOURCEWELL / NJPA PROGRAM		

ALL ITEMS ARE SUBJECT TO APPLICABLE SALES TAX.

7.75 % sales tax applied to subtotal.

Quote is limited to stock on hand.

Add'l Remarks: AVAILABILITY FOR TRACTOR IS FEBRUARY / MARCH 2019

SUB TOTAL	\$39,425.00
TAX	\$3,055.44
CA TIRE FEE	\$7.00
TOTAL	\$42,487.44

To ACCEPT THIS QUOTE, sign here and return: _____



1410 W. Betteravia Road • Santa Maria, CA 93455 • FAX: (805) 349-0147

THANK YOU FOR YOUR BUSINESS!

Revised 09/30/09 leo



**SANTA MARIA
PUBLIC AIRPORT DISTRICT**

11/8/18

Agenda Item
11
11/8/18

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

Subject: Authorization for the General Manager, District Counsel and one Director to Attend the Role of the Airport Attorney Workshop held January 26, 2019, in Monterey, CA.

Summary

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

Budget

	Attendees	Days	Rate	Total
Hotel Stay (Attorney)	1	1	\$ 244.00	\$ 244.00
Hotel Stay (Director & Staff)	2	2	\$ 244.00	\$ 976.00
Meals	3	2	\$ 60.00	\$ 360.00
Mileage	3		\$ 0.545	\$ 592.52
Registration	3		\$ 200.00	\$ 600.00
Total:				\$ 2,772.52

Overall Impact:

Approved 2018-2019 Budget for Business Travel	\$56,618.00
Previously Approved Business Travel	\$37,171.88
Current Balance for Business Travel	\$19,446.12
Amount of this Request	\$ 2,772.52
Balance Remaining if Approved	\$16,673.60

Recommendation

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

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM
General Manager



**SANTA MARIA
PUBLIC AIRPORT DISTRICT**

11/8/18

Agenda Item
12
11/8/18

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

Subject: Authorization for three Staff Members and one Director to Attend the 2019 S.W.A.A.E. Winter Conference Held January 27-30, 2019, in Monterey, CA.

Summary

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

Budget

	Attendees	Days	Rate	Total
Hotel stay	4	3	\$ 244.00	\$ 2,928.00
Meals	4	4	\$ 60.00	\$ 960.00
Mileage	2		\$ 0.545	\$ 724.80
Registration	4		\$ 420.00	\$ 1,680.00
Total:				\$ 6,292.80

Overall Impact:

Approved 2018-2019 Budget for Business Travel	\$56,618.00
Previously Approved Business Travel	\$39,944.40
Current Balance for Business Travel	\$16,673.60
Amount of this Request	\$6,292.80
Balance Remaining if Approved	\$10,380.80

Recommendation

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

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM
General Manager