



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

**Thursday  
March 28, 2019**

**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 MARCH 14, 2019.**
- 2. COMMITTEE REPORT(S):**
  - a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc)
  - b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc)
  - c) MARKETING & PROMOTIONS (Standing or Ad Hoc)
  - d) CITY & COUNTY LIAISON
  - e) STATE & FEDERAL LIAISON
  - f) VANDENBERG LIAISON
  - g) BUSINESS PARK COMMITTEE (Ad Hoc)
- 3. GENERAL MANAGER'S REPORT**
- 4. MANAGER OF FINANCE & ADMINISTRATION REPORT**
  - a) Demand Register
  - b) Budget to Actual
- 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 ONE STAFF MEMBER TO ATTEND THE ACI AIR SERVICE DEVELOPMENT CERTIFICATE COURSE.**
8. **DISCUSSION AND DIRECTION TO STAFF REGARDING BROWN ACT COMPLIANCE UTILIZING TELECONFERENCING FOR BOARD MEETINGS.**
9. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE A LEASE BETWEEN THE DISTRICT AND G3, LLC A CALIFORNIA LIMITED LIABILITY COMPANY.**
10. **RESOLUTION 872. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ESTABLISHING A POLICY FOR REIMBURSEMENT FOR EXPENDITURES RELATED TO DISTRICT BUSINESS AND RESCINDING RESOLUTION 755.**
11. **AUTHORIZATION FOR THE MANAGER OF FINANCE AND ADMINISTRATION TO ATTEND THE CSDA HUMAN RESOURCES BOOT CAMP AND FINANCIAL MANAGEMENT FOR SPECIAL DISTRICTS TO BE HELD APRIL 24-25, 2019 IN SIMI VALLEY, CA.**
12. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO CONSENT TO THE TRANSFER OF THE HANGAR LOCATED AT 3820 S. BLOSSER ROAD TO THE ROOSEVELT ROAD DEVELOPMENT II, COMPANY.**
13. **CLOSED SESSION.** The Board will hold a 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.**
  - b) **Conference with Legal Counsel-Pending litigation pursuant to Government Code Section 54956.9(d)(4): 1 case SMPAD v. David Baskett**
14. **DIRECTORS' COMMENTS.**
15. **ADJOURNMENT.**

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MINUTES OF THE REGULAR BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD MARCH 14, 2019

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 and Brown. General Manager Hastert, Manager of Finance & Administration Reade and District Counsel Frye Laacke. Director Baskett participated via teleconference.

1. MINUTES OF THE REGULAR MEETING HELD February 28, 2019. Director Baskett made a Motion to approve the minutes of the regular meeting held February 28, 2019. Director Engel Seconded and it was carried by a 5-0 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 updated the Board on recent meetings he has attended including the Chamber Transportation Committee, the Air Service Development conference, CEO Roundtable and the City regarding Airpark Drive. He also spoke about the FAA Inspection and the ADA assessment.
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 066393 through 066439 in the amount of \$140,784.61 was recommended for approval as presented. Director Engel made a Motion to accept the Demand Register as presented. Director Adams Seconded and it was carried by a 5-0 vote.
5. DISTRICT COUNSEL’S REPORT. Nothing to report.

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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 David Baskett to attend the Counter UAS Summit 2019 to be held March 12-14, 2019 in Washington DC. Director Engel made a Motion to approve. No one Seconded, and Director Rafferty stated, without a Second, the item was not approved.

8. CLOSED SESSION. At 7:12 p.m. the Board went into Closed Session to discuss the following item(s):

a) Conference with Real Property Negotiators (Christ Hastert, Tom Ross and District Counsel) Re: 111-231-11 (Gov. Code Section 54956.8).

At 7:29 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

9. Authorization for the President and Secretary to execute a lease between the District and G3, LLC a California Limited Liability Company. This item was tabled.

10. DIRECTORS' COMMENTS: Director Baskett will provide a written report on the conference he attended. He spoke to Salud Carbajal in his office regarding the lack of backup power to the FAA tower. He also noted a correction that needs to be made for an upcoming lease.

Directors Brown, Engel and Adams had no comment.

Director Rafferty reminded everyone of the Celebration of Life for John Ready.

11. ADJOURNMENT. President Rafferty asked for a Motion to adjourn to a Regular Meeting to be held on March 28, 2019 at 7:00 p.m. at the regular meeting place. Director Adams made that Motion, Director Brown Seconded and the Motion was carried by a 5-0 vote.

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ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 7:29 p.m. on March 14, 2019.

\_\_\_\_\_  
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 066440 to 066466, and electronic payments on Pacific Premier Bank and in the total amount of \$116,056.39.

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\_\_\_\_\_  
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 066440 to 066466, and electronic payments on Pacific Premier Bank in the total amount of \$116,056.39 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 MARCH 28, 2019.

\_\_\_\_\_  
CARL ENGEL JR.  
SECRETARY

**Santa Maria Public Airport District**

**Demand Register**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Check Amount</b>	<b>Description</b>	<b>AIP Reimbursement</b>
* 66440		VOID			
* 066441	3/14/2019	ACCO Engineered Systems	\$ 876.00	HVAC Maintenance	
* 066442	3/14/2019	Advantage Answering Plus	\$ 235.28	Answering Service	
* 066443	3/14/2019	Aflac	\$ 569.94	Voluntary Ins. - Employee	
* 066444	3/14/2019	AT&T	\$ 42.03	Phone Service	
* 066445	3/14/2019	Bartlett, Pringle & Wolf	\$ 211.50	Computer Support	
* 066446	3/14/2019	Consolidated Electrical Distributors, Inc.	\$ 253.53	Lighting Maintenance	
* 066447	3/14/2019	City of Santa Maria	\$ 237.92	Water Invoice	
* 066448	3/14/2019	Clark Pest Control	\$ 330.00	Pest Control - Terminal & Adm.	
* 066449	3/14/2019	De Lage Landen	\$ 105.76	Lease/Maint. - Copier	
* 066450	3/14/2019	Kerry Fenton	\$ 580.42	Travel Expense	
* 066451	3/14/2019	Ferguson Enterprises, Inc.	\$ 672.33	Buildg. Maint.	
* 066452	3/14/2019	Frontier Communications	\$ 178.51	Telephone Service	
* 066453	3/14/2019	J.D. Humann Landscape Contr.	\$ 4,315.50	Landscape Maintenance	
* 066454	3/14/2019	Jack's Upholstery	\$ 6,270.00	Re-Upholstered Chairs-Terminal	
* 066455	3/14/2019	J.F. Will Company, Inc.	\$ 25,689.99	Fence Repair Project	
* 066456	3/14/2019	Letters, Inc.	\$ 270.38	Auto Maintenance	
* 066457	3/14/2019	MarTeeny Designs	\$ 275.00	Web Page Maint.	
* 066458	3/14/2019	Hugh Rafferty - Reimbursement	\$ 34.80	Expense Reimbursement	
* 066459	3/14/2019	Sage Institute Inc.	\$ 580.00	Consulting Service	
* 066460	3/14/2019	Pacific Telemangement Services	\$ 227.92	Pay Phone Service	
* 066461	3/14/2019	PATHPOINT	\$ 1,132.32	Airport Maintenance Service	
* 066462	3/14/2019	San Luis Powerhouse	\$ 525.00	Generator Maintenance	
* 066463	3/14/2019	Service Star	\$ 10,868.50	Janitorial Service	
* 066464	3/14/2019	S Lombardi & Assoc., Inc.	\$ 1,390.00	Airport Advertising	
* 066465	3/14/2019	Santa Maria Times	\$ 359.55	Annual Subscription	
* 066466	3/14/2019	VTC Enterprises	\$ 60.00	Trash - Paper Recycling	

**Total Checks Written: \$ 56,292.18**

REF#

**Electronic Payments**

	3/13/2019	CALPERS	\$ 7,577.70	Retirement - Unfunded liability
	3/18/2019	CALPERS	\$ 5,385.09	Payroll Retirement
	3/20/2019	MASS MUTUAL	\$ 3,842.31	Payroll Retirement
1553105537960-0'	3/21/2019	MasterCard	\$ 2,361.33	Business Travel Etc.
1553106026924-0'	3/21/2019	MasterCard	\$ 43.19	Business Travel Etc.
1553182520754-0'	3/21/2019	MasterCard	\$ 1,103.69	Business Travel Etc.
	3/21/2019	Payroll	\$ 28,189.27	Payroll Net Pay
	3/22/2019	Paychex	\$ 197.04	Payroll Fee
	3/22/2019	Paychex TPS	\$ 5,648.92	Taxes
	3/25/2019	CALPERS	\$ 5,415.67	Payroll Retirement

**Total Electronic Funds Transfers: \$ 59,764.21**

**Total Funds Dispersed \$ 116,056.39**

Reimbursed AIP Funds \$ -

**Net Dispersed Funds \$ 116,056.39**

**Santa Maria Public Airport District**

**Budget Report**

**For Expense Only Transactions Posted Year to Date**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual Expenses Year to Date</b>	<b>Budgeted Expenses for Twelve Months</b>	<b>Over/(Under Budget)</b>
71110-100	Electricity - Landing Area	12,859.76	17,070.36	(4,211)
71110-455	Electricity - Hotel Ramp	793.02	1,088.40	(295)
71120-150	ARFF Services	375,791.55	720,330.00	(344,538)
71220-100	Signs	888.10	1,599.96	(712)
71310-100	Lighting & Nav Aid Maintenance	5,451.25	11,124.96	(5,674)
71323-100	Runway Generator Maintenance	2,487.19	3,249.96	(763)
71330-100	Pavement - Runways & Taxiways		8,199.96	(8,200)
71331-100	Pavement - Ramps & Tiedowns	1,893.11	10,850.04	(8,957)
71340-100	Drainage Maintenance	883.54		884
71345-100	Weed/Wildlife Abatement	31,626.46	34,070.04	(2,444)
71350-100	Fencing & Gates	852.56	4,299.96	(3,447)
71700-701	Sig Items - Tree Removal AOA	54,180.00		54,180
72100-200	Electricity - Hangars	161.54		162
72110-200	Electricity - Hangars	13,802.11	21,373.56	(7,571)
72130-200	Water/Sewer - Hangar	1,710.05	4,606.20	(2,896)
72150-200	Emergency Phones - Hangars	979.07	1,296.00	(317)
72250-200	Landscape Supplies - Hangars	423.91		424
72260-200	Landscaping Hangar Area	4,385.74	6,528.00	(2,142)
72290-200	Miscellaneous Hangar Supplies	871.88	699.96	172
72300-200	Building Maint. - Hangar Area	3,048.49	8,900.04	(5,852)
72310-200	Lighting Maint. - Hangars	1,047.17	6,999.96	(5,953)
72311-200	Janitorial Hangar Area	13,970.95	13,860.00	111
72328-200	Fire Extinguisher Service		1,500.00	(1,500)
72331-200	Pavement - Ramp - Hangars	4,000.00	11,250.00	(7,250)
72350-200	Fencing & Gates	59.35	3,050.04	(2,991)
72445-200	Fire Alarm Service - Hangars	945.00	3,260.04	(2,315)
72480-200	Waste Oil Removal - Hangars	1,128.67	1,500.00	(371)
73700-721	Owner Build - Water/Sewer	525.77	712.92	(187)
73700-722	Owner Build - Electricity	143.71	228.60	(85)
73700-723	Owner Build - Janitorial	1,890.00	2,520.00	(630)
73700-724	Owner Build - Maintenance		999.96	(1,000)
74110-203	Electricity - Main Hangar	22,415.77	29,581.32	(7,166)
74110-204	Utilities - 3940 Mitchell Rd.	185.82	315.84	(130)
74120-203	Gas- Main Hangar	891.48	495.48	396
74130-125	Water/Refuse - Paint Hangar	2,830.49	4,862.52	(2,032)
74130-203	Water/Refuse - Main Hangar	4,268.72	6,857.04	(2,588)
74150-125	Emerg Phone Lines - Paint Hangar	1,594.67	2,096.04	(501)
74150-203	Emerg Phone Lines - Main Hangar	444.77	654.96	(210)
74260-400	Landscaping - FBO	699.16	996.00	(297)
74300-400	Building Maint - FBO	9,927.50	10,350.00	(423)
74311-203	Janitorial Main Hangar & FBOs	1,890.00	2,520.00	(630)
74311-218	Customs - Water/Refuse/Sewer	1,482.39	3,758.04	(2,276)
74315-400	Fire Sprinkler Maintenance	750.00	2,499.96	(1,750)
74331-400	Pavement - Ramps & Tiedowns		2,000.04	(2,000)
74340-400	Drainage Maintenance	29.11	1,500.00	(1,471)



**Santa Maria Public Airport District**

**Budget Report**

**For Expense Only Transactions Posted Year to Date**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual Expenses Year to Date</b>	<b>Budgeted Expenses for Twelve Months</b>	<b>Over/(Under Budget)</b>
74350-400	Fencing & Gates	3,978.73	22,800.00	(18,821)
74445-125	Fire Alarm Service - Paint Hangar	315.00	420.00	(105)
74445-203	Fire Alarm Service - Main Hangar	315.00	420.00	(105)
75110-249	Electricity - Terminal	60,115.37	97,330.08	(37,215)
75120-249	Gas - Terminal	2,086.93	5,847.12	(3,760)
75130-249	Water/Refuse/Sewer - Terminal	9,540.76	22,838.76	(13,298)
75150-249	Emerg Phone Lines - Terminal	4,507.51	7,421.04	(2,914)
75150-250	Pay Phone Service - Terminal	2,279.20	2,735.04	(456)
75150-300	Audio & Video Monthly Charges	1,872.86	2,280.00	(407)
75220-250	Signs	586.74	2,000.04	(1,413)
75255-250	Janitorial Terminal Area	68,455.54	95,712.00	(27,256)
75260-250	Landscaping - Terminal	19,245.79	28,644.00	(9,398)
75300-249	Building Maint. - Terminal	31,530.81	35,700.00	(4,169)
75300-339	Building Maint. - Fire Station	1,265.61	5,730.00	(4,464)
75310-240	Lighting Maint. - Terminal Streets	287.21	500.04	(213)
75310-249	Lighting Maintenance - Terminal	3,089.21	3,999.96	(911)
75310-339	Lighting Maint. - Fire Station		99.96	(100)
75320-249	Equipment Maint. - Terminal	31.29		31
75323-249	Generator Maint. - Terminal	1,088.09	1,500.00	(412)
75323-339	Generator Maint. - Fire Station	962.20	2,000.04	(1,038)
75333-250	Pavement - Roads - Terminal Area	4,850.00	9,999.96	(5,150)
75350-250	Fencing & Gates - Terminal	532.96	2,000.04	(1,467)
75465-249	Automatic Door Maintenance	2,400.00	3,000.00	(600)
75475-249	Interior Plant Service - Terminal	2,475.00	3,300.00	(825)
75700-740	Sig Items - Terminal Accessories	3,182.62	6,360.00	(3,177)
75700-761	Firefighting Equipment		11,750.04	(11,750)
76110-300	Electric - Street Lights	1,343.69	3,049.44	(1,706)
76110-310	Electric - Retention Dam Pumps	3,144.35	4,833.72	(1,689)
76140-300	Recycled Water	146.89	2,250.00	(2,103)
76220-250	Signs	135.39	999.96	(865)
76260-300	Landscaping - Rev Generating Land	6,336.82	9,475.92	(3,139)
76290-300	South Well Repairs		500.04	(500)
76310-300	Street Light Maintenance		500.04	(500)
76340-300	Drainage Maintenance	2,479.24	3,000.00	(521)
76345-300	North Well Repairs		1,500.00	(1,500)
76350-300	Fencing & Gates		2,499.96	(2,500)
76360-300	Stormwater Retention Facilities	1,749.22	3,399.96	(1,651)
76438-300	Permits - Retention Dams	275.37		275
76700-750	MHP - Salaries	53,248.72	92,799.00	(39,550)
76700-752	MHP - Maintenance	13,718.11	33,954.96	(20,237)
76700-753	MHP - MHP Liability Insurance	5,761.72	6,350.04	(588)
76700-754	MHP - Utilities	88,918.37	162,840.00	(73,922)
76700-755	MHP - Property Management	16,450.00	30,000.00	(13,550)
76700-757	MHP - G&A Expense	10,451.00	15,500.04	(5,049)
87010-451	General Manager	109,441.98	161,661.12	(52,219)

**Santa Maria Public Airport District**

**Budget Report**

**For Expense Only Transactions Posted Year to Date**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual Expenses Year to Date</b>	<b>Budgeted Expenses for Twelve Months</b>	<b>Over/(Under Budget)</b>
87010-452	Manager of Ops and Maintenance	65,431.06	92,234.16	(26,803)
87010-453	Manager of Finance & Admin.	64,108.75	92,234.16	(28,125)
87010-454	Operations Officer	37,469.83	52,680.60	(15,211)
87010-455	Administrative Assistant	39,803.45	56,444.52	(16,641)
87010-456	Maintenance Foreman	52,136.76	73,493.76	(21,357)
87010-457	Maintenance Workers III	46,782.75	65,958.72	(19,176)
87010-458	Maintenance Worker I	50,475.63	69,642.00	(19,166)
87010-459	Maintenance Worker II	32,242.80	45,378.72	(13,136)
87010-460	Accounting Clerk	79,091.58	88,903.92	(9,812)
87010-462	Receptionist	27,869.40	39,186.60	(11,317)
87020-473	Longevity Pay	14,115.03	18,736.20	(4,621)
87020-474	On Call Pay		8,000.04	(8,000)
87030-481	Medicare Tax	10,043.79	12,536.04	(2,492)
87030-482	Medical Insurance	172,241.35	251,491.68	(79,250)
87030-483	Dental Insurance	11,790.41	11,641.20	149
87030-484	Auto Allowance	8,538.49	12,000.00	(3,462)
87030-485	Life Insurance	2,790.41	3,960.00	(1,170)
87030-486	Disability Insurance	6,839.49	7,112.76	(273)
87030-487	PERS Retirement	122,599.06	213,786.84	(91,188)
87030-488	Worker's Compensation	16,342.36	16,230.60	112
87030-489	Employee Vision Coverage	1,608.60	1,525.68	83
87030-495	Unemployment Claims	1,955.00		1,955
87110-150	Electricity - Shop	2,248.96	2,905.68	(657)
87110-217	Electricity - Admin. Building	8,346.39	14,510.28	(6,164)
87120-150	Gas - Shop	170.81	251.64	(81)
87120-217	Gas - Admin. Building	516.13	802.56	(286)
87130-150	Water/Refuse - Shop	1,974.07	3,230.04	(1,256)
87130-217	Water/Sewer - Admin. Bldg.	797.26	1,508.16	(711)
87130-500	Water - Landscaping	15,920.56	26,824.44	(10,904)
87140-500	Trash - Paper Recycling	1,141.00	720.00	421
87160-501	Cellular Phone	12,849.32	14,510.04	(1,661)
87160-502	Security Phone Lines	709.72	1,032.00	(322)
87160-504	Admin. Phone Service	3,921.88	6,670.20	(2,748)
87160-505	Administration Office - Toll Calls	960.52	2,172.36	(1,212)
87160-507	Administration Office - Fax Line	967.26	1,431.24	(464)
87160-509	Tower & Fire Station Phones	2,089.46	2,871.12	(782)
87160-510	Shop Phone	1,588.08	2,351.28	(763)
87160-511	Answering Service	2,500.79	3,413.28	(912)
87160-512	Legal Reimbursement	221.00		221
87210-500	Security Supplies		3,399.96	(3,400)
87230-500	Janitorial Supplies	6,944.95	8,622.12	(1,677)
87240-500	Small Tools	3,187.78	9,042.00	(5,854)
87260-150	Shop Supplies	2,714.48	4,550.04	(1,836)
87270-531	Fuel Expense - Gas/Oil	7,135.68	10,030.56	(2,895)
87270-532	Fuel Expense - Diesel Fuel/Oil	11,343.36	13,254.12	(1,911)

**Santa Maria Public Airport District**

**Budget Report**

**For Expense Only Transactions Posted Year to Date**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual Expenses Year to Date</b>	<b>Budgeted Expenses for Twelve Months</b>	<b>Over/(Under Budget)</b>
87275-500	Solvent	1,734.67	548.88	1,186
87280-546	First Aid	559.66	548.88	11
87280-547	Safety Equipment	1,676.41	3,506.04	(1,830)
87280-548	Training Supplies	450.00	600.00	(150)
87286-500	Uniform Service	5,669.44	5,961.84	(292)
87290-500	Sundries	3,125.01	4,700.04	(1,575)
87300-150	Building Maintenance - Shop	362.38	3,650.04	(3,288)
87300-217	Building Maint. - Admin. Bldg.	3,007.22	7,920.00	(4,913)
87321-150	Equipment Maint. - Shop	306.03	750.00	(444)
87322-500	Radio Maintenance	845.22	3,053.04	(2,208)
87324-521	Copier	6,065.41	7,931.40	(1,866)
87324-522	Maintenance - Computer	73.43		73
87324-523	Maintenance - Postage Machine	721.96	1,448.04	(726)
87328-500	Fire Extinguisher Service		1,400.04	(1,400)
87360-536	Automotive Maintenance	3,116.19	8,000.04	(4,884)
87360-537	Automotive Maint. - Tires	1,580.85	3,999.96	(2,419)
87370-541	Heavy Equipment Maint.	8,220.02	14,415.00	(6,195)
87370-542	Heavy Equipment Tires	2,219.47	2,499.96	(280)
87370-543	ARFF Vehicle Maintenance	24,187.16	21,000.00	3,187
87380-554	Fuel System - Fire Alarm Service	315.00	540.00	(225)
87400-500	Directors Fees	7,200.00	21,000.00	(13,800)
87412-500	Payroll Processing Fees	3,513.36	4,772.52	(1,259)
87414-500	Annual Audit	18,593.00	27,750.00	(9,157)
87420-500	Legal Counsel Services	44,564.66	74,976.24	(30,412)
87440-500	Security Service	184,795.67	448,502.52	(263,707)
87442-500	Security Services Contingencies	1,400.00		1,400
87443-500	Security Sys Maint & Repairs	17,618.71	15,999.96	1,619
87450-500	Janitorial Service - Admin	8,505.00	11,566.80	(3,062)
87470-500	Landscaping Services	2,897.45	4,488.00	(1,591)
87472-500	Landscaping Contingencies	175.00	5,000.04	(4,825)
87475-500	Internet/Web Page Maintenance	17,443.17	20,497.44	(3,054)
87510-562	Bank Charges - Service Charges	8,874.12	11,500.00	(2,626)
87520-566	Freight & Common Carrier	432.60	472.56	(40)
87520-567	Postage	698.55	1,800.00	(1,101)
87520-568	Printing & Stationery	516.23	1,200.00	(684)
87520-570	Misc Office Supplies	5,232.51	15,071.28	(9,839)
87520-572	Books & Publications	1,801.50	500.04	1,301
87530-581	Computer Supplies	1,341.60	18,219.96	(16,878)
87530-583	Computer Support Services	67,905.04	67,269.96	635
87540-600	Dues and Memberships	2,752.05	4,822.20	(2,070)
87540-601	Dues -AAAEE	4,250.00	4,599.96	(350)
87540-603	Dues - SWAAAE	95.00	474.96	(380)
87540-605	Dues - Chamber of Commerce	8,000.00	8,000.04	(0)
87540-606	Dues - National Notary Association		150.00	(150)
87540-607	Dues - CSDA	6,965.00	6,387.60	577

**Santa Maria Public Airport District**

**Budget Report**

**For Expense Only Transactions Posted Year to Date**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual Expenses Year to Date</b>	<b>Budgeted Expenses for Twelve Months</b>	<b>Over/(Under Budget)</b>
87540-608	Dues - AAAE ARDF CA Stormwater	4,950.00	4,950.00	0
87540-610	Costco Membership	180.00	165.00	15
87540-618	Santa Maria Times		150.00	(150)
87540-625	SBCCSDA	300.00		300
87540-628	Pro-rata Share of LAFCO Budget	4,391.00	4,391.04	(0)
87600-596	Advertising - Legal	1,735.51	999.96	736
87600-597	Advertising - General	2,500.00		2,500
87600-599	Advertising - Airport Advertising	36,302.71	56,499.96	(20,197)
87610-100	Depreciation - Landing Area	534,946.00	1,530,507.84	(995,562)
87610-200	Depreciation - Hangar Area	72,623.00	145,852.92	(73,230)
87610-250	Depreciation - Terminal Area	179,957.00	360,107.04	(180,150)
87610-300	Depreciation - Rev. Gen. Land	112,969.00	242,684.76	(129,716)
87610-400	Depreciation - Main Hangar & FBO	26,802.00	56,683.44	(29,881)
87610-500	Depreciation - Administration	87,576.12	147,028.68	(59,453)
87618-500	Election Expense	25,644.89		25,645
87620-692	Emergency Exercises		500.04	(500)
87630-591	Insurance - Airport Liability	6,475.00	20,000.04	(13,525)
87630-592	Insurance - Auto, Fire, Property	37,368.94	74,642.88	(37,274)
87630-595	Insurance - General Liability	15,941.40	31,882.80	(15,941)
87650-641	Taxes - Sales	247.00		247
87650-643	Permits	4,276.85	2,993.04	1,284
87650-646	Storm Water Permits		1,283.04	(1,283)
87660-500	Education	2,295.00	9,000.00	(6,705)
87670-500	Business Travel & Entertainment	50,652.61	56,617.56	(5,965)
87679-500	Employee Recognition	1,379.30	3,500.04	(2,121)
87700-791	Training Live Burn		24,000.00	(24,000)
88680-681	SM Chamber Economic Development	36,300.00	36,300.00	0
88680-685	Airshow	132,535.10	15,000.00	117,535
88680-691	Planning & Marketing	9,000.00	24,999.96	(16,000)
88680-692	Marketing Aviation Related	21,774.91	64,830.00	(43,055)
88680-693	Consulting Services - Contingencies	56,692.81	102,550.20	(45,857)
88680-697	Prior Period Landing Fee Refund	2,123.38		2,123
	<b>Total</b>	<b>4,023,075.87</b>	<b>7,132,055.32</b>	<b>(3,108,979.45)</b>

**Santa Maria Public Airport District**

**For the For Months Ending December 31, 2018**

**Revenues**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Over/(Under) Budget</b>
61100-052	Landing Fees - Ameriflight	3,083	5,384	( 2,301 )
61100-053	Landing Fees - USFS	6,086	20,500	( 14,414 )
61100-054	Landing Fees - Federal Ex	2,151	3,417	( 1,267 )
61100-055	Landing Fees - Allegiant Air	12,507	11,579	928
61110-052	Tiedowns - Ameriflight	2,194	636	1,558
61110-054	Tiedowns - Federal Ex	2,747	1,914	833
61110-059	FBO Tiedowns	108		108
61130-093	Vehicle Access - Fed Ex	5,526	5,526	-
61130-094	Vehicle Access - UPS	2,088	2,086	2
61140-152	Fuel Flow Fees - Self Serve CCJC	1,521	3,491	( 1,970 )
61140-154	Fuel Flow Fees - CCJC	25,252	42,684	( 17,431 )
62210-005	T-Hangar 3005 Airpark	21,032	21,526	( 494 )
62210-009	T-Hangar 3009 Airpark	12,474	13,845	( 1,371 )
62210-011	T-Hangar 3011 Airpark	10,742	13,312	( 2,570 )
62210-019	T-Hangar 3019 Airpark	12,432	13,312	( 880 )
62210-023	T-Hangar 3023 Airpark	12,303	13,845	( 1,542 )
62210-027	T-Hangar 3027 Airpark	9,576	13,658	( 4,082 )
62210-031	T-Hangar 3031 Airpark	14,160	13,658	502
62210-039	T-Hangar 3039 Airpark	19,933	19,849	84
62210-103	T-Hangar 3103 Airpark	26,753	22,215	4,537
62210-107	T-Hangar 3107 Airpark	14,758	16,214	( 1,456 )
62210-109	T-Hangar 3109 Airpark	12,540	12,514	26
62210-111	T-Hangar 3111 Airpark	11,556	12,820	( 1,264 )
62220-035	Corp. T-Hangar 3035 Airpark	19,250	19,775	( 525 )
62230-005	T-Hangar Storage 3005 Airpark	2,916	2,927	( 11 )
62230-009	T-Hangar Storage 3009 Airpark	984	976	8
62230-011	T-Hangar Storage 3011 Airpark	2,364	1,028	1,336
62230-019	T-Hangar Storage 3019 Airpark	516	514	2
62230-023	T-Hangar Storage 3023 Airpark	492	488	4
62230-027	T-Hangar Storage 3027 Airpark	3,696	963	2,733
62230-031	T-Hangar Storage 3031 Airpark	480	963	( 483 )
62230-035	T-Hangar Storage 3035 Airpark	990	989	1
62230-039	T-Hangar Storage 3039 Airpark	2,916	2,927	( 11 )
62230-107	T-Hangar Storage 3107 Airpark	858	976	( 118 )
62230-109	T-Hangar Storage 3109 Airpark	359	423	( 64 )
62230-111	T-Hangar Storage 3111 Airpark	960	963	( 3 )
62240-001	Corporate Hangars 3001 Airpark	22,164	22,162	2
62240-029	Corporate Hangars 3029 Airpark	24,420	24,436	( 16 )
62240-105	Corporate Hangars 3105 Airpark	25,271	29,027	( 3,756 )
62240-115	Corporate Hangars 3115 Airpark		12,576	( 12,576 )
62240-117	Corporate Hangars 3117 Liberator		17,756	( 17,756 )
62240-118	Corporate Hangar 3043 Airpark	28,308	28,328	( 20 )
63310-100	Owner Build Hangar - Land (Sm)	3,214	3,374	( 161 )
63310-101	Owner Build Hangars - Land (Lg)	5,570	5,848	( 279 )
64410-177	Main Hangar - Artcraft Paints	23,798	23,800	( 2 )

**Santa Maria Public Airport District**

**For the For Months Ending December 31, 2018**

**Revenues**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Over/(Under) Budget</b>
64410-178	Main Hangar - Tricor Calif	1,110	1,109	1
64410-180	Main Hangar - Mike Lewis	1,746	1,746	-
64410-183	Main Hangar - S B Cellular	13,482	13,581	( 99 )
64410-184	Main Hangar - Pleinar	6,672	6,670	2
64410-185	Main Hangar - Art-Craft Suites 119-128	23,327	23,328	( 1 )
64420-105	Corporate Hangar FBO 3105 Airpark	4,146		4,146
64420-115	Corporate Hangar FBO 3115 Airpark	4,935	12,576	( 7,642 )
64420-117	Corporate Hangar FBO 3117 Liberator	16,942	17,756	( 814 )
64420-119	Corporate Hangar FBO 3119 Liberator	4,188	4,185	3
64420-121	Corporate Hangar FBO 3121 Liberator	4,008	4,011	( 3 )
64420-125	Corporate Hangar FBO 3125 Liberator	26,213	26,213	( 0 )
64420-409	Corporate Hangar FBO 3409 Corsair	33,588	33,588	-
64420-410	usfs - Land Use Revenue	7,477	20,000	( 12,523 )
64420-438	Corporate Hangar FBO - CALSTAR	5,988	5,991	( 3 )
64420-439	Corporate Hangar FBO CC Jet Center	25,554	25,554	-
64420-440	Corporate Hangar FBO 3950 Mitchell	9,954	9,952	2
64420-442	Corporate Hangar FBO 3944 Mitchell	8,886	8,887	( 1 )
64420-443	Corporate Hangar FBO 3940 Mitchell	19,122	19,124	( 2 )
64420-444	Corporate Hangar FBO Arctic Air	22,296	22,296	-
64420-445	CCJC Self Service Land lease	1,395	1,050	345
64420-447	Rotocraft Leasing - Parking Lot	6,660	6,661	( 1 )
64420-448	MOF 3015/3025 Airpark Drive	1,272	1,254	18
64420-449	CCJC -Los Padres Disp	1,908	1,908	( 0 )
64420-450	CCJC (GA Terminal)	4,936	5,748	( 812 )
64459-203	Utility Reimbursement - Main Hangar	16,754	13,583	3,172
65000-100	Vehicle Access Fee - Uber	3,985		3,985
65510-251	Terminal - TSA Lease	46,850	46,850	-
65510-252	Terminal - Restaurant	15,402	18,915	( 3,513 )
65510-255	Terminal - Allegiant Air, Inc.	1,104	1,104	-
65510-256	Terminal -Central Coast Shuttle	12,493	12,493	-
65510-257	PFC Revenue	54,246	40,833	13,412
65510-262	ARINC	900	903	( 3 )
65520-265	Terminal Concessions - Avis	48,045	48,499	( 454 )
65520-266	Terminal Concessions - Budget	14,500	13,472	1,028
65520-267	Terminal Concessions - Hertz	32,435	32,424	11
65520-268	Terminal Concessions - Enterprise	14,252	33,752	( 19,500 )
65520-274	Terminal Vending Machines	785	938	( 153 )
65530-217	Adminstrative Board Room	240	560	( 320 )
65530-307	Avis Service Center	5,658	5,655	3
65559-249	Utility Reimbursements - Terminal	1,940	1,334	605
65559-336	TSA - LEO Reimbursement	4,440	14,400	( 9,960 )
66120-080	Vehicle Training Area/Special Events	6,675		6,675
66120-083	Santa Maria Karting	3,300	3,300	-
66610-361	Farm Land - Castellanos	70,680	70,666	14
66610-362	Grazing Land - R. Michel	1,172	1,074	98

**Santa Maria Public Airport District**

**For the For Months Ending December 31, 2018**

**Revenues**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Over/(Under) Budget</b>
66610-363	Grazing Land - Mc Gray & Jokela	702	704	( 2 )
66610-364	Master Lease - Mahoney	10,652	16,232	( 5,580 )
66610-365	Farm Land - Gresser	260,235	261,846	( 1,611 )
66610-366	Grazing Land - Verlade	1,612	1,612	-
66620-201	Airport Business Park	69,600	69,600	-
66620-320	Pioneer Park	966	966	-
66620-455	Commercial Land - Hotel	92,916	92,174	742
66620-500	Verizon Land Lease	12,000		12,000
66630-381	Village Mobile Home Park	218,700	221,467	( 2,767 )
67910-921	Misc Income - Late Charges		3,500	( 3,500 )
67910-924	Misc Income - Admin Supplies	2		2
67910-931	Misc Income - Rebates - PG&E		3,000	( 3,000 )
67910-934	InsuranceReimbursement	904		904
67910-940	Misc Income	10		10
67910-951	Misc Income - Airport Access Card	7,990	4,000	3,990
67910-970	Misc Income - PY Expense	( 195 )		( 195 )
69010-951	Interest Income	31,387	20,423	10,965
69110-935	AIP 35 Rehabilitate Apron	-		-
69110-936	AIP 36 Reimbursement	817,277	3,081,399	( 2,264,122 )
69310-965	Tax Revenues	928,465	762,624	165,841
69410-975	Gain on Land Sales	2,611,263		2,611,263
69510-980	Dividends - Principal	112		112
	<b>Total Revenue</b>	<b>6,087,306</b>	<b>5,658,695</b>	<b>428,611</b>



**SANTA MARIA  
PUBLIC AIRPORT DISTRICT**

03/28/19

Agenda Item  
7  
03/28/19

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

**Subject: Authorization for one Staff Member to attend the ACI Air Service Development Certificate Course to be held September 2-4, 2019 in Port of Spain.**

**Budget:**

		Attendees	Days	Rate	Total
Hotel:	Hotel stay	1	5	\$ 193.00	\$ 965.00
Meals:	Meals	1	6	\$ 60.00	\$ 360.00
Transportation:	Airfare	1		\$1,135.00	\$ 1,135.00
Fees:	Registration	1		\$1,025.00	\$ 1,025.00
	<b>Total:</b>				<b>\$ 3,485.00</b>

**Overall Impact:**

The Board of Directors has not approved a budget for next fiscal year, so the overall budget impact cannot be assessed at this time. This course has limited seating that has historically filled quickly, staff recommends approval of this travel.

**Recommendation:**

This course was highly recommended by Airports Council International staff who organized the Jumpstart air service development conference. This course will help staff in understanding how airlines evaluate potential routes and will provide tools to evaluate and tweak the presentations drafted by our air service consultant. I have attached an information sheet on the specifics of this course. This course has limited seating that has historically filled quickly, staff recommends approval of this travel authorization to be integrated in next year's fiscal budget.

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM  
General Manager



Airport Air Service Development  
Professional Certificate Course  
Delivery: Classroom  
Duration: 3 days

## Aim

A well-developed route network not only improves the function of an airport as a connecting point for the local economy to the rest of the world but is the underlying factor that permits an airport's commercial success. Incoming and outgoing air services, which builds cargo and passenger streams, will stimulate direct revenues and increase non-aeronautical revenues as well as the airport's overall market value as a place to undertake airport / non-airport related business activities. Within this context, the course provides participants with the understanding of how to effectively approach and support airline decisions to serve your airport.

## Learning Objectives

Upon completing this course, participants will be able to:

- Describe the fundamental elements of airport/airline business relations, including the evolution of airline business models (e.g. low-cost carriers, premium service offerings, etc.)
- Develop an air service development strategy that correctly approaches the airport's domestic and/or international markets
- Identify the right target airlines to serve airport strategic markets, including provision of supportive airport policies, facility access, pricing, and marketing incentives (where necessary)
- Adjust the airport's air service marketing strategy to reflect competitive responses and the evolving airline industry commercial environment
- Involve domestic and international stakeholders in the airport's marketing approach to achieve commercial success through policy support (bilateral agreements etc.)
- Establish collaborative communication and cooperative dialogue with airlines that supports a long term and growing business relationship

## Target Audience

- Airport General Manager / Executive / Finance / Marketing Directors and staff
- Airport Consultants
- Local and National Stakeholders (public policy agencies, tourism and hospitality organizations, cargo associations, etc.)

## Course Content

- Airport/airline business relations
- Identify the market potential for the airport's location through detailed data analysis
- Overall airport marketing strategy to grow airline and non-aeronautical revenues
- Commercial, financial, and legal issues between airports and policy agencies
- Marketing support and financial incentives for route development and bilateral negotiations to create successful environment for airline operations
- Maintain and grow airline business once operations commenced

March 28, 2019

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

**Re: Agenda Item No. 8: Discussion and Direction to Staff Regarding Brown Act Compliance Utilizing Teleconferencing for Board Members.**

**Summary of the Agenda Item:**

The Brown Act allows the District to use any type of teleconferencing in connection with any meeting. "Teleconference" is defined as "a meeting of individuals in different locations, connected by electronic means, through either audio or video, or both." In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the law otherwise applicable.

**Teleconference Options/ Points to Consider Based on Brown Act Requirements**

Government Code Section 54953(b) contains the following seven (7) specific requirements for teleconferencing.

**1. Teleconferencing may be used for all purposes during any meeting.**

- This means that Open and Closed Session can technically be done via teleconference. Closed Session, however, presents unique problems for Board, particularly with regard to attorney/ client confidentiality. The security and integrity of the telephone line and/or internet connection is important to evaluate. While the attorney/client privilege is generally protected where an electronic eavesdropped intercepts communication, communicating by a means that other could easily intercept could be viewed as evidence that the communication was not intended to be confidential. It is still recommended that teleconferencing not be allowed for closed sessions for this, among other reasons.

**2. At least a quorum of the Board must participate from teleconferencing locations within the district's jurisdiction**

- Theoretically, each Board member could be in a different physical location, but as long as they were all within the District boundaries, there would still be a quorum. It is not required that a quorum be physically present in one location. Having multiple Board members call-in from different locations, increases the logistical coordination for staff and it makes it harder to conduct a meeting when

multiple people are on a telephone. Although not mandated by the Brown Act, the Board could require that at least a quorum of Board members be physically present in one location. This would ensure that there's enough "votes" in one location to ensure decisions can be made on agenda items.

**3. Each teleconference location must be identified in the notice and agenda of the meeting.**

- This is primarily to prevent Board members are "calling in" at the last minute if they are running late or have last minute travel plans. Identifying the location of all teleconferencing locations on the agenda requires additional staff time. To ensure staff has sufficient time to make the necessary updates to agendas and otherwise coordinate the teleconference, all teleconference request should be made at least 14 days prior to any Board meeting.

**4. Agendas must be posted at each teleconference location**

- It is recommended that a copy of the agenda should be posted both outside the main facility of a teleconference location at a main entrance (e.g. outside an office building) and outside the specific teleconference location (e.g. the particular office door/ room). This requirement is very difficult to enforce and each Board member utilizing teleconference must ensure the agenda is posted. Although it may be a bit of "over-reach," the Board could require photograph proof that the agenda was posted as required.

**5. Each location must be accessible to the public**

- This requirement essentially precludes teleconferencing at a private office that is not accessible to the public. The public must have access to a Board member's hotel room if on vacation or traveling for business. If a Board member is confined to a hospital room or other medical facility and cannot accept visitors due to doctor/ hospital policy, teleconferencing should not be utilized.

**6. The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.**

- It requires that all audio and video hookups ensure that all members of the city council can hear and respond to public comments from all locations. It requires that the public hear all council deliberations.

**7. All votes must be by rollcall.**

### Other Points of Discussion

Under former law, before a Board member could participate in a meeting by teleconference, the District was required to adopt “reasonable regulations” to protect the statutory and constitutional rights of citizens appearing before the Board. The current law no longer requires District’s to adopt reasonable regulations, but states that they shall “conduct teleconference meetings in a manner that protects the statutory and constitutional rights” of citizens.

This provision raises interesting ramifications when substantive or procedural due process rights are at stake, particularly, if the Board is reviewing maps, photographs, contracts or other documents that are crucial to a decision it is making. In such a situation, it may be necessary to ensure that copies of all relevant documents (i.e. the Board packet) are available for the public to review at all teleconference locations.

To ensure the integrity of meetings that include a teleconference, other local agencies require a “script” that is read into the record which documents the agenda posting, set up of teleconference facilities, attendance and rollcalls have all complied with the Brown Act. Something similar could also be utilized by the District. A sample script is attached to this staff report.

### Options for a Teleconferencing Policy

There are many different ways that the Board can utilize teleconferencing at its meetings. Below are a few options, but there are many others available:

1. The District may allow teleconferencing to the fullest extent allowed by law.
2. The District may prohibit the use of teleconferencing.
3. The Board may only allow in medical or other family emergencies. (Note: location where the teleconference is occurring must allow for public access.)
4. The District may only allow teleconferencing by a Board member a certain number of times per year. (The intent behind this would be to ensure that Board members are truly committed to serving the District.)
5. The Board may only allow teleconferencing from within the District boundaries.
6. The Board may only allow teleconferencing when there is quorum of Board members physically present in one location.

### **Recommendation:**

Given the requirements for teleconferencing under the Brown Act and the other points of discussion described above, the Board should have a discussion regarding teleconferencing and how it should be utilized for meetings. Staff does not have any specific recommendation to the Board regarding teleconferencing. It is well within its authority to create policies and procedures that protect the statutory and constitutional rights of citizens when teleconferencing is being utilized.

SAMPLE SCRIPT FOR TELECONFERENCING PUBLIC MEETINGS  
UNDER BROWN ACT  
(Gov't Code Section 54953)

PRIOR TO ROLL CALL:

Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that at least a portion of this Santa Maria Public Airport District Board meeting is conducted pursuant to California Government Code Section 54953, in that Director Engel is on the Viking Standard Cruise Ship in or off the Coast of Mexico, and Director Brown is in Edinburgh, Scotland. Both Directors are participating by speaker phone. In accordance with the Ralph M. Brown Act, each teleconference location has been identified in the notice and agenda for this meeting.

Madame Clerk, it would now be appropriate for you to conduct roll call, after which I would ask the Mayor to recognize me in order to confirm certain matters for the record.

[ROLL CALL]

I would now like to request that Director Engel respond to the following questions:

- (1) Director Engel, can you hear me well?
- (2) Were you able to hear our proceedings on this end up until now?
- (3) Do you have a copy of the agenda for this meeting?
- (4) Have you posted the agenda at the location where you are?
- (5) Is your location reasonably accessible to the public, such that any member of the public could participate in this teleconference from your location if he or she wished to do so?
- (6) Is there any member of the public there with you who would like to participate in the public comment portion of this meeting, or otherwise address any agenda item for this meeting?

Next, I would like to request that Director Brown respond to the following questions:

[REPEAT THE SAME QUESTIONS]

I would now like to ask that any member of the Board speak up at this time if such Board Member has not been able to clearly hear either Director.

Hearing no comment, the record should reflect that all Board members present have indicated that they were able to hear both Directors clearly.

I would next like to ask Director Engel whether he has been able to hear Director Brown.

I would next like to ask Director Brown whether he has been able to hear Director Engel.

I would next request that any Board member, including Directors Engel and Brown speak up at this time if such Board Member has any reason to believe, based on voice recognition or otherwise, that those persons representing themselves to be either Director Engel or Director Brown are not truly so.

Hearing no comment, the record should reflect that no Board member has expressed doubt that Directors Engel and Brown are the parties participating by teleconference with the Board Members present here.

I would now like to advise the Board members and the clerk, that any votes taken during the teleconference portion of this meeting must be taken by roll call.

RESOLUTION 872

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ESTABLISHING A POLICY FOR REIMBURSEMENT FOR EXPENDITURES RELATED TO DISTRICT BUSINESS AND RESCINDING RESOLUTION 734

WHEREAS, California Public Utilities Code §22407, a section of the California Airport District Act, authorizes, with approval of the Board of Directors, reimbursement of all traveling and other expenses necessarily incurred by a director in the performance of the director's duties; and

WHEREAS, Public Utilities Code § 22407 further states that the determination of whether a director's activities on any specific day are compensable is to be made pursuant to Government Code §53232, et seq., with reimbursement subject to Government Code §§53232.2 and 53232.3; and

WHEREAS, California Government Code §53232.2, et seq. requires all local agencies that reimburse members of its legislative bodies for expenses to adopt a written policy that outlines for what duties legislative body members and elected officials may be compensated; and,

WHEREAS, the Board of Directors adopted Resolution 755 on July 12, 2007, adopting a written policy that outlines for what duties legislative body members and elected officials may be compensated;

WHEREAS, the Board of Directors, desires to amend that written policy; and,

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Santa Maria Public Airport District:

1. Resolution 755 is hereby rescinded.
2. All previous reimbursement policies are rescinded.
3. The expense reimbursement policy attached hereto as Exhibit "A" is hereby adopted and established as the official reimbursement policy of the Santa Maria Public Airport District.
4. This reimbursement policy shall apply to members of the Board of Directors and District employees.

PASSED AND ADOPTED at the Regular meeting of the Board of Directors of the Santa Maria Public Airport District held on March 28, 2019, on motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

\_\_\_\_\_  
HUGH RAFFERTY, President

ATTEST:

\_\_\_\_\_  
CARL ENGEL, Secretary

## EXPENSE REIMBURSEMENT POLICY OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT

1. **Purpose.** The purpose of this policy is to prescribe the manner in which employees of the Santa Maria Public Airport District and elected directors may be reimbursed for expenditures related to District business, and how directors may be compensated for their service. District shall adhere to Public Utilities Code §22407 and Government Code §§53232 through 53232.4 when dealing with issues of director remuneration and reimbursement.

2. **Scope.** This policy applies to all employees of the Santa Maria Public Airport District and members of the District's Board of Directors. Its provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee or director.

3. **Implementation.** A District employee or director, who desires to be reimbursed for out-of-pocket expenses for items or services appropriately relating to District business, shall submit his or her request on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4. **Review.** The Manager of Finance and Administration or the General Manager will review and approve reimbursement requests. Reimbursement requests by the Manager of Finance and Administration will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the Manager of Finance and Administration.

5. **Director Compensation.** Each member of the Board of Directors shall receive \$100 per Board meeting held in the District, up to four (4) meetings per month, in accordance with Public Utilities Code §22407 and Resolution 412.

6. **Reimbursement of Expenses.** A District employee or director may be reimbursed for expenses incurred in attending the following: provided, any director seeking reimbursement is required to obtain authorization from the full Board to act as a formal representative of the airport for the item being discussed in accordance with section 13 (Outside Communication) of the District's Administrative code.:-

~~6.~~

a. Conference or organized educational activity; provided, any conference requires Board approval prior to the expenses being incurred, approved by the Board of Directors;

b. Ethics training required by Government Code §53234;

c. Meeting of a city, county, state or federal legislative body, agency, commission or committee where District business is discussed;

~~e.~~

d. Meetings with other public officials or employees (city, county, state or federal) to discuss District business;

d.

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e. Meetings where District funds, property, operations or responsibilities may be impacted;

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f. Presentations or appearances made on behalf of the District, including all meetings and functions where a director's presence would benefit the District directly or would serve as a means of public information up to four (4) such meetings or functions per quarter per director; provided, any presentation or appearance outside the boundaries of the Counties of Santa Barbara, San Luis Obispo or Ventura requires prior Board approval;

g. Training seminars, or government regulatory seminars; provided, any seminar outside the boundaries of the Counties of Santa Barbara, San Luis Obispo or Ventura requires prior Board approval.

h. Marketing or promotional trip or District hosted marketing or promotional visit approved by the Board of Directors.

i. Other occasions approved on a case by case basis by the Board of Directors.

7. **Expense Reimbursement.** District employees and directors are eligible to receive reimbursements for travel, meals, lodging and other reasonable and necessary expenses for attending the above functions or activities on behalf of the Santa Maria Public Airport District in accordance with the reimbursement rates set forth below; provided, there shall be no limit, under Section 6.f above, on the number of reimbursable presentations or appearances made on behalf of the District by an employee in performance of an employee's job duties. In addition, subject to the prior approval of the General Manager, employees are eligible to receive reimbursement for reasonable meal costs incurred while working during meals; and other necessary and reasonable expenses incurred in performance of an employee's job duties. Expenses for spouses, family members or anyone other than a director or employee are not eligible for reimbursement; provided, reasonable and necessary expenses for meals and entertainment for business contacts under Section 6.h. (marketing and promotional trips/visits approved by the Board of Directors) are eligible for reimbursement to the extent of Section 8.f, below, provided that such expenses would otherwise be allowable expenses under IRS guidelines for a business.

8. **Reimbursement Rates.** Reimbursement rates shall not exceed:

a. Hotel/Motel: per receipts, not to exceed \$400 (only if group or government rates are not available; see Section 11, below);

b. Meals: per receipts not to exceed \$250 per day;

c. Air travel: per receipts;

d. Personal car travel: mileage at IRS rate;

e. Incidental expenses such as parking, bridge or road tolls, other necessary transportation (car rental, gas for rental car or District vehicle, bus, taxi): per receipts;

f. Meals and entertainment: per receipts, not to exceed \$200 per individual business contact and only when incurred in connection with a marketing or promotional trip or District hosted marketing or promotional visit approved by the Board of Directors under Section 6.h above.

9. **Prior Approval of Other Expenses.** Any and all expenses that do not fall within the adopted reimbursement policy are required to be approved by the Board of Directors of the Santa Maria Public Airport District in a public meeting **PRIOR TO** the expense(s) being incurred.

10. **Disallowed Expenses.** Expenses that do not adhere to the adopted reimbursement policy and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred shall not be eligible for reimbursement. Hosting is allowable up to \$500 without prior board approval. Alcoholic beverages are not allowable other than at hosted events. Meals other than breakfast, lunch, and dinner, hotel in-room movies, room service fees above the cost of meal and gratuity, hotel in-room snacks, luxury car rentals, personal telecommunications, gratuities (tips) in excess of ~~15~~<sup>20</sup>% of the total bill, laundry and dry cleaning, car rental while staying at the hotel where the seminar is held, and entertainment are not reimbursable expenses. Charges incurred by spouses or other individuals will not be allowed. Hotel stays that extend more than one day after the conference/trip concludes or more than one day prior to the conference/trip will not be paid.

11. **~~Government~~ Group Rates on Travel and Lodging.** If travel and lodging are in connection with a conference or organized educational activity or ethics training or other approved event, ~~government or~~ group rates offered by the provider of transportation or lodging shall be used when available. If the published group rate ~~or government rate~~ is not available, directors and employees shall be reimbursed for comparable lodging, up to the rate specified in Section 8, above.

12. **Expense Reimbursement Report Forms.** The General Manager shall prepare and provide expense reimbursement report forms to employees and directors who incur reimbursable expenses on behalf of the Santa Maria Public Airport District to document that their expenses adhere to this policy.

13. **Receipts.** Receipts are required to be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.

14. **Submittal Time.** Expense reports shall be submitted within a reasonable time, but not more than forty-five (45) days after incurring the expense.

15. **Director Reports.** Directors attending any function for which they seek reimbursement, including prior approved events, shall submit brief reports to the Santa Maria Public Airport District on the meeting or function, at the next regular Board meeting.

16. **Penalties.** It is against the law to falsify expense reports. Penalties for misuse of public resources or violations of this policy may include, but are not limited to, the following:

- a. The loss of reimbursement privileges;
- b. Restitution to the Santa Maria Public Airport District;
- c. Civil penalties for misuse of public resources pursuant to Government Code §8314; and
- d. Prosecution for misuse of public resources, pursuant to Penal Code §424, which penalties include 2, 3 or 4 years in prison.

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Prosecution for misuse of public resources, pursuant to Penal Code §424, which penalties include 2, 3 or 4 years in prison.



**SANTA MARIA  
PUBLIC AIRPORT DISTRICT**

3/28/19

Agenda Item  
11  
3/28/19

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

**Subject:** Authorization for the Manager of Finance and Administration to attend the CSDA Human Resources Boot Camp and Financial Management for Special Districts to be held April 24-25, 2019.

**Summary**

This two-part conference will cover cutting edge information that HR professionals at Special Districts need to know and will also make sure you understand the full scope of financial information affecting Special Districts today.

**Budget**

		Attendees	Days	Rate	Total
Hotel:	Hotel stay	1	2	\$ 146.00	\$ 292.00
Meals:	Meals	1	3	\$ 60.00	\$ 180.00
Fees:	Registration	1		\$ 300.00	\$ 300.00
	<b>Total:</b>				<b>\$ 772.00</b>

**Overall Impact:**

Approved 2018-2019 Budget for Business Travel	\$56,618.00
Previously Approved Business Travel	\$58,173.20
Current Balance for Business Travel	<b>\$1,555.20</b>
Amount of this Request	\$772.00
Balance Remaining if Approved	<b>\$2,327.20</b>

**Recommendation**

Staff recommends approval of this travel request to keep up on the ever changing rules concerning human resources and financial obligations.

Please let me know if you have any questions:

Sincerely,

Chris Hastert, CM  
General Manager