

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

**Thursday  
May 23, 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 MAY 9, 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**
  - a) Monthly Activity Report
- 4. MANAGER OF FINANCE & ADMINISTRATION REPORT**

a) Demand Register	c) Budget Deviation
b) Budget to Actual	d) Financial Statements

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. **ADOPTION OF RESOLUTION 873. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ADOPTING THE RATES AND CHARGES FOR FISCAL YEAR 2019-2020.**
8. **ADOPTION OF RESOLUTION 874. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVING SALARIES AND SALARY ADJUSTMENTS FOR NON-MANAGEMENT EMPLOYEES FOR FISCAL YEAR 2019-2020.**
9. **ADOPTION OF RESOLUTION 875. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVING SALARIES AND SALARY ADJUSTMENTS FOR MANAGEMENT EMPLOYEES FOR FISCAL YEAR 2019-2020.**
10. **ADOPTION OF RESOLUTION 876. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ADOPTING THE APPROPRIATIONS SUBJECT TO LIMITATION FOR FISCAL YEAR 2019-2020 UNDER CALIFORNIA CONSTITUTION ARTICLE XIII B (AS AMENDED) AND IMPLEMENTING STATUTES.**
11. **DISCUSSION REGARDING INCREASING COMPENSATION FOR DIRECTORS BY 5% AND DIRECTION TO STAFF.**
12. **DISCUSSION REGARDING AN INCREASE IN THE NUMBER OF COMPENSABLE MEETINGS FOR DIRECTORS, ADOPTION OF RESOLUTION 877, AND AMENDMENT OF THE ADMINISTRATIVE CODE.**
13. **AUTHORIZATION FOR THE PRESIDENT TO EXECUTE AN EMPLOYMENT CONTRACT BETWEEN THE DISTRICT AND THE GENERAL MANAGER.**
14. **DISCUSSION AND DIRECTION TO STAFF REGARDING HEALTH CARE FOR DIRECTORS.**
15. **AUTHORIZATION FOR THE AWARD OF THE TAXILANE PAVEMENT REHABILITATION TO J.F. WILL CO. AND AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE CONTRACT BETWEEN THE DISTRICT AND J.F. WILL CO. FOR THE TAXILANE PAVEMENT REHABILITATION SUBJECT TO DISTRICT COUNSEL'S REVIEW OF INSURANCE AND BONDS.**

16. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE A SERVICE AGREEMENT BETWEEN THE DISTRICT AND TARTAGLIA ENGINEERING FOR THE TAXILANE PAVEMENT REHABILITATION PROJECT.**
17. **AUTHORIZATION FOR THE AWARD OF THE ADMINISTRATION DISTRICT OFFICE AND FIRE STATION AND AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE CONTRACT FOR THE ADMINISTRATION DISTRICT OFFICE AND FIRE STATION SUBJECT TO DISTRICT COUNSEL'S REVIEW OF INSURANCE AND BONDS.**
18. **AUTHORIZATION FOR THE AWARD OF THE TERMINAL BUILDING OBSERVATION ROOF DECK AND AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE CONTRACT FOR THE TERMINAL BUILDING OBSERVATION ROOF DECK SUBJECT TO DISTRICT COUNSEL'S REVIEW OF INSURANCE AND BONDS.**
19. **AUTHORIZATION FOR TWO STAFF MEMBERS TO ATTEND THE 2019 ALLEGIANT AIRPORTS CONFERENCE TO BE HELD OCTOBER 1-3, 2019 IN LAS VEGAS, NV.**
20. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE FOURTH AMENDMENT OF GROUND LEASE BETWEEN THE DISTRICT AND CENTRAL COAST JET CENTER FOR THE USFS AIR TANKER BASE.**
21. **CLOSED SESSION. The Board will hold a Closed Session to discuss the following item(s):**
  - a) **Conference with Real Property Negotiators (Chris Hastert and District Counsel) Re: APN 111-231-17 (Gov. Code Section 54956.8).**
  - b) **Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: 3820 S. Blosser Road (Gov. Code Section 54956.8).**
  - c) **Conference with Legal Counsel-Pending litigation pursuant to Government Code Section 54956.9(d)(4): 1 case SMPAD v. David Baskett**
22. **DIRECTORS' COMMENTS.**
23. **ADJOURNMENT.**

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MINUTES OF THE REGULAR BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD MAY 9, 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, Brown and Baskett. General Manager Hastert, Manager of Finance & Administration Reade and District Counsel George

1. MINUTES OF THE REGULAR MEETING HELD April 25, 2019. Director Brown made a Motion to approve the minutes of the regular meeting held April 25, 2019. Director Adams 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) – The committee met with the City to discuss Pioneer Park.
3. GENERAL MANAGER'S REPORT. Mr. Hastert notified the Board of his meeting with a developer and gave an update on the Kite Festival.
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 066551 through 066616 in the amount of \$438,104.93 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. District Counsel George commended District Counsel Frye Laacke on the great job she did with the recent G3 lease.

- 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.

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11 No one requested to speak.

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13 7. Authorization for the President and Secretary to execute the Fourth Amendment  
14 of Ground Lease between the District and Santa Maria Karting Association.  
15 Director Baskett made a Motion to approve. Director Brown Seconded and it was  
16 carried by a 5-0 vote. Director Engel asked staff to bring back activity data.

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18 8. Authorization for two staff members to attend the Association of California Airports  
19 2019 Fall Conference to be held September 11-13, 2019 in South Lake Tahoe,  
20 CA. Director Baskett made a Motion to approve. Director Brown Seconded and it  
21 was carried by a 5-0 vote.

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23 9. DIRECTORS' COMMENTS: Director Brown had no comment.

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25 Director Baskett asked for a procedure to get rid of birds in the hangars.

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27 Director Adams mentioned the new medical school.

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29 Director Engel asked for an update on the Terminal Apron project.

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31 Director Rafferty thanked everyone for attending.

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33 10. ADJOURNMENT. President Rafferty asked for a Motion to adjourn to a Regular  
34 Meeting to be held on May 23, 2019 at 7:00 p.m. at the regular meeting place.  
35 Director Baskett made that Motion, Director Brown Seconded and the Motion was  
36 carried by a 5-0 vote.

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39 ORDER OF ADJOURNMENT

40 This Regular Meeting of the Board of Directors of the Santa Maria  
41 Public Airport District is hereby adjourned at 7:12 p.m. on May 9,  
42 2019.

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46 Hugh Rafferty, President

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50 Carl Engel, Secretary

# Monthly Activity Report

April 2019



AGENDA ITEM

3a

5/23/2019

## 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	103,360	4,422	96%
Commercial Aviation Office Space (SqFt)	28,800	19,449	9,351	68%

## Hangar Waiting List

T-Hangars	14
Corporate/Corporate T-Hangar	19

## Monthly Activity

	Apr-18	Mar-19	Apr-19	%Change
Operations	2,493	2,790	3,006	21%
Noise/Nuisance Complaints	0	1	0	
Jet\100LL Fuel (Gallons)	37,864	55,866	47,755	26%

## Enplanments

	Apr-18	Mar-19	Apr-19	%Change
Allegiant	1,801	1,847	1,559	-13%
Central Coast Shuttle	968	825	944	-2%

## Airline Load Factor

	# of Flights	Load Factor Actual flights	Load Factor SCHED flights
Allegiant	13	76%	76%

## 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 066617 to 066643, and electronic payments on Pacific Premier Bank and in the total amount of \$74,938.02

\_\_\_\_\_  
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 066617 to 066643, and electronic payments on Pacific Premier Bank in the total amount of \$74,938.02 has been approved as being in conformity with the budget approved by the Santa Maria Public Airport District and funds are available for their payment.

\_\_\_\_\_  
VERONEKA READE  
MANAGER OF FINANCE AND ADMINISTRATION

\_\_\_\_\_  
DATE

THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVED PAYMENT OF THE ATTACHED WARRANTS AT THE MEETING OF MAY 23, 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>
* 066617	5/8/2019	Chuck Adams	\$	200.00	Directors Fees
* 066618	5/8/2019	B&B Steel & Supply of SM	\$	100.22	Drainage Maintenance
* 066619	5/8/2019	Berchtold Equipment Company	\$	100.01	Heavy Equip Maint - Mechanical
* 066620	5/8/2019	Doyer's Diesel	\$	1,748.37	Heavy Equipment Maint.
* 066621	5/8/2019	Steve Brown	\$	400.00	Directors Fees
* 066622	5/8/2019	California Airports Council	\$	750.00	Annual Dues
* 066623	5/8/2019	Brayton's Power Wash & Sweep	\$	500.00	Street Sweeping
* 066624	5/8/2019	AT&T	\$	132.71	Phone Service
* 066625	5/8/2019	CenCal TEK	\$	210.00	Computer Support
* 066626	5/8/2019	Clark Pest Control	\$	330.00	Pest Control - Terminal & Adm.
* 066627	5/8/2019	Carl Engel, Jr.	\$	200.00	Directors Fees
* 066628	5/8/2019	Fedak & Brown LLP	\$	850.00	Annual Audit
* 066629	5/8/2019	Ferguson Enterprises, Inc.	\$	39.34	Buildg. Maint.
* 066630	5/8/2019	Frontier Communications	\$	1,182.73	Telephone Service
* 066631	5/8/2019	J B Dewar, Inc	\$	302.95	Fuel Expense - Gas/Diesel
* 066632	5/8/2019	J.D. Humann Landscape Contr.	\$	4,315.00	Landscape Maintenance
* 066633	5/8/2019	PATHPOINT	\$	1,273.86	Airport Maintenance Service
* 066634	5/8/2019	Hugh Rafferty	\$	400.00	Directors Fees
* 066635	5/8/2019	ReadyRefresh by Nestle	\$	97.14	Water Delivery
* 066636	5/8/2019	Flight Light, Inc.	\$	207.02	Lighting & Nav Aid Maintenance
* 066637	5/8/2019	Hayward Lumber Company	\$	111.23	Maintenance
* 066638	5/8/2019	Service Star	\$	11,132.95	Janitorial Service
* 066639	5/8/2019	Santa Maria Times	\$	1,744.04	Roof Repair Bid Notice
* 066640	5/8/2019	Smith's Alarms & Electronics Inc.	\$	630.00	Fire Alarm Service
* 066641	5/8/2019	Toshiba Financial Services	\$	501.45	Copier Lease
* 066642	5/8/2019	Tri-Counties Plant Service	\$	275.00	Interior Plants Maint.
* 066643	5/8/2019	VTC Enterprises	\$	60.00	Trash - Paper Recycling

**Total Checks Written: \$ 27,794.02**

**Electronic Payments**

5/14/2019	Pacific Gas & Electric Company	\$	627.27	Electricity
5/15/2019	Card ServiceCenter	\$	7,736.73	Business Travel & Enter.
5/7/2019	CALPERS	\$	5,372.15	Retirement
5/17/2019	Paychex	\$	5,759.41	Taxes
5/16/2019	Paychex	\$	27,648.44	Payroll

**Total Electronic Funds Transfers: \$ 47,144.00**

**Net Dispersed Funds \$ 74,938.02**

\* Approved by one Director



# Santa Maria Public Airport District

## Budget Report

### For Expense Only Transactions Posted Year to Date

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
71110-100	Electricity - Landing Area	15,047	17,070	(2,023)
71110-455	Electricity - Hotel Ramp	983	1,088	(105)
71120-150	ARFF Services	555,874	720,330	(164,456)
71220-100	Signs	888	1,600	(712)
71310-100	Lighting & Nav Aid Maint.	7,325	11,125	(3,800)
71323-100	Runway Generator Maint.	2,487	3,250	(763)
71330-100	Pavement - Runways & Taxiways	999	8,200	(7,201)
71331-100	Pavement - Ramps & Tiedowns	1,893	10,850	(8,957)
71340-100	Drainage Maintenance	884		884
71345-100	Weed/Wildlife Abatement	38,334	39,875	(1,541)
71350-100	Fencing & Gates	853	4,300	(3,447)
71700-701	Tree Removal AOA	96,810	96,810	0
72110-200	Electricity - Hangars	17,164	21,374	(4,209)
72130-200	Water/Sewer - Hangar	2,147	4,606	(2,459)
72150-200	Emergency Phones - Hangars	1,743	1,296	447
72260-200	Landscaping Hangar Area	5,515	6,528	(1,013)
72290-200	Miscellaneous Hangar Supplies	872	700	172
72300-200	Building Maintenance - Hangar Area	3,986	8,900	(4,914)
72310-200	Lighting Maintenance - Hangars	1,047	7,000	(5,953)
72311-200	Janitorial Sv Hangar Area	13,881	13,860	21
72328-200	Fire Extinguisher Service - Hangar	402	1,500	(1,098)
72331-200	Pavement - Ramp - Hangars	4,000	11,250	(7,250)
72350-200	Fencing & Gates	305	3,050	(2,745)
72445-200	Fire Alarm Service - Hangars	2,541	3,260	(719)
72480-200	Waste Oil Removal - Hangars	1,129	1,500	(371)
73700-721	Owner Build - Water/Sewer	650	713	(63)
73700-722	Owner Build - Electricity	160	229	(69)
73700-723	Owner Build - Restroom Janitorial	2,310	2,520	(210)
73700-724	Owner Build - Maintenance		1,000	(1,000)
74110-203	Electricity - Main Hangar	27,274	29,581	(2,307)
74110-204	Utilities - 3940 Mitchell Rd.	211	316	(105)
74120-203	Gas- Main Hangar	1,212	495	716
74130-125	Water/Refuse - Paint Hangar	3,637	4,863	(1,225)
74130-203	Water/Refuse - Main Hangar	4,174	6,857	(2,683)
74150-125	Emergency Phone Lines - Paint Hangar	1,772	2,096	(324)
74150-203	Emergency Phone Lines - Main Hangar	562	655	(93)
74260-400	Landscaping - FBO	881	996	(115)
74300-400	Building Maint. - FBO Hangar Area	11,244	10,350	894
74311-203	Janitorial Sv Main Hangar & FBOs	2,310	2,520	(210)
74311-218	Water/Refuse/Sewer	1,646	3,758	(2,112)
74315-400	Fire Sprinkler Maintenance	750	2,500	(1,750)
74331-400	Pavement - Ramps & Tiedowns		2,000	(2,000)
74340-400	Drainage Maintenance	29	1,500	(1,471)
74350-400	Fencing & Gates	4,394	22,800	(18,406)
74445-125	Fire Alarm Service - Paint Hangar	420	420	0

# Santa Maria Public Airport District

## Budget Report

### For Expense Only Transactions Posted Year to Date

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
74445-203	Fire Alarm Service - Main Hangar	420	420	0
75110-249	Electricity - Terminal	71,593	97,330	(25,737)
75120-249	Gas - Terminal	2,823	5,847	(3,024)
75130-249	Water/Refuse/Sewer - Terminal	11,019	22,839	(11,819)
75150-249	Emergency Phone Lines - Terminal	5,689	7,421	(1,732)
75150-250	Pay Phone Service - Terminal	2,507	2,735	(228)
75150-300	Audio & Video Monthly Charges	2,357	2,280	77
75220-250	Signs	1,415	2,000	(585)
75255-250	Janitorial Sv Terminal Area	87,736	95,712	(7,976)
75260-250	Landscaping - Terminal	24,321	28,644	(4,323)
75300-249	Building Maint. - Terminal	31,241	35,700	(4,459)
75300-339	Building Maintenance - Fire Station	4,662	5,730	(1,068)
75310-240	Lighting Maintenance - Streets	287	500	(213)
75310-249	Lighting Maintenance - Terminal	3,089	4,000	(911)
75310-339	Lighting Maintenance - Fire Station		100	(100)
75320-249	Equipment Maintenance - Terminal	31		31
75323-249	Generator Maint. - Terminal	1,088	1,500	(412)
75323-339	Generator Maintenance - Fire Station	3,014	2,000	1,014
75333-250	Pavement - Roads - Terminal Area	5,850	10,000	(4,150)
75350-250	Fencing & Gates - Terminal	596	2,000	(1,404)
75465-249	Automatic Door Maintenance	4,235	3,000	1,235
75475-249	Interior Plant Service - Terminal	3,025	3,300	(275)
75700-740	Terminal Accessories	10,443	6,360	4,083
75700-761	Firefighting Equipment		11,750	(11,750)
76110-300	Electric - Street Lights	1,597	3,049	(1,452)
76110-310	Electric - Retention Dam Pumps	6,107	4,834	1,273
76140-300	Recycled Water	147	2,250	(2,103)
76220-250	Signs	135	1,000	(865)
76260-300	Landscaping - RGL	7,963	9,476	(1,513)
76290-300	South Well Repairs		500	(500)
76310-300	Street Light Maintenance		500	(500)
76340-300	Drainage Maintenance	2,479	3,000	(521)
76345-300	North Well Repairs		1,500	(1,500)
76350-300	Fencing & Gates		2,500	(2,500)
76360-300	Stormwater Retention Facilities	2,013	3,400	(1,387)
76438-300	Permits - Retention Dams	275		275
76700-750	MHP - Salaries/Benefits	68,683	92,799	(24,116)
76700-752	MHP - Maintenance	15,787	33,955	(18,168)
76700-753	MHP - MHP Liability Insurance	5,762	6,350	(588)
76700-754	MHP - Utilities	115,909	162,840	(46,931)
76700-755	MHP - Property Management	21,150	30,000	(8,850)
76700-757	MHP - General and Admin. Expense	14,318	15,500	(1,182)
87010-451	General Manager	126,730	161,661	(34,931)
87010-452	Manager of Ops and Maintenance	76,047	92,234	(16,187)
87010-453	Manager of Finance and Admin.	73,895	92,234	(18,339)

# Santa Maria Public Airport District

## Budget Report

### For Expense Only Transactions Posted Year to Date

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
87010-454	Operations Officer	43,549	52,681	(9,132)
87010-455	Administrative Assistant	46,423	56,445	(10,022)
87010-456	Maintenance Foreman	60,596	73,494	(12,898)
87010-457	Maintenance Workers III	54,373	65,959	(11,586)
87010-458	Maintenance Worker I	58,511	69,642	(11,131)
87010-459	Maintenance Worker II	37,645	45,379	(7,734)
87010-460	Accounting Clerk	94,651	88,904	5,747
87010-462	Receptionist	32,391	39,187	(6,796)
87020-473	Longevity Pay	16,914	18,736	(1,823)
87020-474	On Call Pay		8,000	(8,000)
87030-481	Medicare Tax	11,683	12,536	(853)
87030-482	Medical Insurance	216,075	251,492	(35,417)
87030-483	Dental Insurance	13,929	11,641	2,287
87030-484	Auto Allowance	9,923	12,000	(2,077)
87030-485	Life Insurance	3,503	3,960	(457)
87030-486	Disability Insurance	8,025	7,113	913
87030-487	PERS Retirement	164,782	213,787	(49,005)
87030-488	Worker's Compensation	16,342	16,231	112
87030-489	Employee Vision Coverage	1,896	1,526	371
87030-495	Unemployment Claims	1,955		1,955
87110-150	Electricity - Shop	2,754	2,906	(152)
87110-217	Electricity - Administration Building	10,155	14,510	(4,355)
87120-150	Gas - Shop	211	252	(40)
87120-217	Gas - Administration Building	628	803	(175)
87130-150	Water/Refuse - Shop	2,510	3,230	(720)
87130-217	Water/Sewer - Administrative Building	1,036	1,508	(472)
87130-500	Water - Landscaping	17,139	26,824	(9,685)
87140-500	Trash - Paper Recycling	1,261	720	541
87160-501	Cellular Phone	7,783	14,510	(6,727)
87160-502	Security Phone Lines	894	1,032	(138)
87160-504	Administration Office - Monthly Service	4,916	6,670	(1,754)
87160-505	Administration Office - Toll Calls	1,167	2,172	(1,005)
87160-507	Administration Office - Fax Line	1,217	1,431	(214)
87160-509	Tower & Fire Station	2,620	2,871	(251)
87160-510	Shop Phone	2,204	2,351	(147)
87160-511	Answering Service	2,761	3,413	(653)
87210-500	Security Supplies	3,510	3,400	110
87230-500	Janitorial Supplies	7,571	8,622	(1,051)
87240-500	Small Tools	4,396	9,042	(4,646)
87260-150	Shop Supplies	2,904	4,550	(1,646)
87270-531	Fuel Expense - Gas/Oil	9,192	10,031	(839)
87270-532	Fuel Expense - Diesel Fuel/Oil	11,383	13,254	(1,871)
87275-500	Solvent	1,923	549	1,374
87280-546	First Aid	770	549	221
87280-547	Safety Equipment	2,048	3,506	(1,458)

# Santa Maria Public Airport District

## Budget Report

### For Expense Only Transactions Posted Year to Date

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	6,845	5,962	883
87290-500	Sundries	3,704	4,700	(996)
87300-150	Building Maintenance - Shop	479	3,650	(3,171)
87300-217	Building Maint. - Admin. Building	4,765	7,920	(3,155)
87321-150	Equipment Maintenance - Shop	306	750	(444)
87322-500	Radio Maintenance	845	3,053	(2,208)
87324-521	Copier	7,254	7,931	(677)
87324-523	Maintenance - Postage Machine	1,083	1,448	(365)
87328-500	Fire Extinguisher Service	1,205	1,400	(195)
87360-536	Automotive Maintenance - Mechanical	3,592	8,000	(4,409)
87360-537	Automotive Maintenance - Tires	1,598	4,000	(2,402)
87370-541	Heavy Equipment - Mechanical	11,180	14,415	(3,235)
87370-542	Heavy Equipment - Tires	2,293	2,500	(207)
87370-543	ARFF Vehicle Maintenance	20,469	21,000	(531)
87380-554	Fuel System - Fire Alarm Service	420	540	(120)
87400-500	Directors Fees	9,600	21,000	(11,400)
87412-500	Payroll Processing Fees	4,318	4,773	(454)
87414-500	Annual Audit	21,468	27,750	(6,282)
87420-500	Legal Counsel Services	56,834	74,976	(18,143)
87422-500	Legal Services Contingencies	30,000	30,000	0
87440-500	Security Service	264,821	448,503	(183,681)
87443-500	Security Sys Maint & Repairs	18,739	16,000	2,739
87450-500	Janitorial Service - Admin	10,395	11,567	(1,172)
87470-500	Landscaping Services	3,632	4,488	(856)
87472-500	Landscaping Contingencies	5,739	5,000	739
87475-500	Internet/Web Page Maintenance	21,791	20,497	1,294
87510-562	Bank Charges - Service Charges	10,998	11,500	(502)
87520-566	Freight & Common Carrier	433	473	(40)
87520-567	Postage	699	1,800	(1,101)
87520-568	Printing & Stationery	547	1,200	(653)
87520-570	Misc. Office Supplies	6,298	15,071	(8,774)
87520-572	Books & Publications	1,832	500	1,332
87530-581	Computer Supplies	11,295	18,220	(6,925)
87530-583	Computer Support Services	66,428	67,270	(842)
87540-600	Dues and Memberships	5,089	4,822	267
87540-601	Dues -AAAE	4,250	4,600	(350)
87540-603	Dues - SWAAAE	95	475	(380)
87540-605	Dues - Chamber of Commerce	8,045	8,000	45
87540-606	Dues - National Notary Association		150	(150)
87540-607	Dues - CSDA	6,965	6,388	577
87540-608	Dues - AA AE ARDF CA Airport Storm	4,950	4,950	0
87540-610	Costco Membership	180	165	15
87540-618	Santa Maria Times		150	(150)
87540-625	SBCCSDA	300		300

# Santa Maria Public Airport District

## Budget Report

### For Expense Only Transactions Posted Year to Date

Account Number	Account Description	Actual Expenses Year to Date	Budgeted Expenses for Twelve Months	Over/(Under Budget)
87540-628	Pro-rata Share of LAFCO Budget	4,391	4,391	(0)
87600-596	Advertising - Legal	1,736	1,000	736
87600-599	Advertising - Airport Advertising	46,123	56,500	(10,377)
87610-100	Depreciation - Landing Area	534,946	1,530,508	(995,562)
87610-200	Depreciation - Hangar Area	72,623	145,853	(73,230)
87610-250	Depreciation - Terminal Area	179,957	360,107	(180,150)
87610-300	Depreciation - Rev. Gen. Land	112,969	242,685	(129,716)
87610-400	Depreciation - Main Hangar & FBO	26,802	56,683	(29,881)
87610-500	Depreciation - Administration	87,576	147,029	(59,453)
87618-500	Election Expense	25,645	25,645	(0)
87620-692	Emergency Exercises		500	(500)
87630-591	Insurance - Airport Liability	6,475	20,000	(13,525)
87630-592	Insurance - Auto, Fire, Property	37,035	74,643	(37,608)
87630-595	Insurance - General Liability	15,941	31,883	(15,941)
87650-641	Taxes - Sales	275		275
87650-643	Permits	4,277	2,993	1,284
87650-646	Storm Water Permits	1,400	1,283	117
87660-500	Education	2,769	9,000	(6,231)
87670-500	Business Travel & Entertainment	55,265	56,618	(1,353)
87679-500	Employee Recognition	1,982	3,500	(1,518)
87700-791	Training Live Burn		24,000	(24,000)
88680-681	SM Chamber Economic Development	36,300	36,300	0
88680-685	Central Coast Airfest	132,525	15,000	117,525
88680-691	Planning & Marketing	9,000	25,000	(16,000)
88680-692	Consulting Services - Mkt Aviation	22,536	64,830	(42,294)
88680-693	Consulting Services - Contingencies	80,756	102,550	(21,795)
88680-697	Prior Period Landing Fee Refund	2,123		2,123
Total		4,796,960	7,290,315	(2,493,356)

**Santa Maria Public Airport District**

**For the For Months Ending February 28, 2019**

**Revenues**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual</b>	<b>Budget</b>	<b>Over/(Under)</b>
61100-052	Landing Fees - Ameriflight	4,621.51	7,178.29	( 2,557 )
61100-053	Landing Fees - USF	9,293.85	27,333.36	( 18,040 )
61100-054	Landing Fees - Fed Ex	3,357.50	4,556.56	( 1,199 )
61100-055	Landing Fees - Allegiant Air	16,675.66	15,438.00	1,238
61110-052	Tiedowns - Ameriflight	2,409.80	848.00	1,562
61110-054	Tiedowns - Fed. Ex.	3,385.00	2,552.00	833
61110-059	FBO Tiedowns	108.00		108
61130-093	Vehicle Access - Fed. Ex.	7,368.00	7,368.00	-
61130-094	Vehicle Access - UPS	2,784.00	2,781.84	2
61140-152	Fuel Flowage Fees - Self Serve	1,520.94	4,654.88	( 3,134 )
61140-154	Fuel Flowage Fees - CCJC	35,150.75	56,911.52	( 21,761 )
62210-005	T-Hangar 3005 Airpark	28,202.00	28,701.20	( 499 )
62210-009	T-Hangar 3009 Airpark	18,710.87	18,459.68	251
62210-011	T-Hangar 3011 Airpark	13,492.00	17,749.68	( 4,258 )
62210-019	T-Hangar 3019 Airpark	17,760.00	17,749.68	10
62210-023	T-Hangar 3023 Airpark	18,480.00	18,459.68	20
62210-027	T-Hangar 3027 Airpark	18,240.00	18,211.20	29
62210-031	T-Hangar 3031 Airpark	18,240.00	18,211.20	29
62210-039	T-Hangar 3039 Airpark	26,563.00	26,464.80	98
62210-103	T-Hangar 3103 Airpark	29,568.00	29,620.64	( 53 )
62210-107	T-Hangar 3107 Airpark	19,544.52	21,619.12	( 2,075 )
62210-109	T-Hangar 3109 Airpark	16,720.00	16,684.72	35
62210-111	T-Hangar 3111 Airpark	15,408.00	17,092.96	( 1,685 )
62220-035	Corp. T-Hangar 3035 Airpark	25,842.00	26,367.12	( 525 )
62230-005	T-Hangar Storage 3005 Airpark	3,888.00	3,902.96	( 15 )
62230-009	T-Hangar Storage 3009 Airpark	1,312.00	1,300.96	11
62230-011	T-Hangar Storage 3011 Airpark	1,376.00	1,370.40	6
62230-019	T-Hangar Storage 3019 Airpark	688.00	685.20	3
62230-023	T-Hangar Storage 3023 Airpark	656.00	650.48	6
62230-027	T-Hangar Storage 3027 Airpark	1,280.00	1,283.60	( 4 )
62230-031	T-Hangar Storage 3031 Airpark	1,280.00	1,283.60	( 4 )
62230-035	T-Hangar Storage 3035 Airpark	1,320.00	1,318.32	2
62230-039	T-Hangar Storage 3039 Airpark	3,888.00	3,902.96	( 15 )
62230-107	T-Hangar Storage 3107 Airpark	1,144.00	1,300.96	( 157 )
62230-109	T-Hangar Storage 3109 Airpark	429.03	563.76	( 135 )
62230-111	T-Hangar Storage 3111 Airpark	1,280.00	1,283.60	( 4 )
62240-001	Corporate Hangars 3001 Airpark	29,552.00	29,549.68	2
62240-029	Corporate Hangars 3029 Airpark	32,560.00	32,581.28	( 21 )
62240-105	Corporate Hangars 3105 Airpark	39,296.00	38,703.20	593
62240-118	Corporate Hangar 3043 Airpark	37,744.00	37,771.28	( 27 )
63310-100	Owner Build Hangar - Land (Sm)	4,284.72	4,498.96	( 214 )
63310-101	Owner Build Hangars - Land (Lg)	7,426.56	7,797.92	( 371 )
64410-177	Main Hangar - Artcraft Paints	31,731.04	31,733.44	( 2 )
64410-178	Unity Courier	1,480.00	1,478.08	2
64410-180	Main Hangar - J Bourdony Photo	2,328.00	2,328.00	-
64410-183	Main Hangar - S B Cellular	18,042.26	18,108.40	( 66 )

**Santa Maria Public Airport District**

**For the For Months Ending February 28, 2019**

**Revenues**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual</b>	<b>Budget</b>	<b>Over/(Under)</b>
64410-184	Pleinaire Design	8,896.00	8,893.60	2
64410-185	Art-Craft Suites 119-128	31,102.24	31,103.52	( 1 )
64420-105	Corporate Hangar FBO 3105 Airpark	5,528.00		5,528
64420-115	Corporate Hangar FBO 3115 Airpark	6,258.50	16,768.00	( 10,510 )
64420-117	Corporate Hangar FBO 3117 Liberator	22,860.00	23,674.32	( 814 )
64420-119	Corporate Hangar FBO 3119 Liberator	5,584.00	5,580.32	4
64420-121	Corporate Hangar FBO 3121 Liberator	5,344.00	5,347.76	( 4 )
64420-125	Corporate Hangar FBO 3125 Liberator	34,950.72	34,950.80	( 0 )
64420-409	Corporate Hangar FBO 3409 Corsair	44,784.00	44,784.00	-
64420-410	U.S. Forest - Land Use Revenue	9,766.40	26,666.64	( 16,900 )
64420-438	Corporate Hangar FBO - CALSTAR	7,984.00	7,988.48	( 4 )
64420-439	Corporate Hangar FBO CC Jet Center	34,072.00	34,072.00	-
64420-440	Corporate Hangar FBO 3950 Mitchell	13,272.00	13,269.76	2
64420-442	Corporate Hangar FBO 3944 Mitchell	11,848.00	11,849.84	( 2 )
64420-443	Corporate Hangar FBO 3940 Mitchell	25,496.00	25,499.20	( 3 )
64420-444	Corporate Hangar FBO Arctic Air	29,728.00	29,728.00	-
64420-445	CC Jet Center Self Serve	1,669.92	1,400.00	270
64420-447	Rotocraft Leasing - Parking Lot	8,880.00	8,881.36	( 1 )
64420-448	MOF 3015/3025 Airpark Drive	1,696.00	1,672.00	24
64420-449	CCJC - Las Padres	2,544.00	2,544.24	( 0 )
64420-450	CCJC (GA Terminal)	6,040.00	7,664.00	( 1,624 )
64459-203	Utility Reimbursement - Main Hangar	21,071.88	18,110.40	2,961
65000-100	Vehicle Access Fee - Uber	6,217.50		6,218
65510-251	Terminal - TSA Lease	62,466.48	62,466.48	-
65510-252	Terminal - Restaurant	20,536.00	25,219.92	( 4,684 )
65510-255	Terminal - Allegiant Air, Inc.	1,472.00	1,472.00	-
65510-256	Terminal -Central Coast Shuttle	16,657.84	16,657.84	-
65510-257	PFC Revenue	71,629.98	54,444.40	17,186
65510-262	ARINC	1,200.00	1,203.36	( 3 )
65520-265	Terminal Concessions - Avis	63,520.01	64,665.12	( 1,145 )
65520-266	Terminal Concessions - Budget	18,203.56	17,962.48	241
65520-267	Terminal Concessions - Hertz	42,217.50	43,232.24	( 1,015 )
65520-268	Terminal Concessions - Enterprise	14,252.00	45,002.64	( 30,751 )
65520-274	Terminal Vending Machines	1,031.53	1,250.48	( 219 )
65530-217	Other Building -Board Room	320.00	746.64	( 427 )
65530-307	Avis Service Center	7,544.00	7,540.00	4
65559-249	Utility Reimbursements - Terminal	2,616.12	1,779.28	837
65559-336	TSA - LEO Reimbursement	7,380.00	19,200.00	( 11,820 )
66120-080	Vehicle Training Area/Special Events	7,775.00		7,775
66120-083	Santa Maria Karting	4,400.00	4,400.00	-
66610-361	Farm Land - Castellanos	95,075.50	94,221.28	854
66610-362	Grazing Land - R. Michel	1,562.08	1,431.92	130
66610-363	Grazing Land - Mc Gray & Jokela	936.00	938.32	( 2 )
66610-364	Mahoney Brothers	14,273.12	21,643.12	( 7,370 )
66610-365	Farm Land - Gresser	348,053.34	349,128.24	( 1,075 )
66610-366	Grazing Land - Verlade	2,148.72	2,148.72	-

**Santa Maria Public Airport District**

**For the For Months Ending February 28, 2019**

**Revenues**

<b>Account Number</b>	<b>Account Description</b>	<b>Actual</b>	<b>Budget</b>	<b>Over/(Under)</b>
66620-201	Airport Business Park	92,800.00	92,800.00	-
66620-320	Pioneer Park	1,288.64	1,288.64	-
66620-455	Commercial Land - Hotel	117,036.29	122,899.12	( 5,863 )
66620-500	Verizon Land Lease	( 16,000.00 )		( 16,000 )
66630-381	Village Mobile Home Park	283,808.19	295,289.36	( 11,481 )
67910-900	Misc. Income Operations	686.41		686
67910-921	Misc. Income - Late Charges	22.20	4,666.64	( 4,644 )
67910-924	Misc. Income - Copy	10.85		11
67910-931	Misc. Income - Rebates - PG&E		4,000.00	( 4,000 )
67910-934	Misc. Income - SDRMA Refund	904.20		904
67910-940	Misc. Income	10.00		10
67910-941	Misc. Income - CalPERS Refund	95.27		95
67910-951	Misc. Income - Airport Access Card	9,655.00	5,333.36	4,322
67910-970	Misc. Income - PY Expense	( 194.61 )		( 195 )
69010-951	Interest Income	45,511.75	27,230.40	18,281
69110-936	AIP 36 Reimbursement	817,277.00	4,108,532.00	( 3,291,255 )
69310-965	Tax Revenues	954,374.53	1,016,831.36	( 62,457 )
69410-975	Gain on Land Sales	2,611,263.00		2,611,263
69510-980	Ordinary Dividends - Principal	112.35		112
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	Total Revenue	\$6,645,956	\$7,504,485	(\$858,529)
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**MEMORANDUM**

Santa Maria Public Airport District

May 23, 2019

TO: Board of Directors

FROM: Manager of Finance and Administration

SUBJECT: Budget Deviation #3 for 2018 - 2019 Budget

It is recommended that the 2018 - 2019 Budget be amended to include the following changes:

Expenses			Proposed Budget Amount	Current Budget Amount	Increase/ (Decrease)
1.)	87010-460	Accounting Clerk	110,040	88,904	21,136
2.)	75700-740	Terminal Accessories	10,443	6,360	4,083
3.)	87370-543	ARFF Vehicle Maintenance	24,252	21,000	3,252
Total			<u>\$ 144,734</u>	<u>\$ 116,264</u>	<u>\$ 28,470</u>

- 1.) Increased costs due to unforeseen personnel issues resulting in administrative leave and additional staffing.
- 2.) Due to a manufacturer's recall the District needed to replace the Automated External Defibrillator (AED) in the terminal building.
- 3.) The ARFF vehicle was damaged in the 2017-2018 Fiscal period and the Insurance Payment was received in 2017-2018 (\$3,782.76). Repairs were paid for in the 2018-2019 Fiscal resulting in a budget deviation.

Veroneka Reade, Manager of Finance and Administration

Approved: \_\_\_\_\_

Chris Hastert, General Manager

Recommended: \_\_\_\_\_

Approved Carl Engel Jr, Secretary  
of May 23, 2019 \_\_\_\_\_

**RESOLUTION NO. 873**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT  
AMENDING RATES AND CHARGES FOR 2019/2020 FISCAL YEAR**

**WHEREAS**, by Resolution 873, the Board of Directors authorized and approved rates and charges for various tenants and users of Airport facilities; and

**WHEREAS**, periodic adjustment of rates and charges is appropriate in order to achieve the District's goal of recovering the costs of operating and maintaining the Airport from the rents, fees and charges paid by tenants and users of Airport facilities.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Santa Maria Public Airport District, that the schedule of rates, charges and fees set forth in Annex "A" and Exhibit "A" and Exhibit "B" (attached and incorporated by this reference), shall be effective for the Santa Maria Public Airport, as of July 1, 2019, shall apply to all tenants and users of Airport facilities as described in Resolution No. 873.

District may implement changes in rates and charges from time to time through the adoption of future rates and charges resolutions. During the period following the adoption of this resolution, and until the effective date of a subsequent rates and charges resolution, the rates set forth in Annex "A", Exhibit "A", and Exhibit "B" shall apply; provided, District leases and rental agreements may provide for additional adjustments to rates and charges based on changes in consumer price or other indices.

If any provision, clause, sentence, paragraph, rate, charge, or fee of this Resolution, or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision or application. To this end, the provisions of this Resolution are declared severable.

**PASSED AND ADOPTED** at the regular meeting of the Board of Directors of the Santa Maria Public Airport District held on May 23, 2019 on Motion of Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, and carried by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

\_\_\_\_\_  
Hugh Rafferty, President

**A T T E S T**

\_\_\_\_\_  
Carl Engel, Secretary

## ANNEX A

### Resolution No. 873 SANTA MARIA PUBLIC AIRPORT DISTRICT Schedule of Rates & Charges - FY 2019-2020

#### TERMINAL

Charge		Unit of Measure	Last Increase	Current Rate	New Rate
<b>Air Carrier Space</b>					
	Counter Space	Per Sq. Ft./Per Month	7/1/2009	\$1.37	\$1.37
	Office Space	Per Sq. Ft./Per Month	7/1/2009	\$1.37	\$1.37
	Baggage Make-Up Area	Per Sq. Ft./Per Month	7/1/2009	\$1.37	\$1.37
	Storage & Other Spaces	Per Sq. Ft./Per Month	7/1/2009	\$1.37	\$1.37
	Other	Per Sq. Ft./Per Month	7/1/2009	\$1.37	\$1.37
<b>Rental Cars</b>					
	Counter Space (Minimum)	Per Sq. Ft./Per Month	7/1/2018	\$1.84	\$1.89
	Office Space (Minimum)	Per Sq. Ft./Per Month	7/1/2018	\$1.84	\$1.89
	Storage Space (Minimum)	Per Sq. Ft./Per Month	7/1/2018	\$1.84	\$1.89
	Ready Parking (Minimum)	Per Space/Per Month	7/1/2018	\$24.18	\$24.83
	Concession	Monthly 8% of Sales		8%	8%
<b>District Facilities</b>					
	Boardroom Use <sup>(1)</sup>	Per Meeting	7/1/2008	\$50.00	\$50.00
<b>Miscellaneous</b>					
	Terminal Restaurant (Minimum)	Per Sq. Ft./Per Month 4% of Gross Revenue	7/1/2018	\$0.4549	\$0.4549
	Terminal Vending	10% of Gross Monthly Receipts			
	Shuttle Space Rent	Per Sq. Ft./Per Month	7/1/2018	\$1.53	\$1.57
	TSA Facilities	Per Sq. Ft./Per Month	6/20/2013	\$5.36	\$5.36
<sup>(1)</sup> Aviation related and/or community orientated one-time events considered to be of public interest, non-profit, and/or having a value to the aviation community, may request in writing a waiver of fees, which may be approved at the discretion of the General Manager					

## ANNEX A

### Resolution No. 873 SANTA MARIA PUBLIC AIRPORT DISTRICT Schedule of Rates & Charges - FY 2019-2020

#### NON-AVIATION

Charge		Unit of Measure	Last Increase	Current Rate	New Rate
<b>Mobile Home Park</b>		Per Space/Per Month	9/1/2018	\$348.35 - \$363.84	\$357.75-\$373.66
<b>Outside Storage</b>		Per Sq. Ft./Per Month	7/1/2018	\$0.2750	\$0.282
<b>Agriculture</b>					
	AG Lease (Outside Water)	Per Acre/Per Year	9/1/2017	Grazing Rate + 50% of Sublease	Grazing Rate + 50% of Sublease
	AG Lease (District Water)	Per Acre/Per Year	9/1/2018	\$1,173.00	\$1,205.00
	Grazing	Per Acre/Per Year	7/1/2014	\$11.00	\$11.00
<b>Miscellaneous</b>					
	Special Event Permit	Per Day	7/1/2017	\$550.00	\$550.00
	Use Permit	Yearly	7/1/2009	\$150.00	\$150.00
	Filming Permit (Impact on Operations)	Daily	7/1/2009	\$5,000.00	\$5,000.00
	Filming Permit (No Impact on Operations)	Daily	7/1/2009	\$1,000.00	\$1,000.00
	Vehicle Release (Impound/Stored)	Each Incident	7/1/2009	\$100.00	\$100.00
	Abandoned Vehicle Removal	Each Incident	7/1/2009	\$200.00	\$200.00
	Copy Fee	Per Page	7/1/2009	\$0.25	\$0.25
		Per CD	7/1/2009	\$10.00	\$10.00
		Per USB	7/1/2017	\$10.00	\$10.00
<b>Personnell</b>					
	Maintenance Worker	Hourly	7/1/2018	\$65.00	\$67.00
	Security Escort	Hourly	7/1/2018	\$37.00	\$38.00

# ANNEX A

## Resolution No. 873 SANTA MARIA PUBLIC AIRPORT DISTRICT Schedule of Rates & Charges - FY 2019-2020

### AVIATION

Charge		Unit of Measure	Last Increase	Current Rate	New Rate
<b>Landing</b>					
	Scheduled Air Carriers	Per 1,000 lbs CGLW	7/1/2008	\$1.00	\$1.00
	Non-Scheduled Air Carriers	Per 1,000 lbs CGLW	7/1/2008	\$1.00	\$1.00
	Freight Forwarding	Per 1,000 lbs CGLW	7/1/2008	\$1.00	\$1.00
	USFS (Including Contract Aircraft)	Per 1,000 lbs CGLW	3/1/2013	\$0.50	\$0.50
<b>Fuel Flowage</b>					
	Jet A	Per Gallon	Prior to 1999	\$0.06	\$0.06
	100 LL	Per Gallon	Prior to 1999	\$0.06	\$0.06
<b>Hangar Rental</b>		Per Month (Includes Electricity)	7/1/2018	See Exhibit "A"	See Exhibit "A"
<b>Storage Units</b>		Per Month (Includes Electricity)	7/1/2018	See Exhibit "B"	See Exhibit "B"
<b>Security Deposit</b>					
	Hangars	Upon Execution of Lease	7/1/2009	\$250.00	\$250.00
	Storage Units	Upon Execution of Lease	7/1/2009	\$250.00	\$250.00
<b>Commercial Hangars:</b>					
	Hangar Space	Per Sq.Ft./Per Month	7/1/2018	\$0.3184	\$0.33
	Office Space	Per Sq.Ft./Per Month	7/1/2018	\$0.4548	\$0.47
	Shop Space	Per Sq.Ft./Per Month	7/1/2018	\$0.3184	\$0.33
	Ramp Space	Per Sq.Ft./Per Month	7/1/2018	\$0.0341	\$0.04
<b>Tie Down</b>					
	Single Engine	Per Month	7/1/2018	\$66.00	\$68.00
	Light Twin Engine	Per Month	7/1/2018	\$77.00	\$79.00
	Freight Forwarding	Per Month/Per Plane	7/1/2018	\$108.00	\$111.00
	Mooring	Per Day	7/1/2018	\$150.00	\$150.00
<b>Airport Access Card</b>					
	AOA Access Badge	Each	7/1/2009	\$20.00	\$25.00
	AOA Renewal	Each	7/1/2009	\$10.00	\$20.00
	AOA Re-Activation	Each	7/1/2009	\$50.00	\$65.00
	SIDA Access Badge	Each	7/1/2009	\$53.00	\$75.00
	SIDA Renewal	Each	7/1/2018	\$10.00	\$50.00
	SIDA Re-Activation	Each	7/1/2009	\$100.00	\$100.00
	Lost/Replacement	Each	7/1/2009	\$50.00	\$100.00

## SMPAD Hangars

[illegible]

SMPAD Storage Units						
Hangar Row/Unit	Lease Type	Sq Ft	Current Rent	% Increase	New Rent	Increase
3005-A, I	Storage	537	\$243	2.7%	\$250	\$7
3009-F, G	Storage	180	\$82	2.7%	\$84	\$2
3011-F, G	Storage	190	\$86	2.7%	\$88	\$2
3019-F	Storage	190	\$86	2.7%	\$88	\$2
3023-F	Storage	180	\$82	2.7%	\$84	\$2
3027-F, G	Storage	176	\$80	2.7%	\$82	\$2
3031-F, G	Storage	176	\$80	2.7%	\$82	\$2
3035-E	Storage	363	\$165	2.7%	\$169	\$4
3039-A, I	Storage	537	\$243	2.7%	\$250	\$7
3107-J, K	Storage	180	\$82	2.7%	\$84	\$2
3109-F	Storage	155	\$70	2.7%	\$72	\$2
3111-F, G	Storage	176	\$80	2.7%	\$82	\$2

Hangar Row/Unit	Lease Type	Sq Ft	Current Rent	% Increase	New Rent	Increase
3005-A, I	Storage	537	\$243	2.7%	\$250	\$7
3009-F, G	Storage	180	\$82	2.7%	\$84	\$2
3011-F, G	Storage	190	\$86	2.7%	\$88	\$2
3019-F	Storage	190	\$86	2.7%	\$88	\$2
3023-F	Storage	180	\$82	2.7%	\$84	\$2
3027-F, G	Storage	176	\$80	2.7%	\$82	\$2
3031-F, G	Storage	176	\$80	2.7%	\$82	\$2
3035-E	Storage	363	\$165	2.7%	\$169	\$4
3039-A, I	Storage	537	\$243	2.7%	\$250	\$7
3107-J, K	Storage	180	\$82	2.7%	\$84	\$2
3109-F	Storage	155	\$70	2.7%	\$72	\$2
3111-F, G	Storage	176	\$80	2.7%	\$82	\$2

## **RESOLUTION 874**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVING SALARIES AND SALARY INCREASES FOR NON- MANAGEMENT EMPLOYEES FOR FISCAL YEAR 2019-2020**

**WHEREAS**, Resolution 513, the Board of Directors approved a Memorandum of Understanding between the District and the Santa Maria Public District Employees' Association which adopted, among other things, an Employee Relations Policy ("Employee Relations Policy") and established a process for recognition of employee organizations: and

**WHEREAS**, the non-management District employees have elected not to exercise their rights to form a recognized employee organization as that term is defined in the Employee Relations Policy; and

**WHEREAS**, the Board of Directors wishes to establish salaries and provide for salary increases for non-management District employees.

**BE IT THEREFORE RESOLVED**, by the Board of Directors of the Santa Maria Pubic Airport District as follows:

1. Affected employees shall receive an increase based upon a salary survey (denoted by asterisk) and shall receive a 2.7% (two-point seven percent) cost of living increase based on the Consumer Price Index, all items 1982-84=100, Los Angeles-Long Beach-Anaheim, for all Urban Consumers (CPI) effective July 1, 2019, reflected in new monthly salary ranges as follows:

#### **FOREMAN**

STEP:	a	b	c	d	e
SALARY:	\$5,174.00	5,433.00	5,705.00	5,990.00	6,289.00

#### **MAINTENANCE WORKER III**

STEP	a	b	c	d	e
SALARY:	\$4,644.00	4,876.00	5,120.00	5,376.00	5,645.00

#### **MAINTENANCE WORKER II**

STEP:	a	b	c	d	e
SALARY:	\$4,226.00	4,438.00	4,660.00	4,893.00	5,137.00



**RESOLUTION 874**

**Page 2**

**MAINTENANCE WORKER I**

STEP:	a	b	c	d	e
SALARY:	\$3,677.00	3,861.00	4,054.00	4,257.00	4,469.00

**AIRPORT MAINTENANCE WORKER I**

STEP:	a	b	c	d	e
SALARY:	\$2,838.00	2,980.00	3,129.00	3,285.00	3,449.00

**AIRPORT MAINTENANCE WORKER II**

STEP:	a	b	c	d	e
SALARY:	\$3,092.00	3,247.00	3,409.00	3,580.00	3,759.00

**AIRPORT MAINTENANCE WORKER III**

STEP:	a	b	c	d	e
SALARY:	\$3,461.00	3,364.00	3,815.00	4,006.00	4,206.00

**AIRPORT MAINTENANCE WORKER IV**

STEP:	a	b	c	d	e
SALARY:	\$3,709.00	3,895.00	4,090.00	4,294.00	4,509.00

**OPERATIONS OFFICER\***

STEP:	a	b	c	d	e
SALARY:	\$3,894.00	4,090.00	4,294.00	4,509.00	4,734.00

**ADMINISTRATIVE ASSISTANT**

STEP:	a	b	c	d	e
SALARY:	\$4,241.00	\$4,453.00	\$4,676.00	\$4,909.00	\$5,155.00

## **RESOLUTION 874**

**Page 3**

### **ADMINISTRATIVE SECRETARY**

STEP:	a	b	c	d	e
SALARY:	\$4,115.00	4,320.00	4,536.00	4,763.00	5,001.00

### **RECEPTIONIST/SECRETARY**

STEP:	a	b	c	d	e
SALARY:	\$3,354.00	3,521.00	3,697.00	3,882.00	4,076.00

### **ACCOUNTING CLERK\***

STEP:	a	b	c	d	e
SALARY:	\$3,649.00	3,831.00	4,023.00	4,224.00	4,435.00

**PASSED AND ADOPTED** at the Regular meeting of the Board of Directors of the Santa Maria Public Airport held May 23, 2019 on Motion of \_\_\_\_\_, Seconded by \_\_\_\_\_ and carried by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Hugh Rafferty, President

\_\_\_\_\_  
Carl Engel, Secretary

## **RESOLUTION 875**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVING SALARIES AND SALARY INCREASES FOR MANAGEMENT EMPLOYEES FOR FISCAL YEAR 2019-2020**

**WHEREAS**, salaries and working conditions for the Santa Maria Public Airport District Management bargaining unit consisting of the General Manager, Manager of Finance and Administration and the Manager of Operations and Maintenance ("Management Employee Positions") were previously established from time-to-time by resolution, and any general or specific terms or conditions, other than salary, established for the Santa Maria Public Airport District Employees' Association by adopted Memorandum of Understanding were incorporated by reference and equally applicable to members of the Managing Bargaining Unit unless otherwise specifically provided; and

**WHEREAS**, Resolution 513, the Board of Directors approved a Memorandum of Understanding between the District and the Santa Maria Public District Employees' Association which adopted, among other things, an Employee Relations Policy ("Employee Relations Policy") and established a process for recognition of employee organizations; and

**WHEREAS**, no recognized employee organization currently exists for the Management Employee Positions; and

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

1. Affected employees shall receive an increase based upon a salary survey (denoted by asterisk) and shall receive a 2.7% (two-point seven percent) cost of living increase based on the Consumer Price Index, all items 1982-84=100, Los Angeles-Long Beach-Anaheim, for all Urban Consumers (CPI) effective July 1, 2019, reflected in new monthly and yearly salary ranges as follows:

#### **GENERAL MANAGER**

##### **SALARY RANGE:**

MONTHLY:	\$ 10,971.00	-	\$ 13,336.00
YEARLY:	\$131,655.00	-	\$160,028.00

#### **MANAGER OF FINANCE & ADMINISTRATION**

##### **SALARY RANGE:**

MONTHLY:	\$ 6,494.00	-	\$ 7,894.00
YEARLY:	\$77,924.00	-	\$ 94,727.00

## **RESOLUTION 875**

**Page 2**

### **MANAGER OF OPERATIONS & MAINTENANCE\***

#### **SALARY RANGE:**

MONTHLY:	\$ 6,819.00	-	\$ 8,289.00
YEARLY:	\$81,828.00	-	\$ 99,464.00

### **OPERATIONS SUPERVISOR**

#### **SALARY RANGE:**

MONTHLY:	\$ 5,704.00	-	\$ 6,933.00
YEARLY:	\$68,405.32	-	\$ 83,201.00

### **MAINTENANCE SUPERVISOR**

#### **SALARY RANGE:**

MONTHLY:	\$ 5,704.00	-	\$ 6,933.00
YEARLY:	\$68,405.32	-	\$ 83,201.00

**PASSED AND ADOPTED** at the Regular meeting of the Board of Directors of the Santa Maria Public Airport held May 23, 2019, on Motion of \_\_\_\_\_, Seconded by \_\_\_\_\_ and carried by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Hugh Rafferty, President

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Carl Engel, Secretary

## **RESOLUTION 876**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ADOPTING THE APPROPRIATIONS SUBJECT TO LIMITATION FOR FISCAL YEAR 2019-2020 UNDER CALIFORNIA CONSTITUTION ARTICLE XIII B (AS AMENDED) AND IMPLEMENTING STATUTES**

**WHEREAS**, Article XIII B of the California Constitution provides that beginning with the 1980-1981 fiscal year, an appropriations limit for each local government shall be established for each fiscal year.

**WHEREAS**, Government Code Section 7910 provides that each year the governing body of each local jurisdiction shall by resolution establish its appropriations limit for the following fiscal year pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or noticed special meeting; that 15 days prior to such meeting documentation used in the determination of the appropriations limit shall be available to the public.

**WHEREAS**, Article XIII B of the California Constitution was amended by Proposition 111 to change the price and population factors that may be used by a local jurisdiction in setting the appropriations limit.

**THEREFORE, BE IT RESOLVED**, that the sum of \$6,733,734.00 is the appropriations limit of the Santa Maria Public Airport District subject to California Constitution Article XIII B for fiscal year 2019-2020.

**IT IS FURTHER RESOLVED**, that the calculations establishing the foregoing appropriations subject to the limitations imposed by Article XIII B of the California Constitution (as amended), which were made available to the public at least 15 days prior to the date of the meeting at which this resolution was adopted, are as follows:

Factor for percentage change in California

Capita personal income pursuant to

Government Code Section 7901 ..... .1.0385

Factor for annual population percentage

Change for County of Santa Barbara

Determined by Department of Finance,

State of California, pursuant to Revenue

and Taxation Code Section 2228(a)(iii) ..... . 1.0047

Ratio change in above factors:  $1.0385 \times 1.0047 = 1.0434$   
Appropriations limits of District  
For Fiscal year 2019-2020

2019-2020 appropriations limits of District as  
established by Resolution 876 6,432,530

Addition to District's appropriation limit  
For property tax administration fee  
Imposed by Senate Bill 2557  $\frac{21,233}{6,453,763}$

Multiplied by above factors change ratio  $\frac{x 1.0434}{}$

2019 – 2020 appropriations limit \$6,733,734

**PASSED AND ADOPTED** at the Regular, meeting of the Board of Directors  
of the Santa Maria Public Airport District held May 23, 2019 on Motion by  
Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_ and carried by the  
following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Hugh Rafferty, President

\_\_\_\_\_  
Carl Engel, Secretary

May 23, 2019

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

**Re: Agenda Item No. 11- Discussion regarding Increasing Compensation for Directors by 5% and direction to staff.**

**Summary:**

Governor Brown signed Assembly Bill 2329 on August 20, 2018. Effective January 1, 2019, it allows the Board to increase the total number of compensable meetings in a month from four to six upon annually adopting written findings that more than four meetings per month are necessary for the effective operation of the District. Additionally, it allows the District to increase the per meeting compensation, not to exceed 5% annually, by ordinance.

Based on these recent legislative changes, after passing a resolution the Board may increase the number of compensable meetings to six per month and on introducing a new ordinance to increase the per meeting compensation by 5% to \$105.00. Based on available funds, the proposed increases are expected to fall within the Board-approved Fiscal Year 2019-20 budget. Future budgets would reflect Board-approved changes to compensation.

**Discussion:**

Prior to January 1, 2019, California Public Utilities Code section 22407 set compensation for Board members at \$100 per meeting with a maximum of \$400 or four meetings per month. This level of Board compensation had not changed since 1984. Based on US inflation calculators, the cumulative rate of inflation during this timeframe has been approximately 141.5%.

**Increase in compensation per meeting**

The amendments to Public Utilities Code section 22407 allow the District to adopt an ordinance increasing the per meeting compensation by up to 5% annually. The ordinance must be adopted pursuant to the procedure used by water districts (Water Code section 20200 et seq) that includes multiple opportunities for the public to provide input through a public hearing and a petition process.

The procedure for adopting a compensation increase is:

1. Set a public hearing (probably in one month from today's meeting at the earliest)
2. Publish a notice of the public hearing in the local newspaper once per week for two consecutive weeks.
3. Hold a public hearing and introduce the ordinance (first reading)

4. Publish ordinance summary in a newspaper of general circulation at least five (5) days before the meeting to adopt the ordinance.
5. Adopt the ordinance at a subsequent meeting (second reading)
6. Publish summary of the ordinance within 15 days of its passage with the names of the members of the Board of Directors voting for and against the ordinance in a newspaper of general circulation.
7. Within 60 days after adoption, the public may petition for reconsideration of the ordinance. In this case, the Board must reconsider the ordinance before enacting it. Therefore, the ordinance will not go into effect until 60 days after adoption and only if there are no petitions for reconsideration received.

**Recommendation:**

If the Board would like to increase compensation for Directors by 5%, it should:

- (1) Direct staff to set a public hearing to consider an Ordinance to increase compensation to directors for the June 27, 2019 regular Board meeting
- (2) Direct staff/ district counsel to draft an appropriate Ordinance
- (3) Direct staff to publish hearing in accordance with Public Utilities Code § 22407, Water Code § 20203 and Government Code § 6066





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**PUBLIC AIRPORT DISTRICT**

May 23, 2019

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

**Re: Agenda Item No. 12- Discussion Regarding an Increase in the Number of Compensable Meetings for Directors, adoption of Resolution 877, and amendment of the Administrative Code**

**Summary:**

Governor Brown signed Assembly Bill 2329 on August 20, 2018. Effective January 1, 2019, it allows the Board to increase the total number of compensable meetings in a month from four to six upon annually adopting written findings that more than four meetings per month are necessary for the effective operation of the District. Additionally, it allows the District to increase the per meeting compensation, not to exceed 5% annually, by ordinance.

Based on these recent legislative changes, after passing a resolution the Board may increase the number of compensable meetings to six per month and on introducing a new ordinance to increase the per meeting compensation by 5% to \$105.00. Based on available funds, the proposed increases are expected to fall within the Board-approved Fiscal Year 2019-20 budget. Future budgets would reflect Board-approved changes to compensation.

**Discussion:**

Prior to January 1, 2019, California Public Utilities Code section 22407 set compensation for Board members at \$100 per meeting with a maximum of \$400 or four meetings per month. This level of Board compensation had not changed since 1984. Based on US inflation calculators, the cumulative rate of inflation during this timeframe has been approximately 141.5%.

Although compensation has not changed in 35 years, the scope of Board member responsibilities and the complexity of policy oversight has substantially grown. During this period, the airport operating budget has grown from approximately \$756k to over \$4 million, the City of Santa Maria population has grown from 40k to over 108k, the capabilities of the airport have grown with a 27% extension in runway length, and regulatory requirements have added much complexity to development of the several hundred acres of remaining vacant land.

Increase in number of compensable meetings per month

Due to the change in the law, the attachment amendments to the Administrative Code would allow Board members to be compensated for up to six meetings per month. The attached Resolution adopting the revised Admin Code includes written findings supporting the conclusion that more than four meetings per month are necessary for the effective operation of the District. The newly amended Public Utilities Code section 22407 requires the Board to annually adopt written findings in order to support a policy that more than four meetings per month are necessary for effective operation of the District.

**Recommendation:**

If the Board would like to increase the number of compensable meetings per month, it should:

- (1) Make a motion to adopt Resolution No. 877.
- (2) Make a motion to adopt the changes to the Administrative Code by adding Article I, Section 15.

ATTACHMENT: Exhibit A – Proposed Resolution  
Exhibit B – Proposed Amended Admin Code

RESOLUTION NO. 877

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT AMENDING THE BOARD COMPENSATION POLICY

WHEREAS, the Santa Maria Public Airport District (the "District") is an airport district duly formed and existing under the California Public Utilities Code Section 22001 *et. seq.*; and

WHEREAS, California Public Utilities Code Section 22407 provides that Board members may be compensated for up to six (6) meetings in any calendar month, provided that the Board makes written findings supported by substantial evidence that more than four (4) meetings per month are necessary for the effective operation of the District; and

WHEREAS, the District wishes to increase the number of compensable meetings from four (4) to six (6) meetings per calendar month.

NOW, THEREFORE, the Board of Directors of the Santa Maria Public Airport District does resolve as follows:

SECTION 1. FINDINGS:

- A. Board compensation established pursuant to Public Utilities Code section 22407 has not changed since 1984. Although the \$400 cap on monthly compensation has not changed since 1984, the scope of Board member responsibilities and the complexity of policy oversight has substantially increased.
- B. Since 1984, the District's budget has grown from \$756,000.00 to over \$4,000,000.00
- C. Since 1984, the City of Santa Maria's population has grown from 40,000 to 108,000.
- D. The capabilities of the airport have grown with a 27% extension in runway length, and regulatory requirements have added much complexity to development of the several hundred acres of remaining vacant land.

SECTION 2. AMENDMENT TO ADMINISTRATIVE CODE:

Article 1, Section 15 of the Administrative Code shall be added to read:

Section 15. Director Compensation for Attendance at Meetings

(a) Directors shall receive compensation in an amount not to exceed one hundred dollars (\$100) for each attendance at a meeting of the Board, including attendance at committee meetings in accordance with Article I, Section 12(b). This amount shall be the maximum compensation allowable to a board member on any given day. Pursuant to Public Utilities Code § 22407, the Board may adopt an ordinance to increase the amount of compensation received for attendance at a Board meeting. The increase may not exceed an amount equal to five percent (5%) for each calendar year following the operative date of the last adjustment of the compensation which is received when the ordinance is adopted.

(b) Directors may receive compensation for attendance of up to six meetings in any calendar month. Attendance by directors of up to six meetings in any calendar month is necessary for the effective operation of the district because the airport operating budget has grown from approximately \$756k to over

\$4 million, the City of Santa Maria population has grown from 40k to over 108k, the capabilities of the airport have grown with a 27% extension in runway length, and regulatory requirements have added much complexity to development of the several hundred acres of remaining vacant land. In accordance with Public Utilities Code § 22407, the Board shall annually make written findings supported by substantial evidence that that more than four meetings per month are necessary for the effective operation of the District.

PASSED AND ADOPTED as resolution of the Santa Maria Public Airport District at a regular meeting of said District on the 23rd day of May 2019, by the following roll call vote:

PRESIDENT RAFFERTY:

DIRECTOR BROWN:

VICE-PRESIDENT ADAMS:

DIRECTOR BASKETT:

DIRECTOR ENGEL:

**Approved as to content for  
District:**

**SANTA MARIA PUBLIC AIRPORT DISTRICT,  
a public agency**

\_\_\_\_\_  
Chris Hastert, General Manager

By: \_\_\_\_\_  
Hugh Rafferty, President

**Approved as to form for District:**

By: \_\_\_\_\_  
Carl Engel, Secretary

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

# **\*OFFICIAL ADMINISTRATIVE CODE OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT**

## **ARTICLE I**

### **ORGANIZATION AND DUTIES OF THE BOARD OF DIRECTORS**

#### **Section 1. General**

All powers, privileges and duties vested in or imposed upon the District by law or the California Airport District Act shall be exercised and performed by the board of directors except as such board shall delegate executive, administrative and ministerial powers to officers and employees of the District. The executive officers shall consist of the president, vice-president, secretary, and vice-secretary. The president, vice-president, secretary, and vice-secretary shall serve for a one-year term as provided below.

#### **Section 2. Regular Meetings**

Regular meetings of the board of directors will be held at 7:00 P.M. on the second and fourth Thursdays of each month.

#### **Section 3. Regular Meeting Place**

Regular meetings of the board of directors shall be held in the Airport Boardroom of the District's administrative office, 3217 Terminal Drive, Santa Maria, California. Special meetings or adjourned regular meetings of the board of directors shall be held at any appropriate location within the boundaries of the District, except as otherwise provided by Section 54954 of the California Government Code as it now or may hereafter be constituted.

It is the policy of the District that directors attend regular and special meetings of the board of directors in person. Except as otherwise approved by the President in advance to accommodate extraordinary circumstances (natural disaster, illness/injury, other similar situations), the use of teleconferencing by directors to attend meetings of the board of directors is prohibited. Requests for approval to attend a meeting by teleconference shall be submitted to the President in a sufficient amount of time in advance of the meeting that will allow staff to satisfy the agenda requirements of California Government Code 54953(b)(3).

#### **Section 4. Special Meetings**

Special meetings of the board of directors may be called by the president of the board or by any three members of the board in the manner set forth in Sections 54950 et seq. of the California Government Code as they are now or may be hereafter constituted.

### **Section 5. Organizational Meetings**

The board of directors shall hold an organizational meeting at the first regular meeting of the directors in December of each year, at which the board of directors shall elect a president, vice-president, secretary, and vice-secretary of the District, each to hold office for a term of one (1) year and until his or her successor has been elected and qualified.

### **Section 6. Appointment of Staff Personnel**

The board of directors shall appoint the following staff personnel and fix their compensation:

- (1) General Manager/Auditor
- (2) District Counsel

### **Section 7. Quorum**

A quorum of the board of directors consists of the presence of three directors at a particular meeting.

### **Section 8. Conduct of Meetings**

Meetings of the board of directors shall be presided over by the president of the District and in his/her absence the vice-president of the District. If neither the president nor the vice-president is present at a particular meeting, the members present shall, by majority vote, elect a president pro tem who shall preside at the meeting. If at a particular meeting the secretary or vice secretary is not present, the members shall, by majority vote, elect a secretary pro tem for the meeting. Whenever a president pro tem or a secretary pro tem is required, they shall sign and countersign all documents concerning said meeting (such as minutes and resolutions) in the place and stead of the president and secretary.

At all meetings of the board of directors, action upon motions shall be by voice vote unless the presiding officer or any director present requires a roll call. Action upon all resolutions of the board shall be by roll call.

Minutes of the deliberations of the board of directors shall be such as to fairly represent the action taken and not verbatim. A director may, however, make a specific request that a particular remark by him/her on a subject be entered into the minutes verbatim. Any written communication in the possession of any director which in his/her opinion should be included in the minutes of the board of directors shall, at his/her request, be entered into the minutes verbatim.

The presiding officer at a meeting of the board of directors is specifically given the power to vote upon any and all matters brought before the board, move the adoption of any matter before the board, or second such a motion.

Except as has been otherwise provided above, the deliberations of the board of directors shall be in accordance with Roberts Rules of Order, or such other procedural rules as the board may determine.

### **Section 9. Additional Powers of the Board of Directors**

The board of directors, whenever it considers it to be to the advantage of the District, shall cause the following acts to take place (either directly or by delegation) for and on behalf of the District:

- (a) Sue and be sued, except as otherwise provided by law, in all actions and proceedings in all courts and tribunals of competent jurisdiction.
- (b) Adopt a seal and alter it at pleasure.
- (c) Provide and maintain public airports and landing places for aircraft.
- (d) Acquire by purchase, condemnation, donation, lease, or otherwise, real or personal property necessary to the full or convenient exercise of any of its powers or purposes.
- (e) Improve, construct or reconstruct, lease, furnish or refurnish, use, repair, maintain, control, sell or dispose of the property of the District, including any buildings, structures, all other equipment and facilities necessary therefor.
- (f) Subject to necessary approval of the Federal Aviation Administration, sell property of the District which, in its opinion, is not needed for the District's affairs.
- (g) Employ legal counsel in addition to its district counsel and provide all necessary custodians, employees, engineers and attendants for the proper maintenance of the property of the District and the conduct of the affairs of the District for any of its purposes.
- (h) Incur indebtedness, issue bonds or other evidence of the indebtedness and refund or retire any indebtedness of the District.
- (i) Levy and collect taxes for the purpose of operating the District and paying its obligations as permitted under California laws.
- (j) Make contracts, employ labor and do all acts necessary or convenient for the full exercise of any of the powers of the District.

(k) Adopt rules as required governing the use of the District's facilities.

(l) Charge and collect fees, tolls and rentals for the use of all or a part of the aerial facilities of the District at such rates as, so far as possible, will produce revenues sufficient to pay the operating expenses of the District. Provide for repairs and depreciation of the properties of the District and pay interest on the indebtedness of the District.

(m) At any regular meeting remove from office the president or vice-president by the affirmative vote of at least four (4) directors, provided a director had placed the matter of the consideration of such removal on the agenda of the meeting at which it is to be considered at least 14 days prior to the meeting date. Upon such removal, the board of directors shall elect a new president or vice-president by majority vote who, upon such election and his/her qualifications for office, shall hold such office until the next organizational meeting of the board of directors and until his/her successor has been elected and qualified for office. At any regular meeting the board remove from office the secretary or vice-secretary of the District by the affirmative vote of at least three (3) directors, provided a director had placed the matter of the consideration of such removal on the agenda of the meeting at which it is to be considered at least 14 days prior to the meeting date. Upon such removal, the directors shall elect a new secretary or vice-secretary, by majority vote who, upon such election and his/her qualifications for office, shall hold said office at the pleasure of the board and until his/her successor has been elected and qualified for office.

#### **Section 10. Directors' Relations with Staff**

The board of directors and its members shall deal with the administrative staff and services of the Santa Maria Public Airport District only through the general manager or the representative designated by the general manager in his/her absence, except for the purpose of inquiry. Neither the board of directors nor any member thereof shall give orders or directions to any subordinate of the general manager. The general manager, district counsel, district engineer and manager of finance & administration shall take their orders and instructions from the board of directors only when sitting in a duly held meeting of the board of directors. No individual director shall give orders or instructions to the general manager, district counsel, district engineer, or manager of finance & administration unless such order or instruction is by order or resolution of the board of directors adopted at a duly constituted meeting.

#### **Section 11. Board Action Required**

(a) All action of the District shall be taken by the board. No individual board member shall represent a policy as the District's policy, unless said policy has been determined by the board.



(b) The board of directors, acting as a board, shall be the policymakers of the District, establishing policy after receiving necessary information from staff and other persons as deemed necessary.

## **Section 12. Board Committees**

(a) The board of directors may select two members of the board to serve on ad hoc committees to represent the district and/or provide recommendations to the full board for consideration on specific issues as directed and determined by the board. The ad hoc committee meetings shall not constitute a “meeting” under the California Brown Act.

(b) For purposes consistent with Public Utilities Code §22407, any committee member duly participating in a sub-committee meeting shall be entitled to receive compensation not to exceed one hundred dollars (\$100) per meeting, consistent with PUC §22407, plus such other necessary expenses permitted by said statute.

## **Section 13. Outside Communications**

(a) The board of directors assign the role of outside communications to the general manager. Board members shall not individually coordinate or act as an official representative of the District unless authorized by the full board in a duly constituted meeting or during a scheduled ad hoc committee meeting.

## **Section 14. Censure Policy and Procedure**

### **(a) Background**

The Board of Directors of the Santa Maria Public Airport District has a strong commitment to ethics. The public expects and must receive the highest standards of ethics from all of those in public service. In order to be able to enforce conformance to its ethical policies, the Board must have a procedure by which it can censure its own members for violation of its policies or Administrative Code.

### **(b) Purpose**

This Policy and Procedure is intended to provide the mechanism by which the Board, acting as a whole, can discipline and punish any of its members who violate state or federal laws applicable to the District or for violation of the Board Policies or Administrative Code of the Board.

### (c) Policy

It is the Policy of the Board that all of its members shall abide by federal and state law that are applicable to members of the Board, as well as to Board Policies or the Administrative Code. Violation of such laws, policies, or code tends to injure the good name of the District and undermine the effectiveness of the Board as a whole. Such conduct is deemed to be a dereliction of duty.

Censure is a formal resolution of the Board officially reprimanding one of its members. Censure is an appropriate punitive measure when the violation of law or policy is deemed by the Board to be a serious offense.

In order to protect the overriding principle of freedom of speech, the Board shall not impose "censure" on any of its members for the exercise of his or her First Amendment rights no matter how distasteful the expression was to the District and Board.

In order to ensure the right to a fair jury trial, the Board shall not impose "censure" on any of its members for the violation of any law while criminal charges are pending. However, when the criminal proceedings are final, the Board need not be bound by the conclusions of the Court and may hold a "censure" hearing.

### (d) Procedure

1. A request for a "censure" hearing must be submitted to the general manager in writing by no less than two members of the Board. The request must contain the specific charge(s) on which the proposed censure is based and the written material(s) which are the basis for the charge(s).
2. A copy of the request for censure and the charge(s) shall be sent by the general manager's office to all the members of the Board at least five (5) business days prior the Board meeting at which it will be considered. The request and charge(s) shall be agendized in accordance with the Brown Act for the meeting of the Board.
3. The Board shall determine that either:
  - a. Further investigation of the charges is required; or
  - b. The matter is to be set for public hearing; or
  - c. No action is required.
4. Further investigation, if required, shall be done by an ad hoc Committee appointed by the Board President. If the Board President is the subject of the request, the Committee shall be formed by the Board Vice-President.
5. If the matter is set for public hearing, it must be set no sooner than the next regularly scheduled Board meeting following the Board's determination under Section 3 of these procedures in order to give the accused member adequate time to prepare a defense.

6. At the public hearing, the member of the Board subject to the request shall be given the opportunity to respond to the request and to provide the Board information and material(s) relevant to the charge(s). The proponents of the request may also respond to the presentation and members of the Board may ask questions pertaining to the matter at hand. The member subject to the charge(s) may be represented at his or her own personal expense and may have the representative speak on his or her behalf.
7. A decision to censure requires the adoption of a Resolution making findings with regard to the specific charge(s), based on substantial evidence, and approved by a two-thirds vote of the Board.

### **Section 15. Director Compensation for Attendance at Meetings**

(a) Directors shall receive compensation in an amount not to exceed one hundred dollars (\$100) for each attendance at a meeting of the Board, including attendance at committee meetings in accordance with Article I, Section 12(b). This amount shall be the maximum compensation allowable to a board member on any given day. Pursuant to Public Utilities Code § 22407, the Board may adopt an ordinance to increase the amount of compensation received for attendance at a Board meeting. The increase may not exceed an amount equal to five percent for each calendar year following the operative date of the last adjustment of the compensation which is received when the ordinance is adopted.

(b) Directors may receive compensation for attendance of up to six meetings in any calendar month. Attendance by directors of up to six meetings in any calendar month is necessary for the effective operation of the district because the airport operating budget has grown from approximately \$756k to over \$4 million, the City of Santa Maria population has grown from 40k to over 108k, the capabilities of the airport have grown with a 27% extension in runway length, and regulatory requirements have added much complexity to development of the several hundred acres of remaining vacant land. In accordance with Public Utilities Code § 22407, the Board shall annually make written findings supported by substantial evidence that that more than four meetings per month are necessary for the effective operation of the District.

## EMPLOYMENT AGREEMENT

This Employment Agreement (the "Agreement"), is entered into as of May 23, 2019 (the "Commencement Date"), by the Santa Maria Public Airport District (the "District") and Chris Hastert (the "General Manager").

**1. Term of Employment.** District hereby employs General Manager to serve at the pleasure of District's Board of Directors to perform the duties and functions of full-time general manager of the Santa Maria Public Airport District, upon the terms and conditions set forth below. The term of employment of General Manager by the District shall commence on the Commencement Date and shall continue thereafter on the same terms and conditions for a period of ten years unless earlier terminated pursuant to Section 7 (such term being hereinafter referred to as the "Employment Period"). The "Employment Year" shall be a one-year period starting May 23, 2019 through May 22, 2020 and continuing annually thereafter. The Board of Directors of the District (the "Board"), in its sole discretion, will determine whether to extend the term of employment. In the event the Board decides to not extend the term for at least one year, the Board will notify General Manager at least one year prior to the expiration of the Employment Period, as it may be extended, or pay General Manager twelve months of severance pay, except for termination for Cause under Section 7.4.

**2. Acceptance of Employment/Duties.** General Manager accepts said employment and agrees to carry out the duties of general manager faithfully and in accordance with the laws of the State of California, the Official Administrative Code of the District, the policies and directions of District's Board, and the regulations, grant assurances and orders of the Federal Aviation Administration, and other applicable laws, as may now exist and as they may be amended from time to time. The General Manager shall report to the Board of Directors of the District (the "Board"), with duties and responsibilities reflected on the job description attached as Exhibit A to this Agreement. In addition, General Manager shall be responsible for the selection, hiring, training, assignment, evaluation, discipline, direction, organization, reorganization, and arrangement of administrative, maintenance, operations, supervisory and management staff; provided, the decision to fill any vacant position, or create any new position, is subject to prior approval of the Board. General Manager shall perform such other duties which may from time to time be assigned to him by the Board. General Manager shall devote all time necessary to perform the duties described herein.

In addition, at the beginning of each employment year, the District and General Manager shall mutually agree upon management goals for the following employment year. General Manager shall perform these duties and responsibilities, and any additional duties and responsibilities as the Board shall assign. General Manager shall serve the District faithfully and to the best of his ability in such capacities, devoting his full business time, attention, knowledge,

energy and skills to such employment. General Manager shall travel as reasonably required in connection with the performance of his duties hereunder.

**3. Compensation.** The District shall pay, and General Manager shall accept, as full consideration for his services hereunder compensation consisting of the following:

**3.1 Base Salary.** \$155,821 per year base salary. At the end of fifth employment year, the General Manager shall conduct a salary survey at which time upon Board review and verification the base salary shall be adjusted upwards but not downwards to the average salary of the equivalent positions at the following airports, Ventura County, City of Santa Barbara, San Luis Obispo County, and the Minter Shafter Airport District. For the purposes of the above-mentioned survey, the base salary for the General Manager shall include longevity pay as described in section 4.xii.

**3.2 Cost of Living adjustment.** The General Manager shall be listed on the annual Resolution approving salaries and salary increases only as it pertains to cost of living adjustments based upon the consumer price index (CPI). Any such adjustment will be effective July 1<sup>st</sup> of that year.

**4. Benefits.** Subject to all applicable eligibility requirements, legal limitations, and subject to applicable taxes, General Manager will be provided with the following benefits:

- i. Four weeks of paid vacation shall be earned annually, accrued on a pro-rated basis per pay period;
- ii. Upon using a minimum of eighty (80) hours of vacation or admin leave during the past twelve (12) months, the General Manager may request to receive pay in lieu of up to two hundred (200) hours per calendar year of vacation accrual. A request for redemption shall not be made more than twice per calendar year and the total amount redeemed in a calendar year shall not in total exceed the aforementioned maximum respectively.
- iii. Twelve days of sick leave shall be earned annually, accrued on a pro-rated basis per pay period;
- iv. Holidays shall be provided in accordance with the District's existing holiday policy;
- v. 100% of the CalPERS contribution shall be made by the District;
- vi. 75% of the employee cost of Long Term and Short-Term Disability policies shall be paid by the District, with such policies subject to the District's approval;
- vii. The District shall pay the premium for a \$100,000 term life insurance policy, subject to the General Managers' underwriting approval by the carrier;

- viii. The District shall provide a monthly contribution equal to that paid for District's management staff to the District's Employee and Dependent medical and dental plans (currently \$1582.00 per month);
- ix. The District shall reimburse the General Manager for use of his personal vehicle outside of the Santa Barbara County limits for District business at a rate equivalent to the standard mileage rate established by proclamation of the Internal Revenue Service.
- x. The District shall provide an automobile allowance of five hundred seventy-five dollars (\$575) per month. Mileage reimbursement for travel within Santa Barbara County will not be reimbursed. Mileage reimbursement shall be approved for out of area travel pursuant to Section ix. above.
- xi. The District shall provide a cell phone for the General Managers' use.
- xii. The General Manager with ten (10) years of continuous service to the District shall receive a five percent (5%) longevity salary increase over the current regular salary. The General Manager with twenty (20) years of continuous service to the District shall receive an additional five percent (5%) longevity salary increase over the salary received after ten (10) continuous years of service.

**5. Reimbursement of Expenses.** The District will reimburse General Manager for all reasonable travel, entertainment and other expenses incurred or paid by the General Manager in connection with, or related to, the performance of his duties, responsibilities or services under this Agreement, subject to review by the Board or its administrative and financial committee, if applicable.

**6. Civic Club Membership.** District recognizes the desirability of representation in and before local, civic and other organizations, and the General Manager is authorized to become a member of one nationally recognized service club, for which the District shall pay necessary expenses for dues and meals.

## **7. Obligations Upon Termination of Employment Period.**

**7.1 Disability.** In the event of the permanent disability (as hereinafter defined) of General Manager during the Employment Period, the District shall have the right, upon written notice to General Manager, to terminate General Manager's employment hereunder, effective upon the 30<sup>th</sup> calendar day following the giving of such notice (or such later day as shall be specified in such notice). Upon the effectiveness of such termination, (i) the District shall have no further obligations hereunder, except to pay and provide, subject to applicable withholding, (A) all amounts of Base Salary, sick leave, and vacation leave, accrued, but unpaid, at the effective date of termination; (B) all reasonable unreimbursed business-related expenses. General Manager shall have no further obligations hereunder other than those provided for in Sections 9 and 10 hereof. For purposes of this Agreement, "permanent disability" shall be defined as any physical or mental disability or incapacity which renders General Manager incapable in any material

respect of performing the essential function and services required of him in accordance with his obligations under Section 2 for a period of 90 consecutive calendar days, or for 90 days in any 360 day period, or as otherwise determined by District's long term disability insurance carrier or worker's compensation insurance carrier, or PERS retirement system.

**7.2 Death.** In the event of the death of General Manager during the Employment Period, this Agreement shall automatically terminate and the District shall have no further obligations hereunder, except to pay and provide to General Manager's beneficiary or other legal representative, subject to applicable withholding, (i) all amounts of Base Salary, sick leave, and vacation leave, accrued but unpaid at date of death, and (ii) all reasonable unreimbursed business-related expenses.

**7.3 Termination.** The District reserves the right to terminate General Manager at any time, in its sole discretion. In the event of the termination of General Manager's employment by the District, (i) all amounts of Base Salary, sick leave, and vacation leave, accrued but unpaid on the date of termination shall be paid by the District. In the event of termination of General Manager by the Board for any reason other than For Cause as defined in Section 7.4, or other than after timely notice not extending the term as described in Section 1, the Board shall offer the General Manager the opportunity to execute a Separation and Release Agreement with the District, the consideration for which shall equal twelve months Base Salary.

**7.4 Circumstances Under Which Separation Consideration Would Not Be Offered.** The District shall not be obligated to offer the General Manager the Separation and Release Agreement and corresponding consideration provided in Section 7.3, if the Employment Period is terminated for Cause, or other than after timely notice not extending the term as described in Section 1, or if General Manager voluntarily terminates his employment. For purposes of this Agreement, "Cause" shall be limited to:

- (A) Failure by General Manager to substantially perform his duties hereunder, other than a failure resulting from his complete or partial incapacity due to physical or mental illness or impairment;
- (B) General Manager's violation of a federal or state law or regulation applicable to the business of the District or that adversely affects the image of the District;
- (C) General Manager's commission of an act which constitutes gross misconduct and is injurious to the District;
- (D) General Manager's breach of a provision of this Agreement;

(E) General Manager's conviction of a misdemeanor that adversely affects the image of District, or any felony; or

**8. Voluntary Termination by General Manager.** In the event General Manager voluntarily elects to terminate employment prior to the expiration of the Employment Period, or any extension thereof, General Manager shall provide District's Board with a minimum of 60 days' written notice.

**9. Cooperation with the District After Termination of the Employment Period.** Following termination of the Employment Period or any extension, General Manager shall fully cooperate with the District in all matters relating to the winding up of his pending work on behalf of the District and the orderly transfer of any such pending work to other employees of the District as may be designated by the District.

**10. Confidentiality; Return of Property; Non-Solicitation.**

(a) The General Manager acknowledges that during the Employment Period he will receive confidential information from the District, its attorneys, consultants, employees, tenants and others, (each a "Relevant Entity"). Accordingly, the General Manager agrees that during the Employment Period (as it may be extended from time to time) and thereafter, the General Manager and his affiliates shall not, except in the performance of his obligations to the District hereunder or as may otherwise be approved in advance by the District, directly or indirectly, disclose or use (except for the direct benefit of the District) any confidential information that he may learn or has learned by reason of his association with any Relevant Entity. Upon termination of this Agreement, the General Manager shall promptly return to the District any and all properties, records or papers of any Relevant Entity that may have been in his possession at the time of termination, whether prepared by the General Manager or others, including, but not limited to, confidential information and keys. For purposes of this Agreement, "confidential information" includes all data, analyses, reports, interpretations, forecasts, documents and information concerning a Relevant Entity and its affairs, including, without limitation, litigation claims, policies, procedures, personnel files and information, confidential reports, technical information, financial information, prospects or opportunities, (i) that the District reasonably believes are confidential or affect public security, or (ii) the disclosure of which could be injurious to a Relevant Entity or beneficial to competitors of a Relevant Entity, but shall exclude any information that the General Manager is required to disclose under any applicable laws, regulations or directives of any government agency, tribunal or authority having jurisdiction in the matter or under subpoena or other process of law, is or becomes publicly available prior to the General Manager's disclosure or use of the information in a manner violative of the second sentence of this Section 10(a), or is rightfully received by General Manager without restriction or disclosure from a third party legally entitled to possess and to disclose such information without restriction (other than



information that he may learn or has learned by reason of his association with any Relevant Entity).

(b) For a period of one year following the termination of General Manager's employment with the District for any reason, he will not, without the District's express written consent, either on his own behalf or on behalf of another, solicit employees of the District or any subsidiary of the District for the purpose of hiring them. General employment advertising shall not be deemed to be a solicitation.

**11. Evaluation.** The Board shall evaluate General Manager's performance at such times as it determines, in the exercise of its sole discretion, but at least once per employment year. Any evaluation shall be in writing and be signed by not less than a majority of the Board.

## **12. General.**

**12.1 Waiver.** Neither party shall, by mere lapse of time, without giving notice or taking other action hereunder, be deemed to have waived any breach by the other party of any of the provisions of this Agreement. Further, the waiver by either party of a particular breach of this Agreement by the other shall neither be construed as nor constitute a continuing waiver of such breach or of other breaches by the same or any other provision of this Agreement.

**12.2 Severability.** If for any reason a court of competent jurisdiction or arbitrator finds any provision of this Agreement to be unenforceable, the provision shall be deemed amended as necessary to conform to applicable laws or regulations, or if it cannot be so amended without materially altering the intention of the parties, the remainder of the Agreement shall continue in full force and effect as if the offending provision were not contained herein.

**12.3 Notices.** All notices and other communications required or permitted to be given under this Agreement shall be in writing and shall be considered effective upon personal service or upon transmission of a facsimile or the deposit with Federal Express or in Express Mail and addressed to the Board of Directors of the District at its administrative office, and to General Manager at his most recent address shown on the District's records, or at any other address which either may specify in any appropriate notice to the other.

**12.4 Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together constitutes one and the same instrument and in making proof hereof it shall not be necessary to produce or account for more than one such counterpart.

**12.5 Entire Agreement.** The parties hereto acknowledge that each has read this Agreement, understands it, and agrees to be bound by its terms. The parties further agree that this Agreement shall constitute the complete and exclusive statement of the agreement between the parties and supersedes all proposals (oral or written), understandings, representations, conditions, covenants, and all other communications between the parties relating to the subject matter hereof. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

**12.6 Governing Law.** This Agreement shall be governed by the law of the State of California.

**12.7 Assignment.** This Agreement is for personal services and may not be assigned by General Manager.

**13. Amendment.** This Agreement may be amended at any time by mutual written agreement signed by the parties. Any adjustment in salary or benefits shall be in the form of a written agreement.

**14. Mutual Termination.** This Agreement may be terminated at any time by mutual written agreement signed by the parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first above written.

Santa Maria Public Airport District

By: \_\_\_\_\_  
Hugh Rafferty  
President

By: \_\_\_\_\_  
Carl Engel  
Secretary

GENERAL MANAGER

\_\_\_\_\_  
Chris Hastert

Position: Airport General Manager  
Agency: Santa Maria Public Airport District  
Location: Santa Maria, California

**CHARACTERISTICS:**

The General Manager has broad responsibility for the overall organization, staffing, budgeting and operations of the airport. The General Manager reports directly to the five-member board of directors, and oversees the work of division managers, professional and administrative staff, and interfaces with Federal Aviation Administration, Transport Security Administration, the Airport Commission, vendors, and transportation and environmental management bodies.

**Duties and Responsibilities:**

1. Plans, organizes and directs the operation, maintenance and property management activities of the District through subordinate managers and supervisors; reviews recommendations and actions of subordinates; and solves department problems.
2. Reviews and approves long range plans for the District including master plan, airport improvement plans.
3. Manages District properties; reviews and makes recommendations regarding proposed development and property utilization; negotiates lease agreements; resolves problems with leaseholders.
4. Directs the preparation of applications for Federal and State grants; and administers and evaluates grant programs.
5. Directs, evaluates and presents monthly and annual District reports, studies, evaluation reviews and statistical summaries.
6. Researches and monitors developments related to District operations, evaluates their impact and recommends improvements.
7. Takes a direct role in community relations activities to maintain effective public relations, such as speaking to community groups and organizations.
8. Manages the District environmental programs, including wetlands mitigation, monitoring and restoration, stormwater pollution prevention, hazardous materials program, and associated reporting requirements.

**QUALIFICATIONS:**

**Knowledge of:**

- Municipal Airport operations, including security administration, commercial operations, parking maintenance, noise abatement, and related practices, and methods, materials and equipment utilization.
- Federal and State laws and regulations and City codes and ordinances governing the operations of a Public Airport.
- Occupational Safety and Health Administration (OSHA) regulations, American with Disabilities Act (ADA) requirements related to public accessibility and accommodations.
- Contract administration and lease administration practices and requirements; lease negotiations practices; commercial development and concession operation practices.
- Land use principals and practices; property management practices and regulations.

- Marketing and community relations practices, media relations, customer service principles.
- Strategic planning principles; theories of management and organization; leadership principles.
- Project management, benchmarking, and program evaluation principles.
- Principles of staffing, selection, training, supervision, evaluation and discipline.
- Negotiating techniques

**Skills:**

- Operate personal computer hardware to utilize public records information systems, word processing, spreadsheet, and presentation software, operate a calculator. Good understand of internet.
- Operate a motor vehicle.

**Ability to:**

- Plan, organize, and direct a wide variety of Airport programs and services to meet community needs and to effectively comply with safety, operating and environmental regulations.
- Approve and adopt major long-term capital improvement programs and construction plans.
- Articulate Airport regulations policies, and procedures and address issues with clarity and diplomacy involving the City Council, County Board of Supervisors, Airport Commission, and concerned citizens and community groups
- Exercise independent judgment and initiative within established guidelines.
- Prepare clear, concise and complete correspondence, reports and other written materials.
- Establish and maintain effective working relationships with City, and County Officials, Commissioners, staff, regulators, commercial representatives, and other in the course of work.
- Prepare and deliver effective public presentations.
- Work independently.

**Education / Training / Experience:**

Candidate should have a Bachelor's degree in Business Administration, Public Administration, or related field; and six years or more years of progressively responsible professional, lease administration, contract administration, and airport operations and management experience, including three years or more of managerial and supervisory experience. Coursework or certifications through AAEE in airport management and budgeting programs is desirable. Training through Special Districts Associations would be desirable.

**License, Certificates; Special Requirements:**

Candidate must have a valid Class C California driver's license and the ability to maintain insurability under District's Vehicle Insurance Policy. Must have the ability to work extended hours or be on-call to respond to Airport emergencies or special events.



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**PUBLIC AIRPORT DISTRICT**

Agenda Item 14 5/23/19
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05/23/19

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

**Subject: DISCUSSION AND DIRECTION TO STAFF REGARDING HEALTH CARE FOR DIRECTORS****Summary**

The Board of Director's has expressed an interest in receiving CalPERS medical benefits through the District's health plan. The District currently has a contract with CalPERS to provide health insurance to employee's only. The following actions will need to occur to amend the contract to include Board of Directors.

1. The District must contact CalPERS to request the initial contract documents. The Employer Representative assigned to the District will prepare the initial documents and will provide them to the District within 30 days of the request.
2. The initial set of documents includes a Resolution of Intention declaring the District's intent to amend the contract, an exhibit copy of the amended contract, various certification forms, and detailed instructions.
3. The District will complete these documents and return to CalPERS.
4. The completed documents will be reviewed for compliance with the Public Employees' Retirement Law (PERL) and one of the two original contracts signed by the District will be returned to the agency after it has been executed by CalPERS.
5. The effective date of the amendment may be as early as the day following the effective date of the final action of the governing body.

This process will take between ninety and one hundred and twenty days and there is no direct cost to the District for processing the contract amendment. The maximum cost to the District in premiums would be \$94,920.00.

Medicare recipients are not eligible for coverage under the District's plan. To receive coverage through the District Medicare recipients would need to forfeit their Medicare coverage.

Sincerely,

Veroneka Reade  
Manager of Finance and Administration

**CalPERS Health Plans**  
**Effective January 1, 2019 through December 31, 2019**

**PPO PLANS**

PERS SELECT		
	Plan	Cost
Director	821	\$0.00
Director +1	822	\$0.00
Director +2	823	\$0.00

PERS CARE		
	Plan	Cost
Director	3281	\$0.00
Director +1	3282	\$232.58
Director +2	3283	\$776.95

PERS CHOICE		
	Plan	Cost
Director	3231	\$0.00
Director +1	3232	\$0.00
Director +2	3233	\$292.89

**HMO PLANS**

BLUE SHIELD ACCESS <sup>+</sup>		
	Plan	Cost
Director	1421	\$0.00
Director +1	1422	\$0.00
Director +2	1423	\$394.10

ANTHEM TRADITIONAL		
	Plan	Cost
Director	4071	\$0.00
Director +1	4072	\$79.78
Director +2	4073	\$578.31

UnitedHealthcare		
	Plan	Cost
Director	4321	\$0.00
Director +1	4322	\$0.00
Director +2	4323	\$99.29

# TARTAGLIA ENGINEERING

7360 El Camino Real, Suite E P.O. Box 1930 Atascadero, CA 93423  
Phone: 805-466-5660 civilengineers@tartaglia-engineering.com

Chris Hastert, General Manager  
Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455

May 8, 2019

Project: Taxilane Pavement Rehabilitation  
Subject: Bid Opening

Dear Mr. Hastert:

In accordance with the Notice Inviting Sealed Bids, bids were received for the Taxilane Pavement Rehabilitation Project yesterday afternoon, May 7, 2019. A total of four (4) bids were received and reviewed:

No	Entity	Bid
1	The JF Will Co, Inc., Santa Maria	\$298,940.50
2	CalPortland Construction, Santa Maria	\$306,698.00
3	R. Burke Corporation, San Luis Obispo	\$306,990.00
4	Granite Construction Company, Santa Barbara	\$353,833.00
	Engineer's Estimate	<b>\$223,152.50</b>

A review of the bidders, the bids received, and the bidding process revealed the following:

1. All four bidders were present at the mandatory Pre-Bid Job Walk.
2. During the Pre-Bid Job Walk all bidders appeared to fully grasp the scope of the project.
3. All bids were received in advance of the date and time for receipt of bids.
4. All bids included the required Bid Bond.

Tartaglia Engineering performed a thorough review of all bid packages received with a focus on the following:

1. Preparation of a detailed, spread-sheet summary of all bid items to confirm bid totals. Math errors, if they exist, were evaluated based on the following two parameters:
  - A. In the event of discrepancy between unit pricing and total pricing, unit pricing shall prevail.
  - B. In the event of discrepancy between words and figures, words shall prevail.There were no math errors in any of the bids
2. Unit pricing review for possible un-balanced bid. All bids are considered proper and well balanced.
3. Contractor licensing through the State of California, Department of Consumer Affairs. All bidders including the low bidder are properly licensed and all licenses are current.
4. Confirmation that all contractors are registered with the State Department of Industrial Relations.
5. Confirmation of proper and adequate bid bond.
6. Confirmation that the subcontractor schedule was properly and adequately filled out and that all certificates were signed.
7. Confirmation of DBE goal or Good Faith Effort requirements for the low bidding contractor.
8. Confirmation of acknowledgement / receipt of any addendum. Three addendums were issued.

May 8, 2019

In general, it is felt bids received accurately reflect the scope of work and the level of difficulty associated with this undertaking. In addition, they reflect current construction pricing for similar work in this area.

Based on this review of the bid process and all bid packages received, Tartaglia Engineering recommends award of the construction contract to The JF Will Co., Inc., of Santa Maria, the apparent low bidder, in the amount of \$298,940.50.

Enclosed for your review you will find the bid result spread sheet, suitable for posting on the District web site. Please call with any questions you may have regarding the project or this correspondence.

Sincerely,

**TARTAGLIA ENGINEERING**

Jason Hargreaves, P.E.  
Project Engineer

Enclosure: Bid Result Spreadsheet



BID RESULTS SUMMMARY													
3 Addendums Issued													
	<u>Bid Schedule</u>			Engineer's Estimate		The J F Will Co Inc		CalPortland Construction		R Burke Corperation		Granite Construction Company	
Item	Description	Unit	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization	LS	1.0	\$12,000.00	\$12,000.00	\$13,000.00	\$13,000.00	\$22,500.00	\$22,500.00	\$22,000.00	\$22,000.00	\$20,600.00	\$20,600.00
2	Safety and Security	LS	1.0	\$10,000.00	\$10,000.00	\$2,000.00	\$2,000.00	\$21,600.00	\$21,600.00	\$10,000.00	\$10,000.00	\$11,800.00	\$11,800.00
3	Sawcut	LF	4,400.0	\$1.50	\$6,600.00	\$1.60	\$7,040.00	\$1.62	\$7,128.00	\$3.00	\$13,200.00	\$1.62	\$7,128.00
4	Remove Existing Structural Section, 12’’	SY	1,735.0	\$7.00	\$12,145.00	\$21.16	\$36,712.60	\$24.00	\$41,640.00	\$14.00	\$24,290.00	\$16.00	\$27,760.00
5	Remove Existing Structural Section, 36’’	SY	170.0	\$12.00	\$2,040.00	\$46.59	\$7,920.30	\$72.00	\$12,240.00	\$43.00	\$7,310.00	\$33.00	\$5,610.00
6	Subgrade Preparation	SY	1,905.0	\$5.50	\$10,477.50	\$10.00	\$19,050.00	\$8.00	\$15,240.00	\$8.00	\$15,240.00	\$25.00	\$47,625.00
7	Unsuitable Subgrade Allowance	T&M	1.0	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
8	Aggregate Base	TON	630.0	\$39.00	\$24,570.00	\$39.00	\$24,570.00	\$72.00	\$45,360.00	\$53.00	\$33,390.00	\$94.00	\$59,220.00
9	PCC Apron, 6’’ Thick w/ Reinforcing Steel	SF	4,450.0	\$10.00	\$44,500.00	\$16.00	\$71,200.00	\$9.00	\$40,050.00	\$16.30	\$72,535.00	\$11.00	\$48,950.00
10	Hot Mix Asphalt Concrete Pavement	TON	260.0	\$132.00	\$34,320.00	\$206.67	\$53,734.20	\$220.00	\$57,200.00	\$200.00	\$52,000.00	\$300.00	\$78,000.00
11	Pavement Rejuvenating Product	SY	35,000.0	\$1.00	\$35,000.00	\$0.88	\$30,800.00	\$0.63	\$22,050.00	\$0.77	\$26,950.00	\$0.63	\$22,050.00
12	Mill .15’ Depth	SY	290.0	\$20.00	\$5,800.00	\$24.66	\$7,151.40	\$11.00	\$3,190.00	\$23.00	\$6,670.00	\$21.00	\$6,090.00
13	Pavement Marking: Two Coat, Yellow, With Reflective Media	SF	1,200.0	\$6.00	\$7,200.00	\$8.44	\$10,128.00	\$3.00	\$3,600.00	\$3.25	\$3,900.00	\$3.00	\$3,600.00
14	Pavement Marking: Two Coat, Black, With Out Reflective Media	SF	700.0	\$5.00	\$3,500.00	\$6.62	\$4,634.00	\$2.00	\$1,400.00	\$2.15	\$1,505.00	\$2.00	\$1,400.00
15	Construction Site Environmental Protection	LS	1.0	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$3,500.00	\$3,500.00	\$8,000.00	\$8,000.00	\$4,000.00	\$4,000.00
	Total Bid				\$223,152.50		\$298,940.50		\$306,698.00		\$306,990.00		\$353,833.00
	Total Bid Identified on Bid Form						\$298,940.50		\$306,698.00		\$306,990.00		\$353,833.00

**SERVICE AGREEMENT**  
**(TAXILANE PAVEMENT REHABILITATION) AT THE SANTA MARIA PUBLIC**  
**AIRPORT DISTRICT**

By this Agreement, dated May 15, 2019 between SANTA MARIA PUBLIC AIRPORT DISTRICT (herein called "District") and TARTAGLIA ENGINEERING a sole proprietorship owned by John A. Smith, (herein called "Engineer"), District retains Engineer to perform certain engineering and design services.

**WITNESSETH**

In consideration of the mutual covenants, conditions, and promises contained herein below, District and Engineer agree as follows:

**1. SCOPE OF AGREEMENT**

District hereby hires Engineer to provide the services as defined in Exhibit "A" attached hereto and incorporated by this reference entitled "Engineer's Scope of Work and Compensation" dated April 2, 2019. Engineer agrees to perform said services and accept the compensation set forth in said Exhibit "A".

**2. TIME OF PERFORMANCE**

Performance of the services hereunder by Engineer will commence March 25, 2019, or upon sooner under the direction of the General Manager, with time of completion on or before June 30, 2019.

**3. COMPENSATION**

District shall compensate Engineer in accordance with the terms, rates, and conditions of Exhibit "A" attached hereto and incorporated by this reference. Engineer shall bill District monthly with an itemized invoice detailed to nearest one-half (1/2) of an hour of all services performed and authorized expenses, other than incidental office expenses, incurred during the preceding month. Compensation rates shall be reviewed on an annual basis.

**4. MATERIALS AND DOCUMENTS**

District shall be the owner of all drawings, mylars, reproducibles, plans, specifications, test reports, and other documents, data and work products produced or resulting from the services of Engineer. Engineer may retain copies for its files.

Engineer shall bear the cost and expense of all facilities, equipment, materials, supplies, documents, publications and other expenses or items used or needed or incurred by Engineer in the performance of the services hereunder, except as otherwise specifically provided.

**5. ASSIGNMENT**

This Agreement or any interest herein shall not be assigned by Engineer.

**6. INDEPENDENT CONTRACTOR**

The parties intend that Engineer shall be an independent contractor in performing the services provided by this Agreement. District is interested only in the results to be achieved, and the conduct and control of the work will lie solely with Engineer. Engineer is not to be considered an agent or employee of District for any purpose, and the officers, employees and agents of Engineer are not entitled to any of the benefits that District provides for its employees, including worker's compensation insurance. It is understood that Engineer is free to contract for similar services to be provided to others while under contract with the District, provided there is no actual or perceived conflict of interest. District's General Manager shall have the right, in his sole discretion, to determine if a conflict of interest exists.

**7. PRIOR APPROVAL OF DISTRICT**

Engineer shall not incur any obligations or provide any services for District without first obtaining approval therefore from a majority of District's Board of Directors at a publicly noticed meeting of the Board or from District's General Manager. The District's General Manager is authorized to review and approve Engineer's bills.

**8. ENGINEER' RECORDS**

Full and complete records of Engineer's services and expenses and records between District and Engineer shall be kept and maintained by Engineer and shall be retained by Engineer for three (3) years after District makes final payment to Engineer hereunder. District, the FAA, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books of account, documents, papers, and records of Engineer which are directly pertinent to Engineer's work hereunder.

**9. TERMINATION**

This Agreement may be terminated by either party without cause upon the giving of thirty (30) days written notice to the other. In the event of such termination by the District, Engineer shall not be entitled to further compensation from District, other than for services previously approved and completed.

**10. SUSPENSION OR ABANDONMENT OF PROJECT**

District may at any time suspend or abandon any project or any part thereof. In the event District should determine to suspend or abandon all or any part of any project, it shall give written notice thereof to Engineer, who shall immediately terminate all work

upon that portion of the project suspended or abandoned in the notice. Within thirty (30) days of the date of notice of suspension or abandonment, District shall pay to Engineer, as full and final settlement, compensation for all of Engineer's services performed and costs and expenses incurred prior to receipt of notice of suspension or abandonment in a prorated amount equal to the proportion that the Engineer's services rendered to the date of receipt of such notice bears to the total compensation the Engineer would have received in accordance with Exhibit "A" had the project been completed.

**11. INSURANCE** Engineer shall, at Engineer's expense, take out and maintain during the duration of this Agreement, the following types and amount of insurance insuring Engineer and Engineer's officers and employees:

Automotive and Public Liability and Property Damage Insurance: Automobile liability and comprehensive general liability insurance, including public liability, property damage liability, and contractual liability coverage, providing bodily injury, death and property damage liability limits of not less than \$1,000,000 for each accident or occurrence.

Professional Errors and Omissions Insurance. Professional errors and omissions insurance with liability limits of not less than \$1,000,000 per occurrence.

Before or concurrently with the execution of this Agreement, Engineer shall file with the District a certificate or certificates of insurance, issued by the insurance carrier, covering the specified insurance. Each such certificate shall bear an endorsement precluding the cancellation, or reduction in coverage, of any policy before the expiration of thirty (30) days after the District shall have received notification by registered or certified mail from the insurance carrier. Each certificate and policy shall bear an endorsement providing contractual liability coverage for this Agreement. District shall be named an additional insured for each policy, without offset to any insurance policies of District.

**12. INDEMNITY**

Engineer shall defend (with counsel acceptable to District), indemnify and hold harmless District, its directors, officers, employees, agents and representatives from and against any and all suits, proceedings, liens, actions, penalties, liability, loss, expense, claims or demands of any nature including costs and expenses for legal services and cause of action of whatever character which District may incur, sustain or be subjected to arising out of or in any way connected with the services or work to be performed by Engineer, or arising from the negligence, act or omission of Engineer, its officers and employees, provided, however, that Engineer is not hereby indemnifying and holding District harmless for liability or loss occasioned, caused or suffered by the sole active negligence of District or its willful misconduct.

**13. EXTRA SERVICES**

There will be no payment for extra services by Engineer unless it is expressly authorized by the District's General Manager or a majority of the Board of Directors. Compensation for any extra services shall be in accordance with Exhibit "A" attached hereto and incorporated by this reference.

**14. RIGHT TO AMEND**

This Agreement shall be subordinate to the provisions of any existing or future agreement between District and the United States by which District obtains federally-owned surplus property or federal aid for the improvement, operation, and/or maintenance of the airport. If the Federal Aviation Administration or any other federal agency requires modifications or changes in this Agreement as a condition for the granting of funds for the improvement of the air terminal or lands and improvements covered by its laws, rules, or regulations, Engineer agrees to consent to the amendments, modifications, revisions, supplements, or deletions of any of the terms, conditions, or requirements of this Agreement as may be required to obtain such funds. This right to amend will not affect payment to Engineer for previously approved expenses and completed services.

**15. NOTICES**

All notices required herein shall be in writing and may be given by personal delivery or by registered or certified mail, postage prepaid, and addressed to District at 3217 Terminal Drive, Santa Maria, California 93455, and to Engineer at Tartaglia Engineering, 7360 El Camino Real, Suite E, P.O. Box 1930, Atascadero, California 93423. Any party may at any time change its address for such notice by giving written notice of such change to the other parties. Any notice provided for herein shall be deemed delivered upon being addressed and deposited as aforesaid at any United States Post Office or branch or substation or in any United States mailbox, or at time of personal delivery.

**16. ATTORNEY'S FEES**

In the event either party hereto commences any legal action or proceeding against the other party to perform or keep any term, covenant or condition of this Agreement to be kept or performed by the other party, the party prevailing in such action shall be entitled to recover court costs and a reasonable attorney's fee to be fixed by the court.

**17. OTHER ENGINEERING SERVICES**

District reserves the right to contract with Engineer or other engineering firms for engineering and design services on a project-by-project or other basis.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be fully executed.

**Dated: May 23, 2019**

Approved as to form on behalf of District:

DISTRICT:

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

\_\_\_\_\_  
Hugh Rafferty, President

Approved as to form:

\_\_\_\_\_  
Carl Engel, Secretary

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

Engineer:

\_\_\_\_\_  
John Smith, P.E.  
Principal

# TARTAGLIA ENGINEERING

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7360 El Camino Real, Suite E • P.O. Box 1930 • Atascadero, CA 93423  
Phone: 805-466-5660 • [civilengineers@tartaglia-engineering.com](mailto:civilengineers@tartaglia-engineering.com)

Chris Hastert, General Manager  
Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455

April 2, 2019

File: 19-12

Project: Taxilane Pavement Rehabilitation  
Subject: Professional Services Proposal

Dear Mr. Hastert:

It is with great interest that Tartaglia Engineering submits this fee proposal to provide professional civil engineering services for the rehabilitation of airfield pavements in and around the airports two main hangar complexes.

## ***STATEMENTS OF UNDERSTANDING***

The following reflects our understanding of the project and our involvement therein, based on initial discussions with staff and several walking / driving tours of the work areas:

1. The areas of interest include taxilane paving serving the District-owned aircraft storage hangar complex, and the pavements within the 'Owner-Builder' hangar complex.
2. While the overall pavement rehabilitation needs of these areas exceed the budget, this project is focused on Foreign Object Debris (FOD) reduction, first and foremost, followed by pavement life preservation.
3. A pavement slip area within Taxiway Alpha just west of the threshold of Runway 20 is also included in the project.
4. It is anticipated a subsequent taxilane pavement rehabilitation project will follow in the next fiscal year, continuing the focus on the aircraft hangar storage areas.
5. Construction of improvements will be by a licensed contractor, secured through the standard public bidding process. The scope of this contract includes professional services within the Design, Bidding, and Construction Phases.

## ***SCOPE OF SERVICES***

Tartaglia Engineering proposes to provide the following services in support of the pavement rehabilitation effort:

### **Design Phase:**

1. With District staff, perform a more detailed site visit to ascertain pavement conditions and immediate needs.

**EXHIBIT "A"**

2. Generate a set of pavement rehabilitation plans, including:
  - A. Title sheet with sheet schedule, approval blocks, and vicinity map.
  - B. Project Layout Plan detailing the location of work within the airport, paths of travel, points of access, contractor yard, etc.
  - C. Phasing plans clearly showing a logical sequence of work, intended to minimize impacts to airport users and tenants.
  - D. Pavement rehabilitation plans.
  - E. Details and sections.
3. Prepare a contract specification book including Notice Inviting Bids, District boiler-plate contract material, technical specifications, and the FAA Advisory Circular Operational Safety on Airports During Construction.
4. Prepare a construction cost estimate suitable for use in the comparison of bids received.
5. Provide draft documents for review by staff. Perform revisions as necessary, incorporating all comments.
6. Provide documents to the District (paper, electronic file, and memory stick) for uploading to the District web-site and for distribution to interested contractors.

**Bidding Phase:**

At the conclusion of the Design Phase, with authorization from the District, the project will move forward with public bidding. Work within this phase will include:

1. Schedule and chair a Mandatory Pre-Bid Job Walk. Prepare and distribute an agenda for the meeting, and secure a Sign-In sheet, to document attending contractors, thereby identifying the extent of perspective bidders.
2. Provide equal, fair, unbiased, and timely input / response to all contractor questions during the bidding effort.
3. Prepare any contract addenda should the need arise.
4. Attend and play an active role in the bid opening.
5. Review all bids for accuracy and completeness. Confirm proper licensing and DIR registration, DBE participation including Good-Faith efforts, subcontractor schedule, and bid bond. Generate a detailed bid result spreadsheet. Prepare a letter to the District summarizing the bid process, concluding with a recommendation for award of construction contract.



**Construction Phase:**

Based on direction and authorization from staff, the project will move into the Construction Phase. Services provided during this phase include:

1. Schedule, chair, and take minutes at a Pre-Construction Conference.
2. Perform sting-line layout of all pavement repair / rehabilitation areas.
3. Provide active construction inspection / observation of all activities:
  - A. Continuous monitoring of airfield safety and security measures: pavement closed delineation, marking and lighting of vehicles and equipment, gate closure and locking, escorts in proximity to charges, etc.
  - B. Movement of equipment and materials into and throughout the airport.
  - C. Documenting all construction activities through daily report and weekly summary reports. Include photos. Document weather and working conditions, men and equipment on-site, work performed, progress made, issues and challenges that may have developed.
  - D. Coordinate and schedule construction materials testing.
  - E. Document construction material quantity, quality, and integrity. Provide quantity input for each periodic contractor pay request.
  - F. Provide field engineering and plan and specification interpretation if necessary, to facilitate continues progress.
  - G. Based on knowledge and experience with this type of work and site characteristics unique to this local, anticipate problems and issues before they arise. Engage the contractor as necessary to keep him thinking ahead.
  - H. Document issues and challenges. Provide input on any Requests for Information (RFI's) that may develop.
  - I. Provide periodic input to staff and the tower, keeping interested parties informed of progress and anticipated airfield impacts as they arise.
  - J. Review contractor-provide As-Built plans at the time of each pay request.
  - K. Participate in a Preliminary Final Inspection and Final Inspection.
4. Perform construction contract administration services:
  - A. Prepare two original contract books for the contractor and District. Process through the contractor for signatures and attachments including bonds and insurance certificates.
  - B. Support and facilitate contractor work-force background security checks and badging.
  - C. Construction material submittal review and approval.
  - D. Preparation of contractor periodic pay requests.
  - E. Preparation of any Requests for Proposals (RFP's) or Change Orders should their need develop. Provide active negotiation for any additional work, either through Change Order or force account.
  - F. Receive and review certified payroll statements and benefit statements.
  - G. Hold a Preliminary Final Inspection. Prepare a project Punch List.
  - H. Perform a Final Inspection.

- I. Provide a letter to the District recommending approval of the completed project.
5. Provide construction materials testing, including earthwork and subgrade preparation, aggregate base, and asphalt pavement.

### ***ITEMS AND SERVICES NOT PROVIDED***

The following items and services are not included in this proposal:

1. Payment of any permit, plan check, third-party inspection fees, or material disposal costs.
2. A geotechnical report including field sampling, lab analysis, and report of findings and recommendations.
3. Generation of a topographic survey (not necessary based on the nature of this work).
4. Preparation of a Storm Water Pollution Prevention Plan (SWPPP) and Water Pollution Control Drawings (WPCD's).

### ***COMPENSATION***

Tartaglia Engineering proposes to provide the services identified in the Scope of Services section of this proposal on a Time and Materials basis at rates identified on the enclosed Fee Schedule, to an estimated total of Seventy-Three Thousand, Eight Hundred (\$73,800.00), based on the enclosed professional services Fee Work-Up, summarized below:

Design Phase:	\$16,110.00
Bidding Phase:	\$ 4,197.00
Construction Phase:	<u>\$53,497.00</u>
Total:	<u>\$73,804.00</u>

Construction phase services are full-time due to the nature of the work and location on the airport.

Invoices will be submitted on a monthly basis, for services provided in the previous period. This services contract can be modified, expanded, or terminated at any time at the pleasure of the Santa Maria Public Airport District.

Thank you for the opportunity to propose our professional consulting services in support of this improvement at Santa Maria Airport. We look forward to the opportunity of working with you on this project.

Sincerely,

**TARTAGLIA ENGINEERING**

John A. Smith, P.E.

Enclosures: Detailed Fee Work-Up, Tartaglia Engineering Fee Schedule

# TARTAGLIA ENGINEERING

7360 El Camino Real, Suite E • P.O. Box 1930 • Atascadero, CA 93423  
Phone: 805-466-5660 • [civilengineers@tartaglia-engineering.com](mailto:civilengineers@tartaglia-engineering.com)

## **FEE SCHEDULE M - 2019**

Professional Engineer.....	\$128.00 per hour
Licensed Land Surveyor .....	\$123.00 per hour
Civil Engineer .....	\$119.00 per hour
Project Manager .....	\$87.00 per hour
Engineer Technician.....	\$79.00 per hour
Environmental Coordinator / CPESC .....	\$79.00 per hour
Draftsman .....	\$67.00 per hour
Engineering Aide .....	\$58.00 per hour
Clerical .....	\$46.00 per hour
Professional Travel Time .....	\$80.00 per hour
Inspector:	
Day, Straight Time .....	\$112.00 per hour
Day, Overtime .....	\$137.00 per hour
Night, Straight Time.....	\$119.00 per hour
Night, Overtime.....	\$141.00 per hour
(Minimum night shift = 4 hours)	
Survey Party:	
One Man (with robotic).....	\$169.00 per hour
Two Man .....	\$218.00 per hour
Three Man .....	\$253.00 per hour

***(Compensation to field surveyors performing construction staking and layout, and to construction inspectors, shall be in accordance with prevailing wage requirements.)***

Direct expenses shall be reimbursed as follows:

Mileage.....	\$0.55 per mile
Per diem .....	\$140.00 per man-day
Reproduction, postage, express mail shipping, advertising .....	At Cost
Sub-consultant services .....	At Cost
Permit, plan check, and agency inspection fees.....	At Cost

Fee Schedule subject to change after June 30, 2019

Task	Description	Prof. Engr.	Land Survey.	Civil Eng	Eng. Tech.	Drafts- man	Engin. Aide	Clerical	Survey 1-Man	Inspector ST	Inspector OT	Light Crew	Prof. Travel	Mileage	Per- Diem	Total
		\$128.00	\$123.00	\$119.00	\$79.00	\$67.00	\$58.00	\$46.00	\$169.00	\$112.00	\$137.00	\$127.00	\$80.00	\$0.55	\$140.00	
	<b>Design Phase</b>															
1	Detailed site visit	4.0		4.0						4.0						\$1,436.00
2	Prepare project plans	4.0		24.0	36.0	40.0		2.0								\$8,984.00
3	Prepare project specifications	5.0		27.0				5.0								\$4,083.00
4	Construction cost estimate	2.0		3.0												\$613.00
5	Present draft docs. Revise.	2.0		2.0		5.0										\$829.00
6	Provide all docs. To District			1.0				1.0								\$165.00
	<b>Sub-Total, Design Phase</b>															<b>\$16,110.00</b>
	<b>Bidding Phase</b>															
1	Pre-Bid Job Walk	3.0		5.0						3.0						\$1,315.00
2	Answer contractor questions			7.0												\$833.00
3	Prepare addenda.			3.0												\$357.00
4	Att. opening. Prepare summary	3.0		3.0												\$741.00
5	Letter summary & recommend.	2.0		5.0												\$851.00
	Supplies, Postage															\$100.00
	<b>Sub-Total, Bidding Phase</b>															<b>\$4,197.00</b>
	<b>Construction Phase</b>															
1	Pre-Construction Conference	4.0														\$512.00
2	String-line layout			5.0						5.0						\$1,155.00
3	Construction observation									280.0						\$31,360.00
4	Construction administration	30.0		30.0				10.0								\$7,870.00
5	Construction materials testing															\$12,000.00
	Supplies, Postage															\$600.00
	<b>Sub-Total, Construct Phase</b>															<b>\$53,497.00</b>
	<b>Total: Design, Bidding, and Construction Phase Services</b>															<b>\$73,804.00</b>
1	Task items line up, one for one, with tasks identified in the Scope of Services portion of Exhibit A.															
2	Construction contract is 45 working days. Inspection is full-time due to nature of work and location on airport. Presumed contractor only working 35 of the 45-days allocated.															
3	Estimated construction cost: \$200,000 - \$230,000															
4	Construction administration is based on 6 hours per week for each week of project, plus one week beyond work period for wrap-up.															

# ARCHITECT'S CONSULTING SERVICE

Member of The American Institute of Architects

*Richard McKenzie Architect*

May 21, 2019

Santa Maria Public Airport District  
Chris Hastert, General Manager  
3217 Terminal Drive  
Santa Maria, CA 93455-1899

Re: Roof Replacement, District Administrative Office and Fire Station.

Mr. Hastert,

After reviewing and analyzing the three bids received on 5-21-2019, I recommend that you award to Craig Roofing who was the lowest bidder. They are a high-quality contractor from Santa Barbara.

You will be receiving a new grey color PVC roof with a 25-year no dollar limit warranty from the manufacturer and it includes material and labor. You should expect a 35 year or more life from this new roof.

As stated in a recommendation to you to reject all bids last year, I was projecting the re-bid roof cost for a New PVC roof was \$183,000.00 to \$192,000.00.

## **Bid Tabulation from 5-21-2019**

Craig Roofing	\$187,023.00
RMC Roofing	\$242,255.00
Channel Islands Roofing	\$364,510.00

Sincerely,

*Richard McKenzie*

Richard McKenzie AIA

# ARCHITECT'S CONSULTING SERVICE

Member of The American Institute of Architects

*Richard McKenzie Architect*

May 21, 2019

Santa Maria Public Airport District  
Chris Hastert, General Manager  
3217 Terminal Drive  
Santa Maria, CA 93455-1899

Re: Roof Repair, Terminal Building Observation Roof Deck.

Mr. Hastert,

After reviewing and analyzing the three bids received on 5-21-2019, I recommend that you award to Craig Roofing who was the lowest bidder. They are a high-quality contractor from Santa Barbara.

Over the two tiled observation decks you will be receiving a new white color PVC roof with a 25-year no dollar limit warranty from the manufacturer and it includes material and labor. You should expect a 35 year or more life from this new roof. You will also be receiving a new aluminum guard-rail system with 2 lockable gates to access other portions of the roof.

This scope of work had not been bid before.

## **Bid Tabulation from 5-21-2019**

Craig Roofing	\$50,946.00
RMC Roofing	\$52,925. 00
Best Roofing	\$82,745.00

Sincerely,

*Richard McKenzie*

Richard McKenzie AIA



TELEPHONE (805)922-1726

FAX (805)922-0677

www.SantaMariaAirport.com

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**PUBLIC AIRPORT DISTRICT**

**Agenda Item**  
**19**  
**5/23/2019**

05/23/19

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 1-3, 2019 in Las Vegas, NV.

**Summary**

Allegiant Air presents a yearly review to airports it serves in Las Vegas, NV. 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	\$140.75	\$1,126.00
Meals:	Meals	2	5	\$60.00	\$600.00
Transportation:	Air	2		\$178.00	\$356.00
	Ground			\$17.00	\$34.00
Fees:	Registration	2		\$235.00	\$470.00
	<b>Total:</b>				<b>\$2,586.00</b>

**Overall Impact:**

The Board of Directors has not approved a budget for this fiscal year, so the overall budget impact cannot be assessed at this time.

**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

FOURTH AMENDMENT TO GROUND LEASE  
TEMPORARY USFS AIR TANKER BASE AND FIRE RETARDANT STORAGE/PREP AREA

Re: Lease dated February 22, 2007, between the SANTA MARIA PUBLIC AIRPORT DISTRICT, a public district of the State of California (herein called "District") and CENTRAL COAST JET CENTER, LLC, a California limited liability company (herein called "Lessee").

The undersigned SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") and CENTRAL COAST JET CENTER, LLC ("Lessee") agree to amend the above-referenced Lease, effective March 1, 2022, as follows:

2. Extension of Term. The term is extended for an additional ten (10) years, commencing March 1, 2022, and expiring, unless sooner terminated, on February 29, 2032.

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

Dated: May 23, 2019

SANTA MARIA PUBLIC AIRPORT DISTRICT

Approved as to content for District:

By: \_\_\_\_\_  
Hugh Rafferty, President

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

Approved as to form for District:

By: \_\_\_\_\_  
Carl Engel, Secretary

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

LESSEE:

CENTRAL COAST JET CENTER, LLC

By: \_\_\_\_\_  
James W. Kunkle, Manager