



SANTA MARIA PUBLIC AIRPORT DISTRICT
BOARD OF DIRECTORS

Thursday
January 11, 2024

Administration Building
Airport Boardroom
6:00 P.M.

REGULAR MEETING
A G E N D A

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Moreno, Adams, Brown, Clayton, Baskett

1. MINUTES OF THE REGULAR MEETING HELD DECEMBER 14, 2023
2. COMMITTEE REPORT(S):
 - a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc)
 - b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc)
 - c) MARKETING & PROMOTIONS (Standing or Ad Hoc)
 - d) CITY & COUNTY LIAISON
 - e) STATE & FEDERAL LIAISON
 - f) VANDENBERG LIAISON
 - g) BUSINESS PARK COMMITTEE (Ad Hoc)
3. GENERAL MANAGER'S REPORT
4. MANAGER OF FINANCE & ADMINISTRATION REPORT
 - a) Demand Register
5. PUBLIC SESSION: Statements from the floor will be heard during public session. Request to Speak forms are provided for those wishing to address the board. After completing the form, please give it to the Clerk. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are cordially invited to speak on agenda items as they occur. Staff reports covering agenda items are available for review in the offices of the General Manager on the Tuesday prior to each meeting. The Board will establish a time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.

6. **AUTHORIZATION FOR TWO STAFF MEMBERS TO ATTEND JUMPSTART AIR SERVICE DEVELOPMENT CONFERENCE TO BE HELD MAY 18-25, 2024, IN WASHINGTON, D.C.**
7. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE FIRST AMENDMENT OF SUPPLEMENTAL PFAS ASSESMENT BETWEEN THE DISTRICT AND SCS ENGINEERS.**
8. **CLOSED SESSION. The Board will hold a Closed Session to discuss the following item(s):**
 - a) **Conference with Legal Counsel-Anticipated Litigation (Paragraph (2) or (3) of Subdivision (d) of Gov. Code Section 54956.9) Significant exposure to litigation: (Two cases).**
 - b) **Conference with Legal Counsel-Initiation of Litigation (Paragraph (4) of Subdivision (d) of Gov. Code Section 54956.9): (One case).**
9. **DIRECTORS' COMMENTS.**
10. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD DECEMBER 14, 2023

The Board of Directors of the Santa Maria Public Airport District held a Regular Meeting at the regular meeting place at 6:00 p.m. Present were Directors Moreno, Adams, Baskett, Clayton, and Brown, General Manager, Pehl, Manager of Finance & Administration Reade, and District Counsel George.

1. Organizational meeting of the Board of Directors-election of officers pursuant to Article 1, Section 5, of the Official Administrative Code of the District.

Vice President Adams made a Motion to set the following slate nomination:

Director Moreno for President, Director Adams for Vice President, Director Brown for Secretary and Director Clayton for Vice Secretary. Director Baskett will hold the position of Director.

Director Brown Seconded and it was carried by the following roll call vote. Directors Moreno, Adams, Brown, and Clayton voted "Yes". Director Baskett voted "No".

2. Appointment of Members to committees and assignment to liaison positions.

President Moreno announced the 2024 Board of Directors Committee and Liaison Appointments as follows:

Aviation Support & Planning: Directors Brown & Adams
Administration & Financial: Directors Moreno & Clayton
Marketing & Promotions: Directors Moreno & Clayton
City & County Liaison: Directors Adams & Clayton
State & Federal Liaison: Directors Moreno & Baskett
Vandenberg Liaison: Directors Moreno & Baskett
Business Park Committee: Directors Adams & Brown

3. MINUTES OF THE SPECIAL MEETING HELD November 9, 2023. Director Baskett made a Motion to approve the minutes of the special meeting held November 9, 2023. Director Clayton Seconded and it was carried by a 5-0 vote.
4. MINUTES OF THE REGULAR MEETING HELD November 9, 2023. Director Adams made a Motion to approve the minutes of the regular meeting held November 9, 2023. Director Baskett Seconded and it was carried by a 5-0 vote.
5. 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 – The committee met with the Fire Chief to discuss the ARFF contract and Station 6.
 - e) STATE & FEDERAL LIAISON – No meeting scheduled.
 - f) VANDENBERG LIAISON – No meeting scheduled.
 - g) BUSINESS PARK COMMITTEE (Ad Hoc) – The committee met twice. Once, to discuss the Maldonado lease on the current agenda. Second, with the City to discuss a potential solar project.
6. GENERAL MANAGER’S REPORT. Mr. Pehl notified the Board of a presentation he gave to the Civil Grand Jury. He provided information on meetings he has attended since the last meeting which included the City of Santa Maria, SkyWest Airlines, Southwest Airlines, United Airlines, and the FAA. He and President Moreno toured the Windset Farm facility and participated in the Christmas parade. He provided updates on the PFAS drilling, RV & Boat Storage, the G3 project, and the SoCal Gas pipeline.
7. The Manager of Finance & Administration presented the Demand Register to the Board for review and approval.
- a) Demand Register. The Demand Register, covering warrants 072120 through 072249 in the amount of \$3,657,416.11, was recommended for approval as presented. Director Baskett made a Motion to accept the Demand Register as presented. Director Brown Seconded and it was carried by a 5-0 vote.
 - b) Delinquent Tenant List. Received and filed.
 - c) Budget Deviation. Director Brown made a Motion to approve. Director Adams Seconded and it was carried by a 4-1 vote. Director Baskett voted “No”.
8. PUBLIC SESSION: Statements from the floor will be heard during public session. Request to Speak forms are provided for those wishing to address the board. After completing the form, please give it to the Clerk. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are cordially invited to speak on agenda items as they occur. Staff reports covering agenda items are available for review in the offices of the General Manager on the Tuesday prior to each meeting. The Board has established a three-minute time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.
- Alex Arredondo, Vice-President of Artcraft Paint, introduced the Board to their new COO, Kevin Yates. He is excited for the next chapter. Mr. Yates expressed his excitement to be with Artcraft as well.
- Tom Gibbons, a member of the public, spoke about personal items that were removed from a District hangar.
- David Baskett, as a member of the public, asked the General Manager questions regarding a District hangar.

Dan Shepard, a member of the public, inquired about the budget deviation.

9. Authorization for the General Manager to execute the Upgrades, Scope and/or Schedule Change Acknowledgment 1: Change of Guaranteed Construction Start Date. Director Baskett made a Motion to approve. Director Adams Seconded and it was carried by a 5-0 vote.
10. Update from Sam Zantzing, from Forefront Power, regarding District Solar Project. Mr. Zantzing was unable to attend. Mr. Thomas Hanson updated the board.
11. Discussion from Sam Zantzing, from Forefront Power, regarding a potential land lease between the District and the City of Santa Maria for solar panels. This item was tabled for a future meeting.
12. Nominations for one Regular and one Alternate Special District member to Santa Barbara LAFCO and authorization for the President to write in the nominations on behalf of the District. Director Brown made a Motion that Director Adams be nominated for the Regular Special District Member and President Moreno be nominated for the Alternate Special District Member. Director Adams Seconded and it was carried by a 5-0 vote.
13. Authorization for the President and Secretary to execute the Twenty-Sixth Amendment of Lease between the District and CJJ Farming. Director Baskett made a Motion to approve. Director Adams Seconded and it was carried by a 5-0 vote.
14. Authorization for the President and Secretary to execute the Ninth Amendment of Land Lease between the District and the City of Santa Maria for Pioneer Park. Director Brown made a Motion to approve. Director Adams Seconded and it was carried by a 5-0 vote.
15. Authorization for the President and Secretary to execute the Tenth Amendment of Land Lease between the District and the City of Santa Maria for Pioneer Park. Director Brown made a Motion to approve. Director Baskett Seconded and it was carried by a 5-0 vote.
16. Authorization for the President and Secretary to execute the First Amendment of Service Agreement for Professional Services for the Santa Maria Airport U.S. Customs Building remodel between the District and Ravatt Albrecht & Associates, Inc. Director Adams made a Motion to approve. Director Brown Seconded and it was carried by a 5-0 vote.
17. Authorization for the President and Secretary to execute the Service Agreement between the District and Tartaglia Engineering for Professional Services for the Runway & Taxiway Emergency Repairs. Director Baskett made a Motion to approve. Director Clayton Seconded and it was carried by a 5-0 vote.
18. Authorization for the President and Secretary to execute the First Amendment to License Agreement and Consent of License between Santa Barbara County Fire Protection District and the Maldonado Companies, LLC, pursuant to legal counsel review and approval. Director Brown made a Motion to approve. Director Adams Seconded and it was carried by a 5-0 vote.

19. Authorization for two staff members to attend the Central Valley Facilities Expo to be held March 20th through the 21st, 2024, in Modesto, CA. Director Baskett made a Motion to approve. Director Brown Seconded and it was carried by a 5-0 vote.

RECESS: At 7:06 p.m.

Return to OPEN SESSION: At 7:19 p.m. The Board and staff reconvened to Open Session

20. CLOSED SESSION. At 7:19 p.m. the Board went into Closed Session to discuss the following item(s):

- a) Conference with Legal Counsel-Anticipated Litigation (Paragraph (2) or (3) of subdivision (d) of Gov. Code Section 54956.9) Significant exposure to litigation: (Two cases).
- b) Conference with Legal Counsel-Initiation of Litigation (Paragraph (4) of Subdivision (d) of Gov. Code Section 54956.9): (One Case).

At 8:02 pm., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

21. DIRECTORS' COMMENTS: Director Baskett reiterated his concern for the non-airworthy storage fee. He wished everyone a Merry Christmas.

Director Clayton voiced his disappointment in the ARFF meeting and would like to counter the City offer for Station 6.

Director Moreno Greatly appreciates staff and the work that is being done. He read a prepared statement denouncing Director Baskett's behavior with regards to how he treats staff.

Director Adams wished everyone a Merry Christmas and stated his approval for the General Manager.

Director Brown also stated his approval for the General Manager and stands behind the job staff is doing.

22. ADJOURNMENT. President Moreno asked for a Motion to adjourn to a Regular Meeting to be held on January 11, 2024, at 6:00 p.m. at the regular meeting place. Director Adams made that Motion, Director Baskett Seconded and it was carried by a 5-0 vote.

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 8:15 p.m. on December 14, 2023.

Ignacio Moreno, President

Steve Brown, Secretary

2023-2024

**DEMAND REGISTER
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 072250 to 072302 and electronic payments on Pacific Premier Bank and in the total amount of \$239,400.12.

MARTIN PEHL
GENERAL MANAGER

DATE

The undersigned certifies that the attached register of audited demands of the Santa Maria Public Airport District for each demand, numbers 072250 to 072302 and electronic payments on Pacific Premier Bank in the total amount of \$239,400.12 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 JANUARY 11, 2024.

STEVE BROWN
SECRETARY

Santa Maria Public Airport District

Demand Register

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|--------------|------------|--------------------------------|--------------|---|
| * 72250 | 12/14/2023 | AT&T | \$46.70 | Telephone Service |
| * 72251 | 12/14/2023 | Bartlett, Pringle & Wolf | \$125.00 | Computer Support Services - Acumatica |
| * 72252 | 12/14/2023 | Bedford Enterprises, Inc. | \$314.96 | Hangar Maintenance - 3029-B Cleanout |
| * 72253 | 12/14/2023 | Brayton's Power Wash & Sweep | \$950.00 | Street Sweeping/Concrete Cleaning |
| * 72254 | 12/14/2023 | Clark Pest Control | \$1,533.00 | Weed/Wildlife Abatement |
| * 72255 | 12/14/2023 | Comcast | \$1,304.15 | Cable/Internet/Digital Voice |
| * 72256 | 12/14/2023 | Comcast Business | \$2,205.77 | Internet Service |
| * 72257 | 12/14/2023 | Emergency Repair Door Service | \$4,262.63 | Main Hangar - Exterior Door Replacement |
| * 72258 | 12/14/2023 | Fence Factory | \$6,593.19 | Fence Replacement/Terminal Maint. |
| * 72259 | 12/14/2023 | Grainger | \$566.95 | Shop Supplies |
| * 72260 | 12/14/2023 | Groveman Hiete LLP | \$5,770.00 | Legal Counsel Services |
| * 72261 | 12/14/2023 | HERC RENTALS | \$382.70 | Mobile Home Park - Maintenance |
| * 72262 | 12/14/2023 | J.D. Humann Landscape Contr. | \$4,955.00 | Landscaping - Terminal |
| * 72263 | 12/14/2023 | Letters, Inc. | \$21.00 | Car Wash |
| * 72264 | 12/14/2023 | McMaster-Carr | \$160.10 | Signs |
| * 72265 | 12/14/2023 | Mission Linen Service | \$129.27 | Uniform Service |
| * 72266 | 12/14/2023 | Napa Auto Parts | \$23.78 | Vehicle Maintenance |
| * 72267 | 12/14/2023 | Pat's Automotive | \$143.83 | Vehicle Maintenance |
| * 72268 | 12/14/2023 | Planes of Fame Air Museum | \$339.24 | Airfest Expenses - Refund |
| * 72269 | 12/14/2023 | RRM Design Group | \$2,680.00 | SMX Spec. Plan Amend/Parcel Rezoning |
| * 72270 | 12/14/2023 | Service Star | \$13,062.46 | Janitorial Service |
| * 72271 | 12/14/2023 | Santa Maria Breakfast Rotary | \$500.00 | Airport Advertising - 2023 Parade of Lights |
| * 72272 | 12/14/2023 | Ultrex Business Solutions | \$15.51 | Equipment Lease - Usage Charge |
| * 72273 | 12/14/2023 | Ravatt Albrecht & Associates | \$4,197.15 | SMX Customs Building Remodel |
| * 72274 | 12/14/2023 | Digital West | \$950.65 | Network Services - Terminal |
| 72254 | | VOID | | |
| * 72275 | 12/27/2023 | Adamski Moroski | \$4,144.50 | Legal Counsel Services |
| * 72276 | 12/27/2023 | American Industrial Supply | \$172.15 | Shop Supplies |
| * 72277 | 12/27/2023 | AT&T | \$171.22 | Telephone Service |
| * 72278 | 12/27/2023 | Blueglobes, Inc. | \$526.73 | Lighting - Landing Area |
| * 72279 | 12/27/2023 | Bomar Security & Investigation | \$2,805.00 | Security Service |
| * 72280 | 12/27/2023 | City of Santa Maria | \$515.00 | Construction Meter Fees |
| * 72281 | 12/27/2023 | City of Santa Maria-Util Div | \$8,194.38 | Utilities - Water |
| * 72282 | 12/27/2023 | Fence Factory | \$329.94 | Fencing&Gates |
| * 72283 | 12/27/2023 | Frontier Communications | \$1,031.62 | Telephone Service |
| * 72284 | 12/27/2023 | Grainger | \$89.98 | Office Supplies |
| * 72285 | 12/27/2023 | Heath, Ray | \$3,575.20 | Consulting Services - Contingencies |
| * 72286 | 12/27/2023 | Home Depot | \$87.46 | Hangar Maintenance |
| * 72287 | 12/27/2023 | J B Dewar, Inc | \$620.17 | Unleaded/Diesel Fuel |
| * 72288 | 12/27/2023 | J.D. Humann Landscape Contr. | \$89.17 | Irrigation Repair - Sprinkles and Nozzles |

Santa Maria Public Airport District

Demand Register

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|--------------|------------|----------------------------------|--------------------|---|
| * 72289 | 12/27/2023 | Keylock Security Specialists | \$120.00 | Hangar Maintenance |
| * 72290 | 12/27/2023 | Mission Linen Service | \$129.27 | Uniform Service |
| * 72291 | 12/27/2023 | Quadient Leasing USA, Inc. | \$440.67 | Postage Machine Lease Jan-Apr 2024 |
| * 72292 | 12/27/2023 | Pacific Telemanagement Services | \$343.00 | Pay Phone Svcs - Terminal |
| * 72293 | 12/27/2023 | Pathpoint | \$1,766.33 | Airport Maintenance Svc - Window Cleaning |
| * 72294 | 12/27/2023 | ROKLIN Systems Incorporated | \$2,153.25 | Pavement Maintenance |
| * 72295 | 12/27/2023 | SCS Engineers | \$7,753.50 | PFAS Assessment Workplan |
| * 72296 | 12/27/2023 | S Lombardi & Assoc., Inc. | \$6,900.00 | Airport Advertising |
| * 72297 | 12/27/2023 | Tokoph, Richard | \$26.91 | Apple iCloud Storage - Reimbursement |
| * 72298 | 12/27/2023 | Total Compensation Systems, Inc. | \$1,530.00 | Actuarial Svcs 2023-2024 1st Installment |
| * 72299 | 12/27/2023 | WageWorks | \$100.00 | Cafeteria Plan - Admin Fee |
| * 72300 | 12/27/2023 | Western Propane Service | \$20.24 | Propane Delivery |
| * 72301 | 12/27/2023 | Gsolutionz, Inc. | \$659.23 | GPS Cloud Svcs - Phones |
| * 72302 | 12/27/2023 | Sheppard Welding Services | \$300.00 | Vehicle Maintenance |
| | | Subtotal | <u>\$95,827.96</u> | |
| ACH | 12/13/2023 | Pacific Premier Bank | \$93.39 | Analysis Activity |
| ACH | 12/14/2023 | PG&E | \$1,414.83 | Terminal/Admin/Hangar Electricity |
| ACH | 12/14/2023 | The Gas Company | \$790.85 | Utilities -Gas |
| ACH | 12/18/2023 | HR Your Way | \$2,290.67 | Recruitment Services |
| ACH | 12/19/2023 | CalPers | \$6,189.36 | Employee Retirement |
| ACH | 12/19/2023 | Amazon Capital Services | \$210.16 | Office Supplies |
| ACH | 12/20/2023 | Empower Retirement | \$5,834.93 | Employee Paid Retirement |
| ACH | 12/21/2023 | Paychex | \$26,013.67 | Payroll |
| ACH | 12/21/2023 | Paychex | \$7,382.21 | Payroll Taxes |
| ACH | 12/22/2023 | Paychex | \$195.09 | Paychex Invoice |
| ACH | 12/26/2023 | Umpqua Bank | \$13,380.08 | Business Travel, Taxiway Rehab, Office Supplies |
| ACH | 12/28/2023 | Ready Refresh | \$27.56 | Water Delivery |
| ACH | 12/28/2023 | Clark Pest Control | \$1,533.00 | Weed/Wildlife Abatement |
| ACH | 12/29/2023 | Wageworks FSA | \$260.00 | Employee Medical Reimbursement |
| ACH | 12/29/2023 | Aflac | \$204.24 | Employee Voluntary Insurance |
| ACH | 1/2/2024 | Principal | \$2,521.97 | Employee Dental/Life/Disability Insurance |
| ACH | 1/2/2024 | CalPers | \$6,597.13 | Employee Retirement |
| ACH | 1/2/2024 | Collective Communications | \$7,500.00 | Collective Strategies |
| ACH | 1/2/2024 | Ready Refresh | \$170.84 | Water Delivery |
| ACH | 1/4/2024 | Paychex | \$26,821.44 | Payroll |

Santa Maria Public Airport District

Demand Register

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|--------------|------------|--------------------|----------------------------|-----------------------------------|
| ACH | 1/4/2024 | Paychex | \$7,474.49 | Payroll Taxes |
| ACH | 1/5/2024 | PG&E | \$19,269.18 | Terminal/Admin/Hangar Electricity |
| ACH | 1/5/2024 | Paychex | \$236.09 | Paychex Invoice |
| ACH | 1/5/2024 | Empower Retirement | \$5,238.98 | Employee Paid Retirement |
| ACH | 1/5/2024 | Clark Pest Control | \$1,922.00 | Weed/Wildlife Abatement |
| | | Subtotal | <u>\$143,572.16</u> | |
| | | Total | <u><u>\$239,400.12</u></u> | |



January 11, 2023

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

Subject: Authorization for two staff members to attend Jumpstart Air Service Development Conference to be held May 18-23, 2024, in Washington, D.C.

Summary

ACI-NA's JumpStart® Air Service Development Conference is North America's premier air service development conference. The event will begin with a full day of educational sessions, followed by two days of airport-airline meetings.

Budget

| | | Attendees | Days | Rate | Total |
|-------|-----------------------|-----------|------|------------|------------|
| Fees: | Registration | 2 | | \$1,300.00 | \$2,600.00 |
| | Airfare | 2 | | \$684.00 | \$1,368.00 |
| | Ground Transportation | | | \$200.00 | \$200.00 |
| | Lodging | 2 | 5 | \$363.00 | \$3,630.00 |
| | Meals | 2 | 5 | \$100.00 | \$1,000.00 |
| | Total: | | | | \$8,798.00 |

Overall Impact:

| | |
|--------------------------------------|-------------|
| 2023-2024 Budget for Business Travel | \$85,000.00 |
| Previously Approved Business Travel | \$59,614.78 |
| Current Balance for Business Travel | \$25,385.23 |
| Amount of this Request | \$8,798.00 |
| Balance Remaining if Approved | \$16,587.23 |

Recommendation

Staff recommends the board authorize this travel.

Sincerely,

Veroneka Reade
 Manager of Finance and Administration