



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

**Thursday
February 11, 2021**

**Virtual Meeting
Zoom Meeting: [Zoom.us](https://zoom.us)
Meeting ID: [820 6332 8775](https://zoom.us/j/82063328775)
Meeting Password: 3217
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: Brown, Engel, Rafferty, Adams, Baskett

1. MINUTES OF THE REGULAR MEETING HELD JANUARY 28, 2021.

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. DISTRICT COUNSEL'S REPORT. (Joshua George and Natalie Frye Laacke)

6. **PUBLIC SESSION:** Statements from the public will be heard during public session. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public may use the “raise hand” feature to be put in a speaking queue. Public comment will be limited to three (3) minutes. If a speaker continues speaking after being notified of the end of their public comment period, the meeting Host will mute the speaker and move on to the next person in the queue.

Please raise your hand in the following ways:

Telephone: Press “*9” to raise your hand and notify the meeting Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.

Computer and Mobile: Click the “raise hand” button to notify the Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.

7. **AUTHORIZATION FOR TUITION REIMBURSEMENT FOR ONE STAFF MEMBER.**
8. **DISCUSSION AND DIRECTION TO STAFF REGARDING THE MAIN HANGAR LOCATED AT 3203 LIGHTNING STREET.**
9. **AUTHORIZATION FOR THE PRESIDENT TO EXECUTE THE AMENDMENT TO SERVICES AGREEMENT BETWEEN THE DISTRICT AND COMCAST FOR SERVICES AT THE MOBILE HOME PARK.**
10. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
 - a) **Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: APN 111-231-10 and APN 111-231-11 (Gov. Code Section 54956.8)**
 - b) **Conference with Legal Counsel-Anticipated Litigation. Significant exposure to litigation pursuant to Paragraph (2) of subdivision (d) of Section 54956.9: (Number of cases: 1)**
 - c) **Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-SMPAD v. Baskett, Santa Barbara Superior Court Case No. 20CV04444**
 - d) **Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-SMPAD v. Smith, Santa Barbara Superior Court Case No. 20CV04445**
11. **DIRECTORS’ COMMENTS.**
12. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD JANUARY 28, 2021

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

1. MINUTES OF THE REGULAR MEETING HELD January 14, 2021. Director Baskett made a Motion to approve the minutes of the regular meeting held January 14, 2021. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted "Yes".

2. COMMITTEE REPORT(S):

- a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc) – No meeting scheduled.
- b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc) – The committee met to discuss accounting software.
- c) MARKETING & PROMOTIONS (Standing or Ad Hoc) – No meeting scheduled.
- d) CITY & COUNTY LIAISON – No meeting scheduled.
- e) STATE & FEDERAL LIAISON – No meeting scheduled.
- f) VANDENBERG LIAISON – No meeting scheduled.
- g) BUSINESS PARK COMMITTEE (Ad Hoc) – The committee met to discuss future developments and had a virtual tour of the airport.

3. GENERAL MANAGER'S REPORT. Mr. Hastert notified the Board of a meeting he attended with United and he toured the main hangar to look for water leaks.

4. MANAGER OF FINANCE & ADMINISTRATION REPORT.

The General Manager presented the Demand Register to the Board for review and approval. Ms. Reade joined the meeting after the Demand Register was approved to present the remaining items.

- a) Demand Register. The Demand Register, covering warrants 068624 through 068649 in the amount of \$76,704.21 was recommended for approval as presented. Director Baskett made a Motion to accept the Demand Register as presented. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted "Yes".
- b) Budget to Actual. Received and filed.
- c) Financial Statements. Received and filed.

d) Quarterly Investment Report. Received and filed.

5. DISTRICT COUNSEL'S REPORT. District Counsel Frye Laacke noted she attended the virtual SWAAAE Attorney Workshop.

6. PUBLIC SESSION: Statements from the public will be heard during public session. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public may use the "raise hand" feature to be put in a speaking queue. Public comment will be limited to three (3) minutes. If a speaker continues speaking after being notified of the end of their public comment period, the meeting Host will mute the speaker and move on to the next person in the queue.

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No one requested to speak.

7. Authorization for the President and Secretary to consent to the transfer of the hangar located at 2989-A Airpark Drive to Robert J. Lepper or Mary Ellen Lepper Revocable Living Trust. Director Rafferty made a Motion to approve. Director Baskett Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted "Yes".

8. Authorization for the General Manager or designee to rent space at the Airport Mobile Home Park for the purpose of storing extra vehicles, trailers, boats, or recreational vehicles. Director Baskett made a Motion to approve upon legal review. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted "Yes".

9. CLOSED SESSION. At 7:15 p.m. the Board went into Closed Session to discuss the following item(s):

a) Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: APN 111-231-10 and APN 111-231-11 (Gov. Code Section 54956.8)

At 7:22 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

10. DIRECTORS' COMMENTS: Directors Engel and Adams had no comment.

Director Rafferty stated that he attended the virtual SWAAAE Winter Conference and Attorney Workshop.

Director Baskett asked for an update on Customs and the Radisson lease.

Director Brown reminded everyone to stay healthy and COVID free.

11. ADJOURNMENT. President Brown asked for a Motion to adjourn to a Regular Meeting to be held on February 11, 2021 at 7:00 p.m. via a virtual meeting. Director Rafferty made that Motion, Director Adams Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted "Yes".

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 7:29 p.m. on January 28, 2021.

Steve Brown, President

Hugh Rafferty, Secretary

2020-2021

**DEMAND REGISTER
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 068650 to 068715 and electronic payments on Pacific Premier Bank and in the total amount of \$345,487.31.

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 068650 to 068715, and electronic payments on Pacific Premier Bank in the total amount of \$345,487.31 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 FEBRUARY 11, 2021.

HUGH RAFFERTY
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 068650	1/29/2021	Aflac	277.56	Voluntary Ins. - Employee
* 068651	1/29/2021	AT&T	131.07	Phone Service
* 068652	1/29/2021	CED	533.73	Lighting Maintenance
* 068653	1/29/2021	City of Santa Maria	400.52	Construction Meter Fee
* 068654	1/29/2021	City of Santa Maria	203,155.00	Quarterly ARFF Services
* 068655	1/29/2021	City of Santa Maria-Util Div	5,062.96	Water Invoices
* 068656	1/29/2021	Clark Pest Control	330.00	Weed/Vector Control
* 068657	1/29/2021	Emergency Repair Door	260.00	Door Repairs - Terminal
* 068658	1/29/2021	Ferguson Enterprises	24.82	Buildg. Maint.
* 068659	1/29/2021	Frontier Communications	658.78	Telephone Service
* 068660	1/29/2021	Hayward Lumber Company	94.80	MHP - Maintenance
* 068661	1/29/2021	Ray Heath	3,575.20	Consulting Service
* 068662	1/29/2021	J B Dewar	424.31	Fuel Expense - Gas/Diesel
* 068663	1/29/2021	Limotta Technologies	4,316.84	Computer Support Services
* 068664	1/29/2021	Mission Uniform Service	169.96	Uniform Service
* 068665	1/29/2021	Thomas Pastusak	441.66	Lease Termination Refund
* 068666	1/29/2021	Pathpoint	1,271.70	Airport Maintenance Service
* 068667	1/29/2021	Principal Financial Group	2,757.58	Dental, Life, Disability, Vision
* 068668	1/29/2021	Robert Rich	734.00	Lease Termination Refund
* 068669	1/29/2021	Sage Institute Inc.	1,740.00	Consulting Service
* 068670	1/29/2021	Sousa Tire Service	113.15	1 New Radial Tire
* 068671	1/29/2021	Chuck Adams	200.00	Directors Fees
* 068672	1/29/2021	Carl Engel, Jr.	400.00	Directors Fees
* 068673	1/29/2021	Hugh Rafferty	400.00	Directors Fees
* 068674	2/9/2021	Adamski Moroski	4,314.00	Legal Service
* 068675	2/9/2021	American Industrial Supply	160.90	Lighting & Nav Aid Maint.
* 068676	2/9/2021	AT&T	179.45	Phone Service
* 068677	2/9/2021	BC Pump Sales	335.79	Equipment -Shop
* 068678	2/9/2021	Bee Safe Lock & Key	61.23	Buildg. Maint. - Hangar Area
* 068679	2/9/2021	Berchtold Equipment	761.71	Heavy Equip Maint - Mechanical
* 068680	2/9/2021	BMI PacWest	640.28	Buildg. Maint. - Terminal

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 068681	2/9/2021	Bomar Security	5,913.77	Security Service
* 068682	2/9/2021	Brayton's Power Wash	500.00	Terminal Street Sweeping
* 068683	2/9/2021	CED	291.86	Lighting Maintenance
* 068684	2/9/2021	Coast Networx	210.00	Computer Support
* 068685	2/9/2021	City of Guadalupe	19,643.11	Security Service
* 068686	2/9/2021	Clark Pest Control	1,620.00	Weed/Vector Control
* 068687	2/9/2021	Econ Alliance	5,000.00	Planning & Marketing
* 068688	2/9/2021	Fedak & Brown LLP	512.00	Annual Audit
* 068689	2/9/2021	Ferguson Enterprises, Inc.	694.82	Buildg. Maint.
* 068690	2/9/2021	Frontier Communications	1,372.07	Telephone Service
* 068691	2/9/2021	Furniture Installation	941.00	Reconfigure Work Station
* 068692	2/9/2021	The Gas Company	1,611.60	Utilities
* 068693	2/9/2021	Hayward Lumber Company	182.47	MHP - Maintenance
* 068694	2/9/2021	Ruth Holden	56.96	Lease Termination Refund
* 068695	2/9/2021	J B Dewar, Inc	183.77	Fuel Expense - Gas/Diesel
* 068696	2/9/2021	J.D. Humann Landscape	4,955.00	Landscape Maintenance
* 068697	2/9/2021	Letters	12.00	Auto Maintenance
* 068698	2/9/2021	Local Copies	109.52	Printing & Stationary
* 068699	2/9/2021	MarTeeny Designs	275.00	Web Page Maint.
* 068700	2/9/2021	Mission Uniform Service	169.96	Uniform Service
* 068701	2/9/2021	Napa Auto Parts	39.13	Auto parts
* 068702	2/9/2021	NBAA	385.00	Membership Renewal
* 068703	2/9/2021	Outdoor Supply Hardware	21.72	Hardware & Supplies
* 068704	2/9/2021	Michael Peterson	250.00	Lease Termination Refund
* 068705	2/9/2021	Sage Institute Inc.	5,660.00	Consulting Service
* 068706	2/9/2021	County of SB EHS/CUPA	1,288.00	Hazardous Materials Permit
* 068707	2/9/2021	Sherwin-Williams	88.60	Painting Supplies
* 068708	2/9/2021	S Lombardi & Assoc.	8,611.00	Airport Advertising
* 068709	2/9/2021	SM Chamber of Commerce	45.00	Dues & Memberships
* 068710	2/9/2021	SM Tire	282.95	Fire Truck Flat Tire
* 068711	2/9/2021	Tri-Counties Plant Service	275.00	Interior Plants Maint.

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 068712	2/9/2021	Verizon Wireless	889.35	Mobile Devices
* 068713	2/9/2021	VTC Enterprises	70.00	Trash - Paper Recycling
* 068714	2/9/2021	Western Propane Service	41.49	Maintenance Supplies
* 068715	2/9/2021	Xerox Financial Services	536.53	Copier Lease
			<u>\$ 296,665.68</u>	
ACH	1/27/2021	Umpqua Bank	4,983.29	Computer Support/Advertising/Security/Office
ACH	1/28/2021	Paychex	304.48	Payroll Garnish
ACH	1/28/2021	Paychex	1,180.16	Payroll Taxes
ACH	1/29/2021	CA Sale Tax	10.00	Sale Tax
ACH	1/29/2021	Paychex	75.73	Paychex Invoice
ACH	2/2/2021	Pacific Premier Bank Fees	1,423.03	Credit Card Fee
ACH	2/2/2021	CalPERS	5,664.70	Employee Retirement
ACH	2/4/2021	Paychex	25,091.41	Payroll
ACH	2/4/2021	Mass Mutual	4,628.12	Employee Paid Retirement
ACH	2/5/2021	Paychex	179.14	Paychex Invoice
ACH	2/5/2021	Paychex	5,281.57	Payroll Taxes
Subtotal			<u>\$ 48,821.63</u>	
Total			<u>\$ 345,487.31</u>	



February 11, 2021

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

Subject: Authorization for tuition reimbursement for Carla Osborn, Operations Officer.

Summary

Based upon section 10.5 of the Personnel Manual (See Attached). I am requesting reimbursement for Carla Osborn. Ms. Osborn has completed and passed this course at Embry-Riddle Aeronautical University.

Budget

Course	Tuition				
Intro to Aeronautical Science	\$1,287.00				
Total:	\$1,287.00				\$1,287.00

Overall Impact

Approved 2020-2021 Budget for Education	\$16,000.00
Previously Approved for Education	3,327.00
Current Balance for Education	12,673.00
Amount of this Request	1,287.00
Balance Remaining if Approved	11,386.00

Recommendation

I recommend we repay Mrs. Osborn as the District will benefit as a result of additional training and these classes will assist the Operations Officer's pursuit of her Bachelor's Degree.

Sincerely,

Veroneka Reade
 Manager of Finance & Administration

EMBRY-RIDDLE

Aeronautical University

Carla Osborn
[REDACTED]

Account No: 2513380
Statement Print Date: 2/1/2021 11:07 AM
Statement From/To Date: 11/1/2020 To 11/6/2020

Charges				
Date Posted	Term	Item Description	Amount	Currency
11/04/2020	Worldwide 2020-11 November	WW Tuition Undergrad	1,287.00	USD
Total Charges:			1,287.00	

Payments				
Date Posted	Term	Item Description	Amount	Currency
Total Payments:			.00	

Refunds				
Date Posted	Term	Item Description	Amount	Currency
Total Refunds:			.00	

Financial Aid				
Date Posted	Term	Item Description	Amount	Currency
Total Financial Aid:			.00	

Net Total for Statement Date Range: 1,287.00

Charges are based on your home campus published rates. Residential and Worldwide students are only eligible for your campus specific rates regardless of modality.

Daytona Beach Campus:
1 Aerospace Boulevard
Daytona Beach, FL 32114
386-226-6285

Prescott Campus:
3700 Willow Creek Rd.
Prescott, AZ 86301
928-777-3726

Worldwide Campus:
Campus of Attendance
386-226-6280

EMBRY-RIDDLE

Aeronautical University

Name: Osborn,Carla

ID: 2513380

Term: Worldwide 2020-11 November

Cumulative GPA: 4.000

Class	Course Title	Units	Grade
ASCI 202	Intro to Aeronautical Science	3.00	A