



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

**Thursday
February 13, 2025**

**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, Guy

- 1. MINUTES OF THE REGULAR MEETING HELD JANUARY 23, 2025**
- 2. COMMITTEE REPORT(S):**
 - a) EXECUTIVE
 - b) ADMINISTRATION & FINANCIAL
 - c) SAFETY & SECURITY
 - d) REAL ESTATE
 - e) AIRPORT PLANNING & CAPITAL IMPROVEMENT
 - f) GOVERNMENT AFFAIRS
 - g) MARKETING & PROMOTIONS
 - h) GENERAL AVIATION
- 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. **PRESENTATION BY FOREFRONT POWER PROVIDING AN UPDATE ON THE SOLAR PROJECT.**
7. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE SECOND AMENDMENT OF SERVICE AGREEMENT FOR CONSULTING SERVICES FOR THE AIRPORT BUSINESS PARK SPECIFIC PLAN BETWEEN THE DISTRICT AND RRM DESIGN GROUP, INC.**
8. **AUTHORIZATION FOR THE PRESIDENT AND THE GENERAL MANAGER TO ATTEND THE LIFT SUMMIT TO BE HELD MARCH 26-28, 2025, IN MONTEREY CA.**
9. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
 - a) **Conference with Real Property Negotiators:** APN: 111-231-11 Parcels 85-89, Santa Maria, CA 93455. Agency negotiators: General Manager and District Counsel. Negotiating parties: G3, LLC. Under Negotiation: Price and terms of land sale (Gov. Code Section 54956.8).
 - b) **Conference with Real Property Negotiators:** 3820 S. Blosser Road, Santa Maria, CA 93455. Agency negotiators: General Manager and District Counsel. Negotiating parties: Maldonado Companies. Under Negotiation: Terms of sublease (Gov. Code Section 54956.8).
10. **DIRECTORS' COMMENTS.**
11. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD JANUARY 23, 2025

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, Brown, Guy, and Clayton. General Manager Pehl, Manager of Finance & Administration Reade, and District Counsel Cheung. Director Adams was absent.

1. MINUTES OF THE REGULAR MEETING HELD January 9, 2025. Director Clayton made a Motion to approve the minutes of the regular meeting held January 9, 2025. Director Guy Seconded, and it was carried by a 3-0 vote. Director Brown abstained.
2. COMMITTEE REPORT(S):
 - a) EXECUTIVE – The committee met to set the agenda.
 - b) ADMINISTRATION & FINANCIAL – No meeting scheduled.
 - c) SAFETY & SECURITY – No meeting scheduled.
 - d) REAL ESTATE – No meeting scheduled.
 - e) AIRPORT PLANNING & CAPITAL IMPROVEMENT– No meeting scheduled.
 - f) GOVERNMENT AFFAIRS – No meeting scheduled.
 - g) MARKETING & PROMOTIONS – No meeting scheduled.
 - h) GENERAL AVIATION – No meeting scheduled.
3. GENERAL MANAGER’S REPORT: General Manager Pehl updated the Board on the SoCalGas realignment project, and the Taxiway “C” and Storm Drain project
4. The Manager of Finance & Administration presented the Demand Register to the Board for review and approval.
 - a) Demand Register. The Demand Register, covering warrants 073357 through 073406 in the amount of \$264,603.03, was recommended for approval as presented. Director Brown made a Motion to accept the Demand Register as presented. Director Clayton Seconded, and it was carried by a 4-0 vote.
 - b) Budget vs. Actual. Received and filed.
 - c) Budget Deviation. Director Brown made a Motion to approve. Director Clayton Seconded, and it was carried by a 4-0 vote.
 - d) Financial Statements. Received and filed.
 - e) Quarterly Investment Report. Received and filed.

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 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.

No one requested to speak.

6. Presentation by Jane Hinton, Planes of Fame Air Museum, providing updates on the Planes of Fame Air Museum, Santa Maria Campus. This item was tabled.
7. Authorization for one staff member to attend a headquarter meeting with Allegiant Air to be held February 19th, in Las Vegas, NV and SkyWest Airlines to be held February 20th, 2025, in St. George, UT. Director Moreno made a Motion to approve. Director Clayton Seconded, and it was carried by a 4-0 vote.
8. Authorization for two staff members to attend the Central Valley Facilities Expo to be held March 19th- 20th, in Modesto, CA. Director Brown made a Motion to approve. Director Guy Seconded, and it was carried by a 4-0 vote.
9. Closed Session. At 6:13 p.m. the Board went into Closed Session to discuss the following item(s):
- a) Conference with Real Property Negotiators: APN 111-231-11 Parcels 85-89, Santa Maria, CA 93455. Agency negotiators: General Manager and District Counsel, Negotiating parties: G3, LLC. Under Negotiation: Price and terms of land sale (Gov. Code Section 54956.8).

At 6:39 pm., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

10. Directors' Comments. Directors Moreno and Brown had no comment.

Director Clayton expressed his support for the firefighters fighting the southern California fires and reiterated that the District was heading in the right direction.

Director Guy is thankful for the Santa Maria Tanker Base.

11. Adjournment: President Moreno asked for a Motion to adjourn to a Regular Meeting to be held on February 13, 2025, at the regular meeting place. Director Brown made that Motion, Director Clayton Seconded, and it was carried by a 4-0 vote.

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 6:41 p.m. on January 23, 2025.

Ignacio Moreno, President

Steven Brown, Secretary

2024-2025

**DEMAND REGISTER
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 073407 to 073437 and electronic payments on Pacific Premier Bank and in the total amount of \$473,268.38.

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 073407 to 073437 and electronic payments on Pacific Premier Bank in the total amount of \$473,268.38 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 13, 2025.

STEVE BROWN
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 73407	1/28/2025	All American Drilling, Inc.	\$700.00	Drainage Maintenance
* 73408	1/28/2025	American Assn of Airport Exec	\$495.00	Digicast 4/1/25 - 6/30/25
* 73409	1/28/2025	American Industrial Supply	\$37.90	Vehicle Maintenance
* 73410	1/28/2025	Armstrong's Lock and Key	\$1,022.60	Terminal Maintenance
* 73411	1/28/2025	AT&T	\$180.06	Telephone Service
* 73412	1/28/2025	Bomar Security & Investigation	\$2,854.50	Security Service
* 73413	1/28/2025	Boyer's Diesel	\$627.50	Vehicle Maintenance
* 73414	1/28/2025	City of Santa Maria	\$530.00	Construction Meter Fees
* 73415	1/28/2025	City of Santa Maria	\$248,250.00	ARFF Services Oct-Dec 2024
* 73416	1/28/2025	City of Santa Maria-Util Div	\$5,220.17	Utilities - Water
* 73417	1/28/2025	Claude & Cara Rateau	\$479.00	Tenant Refund
* 73418	1/28/2025	Fence Factory	\$26.39	Fencing & Gates
* 73419	1/28/2025	Ferguson US Holdings, Inc.	\$110.55	Terminal/Hangar Maintenance
* 73420	1/28/2025	Grainger	\$260.79	Terminal Maintenance
* 73421	1/28/2025	Gsolutionz, Inc.	\$406.98	Voice Services 12/22/24 - 1/21/25
* 73422	1/28/2025	Hayward Lumber Company	\$193.73	Admin/Terminal Maintenance
* 73423	1/28/2025	Home Depot	\$1,757.39	Shop Supplies/Hangar Maintenance
* 73424	1/28/2025	Interstate Batteries	\$166.33	Vehicle Maintenance
* 73425	1/28/2025	J B Dewar, Inc	\$949.35	Unleaded/Diesel Fuel
* 73426	1/28/2025	Jack's All American Plumbing	\$540.00	Hangar Maintenance
* 73427	1/28/2025	Mar-Co Equipment Company	\$701.25	Vehicle Maintenance
* 73428	1/28/2025	McMaster-Carr	\$386.77	Shop Supplies
* 73429	1/28/2025	Mission Linen Service	\$321.91	Uniform Service
* 73430	1/28/2025	Napa Auto Parts	\$64.09	Vehicle Maintenance
* 73431	1/28/2025	RRM Design Group	\$14,691.00	Spec Plan Amendment/Parcel Rezoning
* 73432	1/28/2025	Santa Barbara Cnty Special District Assoc.	\$300.00	SBCCSDA Fees -IV Parks and Rec
* 73433	1/28/2025	Santa Barbara County Clerk-Rec	\$30,622.60	Election Materials and Services
* 73434	1/28/2025	Santa Maria Valley Historical Society	\$100.00	Patriot Membership - 2025
* 73435	1/28/2025	Sheppard Welding Services	\$1,000.00	Vehicle Maintenance
* 73436	1/28/2025	Tartaglia Engineering	\$21,558.50	Taxiway Rehabilitation
* 73437	1/28/2025	The Teal Journey Ovarian Cancer Foundation	\$500.00	Airport Advertising
Subtotal			<u>\$335,054.36</u>	
ACH	1/23/2025	Ready Refresh	\$64.03	Water Delivery
ACH	1/23/2025	Quadient Leasing	\$440.67	Postage Machine Lease
ACH	1/24/2025	Frontier Communications	\$1,028.34	Telephone Service
ACH	1/24/2025	Clark Pest Control	\$3,240.75	Weed/Wildlife Maintenance

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
ACH	1/27/2025	Umpqua Bank	\$8,139.63	Conserv. Easemnt, Bus. Travel, Emp. Recognition
ACH	1/28/2025	Ultrex	\$14.27	Equipment Lease - Usage Charge
ACH	1/28/2025	CalPers	\$7,353.53	Employee Retirement
ACH	1/28/2025	Amazon Capital Services	\$904.29	Office Equipment, Shop Supplies
ACH	1/29/2025	Aflac	\$204.24	Employee Voluntary Insurance
ACH	1/29/2025	Frontier Communications	\$300.41	Telephone Service
ACH	1/30/2025	Paychex	\$30,161.95	Payroll
ACH	1/30/2025	Paychex	\$8,152.00	Payroll Taxes
ACH	1/30/2025	Ca Dept of Tax and Fees	\$129.00	Sales & Use Tax
ACH	1/31/2025	Paychex	\$209.20	Paychex Invoice
ACH	1/31/2025	Principal	\$2,825.60	Employee Dental/Life/Disability Insurance
ACH	2/3/2025	Ready Refresh	\$166.67	Water Delivery
ACH	2/3/2025	Empower Retirement	\$5,357.78	Employee Paid Retirement
ACH	2/3/2025	CalPers	\$16,846.00	Unfunded Liability
ACH	2/7/2025	Frontier Communications	\$954.93	Telephone Service
ACH	2/7/2025	PG&E	\$25,929.71	Terminal/Admin/Hangar Electricity
ACH	2/7/2025	Ready Refresh	\$107.66	Water Delivery
ACH	2/11/2025	CalPers	\$7,353.53	Employee Retirement
ACH	2/11/2025	CalPers	\$18,329.83	Employee Health Insurance
		Subtotal	<u>\$138,214.02</u>	
		Total	<u><u>\$473,268.38</u></u>	

**SECOND AMENDMENT OF SERVICE AGREEMENT
FOR CONSULTING SERVICES FOR THE
AIRPORT BUSINESS PARK SPECIFIC PLAN**

RE: By this Agreement, dated August 26, 2021, between SANTA MARIA PUBLIC AIRPORT DISTRICT (herein called "District") and RRM Design Group, a California Corporation (herein called "Consultant"), District retains Consultant to perform certain Land Planning Services.

The SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") and RRM DESIGN GROUP, ("Consultant"), agree to amend the Agreement effective February 13, 2025, as follows:

1. **COMPENSATION.** The District shall amend the compensation to Consultant in the amount of \$65,000 for additional services listed in Exhibit "A" attached hereto, and the not-to-exceed amount in Section 3 of the Agreement shall be increased to \$356,760.00.

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

Dated: **February 13, 2025**

DISTRICT:

Approved as to content for
District:

SANTA MARIA PUBLIC AIRPORT DISTRICT

General Manager

Ignacio Moreno, President

Approved as to form for District

Steve Brown, Secretary

District Counsel

CONSULTANT:

Erik Justesen, Principal

Exhibit "A"

Additional Service Authorization

Date: January 30, 2025	
Client: Santa Maria Public Airport District	Task ID Number s: X.1, X.2
Project Name: Santa Maria Airport Business Park Specific Plan Amendment	Project Number: 2123-02-CU21

Description of Work to be Performed

RRM Design Group, a California Corporation ("RRM Design Group"), has entered into an agreement with the Santa Maria Public Airport District (the "District") dated August 26, 2021 (the "Prime Agreement") for the project: Airport Business Park Specific Plan (the "Project"). Additional Services Authorized by the Client are subject to the Terms and Conditions of the Prime Agreement.

From Fall of 2022 to Fall of 2024, work on the Business Park Specific Plan update was put on hold due to the CTS issue.

In the Spring of 2023, the District's traffic engineer, Kimley Horn and Associates (KHA), stopped work on the project and has not resumed. KHA was tasked with preparing the traffic and circulation chapter of the Business Park Specific Plan update.

The original scope of work did not include scope or budget for the funding and financing section of the specific plan.

This additional service is necessary to cover costs to for RRM to prepare the circulation chapter of the specific plan and to subcontract with the Natleson Dale Group to prepare the funding and financing chapter of the specific plan.

Task X.1: Preparation of Circulation Chapter

This task includes the preparation of the Circulation Chapter for the Business Park Specific Plan update, initially assigned to KHA.

Deliverables:

- Circulation Chapter of the Specific Plan

Fixed Fee:

- \$50,000 (see footnote)

Task X.2: Funding and Financing Chapter (Natleson Dale Group)

This task includes economic consulting by The Natleson Dale Group to write the Funding and Financing Chapter of the Specific Plan. This will be performed by the Natleson Dale Group under a subcontract to RRM.

Deliverables:

- Funding and Financing Chapter of the Specific Plan

Fixed Fee:

- \$15,000 (see footnote)

Fee Footnotes

Fixed fee tasks will be billed as the work progresses until the task is completed, and the total amount stated in the contract for the task is invoiced.

Any work outside the scope of the original agreement between RRM Design Group and the Client, and authorized by the Client, is subject to the Terms and Conditions of the Prime Agreement.

Authorization to Proceed by Client Representative:

Sign

Date

Print Name, Title

djpN:\2000\2123-02-CU21-Santa-Maria-Airport-Bus-Park-Spec-Plan-Amend\Project-Management\Contracts\Addendums\Addendum-X\ASA-Task-X.1-djp-01.06.25.docx



February 13, 2025

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

Subject: Authorization for the President and the General Manager to attend the Lift Summit to be held March 26-28, 2025, in Monterey CA.

Summary

With a focus on workforce readiness, infrastructure requirements, and policy frameworks, the Lift Summit aims to create actionable pathways for regional economic development and career opportunities in the AAM & UAS sectors.

Budget

		Attendees	Days	Rate	Total
Fees:	Registration	2		\$350.00	\$700.00
	Transportation	2		\$252.00	\$504.00
	Lodging	2	3	\$237.00	\$1,422.00
	Meals	2	4	\$100.00	\$800.00
	Total:				\$3,426.00

Overall Impact:

2024-2025 Budget for Business Travel	\$30,000.00
Previously Approved Business Travel	\$17,402.00
Current Balance for Business Travel	\$12,598.00
Amount of this Request	\$3,426.00
Balance Remaining if Approved	\$9,172.00

Recommendation

Staff recommends the board authorize this travel.

Sincerely,

Veroneka Reade
 Manager of Finance and Administration