



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

**Thursday  
April 9, 2020**

**Virtual Meeting  
Zoom Meeting: [Zoom.us](https://zoom.us)  
Meeting ID: 439-153-684  
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: Adams, Brown, Rafferty, Engel, Baskett**

- 1. RESOLUTION 885. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT CREATING A DECLARATION OF EMERGENCY.**
- 2. RATIFICATION OF THE DECLARATION OF THE BOARD PRESIDENT OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ALTERING THE MEETING LOCATION AND ESTABLISHING VIRTUAL PUBLIC MEETING PROTOCOLS AS A RESULT OF THE CORONAVIRUS PANDEMIC.**
- 3. MINUTES OF THE REGULAR MEETING HELD MARCH 12, 2020.**
- 4. 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)**

5. **GENERAL MANAGER'S REPORT**
6. **MANAGER OF FINANCE & ADMINISTRATION REPORT**
  - a) Demand Register
7. **DISTRICT COUNSEL'S REPORT. (Joshua George and Natalie Frye Laacke)**
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 will establish time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.
9. **RESOLUTION 886. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ESTABLISHING THE SANTA MARIA PUBLIC AIRPORT DISTRICT RESPONSE TO COVID-19.**
10. **SELECTION OF LAFCO REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBERS AND AUTHORIZATION FOR THE PRESIDENT TO VOTE FOR SELECTEES BY MAIL IN BALLOT**
11. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE FIRST AMENDMENT OF LEASE BETWEEN THE DISTRICT AND G3, LLC.**
12. **DIRECTORS' COMMENTS.**
13. **ADJOURNMENT.**

**RESOLUTION NO. 885**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC  
AIRPORT DISTRICT CREATING A DECLARATION OF EMERGENCY**

**Recitals**

**WHEREAS**, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 ("COVID-19"); and

**WHEREAS**, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with state and local public health officials as pertains to measures to control the spread of COVID-19; and

**WHEREAS**, on March 12, 2020, the Santa Barbara County Health officials declared a public health emergency due to the COVID-19 pandemic; and

**WHEREAS**, the health, safety and welfare of Santa Maria Public Airport District ("District") residents, businesses, visitors and staff are of utmost importance to the Board of Directors ("Board"), and additional future measures may be needed to protect the community; and

**WHEREAS**, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District and require use of emergency provisions in the District's Admin code and federal, state and/or local codes and regulations; and

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

1. The Board of Directors declares a State of Emergency to exist in the Santa Maria Public Airport District as a result of the threat of Novel Coronavirus 2019 ("COVID-19").
2. The General Manager may take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, and Procedures.
3. The authority vested in the General Manager by this resolution will terminate upon a declaration by the Governor that the State of Emergency has ended and the County Health Officer that the Public Health Emergency has ended.

**PASSED AND ADOPTED** at the Regular meeting of the Board of Directors of the Santa Maria Airport District held on April 9, 2020 on Motion of Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, and carried by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
Chuck Adams, President

\_\_\_\_\_  
Hugh Rafferty, Secretary

**DECLARATION OF THE BOARD PRESIDENT OF THE  
SANTA MARIA PUBLIC AIRPORT DISTRICT ALTERING  
THE MEETING LOCATION AND ESTABLISHING VIRTUAL PUBLIC  
MEETING PROTOCOLS AS A RESULT OF THE CORONAVIRUS PANDEMIC**

**WHEREAS**, the Santa Maria Public Airport District (“District”) is an independent special district and the meetings of its legislative body are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code section 54950, et. seq.); and

**WHEREAS**, due to the Novel Coronavirus 2019 (“COVID-19”) pandemic, the District is in a state of emergency as established by the Governor on March 4, 2020 via proclamation, and by the Santa Barbara County Health officials on March 12, 2020 and the Santa Maria Public Airport District Board of Directors on April 9, 2020, via resolution; and

**WHEREAS**, on March 19, 2020, the Governor issued Executive Order N-33-20 directing all individuals living in the State of California to stay home or at their place of residence, except as to maintain continuity of operations of specified critical infrastructure; and

**WHEREAS**, the Governor identified a list of Essential Critical Infrastructure Workers to help state, local, tribal and industry partners as they work to protect communities. This list includes critical government workers and identifies transportation systems, including airports, as necessary to maintain the nation’s system to quickly, safely and securely move people and goods throughout the country; and

**WHEREAS**, it is necessary to continue to conduct meetings of the various legislative bodies of the District in order to maintain the critical public health and safety services and operations provided; and

**WHEREAS**, Section 54954(a) of the Brown Act requires that the District specify its regular meeting time and place by ordinance, resolution or bylaws; and

**WHEREAS**, the District's regular meeting place has been established as the Airport Boardroom in Santa Maria, California, by Section 3 of the Santa Maria Public Airport District Administrative Code; and

**WHEREAS**, Government Code section 54954(e) allows the Board President to designate an alternate location for the meetings to take place if, due to an emergency, it is unsafe to meet in the designated location; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-29-20 which authorized meetings of local legislative bodies to be held by teleconference or other electronic means as long as notice is provided to the public and the meeting is made accessible in specified ways to allow the public to observe and participate; and

**WHEREAS**, it is the Board President’s intent to encourage the Board of Directors and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pendency of this pandemic.

**NOW, THEREFORE**, on behalf of the Santa Maria Public Airport District, I, Chuck Adams, President of the Board of Directors, hereby find and declare the following:

SECTION 1. The above referenced recitals are true and correct and material to the adoption of this Declaration.

SECTION 2. The regular meetings of the Board, and any and all other meetings of the District's legislative bodies that are subject to the Brown Act, may be held via teleconference or other electronic means, in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration, which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

SECTION 3. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

SECTION 4. This Declaration shall take effect immediately and shall remain in effect only during the period in which state or local public health officials have imposed or recommended social distancing measures.

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Santa Maria Public Airport District, its departments, officers, employees, contractors, or any other person.

**ADOPTED** by the Board of Directors of the Santa Maria Airport District on April 9, 2020 by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

Approved as to content for  
District:

SANTA MARIA PUBLIC AIRPORT DISTRICT,  
a public agency

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

By: \_\_\_\_\_  
Chuck Adams, President

Approved as to form for District:

By: \_\_\_\_\_  
Hugh Rafferty, Secretary

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

MINUTES OF THE REGULAR BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD MARCH 12, 2020

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 Adams, Brown, Rafferty, Engel and Baskett. General Manager Hastert, Manager of Finance & Administration Reade and District Counsel George.

1. MINUTES OF THE REGULAR MEETING HELD February 27, 2020. Director Rafferty made a Motion to approve the minutes of the regular meeting held February 27, 2020. Director Baskett 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) – A meeting is scheduled.
  - d) CITY & COUNTY LIAISON – A meeting is scheduled.
  - e) STATE & FEDERAL LIAISON – No meeting scheduled.
  - f) VANDENBERG LIAISON – No meeting scheduled.
  - g) BUSINESS PARK COMMITTEE (Ad Hoc) – The committee met with RRM to discuss future projects.
3. GENERAL MANAGER'S REPORT. Mr. Hastert updated the board on precautions that are in place for Covid-19. He discussed the details of the Mead & Hunt Conference and the Tourism meeting he attended.
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 067686 through 067736 in the amount of \$149,469.32 was recommended for approval as presented. Director Rafferty made a Motion to accept the Demand Register as presented. Director Baskett Seconded and it was carried by a 5-0 vote.
5. DISTRICT COUNSEL'S REPORT. District Counsel George updated the Board on recent changes permitted by the Brown Act due to Covid-19.
6. PUBLIC SESSION: Statements from the floor will be heard during public session. Request to Speak forms are provided for those wishing to address the board. After completing the form, please give it to the Clerk. Requests requiring board action will be

referred to staff and brought on the next appropriate agenda. Members of the public are cordially invited to speak on agenda items as they occur. Staff reports covering agenda items are available for review in the offices of the General Manager on the Tuesday prior to each meeting. The Board has established a five-minute time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.

Sean Kelleythorne requested to speak regarding Covid-19 preparation and response.

7. Discussion and direction to staff regarding offering lease for hangar 3001-F Airpark Drive to Composite Plastic Systems. Discussion was held and the direction of the Board was not to allow the lease to be offered.
8. Authorization for the President and Secretary to consent to the transfer of the hangar located at 2997-B Airpark Drive to Richard Shapley and R & A Rowan Trust. Director Brown made a Motion to approve. Director Baskett Seconded and it was carried by a 5-0 vote.

RECESS: At 7:22 p.m.

Return to OPEN SESSION: At 7:26 p.m. The Board and staff reconvened to Open Session.

9. CLOSED SESSION. At 7:26 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 111-231-11 (Gov. Code Section 54956.8)
  - b) Conference with Legal Counsel-Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(b): (One Case).

At 7:43 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

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

Director Engel fears Covid-19 will hurt our air service.

Director Baskett asked for an update on Customs.

Director Brown may need to teleconference for the next meeting as he will be in self-quarantine during this outbreak.

11. ADJOURNMENT. President Adams asked for a Motion to adjourn to a Regular Meeting to be held on March 26, 2020 at 7:00 p.m. at the regular meeting place. Director Rafferty made that Motion, Director Brown Seconded and the Motion 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 7:45 p.m. on March 12, 2020.

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Chuck Adams, President

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Hugh Rafferty, Secretary

**2019-2020**

**DEMAND REGISTER  
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 067737 to 067812, and electronic payments on Pacific Premier Bank and in the total amount of \$271,643.67.

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CHRIS HASTERT  
GENERAL MANAGER

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DATE

The undersigned certifies that the attached register of audited demands of the Santa Maria Public Airport District for each demand, numbers 067737 to 067812, and electronic payments on Pacific Premier Bank in the total amount of \$271,643.67 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.

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VERONEKA READE  
MANAGER OF FINANCE AND ADMINISTRATION

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DATE

THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVED PAYMENT OF THE ATTACHED WARRANTS AT THE MEETING OF APRIL 9, 2020.

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HUGH RAFFERTY  
SECRETARY

## Santa Maria Public Airport District

### Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
067737	3/13/2020	Carla Osborn	586.56	Employee Paid Reimbursement
067738	3/23/2020	ACCO Engineered Systems	3,287.00	HVAC Maintenance
067739	3/23/2020	ADB SAFEGATE Americas LLC	983.04	Lighting & Nav Aid Maint.
067740	3/23/2020	Advantage Answering Plus	272.92	Answering Service
067741	3/23/2020	Aflac	562.05	Voluntary Ins. - Employee
067742	3/23/2020	American Industrial Supply	110.11	Lighting & Nav Aid Maint.
067743	3/23/2020	AT&T	45.76	Phone Service
067744	3/23/2020	Big Red Marketing	3,750.00	Event Coordination 2020 Airshow
067745	3/23/2020	Bomar Security & Investigation	899.00	Security Service
067746	3/23/2020	Consolidated Electrical Distributors, Inc.	299.48	Lighting Maintenance
067747	3/23/2020	Clark Pest Control	330.00	Pest Control - Terminal & Adm.
067748	3/23/2020	Comcast	1,751.22	Cable/Internet /Digital Voice
067749	3/23/2020	Crandall Construction	3,800.00	Storm Water Maintenance
067750	3/23/2020	De Lage Landen	106.37	Lease/Maint. - Copier
067751	3/23/2020	Ferguson Enterprises, Inc.	18.80	Buildg. Maint.
067752	3/23/2020	Frontier Communications	1,415.53	Telephone Service
067753	3/23/2020	Grainger	220.09	Maintenance Supplies
067754	3/23/2020	Chris Hastert	329.72	Employee Reimbursement
067755	3/23/2020	John Herlihy	210.30	Tenant Refund
067756	3/23/2020	Home Depot	547.32	Building Maintenance
067757	3/23/2020	IRIS Companies	2,177.80	Security Supplies
067758	3/23/2020	J B Dewar, Inc	750.06	Fuel Expense - Gas/Diesel
067759	3/23/2020	J.D. Humann Landscape Contr.	9,910.00	Landscape Maintenance
067760	3/23/2020	Keylock Security Specialists	2,234.10	Maint.- Access Control System
067761	3/23/2020	LSC Communications	29.92	Publications
067762	3/23/2020	Abel Maldonado	763.00	Tenant Refund
067763	3/23/2020	Mead & Hunt, Inc.	3,728.84	Air Service Consulting
067764	3/23/2020	Steven Meyer	204.13	Tenant Refund
067765	3/23/2020	Mission Uniform Service	289.00	Uniform Service
067766	3/23/2020	Quadient	362.90	Postage Meter Lease
067767	3/23/2020	Pacific Telemanagement Services	227.92	Pay Phone Service
067768	3/23/2020	Pathpoint	1,627.44	Airport Maintenance Service
067769	3/23/2020	South Coast Emergency Vehicle Services	808.00	Heavy Equip.Maint.- Mechanical
067770	3/23/2020	Tri-Counties Plant Service	275.00	Interior Plants Maint.
067771	3/23/2020	WageWorks	100.00	Cafeteria Plan - Admin. Fee
067772	3/23/2020	Work World America, Inc	54.33	Safety Equipment
067773	3/23/2020	Veroneka Reade	485.00	Medical Reimbursement
067774	3/25/2020	Armando's Autobody & Paint Inc	4,971.22	Car repair due to gate malfunction
067775	4/6/2020	Chuck Adams	400.00	Directors Fees
067776	4/6/2020	Adamski Moroski	2,701.34	Legal Service
067777	4/6/2020	AT&T	245.51	Phone Service
067778	4/6/2020	Berchtold Equipment Company	942.88	Heavy Equip Maint - Mechanical

067779	4/6/2020 BMI PacWest	1,680.00	Buildg. Maint. - Terminal
067780	4/6/2020 Bomar Security & Investigation	4,328.49	Security Service
067781	4/6/2020 Boyer's Diesel	180.00	Heavy Equipment Maint.
067782	4/6/2020 Brayton's Power Wash & Sweep	500.00	Street Sweeping
067783	4/6/2020 Central Coast Scales	2,980.64	Building Maintenance Terminal
067784	4/6/2020 Coast Networx	210.00	Computer Support
067785	4/6/2020 City of Guadalupe	33,579.67	Security Service
067786	4/6/2020 City of Santa Maria-Until Div	4,873.97	Water Invoices
067787	4/6/2020 Clark Pest Control	660.00	Pest Control - Terminal & Adm.
067788	4/6/2020 Carl Engel, Jr.	100.00	Directors Fees
067789	4/6/2020 Fedak & Brown LLP	1,780.00	Annual Audit
067790	4/6/2020 Frontier Communications	2,005.23	Telephone Service
067791	4/6/2020 The Gas Company	880.96	Utilities
067792	4/6/2020 Ray Heath	3,575.20	Consulting Service
067793	4/6/2020 J B Dewar, Inc	390.99	Fuel Expense - Gas/Diesel
067794	4/6/2020 J.F. Will Company, Inc.	35,200.00	Fence Repair Project
067795	4/6/2020 John Jones	278.00	Tenant Refund
067796	4/6/2020 Brooks Lemons	294.64	Refund - Hangar Wait Deposit
067797	4/6/2020 Bob Lepper	155.60	Reimb. - Automobile Tire
067798	4/6/2020 Limotta Internet Technologies	4,222.50	Computer Support Services
067799	4/6/2020 MarTeeny Designs	2,040.00	Web Page Upgrades
067800	4/6/2020 Mission Uniform Service	433.75	Uniform Service
067801	4/6/2020 Quadient Finance	200.00	Postage
067802	4/6/2020 Peachtree Properties	414.64	Tenant Refund
067803	4/6/2020 Principal Financial Group	3,072.27	Dental, Life, Disability, Vision
067804	4/6/2020 Hugh Rafferty	100.00	Directors Fees
067805	4/6/2020 Hugh Rafferty - Reimbursement	74.75	Expense Reimbursement
067806	4/6/2020 Ready Refresh by Nestle	135.86	Water Delivery
067807	4/6/2020 S Lombardi & Assoc., Inc.	5,348.58	Airport Advertising
067808	4/6/2020 Ultrex Business Solutions	1.51	Office Supplies
067809	4/6/2020 Verizon Wireless	898.17	Cell Phones
067810	4/6/2020 VTC Enterprises	70.00	Trash - Paper Recycling
067811	4/6/2020 Xerox Financial Services	656.97	Copier Lease
067812	4/6/2020 City of Santa Maria	374.68	Water Invoice
	Subtotal	<u>164,510.73</u>	

#### Electronic Payments

3/11/2020	CalPERS	15,006.27	Employee Health Insurance
3/12/2020	Pacific Gas & Electric Company	26.11	Terminal/Admin./Main Hangar
3/12/2020	Pacific Gas & Electric Company	8,080.39	Terminal/Admin./Main Hangar
3/12/2020	Pacific Gas & Electric Company	6,244.85	Terminal/Admin./Main Hangar
3/17/2020	CalPERS	5,095.63	Employee Retirement
3/17/2020	Pacific Gas & Electric Company	24.64	Terminal/Admin./Main Hangar
3/17/2020	Pacific Gas & Electric Company	209.49	Terminal/Admin./Main Hangar
3/17/2020	Pacific Gas & Electric Company	424.92	Terminal/Admin./Main Hangar
3/19/2020	Paychex	25,063.96	Payroll
3/20/2020	Mass Mutual	3,828.96	Employee Paid Retirement
3/20/2020	Paychex	5,166.80	Payroll Taxes
3/27/2020	Card Service Center	4,086.89	Business Travel & Enter.

3/27/2020 Card Service Center	368.03	Business Travel & Enter.
3/27/2020 Card Service Center	1,120.90	Business Travel & Enter.
3/27/2020 Card Service Center	973.29	Business Travel & Enter.
3/31/2020 CalPERS	125.67	Employee Retirement
4/2/2020 Card Service Center	1,137.79	Business Travel & Enter.
4/2/2020 Paychex	24,997.23	Employee Payroll
4/3/2020 Paychex	5,151.12	Payroll Taxes
Subtotal	<u>107,132.94</u>	
Total	<u><u>271,643.67</u></u>	

**RESOLUTION NO. 886**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC  
AIRPORT DISTRICT CREATING A DECLARATION OF EMERGENCY**

**Recitals**

**WHEREAS**, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 ("COVID-19"); and

**WHEREAS**, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with state and local public health officials as pertains to measures to control the spread of COVID-19; and

**WHEREAS**, on March 12, 2020, the Santa Barbara County Health officials declared a public health emergency due to the COVID-19 pandemic; and

**WHEREAS**, the health, safety and welfare of Santa Maria Public Airport District ("District") residents, businesses, visitors and staff are of utmost importance to the Board of Directors ("Board"), and additional future measures may be needed to protect the community; and

**WHEREAS**, the possible financial hardship that many customers and tenants will likely face due to reduced revenues, demand, and customers, or change in employment status may create a short-term challenge to fulfill their obligations to the District; and

**WHEREAS**, these tenants and customers are essential to the long-term success and viability of the District; and

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

1. District offices will remain open for critical functions relating to keeping the airport fully operational to support the community.
2. District offices will remain closed for walk in customers to avoid unintended formation of larger groups of people and to limit contact with staff, to maintain essential services.
3. Administrative services including but not limited to airport access badging, training, and contractor escorts will be done by appointment only.
4. Districts general manager will coordinate reduced in office staffing levels including the ability to assign work from home duties on an alternating schedule through June 30, 2020 as needed.
5. The general manager shall implement a hiring freeze through June 30, 2020.

6. Late fees for leases will be suspended through June 30, 2020.
7. The District policy for payments by credit card shall be modified to allow for payment by phone through June 30, 2020.
8. Lease rents may be deferred for up to three months (April-June 2020) on a case by case basis by the District's general manager based upon formal written request for deferral. Tenant requests must present proof, to satisfaction of airport management, that they are financially distressed DUE TO COVID-19.
9. in addition to regular payments, all approved rent deferrals shall be repaid over a six-month period beginning July 1, 2020.
10. Budgetary increases (Hangar rents, salaries, permit fees, month to month commercial leases, etc.) based upon the Consumer Price Index (CPI) will be calculated based upon standard Board policy, however the date of implementation shall be decided by future Board action.

**PASSED AND ADOPTED** at the Regular meeting of the Board of Directors of the Santa Maria Airport District held on April 9, 2020 on Motion of Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, and carried by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
Chuck Adams, President

\_\_\_\_\_  
Hugh Rafferty, Secretary

# LAFCO

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## Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/568-2249

www.sblafco.org ♦ lafco@sblafco.org

April 2, 2020

TO: Presiding Officers of Independent Special Districts

Subject: Ballot for one Regular and one Alternate Special District Member to  
Santa Barbara LAFCO

### BALLOTS FOR ONE LAFCO REGULAR AND ONE ALTERNATE SPECIAL DISTRICT MEMBER

There are two Special District positions available on the Commission. The LAFCO Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible and will conduct the business of the committee by mail. Two ballots, one for the Regular and one for the Alternate LAFCO Member, are attached to this notice **(Exhibit A)**.

- 1) **Ballots for the one LAFCO Regular and one Alternate Special District Member.**  
Both terms ended on March 1, 2020. However, the Commissioners continue to serve until the appointment and qualification of his or her successor. There is currently one term for the Regular Special District Member and one term for the Alternate Special District Member. Both terms of office end on March 1, 2024.
- 2) **Voting Requirements:** The Special District Selection Committee is comprised of the presiding officer from each of the 38 independent special districts in Santa Barbara County. However, if the presiding officer is unable to participate in an election, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. The Committee needs to elect one Regular and one Alternate LAFCO Special District member.
- 3) **Candidates:** Two nominations for the Regular Special District Member and two nominations for the Alternate Special District Member, were submitted before the end of the nomination period on March 27, 2020. One person was nominated for both the Regular and Alternate member vacancy. The list of candidates is attached to this notice as **Exhibit B**. Also attached as **Exhibit C**, are Candidate Statements.



- 4) **Voting Period** Attached you will find two ballots, one for the Regular and one for the Alternate Special District member, containing the names of nominated candidates. The ballots also include voting instructions to each eligible district. **The voting period will be 30-days and will end on May 4, 2020 at 5:00 pm.**
- 5) **Ballot requirements.** The presiding officer, or his or her alternate as designated by the district governing body, may respond by submitting a completed ballot by the date specified. Each returned ballot shall be signed and dated. **Any ballot not signed or signed by anyone other than the presiding officer or alternate designated by the district board will not be valid.**
- 6) **Election completion.** For an election to be completed, at least a quorum of the special district selection committee must submit valid ballots. A quorum is 19 or more of the 38 independent special districts. A successful candidate is the one who receives a majority of the total votes cast, provided a quorum is achieved.

Completed ballots, one Regular Special District Member and one the Alternate Special District Member, should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed **no later than 5:00 pm, May 4, 2020.** Ballots are attached to this notice.

**Santa Barbara Local Agency Formation Commission**  
105 East Anapamu Street, Rm 407, Santa Barbara CA 93101  
FAX 805/568-2249  
Email Address: [lafco@sblafco.org](mailto:lafco@sblafco.org)

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD  
Executive Officer

**Exhibits:**

Exhibit A	Ballots
Exhibit B	List of Candidates
Exhibit C	Candidate Statements

## Exhibit A

### Ballots

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE  
Submit No Later than 5:00 pm, Monday, May 4, 2020

**OFFICIAL BALLOT**

Election of Regular Special District Member on Santa Barbara LAFCO

Vote for one of the following **Regular Special District Member** nominees:

<input type="checkbox"/>	Craig Geyer (Incumbent) – Goleta West Sanitary District
<input type="checkbox"/>	Karen Jones - Santa Ynez Community Services District

\_\_\_\_\_  
**Name of Independent Special District**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

**Title (please check one)**

- ☐ Presiding Officer of the Special District Board
- ☐ Board member alternate designated by Special District Board to vote in this election. (Gov. Code sec 56332(a).)

**Date:** \_\_\_\_\_

**Each returned ballot shall be signed by the presiding officer or his or her alternate as designated by the district governing body. (Gov. Code sec. 56332(a) & (c)(5).)**

The voting member should submit his or her ballot directly to LAFCO by hand or U.S. mail to Jacquelyne Alexander, SANTA BARBARA LAFCO, 105 East Anapamu Street, Room 407, Santa Barbara CA 93101, via email to [lafco@sblafco.org](mailto:lafco@sblafco.org), or Fax (805) 568-2249

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE  
Submit No Later than 5:00 pm, Monday, May 4, 2020

**OFFICIAL BALLOT**

Election of Alternate Special District Member on Santa Barbara LAFCO

Vote for one of the following **Alternate Special District Member** nominees:

<input type="checkbox"/>	Cindy Allen (Incumbent) – Santa Ynez River Water Conservation District
<input type="checkbox"/>	Karen Jones– Santa Ynez Community Services District

\_\_\_\_\_  
**Name of Independent Special District**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

**Title (please check one)**

- ☐ Presiding Officer of the Special District Board
- ☐ Board member alternate designated by Special District Board to vote in this election. (Gov. Code sec. 56332(a).)

**Date:** \_\_\_\_\_

**Each returned ballot shall be signed by the presiding officer or his or her alternate as designated by the district governing body. (Gov. Code sec. 56332(a) & (c)(5).)**

The voting member should submit his or her ballot directly to LAFCO by hand or U.S. mail to Jacquelyne Alexander, SANTA BARBARA LAFCO, 105 East Anapamu Street, Room 407, Santa Barbara CA 93101, via email to [lafco@sblafco.org](mailto:lafco@sblafco.org), or Fax (805) 568-2249

Exhibit B  
List of Candidates

## **List of Candidates**

### **Regular Special District Member nominees:**

Craig Geyer (Incumbent) – Goleta West Sanitary District

Karen Jones – Santa Ynez Community Services District

### **Alternate Special District Member nominees:**

Cindy Allen (Incumbent) – Santa Ynez River Water Conservation District

Karen Jones – Santa Ynez Community Services District

Exhibit C  
Candidate Statements

# **Craig Geyer**

## **LAFCO Special District's Regular Voting Commissioner Candidate**

My name is Craig Geyer; I am the incumbent LAFCO Special District's Regular Voting commissioner. I have been a LAFCO voting commissioner for the past (8) years. During that time I have worked on LAFCO policies and procedures that are beneficial to special districts and advocated for LAFCO financial accountability and transparency.

I believe this election is important, LAFCO will soon initiate Municipal Service Reviews (MSR's). I am the only candidate and only special districts commissioner that has previous experience in conducting Municipal Service Reviews. This review is a study of your district's services, how well you provide them and your financial ability to provide those services. LAFCO also establishes your district boundary and sphere of influence. You need a commissioner that is knowledgeable in the process.

I am asking for your district's vote, to continue serving Special Districts on LAFCO.

Craig Geyer



Cynthia has been employed by Vandenberg Village Community Services District (VVCSD) since 1993 and has worked her way up from Customer Service Representative to Administrative Services Manager, reporting directly to the General Manager. In 2014, she completed her Ph.D. in Public Policy and Administration. Her dissertation is entitled "A Quantitative Analysis of the Effect of Cash-4-Grass Programs on Water Consumption." Cynthia obtained her State of California D2 Drinking Water Distribution Operator Certificate in October 2015 and her T1 Drinking Water Treatment Operator Certificate in January 2017.

Cynthia was appointed to the Santa Ynez River Water Conservation District (SYRWCD) board in April 2015 and was reelected in November 2016. She has been the board president since March 2016. In May 2019, she was elected as the Alternate Special District Member to the Santa Barbara Local Agency Formation Commission (LAFCO).

In her free time, Cynthia is an officer in the Rancho Purisima Chapter of the Daughters of the American Revolution, a board member for the non-profit Companion Animal Placement Assistance (CAPA), and she is a volunteer at the Lompoc Animal Shelter.

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Cynthia Allen, Ph.D., CSDM  
Administrative Services Manager  
Vandenberg Village Community Services District  
3745 Constellation Road  
Lompoc, CA 93436  
(805) 733-3417  
(805) 733-2109 FAX  
[callen@vvcasd.org](mailto:callen@vvcasd.org)  
<http://vvcasd.org>

Karen Jones

I was born in Taft, California where I grew up in a family very active in civics. Both of my parents served in a number of service clubs and both served on the Kern County Grand Jury. My father was Mayor of Taft for two terms and served on the Kern County LAFCO Board for many years, including a stint as Chairman so I am not unfamiliar with the important work done by LAFCO.

Prior to moving to Santa Ynez in 1995 I provided case management services to adolescents with alcohol and drug problems at the Kern County alcohol education program S.T.E.P.S and the Kern County Probation Department. I also worked at Kern County Hospital as a Licensed Psychiatric Technician on the 72 Hour Emergency Psychiatric Unit.

Since being elected to the Santa Ynez CSD in 2016, I have done the research, asked the right questions and I have been an instrument of positive change. I am the first woman ever to serve on the SY CSD Board of Directors and was unanimously elected by my colleagues to a second term as Board President.

In 2017 I was elected to serve on the Santa Ynez Valley Airport Authority Board of Directors. I served as Secretary of the Board in 2018 and I am currently Chairman of the Membership Committee. The only woman on the board when elected, I now serve with a strong and diverse new group of Directors.

Since 1979 I have been married to a multi-generational native son of Santa Barbara. Two of our adult children and all six of our grandchildren live in Santa Barbara County so the issues and challenges we face matter to me on multiple levels. I care about protecting agricultural land, water and air quality, and the rights of every individual who calls Santa Barbara County home.

## FIRST AMENDMENT OF LEASE

RE: Land Lease dated April 25, 2019 between SANTA MARIA PUBLIC AIRPORT DISTRICT and G3, LLC covering 5 acres at Santa Maria Public Airport (the "Lease")

The undersigned SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") and G3, LLC ("Tenant") do hereby agree to amend the above-referenced Lease effective April 9, 2020, as follows:

1. Environmental cost for the project has exceeded the amounts anticipated by the District and Tenant. As a result, the parties have agreed to amend their obligations under the lease in that the District will reimburse Tenant for a portion of the environmental costs related to the development and approval of a Supplemental Environmental Impact Report for approximately 28 acres, located on parcels 85 through 89 and Detention Basin #9 of the Santa Maria Airport Business Park, Santa Maria, California, a portion of Assessor's Parcel Number: 111-231-11.

The District reimbursement of funding shall cover fifty percent (50%) of the additional cost to complete a Supplemental Environmental Impact Report above the + \$40,000 previously paid by Tenant to the City of Santa Maria for initial efforts to complete an Addendum to the 2008 Environmental Impact Report. Total District reimbursements shall not exceed \$45,875 and will be paid in installments; 1<sup>st</sup> installment upon confirmation of payment to the City of Santa Maria by Tenant and shall not exceed a total of \$22,937.50, and 2<sup>nd</sup> installment upon completion and approval of the Supplemental Environmental Impact Report. All amounts will be reimbursed to Tenant by District and not paid to any other parties.

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

Dated: April 9, 2020

SANTA MARIA PUBLIC AIRPORT DISTRICT

Approved as to content for District:

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

By: \_\_\_\_\_  
Chuck Adams, President

Approved as to form for District:

By: \_\_\_\_\_  
Hugh Rafferty, Secretary

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

TENANT:

\_\_\_\_\_  
Erik Justesen, Manager