



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

**Thursday
April 23, 2020**

**Virtual Meeting
Zoom Meeting: [Zoom.us](https://zoom.us)
Meeting ID: 822-2872-5280
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. REVIEW OF VIRTUAL MEETING PROTOCOLS.**
- 2. MINUTES OF THE REGULAR MEETING HELD APRIL 9, 2020.**
- 3. 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)**
- 4. GENERAL MANAGER'S REPORT**
 - a) Monthly Activity Report**

5. MANAGER OF FINANCE & ADMINISTRATION REPORT

- a) Demand Register
- b) Budget to Actual
- c) Financial Statements

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

- a) District Counsel report on planning and environmental services for airport development.

7. 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.

8. AUTHORIZATION FOR THE GENERAL MANAGER TO APPLY FOR AND ACCEPT A CARES ACT GRANT THROUGH THE FAA.

9. DISCUSSION AND DIRECTION TO STAFF REGARDING USE OF FUNDS AVAILABLE THROUGH CARES ACT GRANT.

10. TUITION REIMBURSEMENT FOR OPERATIONS OFFICER, CARLA OSBORN

11. DIRECTORS' COMMENTS.

12. ADJOURNMENT.

Santa Maria Public Airport District
Virtual Meeting Protocols
(Drafted April 1, 2020)

The guidance below provides useful information for accessing SMPAD meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee members should attend District meetings remotely from their homes, offices, or an alternative off-site location. Per the Governor's updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District's website. They will also be uploaded to the iPads for all Directors.
- **Board/Committee Member Participation.** Board/Committee members will be unmuted from the beginning of the meeting. Please announce your name before speaking so that those participating by telephone only will know who is speaking. The Board President will recognize individual Board members in order when it is their turn to speak. Please review the "Virtual Meeting Best Practices" guideline so that the meeting is conducted in an effective and efficient manner.

PUBLIC PARTICIPATION:

- **Attendance.** The District's office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed below and in more detail on the agenda for each meeting.
- **Agendas.** Agendas will be made available on the District's website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** Members of the public will be muted for the duration of the meeting. The Board President will announce the time for Public Comment. Members of the public will notify the meeting Host of their desire to provide public comment, depending on their form of participation, as described below. The meeting Host will unmute the public member's device so that comments may be heard, or comments will be read if they are provided in writing only. The public can observe and participate in a meeting as follows:

HOW TO OBSERVE THE MEETING:

- **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-9128 or (253) 215-8782. Enter the Meeting ID number found on the meeting's agenda, followed by the pound (#)

key. When prompted, enter the meeting Password which will also be included in the meeting's agenda.

- Additional phone numbers can be found on Zoom's website at: <https://zoom.us/u/abb4GNs5xM> if the line is busy.
- **Computer:** Watch the live streaming of the meeting online by navigating to the link found on the meeting's agenda from a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>).
- **Mobile:** Log in through the Zoom mobile app on a smartphone and enter Meeting ID number and password found on the meeting's agenda.

HOW TO SUBMIT PUBLIC COMMENTS:

- **Before the Meeting:** Please email your comments to board@santamariaairport.com, and write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence, approximately 500 words), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before noon on the day the meeting will be held will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors prior to the meeting. Comments received after noon the day of the meeting will be added to the record after the meeting.
- **Live Comments:** During the meeting, the Board President, or designee, will announce the opportunity to make public comment. 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.

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download the [Zoom application](#) for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** Please mute all devices when not speaking during the meeting. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges and hope that all will bear with us as we navigate this process.

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD APRIL 9, 2020

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

1. Resolution 885. A Resolution of the Board of Directors of the Santa Maria Public Airport District creating a Declaration of Emergency. Director Rafferty made a Motion to approve. Director Baskett Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted "Yes".
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. Director Rafferty made a Motion to approve. Director Brown Seconded and it was carried by the following roll call vote. Directors Adams, Rafferty, Engel and Baskett voted "Yes".
3. MINUTES OF THE REGULAR MEETING HELD March 12, 2020. Director Baskett made a Motion to approve the minutes of the regular meeting held March 12, 2020. Director Brown Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted "Yes".
4. 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 is scheduled.
 - d) CITY & COUNTY LIAISON – No meeting is scheduled.
 - e) STATE & FEDERAL LIAISON – No meeting scheduled.
 - f) VANDENBERG LIAISON – No meeting scheduled.
 - g) BUSINESS PARK COMMITTEE (Ad Hoc) – No meeting scheduled.
5. GENERAL MANAGER'S REPORT. Mr. Hastert updated the board on the CARES Act as it pertains to airport and airline funds. Allegiant will be asking for an exemption on maintaining flights. He also provided an update on AirFest.
6. 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 067737 through 067812 in the amount of \$271,643.67 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 the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted "Yes".

7. DISTRICT COUNSEL'S REPORT. District Counsel George thanked staff for coordinating the virtual meeting and will make any modifications necessary based on feedback from the Board moving forward.

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 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 asking the Board to post the minutes on the website.

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. Director Rafferty made a Motion to approve. Director Brown Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted "Yes".

10. Selection of LAFCO Regular and Alternate Special District Members and Authorization for the President to vote for selectees by mail in ballot. Director Rafferty made a Motion to select Craig Geyer for the Regular Special District Member and Cindy Allen as the alternate. Director Baskett Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted "Yes".

11. Authorization for the President and Secretary to execute the First Amendment of Lease between the District and G3, LLC. Director Engel made a Motion to approve. Director Brown Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted "Yes".

12. DIRECTORS' COMMENTS: Directors Adams, Brown and Baskett had no comment.

Director Rafferty thanked staff for putting this virtual meeting together.

Director Engel inquired about the status of District Counsel review of whether or not the District could perform its own planning and environmental functions for future development.

13. ADJOURNMENT. President Adams asked for a Motion to adjourn to a Regular Meeting to be held on April 23, 2020 at 7:00 p.m. via a virtual meeting. Director Rafferty made that Motion, Director Brown Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel 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 7:32 p.m. on April 9, 2020.

Chuck Adams, President

Hugh Rafferty, Secretary

Monthly Activity Report

March



AGENDA ITEM

3a

4/23/2020

Aviation Building Information

	Inventory	Occupied	Available	Occupancy Rate
T Hangars	140	137	3	98%
Corporate T Hangars	8	8	0	100%
Corporate Hangars	28	28	0	100%
Storage Units	26	26	0	100%
Owner Build	23	23	0	100%
Commercial Aviation Hangar Space (SqFt)	107,782	103,360	4,422	96%
Commercial Aviation Office Space (SqFt)	28,800	19,449	9,351	68%

Hangar Waiting List

T-Hangars	11
Corporate/Corporate T-Hangar	16

Monthly Activity

	Mar-19	Feb-20	Mar-20	%Change
Operations	2,790	3,389	2,092	-25%
Noise/Nuisance Complaints	0	6	0	
Jet\100LL Fuel (Gallons)	55,866	207,176	64,384	15%

Enplanments

	Mar-19	Feb-20	Mar-20	%Change
Allegiant	1,847	1,490	687	-63%
Central Coast Shuttle	825	669	309	-63%

Airline Load Factor

	# of Flights	Load Factor Actual flights	Load Factor SCHD flights
Allegiant	8	55%	34%

Land Lease Information (Acres)

	Inventory	Occupied	Available
Business Park	224	0	224
Agriculture	592.29	592.29	0
Grazing	511	511	0
Non Aviation Land Leases	TBD	48.42	
Aviation Land Leases	TBD	12.22	
Total Airport Acreage	2,550		

Mobile Home Park

	Spaces Rented	Units Sold
Mobile Home Park	78	

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 067813 to 067842, and electronic payments on Pacific Premier Bank and in the total amount of \$145,941.42.

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 067813 to 067842, and electronic payments on Pacific Premier Bank in the total amount of \$145,941.42 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 APRIL 23, 2020.

HUGH RAFFERTY
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
067813	4/20/2020	Adamski Moroski	3,123.00	Legal Service
067814	4/20/2020	Advantage Answering Plus	272.84	Answering Service
067815	4/20/2020	Aflac	374.70	Voluntary Ins. - Employee
067816	4/20/2020	AT&T	40.50	Phone Service
067817	4/20/2020	Bomar Security & Investigation	961.00	Security Service
067818	4/20/2020	Boyer's Diesel	270.00	Heavy Equipment Maint.
067819	4/20/2020	Consolidated Electrical Distributors, Inc.	82.65	Lighting Maintenance
067820	4/20/2020	Clark Pest Control	916.00	Pest Control - Terminal & Adm.
067821	4/20/2020	Coastal Ag	181.61	Heavy Equip. Maint.
067822	4/20/2020	Comcast	1,753.22	Cable/Internet /Digital Voice
067823	4/20/2020	L.N Curtis and sons	1,080.00	ARFF Maintenance
067824	4/20/2020	De Lage Landen	102.18	Lease/Maint. - Copier
067825	4/20/2020	Ferguson Enterprises, Inc.	216.41	Buildg. Maint.
067826	4/20/2020	Frontier Communications	184.15	Telephone Service
067827	4/20/2020	Home Depot	1,074.96	Building Maintenance
067828	4/20/2020	Interstate Batteries	1,004.52	Auto Maint. - Mechanical
067829	4/20/2020	J B Dewar, Inc	636.19	Fuel Expense - Gas/Diesel
067830	4/20/2020	J.D. Humann Landscape Contr.	4,955.00	Landscape Maintenance
067831	4/20/2020	Los Padres Fire Protection	1,330.55	Fire Equipment Service
067832	4/20/2020	Lowe's	20.40	Building Maint. - Terminal
067833	4/20/2020	Mission Uniform Service	289.00	Uniform Service
067834	4/20/2020	Next Day Signs	1,435.50	Signs
067835	4/20/2020	Pacific Telemanagement Services	227.92	Pay Phone Service
067836	4/20/2020	Playnetwork, Inc.	89.85	Radio Service - Terminal
067837	4/20/2020	Quinn Company	125.07	Equipment Rental
067838	4/20/2020	SCS Engineers	33,980.32	Workplan for Assesment of PFAS
067839	4/20/2020	Service Star	11,521.00	Janitorial Service
067840	4/20/2020	Santa Maria Valley Crop Service	3,719.25	Weed/Vector Control
067841	4/20/2020	Tri-Counties Plant Service	275.00	Interior Plants Maint.
067842	4/20/2020	WageWorks	100.00	Cafeteria Plan - Admin. Fee
Subtotal			<u>70,342.79</u>	
Electronic Payments				
	4/7/2020	Mass Mutual	3,828.96	Employee Paid Retirement
	4/8/2020	Pacific Gas & Electric Company	6,964.99	Terminal/Admin./Main Hangar
	4/8/2020	Pacific Gas & Electric Company	4,941.30	Terminal/Admin./Main Hangar
	4/13/2020	CalPERS	15,006.27	Health Insurance
	4/14/2020	CalPERS	5,095.63	Employee Retirement
	4/16/2020	Paychex	24,999.23	Payroll
	4/17/2020	Pacific Gas & Electric Company	23.17	Terminal/Admin./Main Hangar
	4/17/2020	Pacific Gas & Electric Company	25.48	Terminal/Admin./Main Hangar
	4/7/2020	Pacific Gas & Electric Company	205.45	Terminal/Admin./Main Hangar
	4/7/2020	Pacific Gas & Electric Company	432.44	Terminal/Admin./Main Hangar
	4/17/2020	CalPERS	5,095.63	Employee Retirement
	4/17/2020	Paychex	5,151.12	Payroll Taxes
	4/21/2020	Mass Mutual	3,828.96	Employee Paid Retirement
Subtotal			<u>75,598.63</u>	
Total			<u><u>145,941.42</u></u>	

Santa Maria Public Airport District

Budget Report

YTD Expense February 29, 2020

Account Number	Account Description	Actual Expenses	Budgeted Expenses	Over/(Under) Budget
61100-052	Landing Fees - Ameriflight	2,802	6,162	(3,360)
61100-053	Landing Fees - U.S. Forest Service	6,239	16,667	(10,428)
61100-054	Landing Fees - Federal Express - WestAir	4,981	4,605	376
61100-055	Landing Fees - Allegiant Air	18,047	15,438	2,609
61100-063	Landing Fees - United Express (WS)	47		47
61110-052	Tiedowns - Ameriflight	1,554	888	666
61110-054	Tiedowns - Federal Express - WestAir in	2,624	2,624	0
61110-059	FBO Tiedowns	147		147
61130-093	Comm Veh Access - Federal Express	7,568	7,568	0
61130-094	Comm Veh Access - UPS	2,856	2,856	0
61140-152	Fuel Flowage Fees - Self Serve	1,222	1,201	21
61140-154	Fuel Flowage Fees - CC Jet Center, LLC	44,969	40,758	4,212
62210-005	T-Hangar 3005 Airpark	29,400	29,400	0
62210-009	T-Hangar 3009 Airpark	18,202	18,960	(759)
62210-011	T-Hangar 3011 Airpark	18,240	16,416	1,824
62210-019	T-Hangar 3019 Airpark	17,714	18,240	(526)
62210-023	T-Hangar 3023 Airpark	18,904	18,960	(56)
62210-027	T-Hangar 3027 Airpark	18,720	18,720	0
62210-031	T-Hangar 3031 Airpark	17,550	18,720	(1,170)
62210-039	T-Hangar 3039 Airpark	27,240	27,240	0
62210-103	T-Hangar 3103 Airpark	29,259	30,336	(1,077)
62210-107	T-Hangar 3107 Airpark	22,175	22,176	(1)
62210-109	T-Hangar 3109 Airpark	17,200	17,200	0
62210-111	T-Hangar 3111 Airpark	15,840	15,840	0
62220-035	Corporate T-Hangar 3035 Airpark	27,080	27,080	0
62230-005	T-Hangar Storage 3005 Airpark	4,000	4,000	0
62230-009	T-Hangar Storage 3009 Airpark	1,344	1,344	0
62230-011	T-Hangar Storage 3011 Airpark	1,408	1,408	0
62230-019	T-Hangar Storage 3019 Airpark	701	704	(3)
62230-023	T-Hangar Storage 3023 Airpark	672	672	0
62230-027	T-Hangar Storage 3027 Airpark	1,312	1,408	(96)
62230-031	T-Hangar Storage 3031 Airpark	1,312	1,312	0
62230-035	T-Hangar Storage 3035 Airpark	1,352	1,352	0
62230-039	T-Hangar Storage 3039 Airpark	4,000	4,000	0
62230-107	T-Hangar Storage 3107 Airpark	1,176	1,176	0
62230-109	T-Hangar Storage 3109 Airpark	576	576	0
62230-111	T-Hangar Storage 3111 Airpark	1,312	1,312	0
62240-001	Corporate Hangars 3001 Airpark	30,149	30,352	(203)
62240-029	Corporate Hangars 3029 Airpark	33,440	33,440	0
62240-105	Corporate Hangars 3105 Airpark	40,360	40,360	0
62240-118	Corporate Hangar 3043 Airpark	38,752	38,752	0
63310-100	Owner Build Hangar - Land (Sm)	4,840	4,840	0
63310-101	Owner Build Hangars - Land (Lg)	8,352	8,352	0
64410-177	Main Hangar - Artcraft Paints	32,588	32,590	(2)
64410-178	Main Hangar - Tricor Calif	1,520	1,520	0
64410-180	Main Hangar - Mike Lewis	2,392	2,391	1

Santa Maria Public Airport District

Budget Report

YTD Expense February 29, 2020

64410-183	Main Hangar - S B Cellular	18,584	18,652	(68)
64410-184	Main Hangar - Pleinare	9,136	9,136	(0)
64410-185	Main Hangar - Art-Craft Suites 119-128	31,938	31,944	(6)
64420-115	Corporate Hangar FBO 3115 Airpark	15,632	15,593	39
64420-117	Corporate Hangar FBO 3117 Liberator	24,312	24,312	0
64420-119	Corporate Hangar FBO 3119 Liberator	5,736	5,735	1
64420-121	Corporate Hangar FBO 3121 Liberator	5,488	5,488	(0)
64420-125	Corporate Hangar FBO 3125 Liberator	35,898	35,888	11
64420-409	Corporate Hangar FBO 3409 Corsair	44,784	44,784	0
64420-410	U.S. Forest - Land Use Revenue	8,292	26,667	(18,374)
64420-438	Corporate Hangar FBO - CALSTAR	8,200	8,200	0
64420-439	Corporate Hangar FBO CC Jet Center	34,072	34,072	0
64420-440	Corporate Hangar FBO 3950 Mitchell	13,632	13,630	2
64420-442	Corporate Hangar FBO 3944 Mitchell	12,168	12,168	0
64420-443	Corporate Hangar FBO 3940 Mitchell	26,184	26,184	(0)
64420-444	Corporate Hangar FBO Arctic Air	29,728	29,728	0
64420-445	CC Jet Center Self Serve	1,629	1,400	229
64420-447	Rotocraft Leasing - Parking Lot	9,120	9,120	0
64420-448	MOF 3015/3025 Airpark Drive	1,726	1,672	54
64420-449	FBO CC Jet Center-Los Padres Disp	2,616	2,613	3
64420-450	CCJC (GA Terminal)	6,040	7,664	(1,624)
64459-203	Utility Reimbursement - Main Hangar	22,713	20,643	2,070
65000-100	Vehicle Access Fee - Uber	7,065		7,065
65000-200	Vehicle Access Fee - LYFT	1,300		1,300
65510-251	Terminal - TSA Lease	62,466	62,466	0
65510-252	Terminal - Restaurant	24,212	25,220	(1,008)
65510-255	Terminal - Allegiant Air, Inc.	1,472	1,472	0
65510-256	Terminal -Central Coast Shuttle	17,104	17,108	(4)
65510-257	PFC Revenue	72,396	71,323	1,073
65510-262	ARINC	1,240	1,232	8
65520-265	Terminal Concessions - Avis	65,958	70,584	(4,626)
65520-266	Terminal Concessions - Budget	10,580	20,063	(9,483)
65520-267	Terminal Concessions - Hertz	44,907	47,981	(3,075)
65520-274	Terminal Vending Machines	1,047	1,040	7
65530-217	Other Building - Adminstrative Board Room	400	747	(347)
65530-307	Other Building - Avis Service Center	7,744	7,748	(4)
65559-249	Utility Reimbursements - Terminal	1,487	2,513	(1,025)
65559-336	TSA - LEO Reimbursement	9,060	7,307	1,753
66120-080	Vehicle Training Area/Special Events	6,050		6,050
66120-083	Santa Maria Karting	4,600	4,400	200
66610-361	Farm Land - Castellanos	91,296	90,469	827
66610-362	Grazing Land - R. Michel	1,454	1,432	22
66610-363	Grazing Land - Mc Gray & Jokela	720		720
66610-364	Master Lease - Mahoney Brothers - CJJ	22,007	27,075	(5,068)
66610-365	Farm Land - Gresser	358,461	359,260	(799)
66610-366	Grazing Land - Verlade	2,149	2,149	0
66620-201	Airport Business Park	92,800	92,800	0
66620-320	Pioneer Park	1,289	1,289	0
66620-455	Commercial Land - Hotel	114,630	116,620	(1,991)

Santa Maria Public Airport District

Budget Report

YTD Expense February 29, 2020

66620-500	Verizon Land Lease	16,000		16,000
66630-381	Village Mobile Home Park	311,521	300,858	10,663
67910-900	Misc.Income Operations	150		150
67910-910	Misc Income - Plans & Specs	6		6
67910-921	Misc Income - Late Charges	699		699
67910-924	Misc Income - Copy Charges/Postage/Keys	79		79
67910-951	Misc Income - Airport Access Card	3,260	9,652	(6,392)
68100-001	Air Show Revenues	96,050	331,000	(234,950)
68100-002	Airfest Ticket Sales	130,471		130,471
68100-003	Airfest Vendor Revenue	4,145		4,145
69010-951	Interest Income	112,445	130,394	(17,949)
69110-935	AIP 35 Rehabilitate Apron		2,299,634	(2,299,634)
69110-936	AIP 36 Reimbursement	928,769		928,769
69310-965	Tax Revenues	1,000,441	1,142,600	(142,160)
69510-980	Ordinary Dividends - Principal	172		172
				0
	Total Revenue	<u>4,545,862</u>	<u>6,221,642</u>	<u>(1,675,780)</u>

Santa Maria Public Airport District

Budget Report

YTD Expense February 29, 2020

Account Number	Account Description	Actual Expenses	Budgeted Expenses	Over/(Under) Budget
71110-100	Electricity - Landing Area	22,896.80	12,859.76	10,037.04
71110-455	Electricity - Hotel Ramp	894.54	793.04	101.50
71120-150	ARFF Services	376,890.00	502,520.00	(125,630.00)
71220-100	Signs	1,174.95	1,066.64	108.31
71310-100	Lighting & Nav Aid Maintenance	13,962.57	7,416.64	6,545.93
71323-100	Runway Generator Maintenance	1,152.73	2,640.00	(1,487.27)
71330-100	Pavement - Runways & Taxiways	368.79	5,466.64	(5,097.85)
71331-100	Pavement - Ramps & Tiedowns	65.25	7,233.36	(7,168.11)
71345-100	Weed/Wildlife Abatement	30,798.17	31,246.64	(448.47)
71350-100	Fencing & Gates	133.62	2,866.64	(2,733.02)
72100-200	Electricity - Hangars	200.94		200.94
72110-200	Electricity - Hangars	15,009.81	14,125.20	884.61
72130-200	Water/Sewer - Hangar	1,394.43	2,539.68	(1,145.25)
72150-200	Emergency Phones - Hangars	1,408.16	1,093.44	314.72
72260-200	Landscaping Hangar Area	4,171.51	4,609.60	(438.09)
72290-200	Miscellaneous Hangar Supplies		933.36	(933.36)
72300-200	Building Maintenance - Hangar Area	4,920.51	12,600.00	(7,679.49)
72310-200	Lighting Maintenance - Hangars	1,918.70	4,666.64	(2,747.94)
72311-200	Janitorial Sv Hangar Area	10,395.00	9,378.64	1,016.36
72328-200	Fire Extinguisher Service - Hangar		1,000.00	(1,000.00)
72331-200	Pavement - Ramp - Hangars		7,500.00	(7,500.00)
72350-200	Fencing & Gates	1,169.75	2,033.36	(863.61)
72445-200	Fire Alarm Service - Hangars	3,139.57	2,173.36	966.21
72480-200	Waste Oil Removal - Hangars	1,109.42	1,166.64	(57.22)
73700-721	Owner Build - Water/Sewer	438.72	584.88	(146.16)
73700-722	Owner Build - Electricity	121.52	143.68	(22.16)
73700-723	Owner Build - Restroom Janitorial	1,890.00	1,705.20	184.80
73700-724	Owner Build - Maintenance		666.64	(666.64)
74110-203	Electricity - Main Hangar	23,348.42	22,415.76	932.66
74110-204	Utilities - 3940 Mitchell Rd.	161.28	185.84	(24.56)
74120-203	Gas- Main Hangar	1,107.98	891.52	216.46
74130-125	Water/Refuse - Paint Hangar	2,426.99	3,234.00	(807.01)
74130-203	Water/Refuse - Main Hangar	2,733.84	4,225.44	(1,491.60)
74150-125	Emergency Phone Lines - Paint Hangar	1,432.07	1,417.52	14.55
74150-203	Emergency Phone Lines - Main Hangar	480.98	395.36	85.62
74260-400	Landscaping - FBO	2,242.42	743.04	1,499.38
74300-400	Building Maintenance - FBO Hangar Area	3,177.50	8,833.36	(5,655.86)
74311-203	Janitorial Sv Main Hangar & FBOs	1,890.00	1,705.20	184.80
74311-218	Customs - Water/Refuse/Sewer	918.87	2,085.44	(1,166.57)
74315-400	Fire Sprinkler Maintenance		1,666.64	(1,666.64)
74331-400	Pavement - Ramps & Tiedowns	114.05	1,333.36	(1,219.31)
74340-400	Drainage Maintenance	90.72	1,000.00	(909.28)
74350-400	Fencing & Gates	10,573.38	15,200.00	(4,626.62)
74445-125	Fire Alarm Service - Paint Hangar	810.46	280.00	530.46
74445-203	Fire Alarm Service - Main Hangar	810.47	280.00	530.47

Santa Maria Public Airport District

Budget Report

YTD Expense February 29, 2020

75110-249	Electricity - Terminal	60,832.05	68,703.28	(7,871.23)
75120-249	Gas - Terminal	3,203.66	2,086.96	1,116.70
75130-249	Water/Refuse/Sewer - Terminal	8,072.36	13,669.04	(5,596.68)
75150-249	Emergency Phone Lines - Terminal	5,240.23	4,409.68	830.55
75150-250	Pay Phone Service - Terminal	1,823.36	1,823.36	0.00
75150-300	Audio & Video Monthly Charges	2,246.50	2,284.80	(38.30)
75220-250	Signs	783.04	1,333.36	(550.32)
75255-250	Janitorial Sv Terminal Area	71,784.00	61,517.12	10,266.88
75260-250	Landscaping - Terminal	18,308.14	20,230.72	(1,922.58)
75300-249	Building Maint. - Terminal	13,645.53	23,800.00	(10,154.47)
75300-339	Building Maintenance - Fire Station	1,737.40	3,820.00	(2,082.60)
75310-240	Lighting Maintenance - Streets	219.79	666.64	(446.85)
75310-249	Lighting Maintenance - Terminal	1,132.62	2,666.64	(1,534.02)
75310-339	Lighting Maintenance - Fire Station		66.64	(66.64)
75323-249	Generator Maintenance - Terminal	1,070.35	1,333.36	(263.01)
75323-339	Generator Maintenance - Fire Station	972.81	1,000.00	(27.19)
75333-250	Pavement - Roads - Terminal Area	9,691.71	6,666.64	3,025.07
75350-250	Fencing & Gates - Terminal	427.56	1,333.36	(905.80)
75465-249	Automatic Door Maintenance	1,091.78	4,000.00	(2,908.22)
75475-249	Interior Plant Service - Terminal	2,200.00	2,200.00	0.00
75700-740	Sig Items - Terminal Accessories	3,391.95	8,906.64	(5,514.69)
75700-761	Firefighting Equipment		7,833.36	(7,833.36)
76110-300	Electric - Street Lights	1,313.57	1,343.68	(30.11)
76110-310	Electric - Retention Dam Pumps	1,590.56	2,562.48	(971.92)
76140-300	Recycled Water		1,500.00	(1,500.00)
76220-250	Signs		666.64	(666.64)
76260-300	Landscaping - Revenue Generating Land	6,003.97	6,634.40	(630.43)
76290-300	South Well Repairs		333.36	(333.36)
76310-300	Street Light Maintenance		333.36	(333.36)
76340-300	Drainage Maintenance	1,318.28	4,000.00	(2,681.72)
76345-300	North Well Repairs		1,000.00	(1,000.00)
76350-300	Fencing & Gates		1,666.64	(1,666.64)
76360-300	Stormwater Retention Facilities	5,861.95	2,266.64	3,595.31
76700-750	MHP - Salaries/Benefits	63,020.88	61,890.64	1,130.24
76700-752	MHP - Maintenance	15,256.84	20,526.64	(5,269.80)
76700-753	MHP - MHP Liability Insurance	6,854.36	3,850.00	3,004.36
76700-754	MHP - Utilities	112,942.03	106,386.64	6,555.39
76700-755	MHP - Property Management	18,800.00	18,800.00	0.00
76700-757	MHP - General and Admin. Expense	16,312.29	10,603.36	5,708.93
87010-451	General Manager	106,582.90	106,688.80	(105.90)
87010-452	Manager of Operations and Maintenance	63,050.57	66,305.60	(3,255.03)
87010-453	Manager of Finance and Administration	58,124.63	63,148.16	(5,023.53)
87010-454	Operations Officer	30,875.34	37,872.00	(6,996.66)
87010-455	Administrative Assistant	38,276.40	40,581.60	(2,305.20)
87010-456	Maintenance Foreman	48,723.80	50,314.80	(1,591.00)
87010-457	Maintenance Workers III	35,003.23	78,282.08	(43,278.85)
87010-458	Maintenance Worker I	64,800.73	50,068.72	14,732.01
87010-460	Accounting Clerk	42,262.77	62,091.68	(19,828.91)
87010-462	Receptionist	21,157.14	28,399.36	(7,242.22)

Santa Maria Public Airport District

Budget Report

YTD Expense February 29, 2020

87020-473	Longevity Pay	17,780.56	19,896.32	(2,115.76)
87030-481	Medicare Tax	8,758.61	8,830.24	(71.63)
87030-482	Medical Insurance	141,355.39	171,153.20	(29,797.81)
87030-483	Dental Insurance	8,495.34	7,760.80	734.54
87030-484	Auto Allowance	8,792.15	9,200.00	(407.85)
87030-485	Life Insurance	2,779.16	2,848.96	(69.80)
87030-486	Disability Insurance	4,222.91	4,905.84	(682.93)
87030-487	PERS Retirement	204,555.52	156,002.32	48,553.20
87030-488	Worker's Compensation	9,562.07	14,113.20	(4,551.13)
87030-489	Employee Vision Coverage	1,082.38	1,017.12	65.26
87110-150	Electricity - Shop	2,007.43	2,392.24	(384.81)
87110-217	Electricity - Administration Building	9,017.00	8,050.16	966.84
87120-150	Gas - Shop	172.14	170.80	1.34
87120-217	Gas - Administration Building	519.43	132.56	386.87
87130-150	Water/Refuse - Shop	1,661.60	2,977.12	(1,315.52)
87130-217	Water/Sewer - Administrative Building	698.77	1,222.08	(523.31)
87130-500	Water - Landscaping	13,042.79	22,038.32	(8,995.53)
87140-500	Trash - Paper Recycling	705.00	980.00	(275.00)
87160-501	Cellular Phone	8,003.92	9,833.36	(1,829.44)
87160-502	Security Phone Lines	840.63	709.76	130.87
87160-504	Administration Office - Monthly Service	4,126.23	3,921.92	204.31
87160-505	Administration Office - Toll Calls	891.40	1,280.72	(389.32)
87160-507	Administration Office - Fax Line	1,022.38	967.28	55.10
87160-509	Tower & Fire Station	1,932.45	2,089.44	(156.99)
87160-510	Shop Phone	1,690.87	1,588.08	102.79
87160-511	Answering Service	2,429.86	2,222.96	206.90
87210-500	Security Supplies		2,266.64	(2,266.64)
87230-500	Janitorial Supplies	7,838.58	6,173.28	1,665.30
87240-500	Small Tools	4,613.65	6,028.00	(1,414.35)
87260-150	Shop Supplies	1,649.92	3,033.36	(1,383.44)
87270-531	Fuel Expense - Gas/Oil	7,403.67	6,660.00	743.67
87270-532	Fuel Expense - Diesel Fuel/Oil	9,830.87	8,993.28	837.59
87275-500	Solvent	702.21	1,281.92	(579.71)
87280-546	First Aid	794.51	373.12	421.39
87280-547	Safety Equipment	3,072.61	2,433.36	639.25
87280-548	Training Supplies		400.00	(400.00)
87286-500	Uniform Service	5,513.61	5,161.76	351.85
87290-500	Sundries	2,897.15	2,974.88	(77.73)
87300-150	Building Maintenance - Shop	3,157.33	2,433.36	723.97
87300-217	Building Maintenance - Admin. Bldg.	3,423.37	5,280.00	(1,856.63)
87321-150	Equipment Maintenance - Shop	9.27	500.00	(490.73)
87322-500	Radio Maintenance		2,035.36	(2,035.36)
87324-521	Copier	5,563.41	5,391.44	171.97
87324-523	Maintenance - Postage Machine	1,088.70	962.64	126.06
87328-500	Fire Extinguisher Service		2,033.36	(2,033.36)
87360-536	Automotive Maintenance - Mechanical	2,595.73	5,333.36	(2,737.63)
87360-537	Automotive Maintenance - Tires	3,142.50	2,666.64	475.86
87370-541	Heavy Equipment Maintenance	7,850.20	11,000.00	(3,149.80)
87370-542	Heavy Equipment Tires	957.15	6,666.64	(5,709.49)

Santa Maria Public Airport District

Budget Report

YTD Expense February 29, 2020

87370-543	ARFF Vehicle Maintenance	7,323.64	14,000.00	(6,676.36)
87380-554	Fuel System - Fire Alarm Service	315.00	666.64	(351.64)
87400-500	Directors Fees	9,400.00	14,000.00	(4,600.00)
87412-500	Payroll Processing Fees	4,325.16	3,738.96	586.20
87414-500	Annual Audit	21,641.00	19,525.36	2,115.64
87420-500	Legal Counsel Services	35,973.25	50,931.04	(14,957.79)
87422-500	Legal Services Contingencies	88.50		88.50
87440-500	Security Service	140,922.62	262,127.28	(121,204.66)
87443-500	Security Sys Maint & Repairs	9,101.38	4,666.64	4,434.74
87450-500	Janitorial Service - Admin	8,505.00	7,673.44	831.56
87470-500	Landscaping Services	2,711.96	2,996.80	(284.84)
87472-500	Landscaping Contingencies	2,461.66	3,333.36	(871.70)
87475-500	Internet/Web Page Maintenance	12,458.09	12,544.96	(86.87)
87510-562	Bank Charges - Service Charges	9,818.75	8,874.16	944.59
87520-566	Freight & Common Carrier	469.96	494.40	(24.44)
87520-567	Postage	600.00	1,066.64	(466.64)
87520-568	Printing & Stationery	100.82	688.32	(587.50)
87520-570	Misc Office Supplies	4,487.02	10,047.52	(5,560.50)
87520-572	Books & Publications	925.95	1,201.04	(275.09)
87530-581	Computer Supplies	7,341.14	12,193.36	(4,852.22)
87530-583	Computer Support Services	74,880.08	67,513.36	7,366.72
87540-600	Dues and Memberships	2,850.95	3,279.12	(428.17)
87540-601	Dues -AAAE	3,700.00	3,333.36	366.64
87540-603	Dues - SWAAAE	285.00	380.00	(95.00)
87540-605	Dues - Chamber of Commerce	8,050.00	5,333.36	2,716.64
87540-606	Dues - National Notary Association	752.20	100.00	652.20
87540-607	Dues - CA Special Districts Association	7,302.00	4,514.16	2,787.84
87540-608	Dues - AAARDF CA Airport Storm		3,300.00	(3,300.00)
87540-610	Costco Membership	180.00	110.00	70.00
87540-612	Aviation Week & Space Tech	59.00		59.00
87540-618	Santa Maria Times		100.00	(100.00)
87540-628	Pro-rata Share of LAFCO Budget	2,869.00	1,912.64	956.36
87600-596	Advertising - Legal	440.00	2,000.00	(1,560.00)
87600-597	Advertising - General	250.00		250.00
87600-599	Advertising - Airport Advertising	64,226.90	37,666.64	26,560.26
87610-100	Depreciation - Landing Area	621,377.00	888,193.44	(266,816.44)
87610-200	Depreciation - Hangar Area	68,666.00	96,630.64	(27,964.64)
87610-250	Depreciation - Terminal Area	182,861.00	237,679.36	(54,818.36)
87610-300	Depreciation - Revenue Generating Land	123,270.00	157,729.36	(34,459.36)
87610-400	Depreciation - Main Hangar & FBO	26,802.00	35,736.64	(8,934.64)
87610-500	Depreciation - Administration	93,366.00	119,637.36	(26,271.36)
87620-692	Emergency Exercises		333.36	(333.36)
87630-591	Insurance - Airport Liability	7,554.17	9,928.32	(2,374.15)
87630-592	Insurance - Auto, Fire, Property	47,725.23	62,112.80	(14,387.57)
87630-595	Insurance - General Liability	18,904.00	25,205.36	(6,301.36)
87650-641	Taxes - Sales	80.00		80.00
87650-643	Permits	4,627.11	3,267.36	1,359.75
87650-646	Storm Water Permits	4,950.00	1,284.00	3,666.00
87660-500	Education	4,349.59	10,666.64	(6,317.05)

Santa Maria Public Airport District

Budget Report

YTD Expense February 29, 2020

87670-500	Business Travel & Entertainment	46,340.37	48,188.88	(1,848.51)
87679-500	Employee Recognition	1,878.62	2,533.36	(654.74)
87700-791	Sig Items - Training Live Burn		16,000.00	(16,000.00)
88680-681	SM Chamber Economic Development	36,300.00	24,200.00	12,100.00
88680-691	Planning & Marketing	5,233.85	23,333.36	(18,099.51)
88680-692	Marketing Aviation Related	44,097.91	52,323.36	(8,225.45)
88680-693	Consulting Services - Contingencies	60,586.40	91,850.80	(31,264.40)
88680-702	Rent Credit - Operations	3,889.00	6,666.64	(2,777.64)
88680-685	Airshow Expenses		226,394.00	(226,394.00)
88700-704	Airfest Expenses- Insurance	6,484.00		6,484.00
88700-705	Airfest Expenses- Miscellaneous	9,529.84		9,529.84
88700-706	Airfest Expenses- Advertising	102,450.25		102,450.25
88700-707	Airfest Expenses- Rental Cars	6,557.08		6,557.08
88700-708	Airfest Expenses- Lodging	63,448.00		63,448.00
88700-709	Airfest Expenses- Safety & Security	87,238.10		87,238.10
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	Total	4,165,583.95	5,021,985.84	(856,401.89)
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**SANTA MARIA PUBLIC AIRPORT DISTRICT
PROFIT AND LOSS STATEMENT
YEAR TO DATE FEBRUARY 29, 2010**

	Year to Date	Monthly Average	Month Ending 02/29/20	Percentage of Average
Revenues from Operations:				
Landing area				
Landing fees and tiedowns	\$46,864.58	\$5,858.07	\$4,422.96	76%
Fuel flowage fees	46,190.94	\$5,773.87	12,430.56	215%
Subtotal	93,055.52	11,631.94	16,853.52	145%
Hangar area				
T- Hangar	250,443.99	31,305.50	31,730.00	101%
Corporate T-Hangars	169,780.59	21,222.57	21,248.00	100%
T-Hangar Storage Units	19,164.84	2,395.61	2,392.84	100%
Owner Build Hangars	13,192.00	1,649.00	1,649.00	100%
Subtotal	452,581.42	56,572.68	57,019.84	101%
Main hangar and F.B.O. area				
Main Hangar	118,870.02	14,858.75	14,579.25	98%
Commercial Hangars	221,457.08	27,682.14	26,874.46	97%
Land Leases	63,800.00	7,975.00	7,975.00	100%
Subtotal	404,127.10	50,515.89	49,428.71	98%
Terminal area				
Car Rental and Ground Transportation	130,856.28	16,357.04	14,155.40	87%
Terminal Space Lease	116,125.41	14,515.68	14,140.98	97%
TSA LEO Reimbursement	9,060.00	1,132.50	840.00	74%
Subtotal	256,041.69	32,005.21	29,136.38	91%
Revenue generating land				
Land Lease Recreational	27,938.64	3,492.33	3,811.08	109%
Agricultural Leases	476,086.56	59,510.82	60,443.84	102%
Airport Business Park	92,800.00	11,600.00	11,600.00	100%
Airport Hotel	114,629.61	14,328.70	12,060.00	84%
Airport Mobile Home Park	311,521.13	38,940.14	39,745.75	102%
Subtotal	1,022,975.94	127,871.99	127,660.67	100%
Administrative				
Badging Income	3,260.00	407.50	350.00	86%
Miscellaneous Income	1,105.38	184.23	10.00	5%
Subtotal	4,365.38	591.73	360.00	61%
Air Show Revenue	230,665.00	46,133.00		
Subtotal	230,665.00	46,133.00	0.00	
Total revenues from operations	2,463,812.05	307,976.51	280,459.12	91%

**SANTA MARIA PUBLIC AIRPORT DISTRICT
PROFIT AND LOSS STATEMENT
YEAR TO DATE FEBRUARY 29, 2010**

Operating Expenses:

Landing area	71,447.42	8,930.93	9,785.62	110%
Hangar area	47,288.04	5,911.01	10,611.78	180%
Main hangar and F.B.O.	52,319.43	6,539.93	5,477.13	84%
Terminal area	207,874.84	25,984.36	34,528.34	133%
Revenue generating land	249,274.73	31,159.34	29,256.55	94%
Payroll and Benefits	916,241.60	114,530.20	93,139.57	81%
Utilities	48,761.90	6,095.24	5,052.46	83%
Supplies	44,316.78	5,539.60	5,538.37	100%
Maintenance and Repairs	35,426.30	4,428.29	9,348.97	211%
Contractual Services	337,582.99	42,197.87	30,046.16	71%
ARFF Services	376,890.00	188,445.00	188,445.00	100%
Security Services	140,922.62	17,615.33	12,368.09	70%
Office Supplies/Postage/Printing and Stationery	13,924.89	1,740.61	496.06	28%
Dues and Subscriptions	26,048.15	4,341.36	1,343.70	31%
Advertising	64,916.90	12,983.38	27,626.00	213%
Depreciation	1,116,342.00	558,171.00		0%
Insurance	74,183.40	18,545.85		0%
Business Travel and Entertainment	46,340.37	5,792.55	9,918.62	171%
Air Show Expense	546,174.31	68,271.79	20,632.08	30%
Other Miscellaneous Expense	19,774.32	2,471.79	4,178.92	169%
Total Expenses	4,436,050.99	1,129,695.41	497,793.42	44%
Operating income (loss)	(1,972,238.94)	(821,718.90)	(217,334.30)	26%

Non-Operating Revenues (Expenses):

PFC Revenue	72,396.00	10,342.29	8,180.84	79%
Interest income	112,444.50	14,055.56	6,493.82	46%
Tax revenues	1,000,440.62	250,110.16		0%
AIP grant	928,769.00	309,589.67	14,112.00	5%
Miscellaneous income				
Total non-operating rev (exp)	2,114,050.12	584,097.67	28,786.66	5%
Net Income	141,811.18	(237,621.23)	(188,547.64)	79%

Santa Maria Public Airport District
Statement of Net Position
For the Year to Date February 29, 2020

Current assets:

Cash and cash equivalents	1,930,243
Restricted - cash and cash equivalents	5,073,255
Certificate-of-deposit	8,000
Accounts receivable - customers and tenants, net	79,272
Prepaid expenses and deposits	86,186

Total current assets	7,176,956
-----------------------------	------------------

Non-current assets:

Note receivable	140,579
Capital assets, not being depreciated	10,255,374
Depreciable capital assets	21,777,297
Deferred other post-employment benefits outflows	6,434
Deferred pension outflows	392,595

Total non-current assets	32,572,280
--------------------------	-------------------

Total assets

39,749,236

Current liabilities:

Accounts payable and accrued expenses	111,963
Accrued wages and related payables	(3,890)
Unearned Revenue (customer prepaid)	75,212
Hangar and other deposits	116,142
Long-term liabilities - due in one year:	
Compensated absences	23,562
Land improvements payable	3,059

Total current liabilities	326,048
---------------------------	----------------

Long-term liabilities - due in more than one year

Compensated absences	70,687
Land improvements payable	3,729
Total other post-employment benefits liability	263,160
Net pension liability	1,729,838
Deferred pension inflows	97,872

Total long term liabilities	2,165,286
-----------------------------	------------------

Total liabilities

2,491,334

Net position:

Retained Earnings	37,116,091
Change in Net Position	141,811

Total net position	37,257,902
---------------------------	-------------------

Total liabilities and net position

39,749,236



U.S. Department of Transportation
Federal Aviation Administration

Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

Public Law 116-136

Airport Grants

April 2020



Coronavirus Aid, Relief, and Economic Security (CARES) Act

Airport Grants Overview

- What are CARES Act provisions?
- Which airports are eligible?
- What expenditures are eligible?
- What are the CARES Act grant amount formulas?
- How to apply and execute a grant?
- How to request and process grant payments?
- What are the documentation and audit requirements?



CARES Act Airport Grants

What are CARES Act provisions?

- **March 27, 2020**
- **Nearly \$10 billion** to eligible U.S. airports to prevent, prepare for, and respond to coronavirus impacts, including support for continuing airport operations
- **Funds available to:**
 - **Keep** airports in reliable, safe operation to serve the aviation industry, the travelling public, and support the economy
 - **Keep** airport and aviation workers employed
 - **Keep** airport credit ratings stable



CARES Act Airport Grants

What are CARES Act provisions?

- **Not** Airport Improvement Program (AIP) grants
- **Appropriated from General Fund** and not from the Airport and Airway Trust Fund
- **FAA will award funds** on expedited basis
- **FAA encourages sponsors** to spend funds expeditiously
- **Workforce retention requirements** for large, medium, and small hub airports



CARES Act Airport Grants

Which airports are eligible?

- **Eligible airports** in the National Plan of Integrated Airport Systems (NPIAS), including commercial service airports, reliever airports and some public-owned general aviation airports
- **Over 3,000 airports**, ranging from large airports such as Dallas Fort Worth International Airport to small general aviation airports such as Salem, Indiana



CARES Act Airport Grants

What expenditures are eligible?

- **Available for** any purpose for which airport revenues may lawfully be used
- **Generally available** for expenditures allowed by the FAA's Policy and Procedures Concerning the Use of Airport Revenue (Revenue-Use Policy)
- **Additional requirements** for new contracts for airport development, (construction or real property acquisition), such as safety and security, Davis-Bacon Act, Buy American, National Environmental Policy Act (NEPA) and other specific requirements for new airport development under CARES Act



CARES Act Airport Grants

How are funds allocated?

The CARES Act divides the \$10 billion into four groups:

- **Group 1:** Increasing the Federal Share to 100% for FY 2020 AIP and FY 2020 Supplemental Discretionary grants – **At least \$500 million**
- **Group 2:** Commercial Service Airports – **At least \$7.4 billion**
- **Group 3:** Primary Commercial Airports – **Up to \$2 billion**
- **Group 4:** General Aviation Airports – **At least \$100 million**



CARES Act Airport Grants

Funding Groups and Formula Development – GROUP 1

- **100% Federal share** for FY 2020 grants, including AIP grants already announced
- **No change to** grants funded under FY 2018 or FY 2019 appropriation



CARES Act Airport Grants

Funding Groups and Formula Development – GROUP 2

Grantee formula for commercial service airports:

- **50% based** on each airport's percentage of enplanements for all commercial service airport enplanements during calendar year 2018
- **25% based** on each sponsor's percentage of debt service* for the combined debt service for all commercial service airports for fiscal year 2018
- **25% based** on the sponsor's fiscal year 2018 ratio of unrestricted reserves* to its respective debt service

*As defined in AC 150/5100-19, Airport Financial Reporting Advisory Circular



CARES Act Airport Grants

Funding Groups and Formula Development – GROUP 2

50% based on each airport's percentage of enplanements for all commercial service airport enplanements during calendar year 2018

	Enplanements	As % of Total	Resulting Allocated Funds
Airport A	2,501	0.038064%	\$190,320
Airport B	8,000	0.121756%	\$608,782
Airport C	10,000	0.152195%	\$760,977
Airport D	50,000	0.760977%	\$3,804,885
Airport E	500,000	7.609770%	\$38,048,849
Airport F	1,000,000	15.219540%	\$76,097,698
Airport G	5,000,000	76.097698%	\$380,488,489
Totals	6,570,501	100%	\$500,000,000

← Purely Illustrative Figure



CARES Act Airport Grants

Funding Groups and Formula Development – GROUP 2

25% based on each sponsor's percentage of debt service for the combined debt service for all commercial service airports for fiscal year 2018

	Line 15.1 Debt Service, Excluding Coverage	As % of Total	Resulting Allocated Funds
Airport A	\$0	0%	\$0
Airport B	\$25,000	0.060790%	\$151,976
Airport C	\$100,000	0.243161%	\$607,903
Airport D	\$1,000,000	2.431611%	\$6,079,027
Airport E	\$5,000,000	12.158055%	\$30,395,137
Airport F	\$10,000,000	24.316109%	\$60,790,274
Airport G	\$25,000,000	60.790274%	\$151,975,684
Totals	\$41,125,000	100%	\$250,000,000

← Purely Illustrative Figure



CARES Act Airport Grants

Funding Groups and Formula Development – GROUP 2

25% based on the sponsor's fiscal year 2018 ratio of unrestricted reserves to its respective debt service

	Line 13.0 Unrestricted Cash and Investments	Line 15.1 Debt Service, Excluding Coverage	Calculated Ratio	Initial Resulting Allocation %	Resulting Allocated Funds	Ratios Used in Allocation	Resulting Allocation %	Resulting Allocated Funds	
Airport A	\$0	\$2,000,000	0.000000	0.000000%	\$0	0.000000	0.000000%	\$0	
Airport B	\$400,000	\$1,600,000	0.250000	0.070484%	\$211,453	0.250000	0.227919%	\$683,757	
Airport C	\$800,000	\$1,400,000	0.571429	0.161107%	\$483,322	0.571429	0.520958%	\$1,562,873	
Airport D	\$1,600,000	\$1,200,000	1.333333	0.375917%	\$1,127,751	1.333333	1.215568%	\$3,646,704	
Airport E	\$3,200,000	\$1,000,000	3.200000	0.902201%	\$2,706,603	3.200000	2.917363%	\$8,752,089	
Airport F	\$6,400,000	\$800,000	8.000000	2.255503%	\$6,766,508	8.000000	7.293408%	\$21,880,223	
Airport G	\$12,800,000	\$600,000	21.333333	6.014674%	\$18,044,023	21.333333	19.449087%	\$58,347,262	
Airport H	\$25,600,000	\$400,000	64.000000	18.044023%	\$54,132,068	25.000000	22.791899%	\$68,375,697	
Airport I	\$51,200,000	\$200,000	256.000000	72.176090%	\$216,528,271	25.000000	22.791899%	\$68,375,697	
Airport J	\$10,000,000	\$0	Cannot be calculated mathematically			25.000000	22.791899%	\$68,375,697	
Totals	\$112,000,000	\$9,200,000	354.688095	100.000000%	\$300,000,000	109.688095	100.000000%	\$300,000,000	Purely Illustrative Figure

Capping these ratios at no more than 25.0 prevents disproportionately high award levels.

Setting this otherwise incalculable ratio at the same level (25.0) supports statutory consistency.

Adding the ratios together creates an index for calculating the allocation %. Each individual ratio is compared against the total index to derive their percentage allocation from this portion of the available funds.



CARES Act Airport Grants

Funding Groups and Formula Development – GROUP 3

- **Allocation for** large, medium, small and non-hub **primary airports** and non-primary commercial service airports with 8,000 – 9,999 passenger boardings
- **Based on** statutory AIP primary apportionment formulas to include:
 - Doubling of apportioned fund for primary airports only
 - Exceptions include:
 - No \$26 million limit for primary airports
 - No reduction for imposing passenger facility charges



CARES Act Airport Grants

Funding Groups and Formula Development – GROUP 4

- **Available to GA airports** based on a percentage of the aggregate eligible development of each GA category published in the National Plan of Integrated Airport Systems (NPIAS) eligible development
- **Funds divided evenly among** eligible airports in each category, rounding up to the nearest thousand dollars



CARES Act Airport Grants

How does an airport sponsor apply?

- **No application** for Federal share increase – FAA will adjust grant amounts
- **Secretary announces** amounts allocated to each airport sponsor under Groups 2, 3, and 4
- **Simplified application** to claim these funds, OMB Form 424
- **Grant Agreements** will be issued in April 2020 and will not contain standard AIP grant assurances but contain CARES Act and standard Federal grant conditions



CARES Act Airport Grants

What requirements apply to a CARES grant?

- **CARES Act Airport Grant Agreements** require:
 - 2 CFR part 200
 - Exclusive Rights prohibitions
 - Title VI, Civil Rights
- **For airport development projects**, additional requirements such as:
 - Prevailing wage
 - Buy American
 - Veterans' Preference
 - Disadvantaged Business Enterprises
 - Environmental review
 - Other requirements to protect airport safety



CARES Act Airport Grants

How to request and process payments?

- **Reasonable and customary documentation** for payroll, operational, and debt service costs
- **Additional documentation** for new airport development:
 - construction, modifications, or real property acquisition
- **Additional documentation** for payments for:
 - Airfield installations, equipment, signage and markings
 - Payments to sponsor's non-airport accounts
- Grant payments requested under the CARES Act will be in accordance with 2 CFR part 200



CARES Act Airport Grants

Are there documentation and audit requirements?

- Sponsor and FAA accountability is imperative
- All payment requests require supporting documentation similar to the level of detail required for AIP grants
- Sponsors must retain complete records to support all grant payments
- Grants subject to audit to prevent improper payments



Thank you

Please visit
www.faa.gov/airports/cares_act/
for more information and continuous updates.

Send general questions to
CARESAirports@faa.gov



U.S. Department of Transportation
Federal Aviation Administration



Application for Federal Assistance SF-424

*1. Type of Submission:

☐ Preapplication

☒ Application

☐ Changed/Corrected Application

*2. Type of Application

☒ New

☐ Continuation

☐ Revision

* If Revision, select appropriate letter(s):

*Other (Specify)

*3. Date Received:

NA

4. Applicant Identifier:

SMX (Santa Maria Public/Capt G Allan Hancock Field) Santa Maria, CA

*5b. Federal Entity Identifier:

60237

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: Santa Maria Public Airport District

*b. Employer/Taxpayer Identification Number (EIN/TIN):

95-2283152

*c. Organizational DUNS:

08-591-7870

d. Address:

*Street 1: 3217 Terminal Drive

Street 2: _____

*City: SANTA MARIA

County: _____

*State: CA

Province: _____

*Country: USA: United States

*Zip / Postal Code 93455

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: Chris

Middle Name: _____

*Last Name: Hastert

Suffix: _____

Title: Airport Manager

Organizational Affiliation:

*Telephone Number: (805) 922-1726 x15

Fax Number:

*Email: chastert@santamariaairport.com

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106 _____

CFDA Title:

Airport Program

***12. Funding Opportunity Number:**

NA _____

*Title:

NA _____

13. Competition Identification Number:

NA _____

Title:

NA _____

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Any purpose for which airport funds may be lawfully used, as found in the Office of Airports Revenue Use Policy, except airport development or land acquisition.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

*a. Applicant: 23

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: NA

*b. End Date: NA

18. Estimated Funding (\$):

*a. Federal	\$1,094,668.
*b. Applicant	\$0
*c. State	\$0
*d. Local	\$0
*e. Other	\$0
*f. Program Income	\$0
*g. TOTAL	\$1,094,668.

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ____.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. _____ *First Name: Chris _____

Middle Name: _____

*Last Name: Hastert _____

Suffix: _____

*Title: Airport Manager

*Telephone Number: (805) 922-1726 x15

Fax Number:

* Email: chastert@santamariaairport.com

*Signature of Authorized Representative:

*Date Signed:



Federal Aviation Administration

CARES Act Airport Grants – Frequently Asked Questions

This document answers frequently asked questions (FAQs) stakeholders may have related to the approximately \$10 billion in grants for airports under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The FAA has additional information unrelated to CARES Act grants for airport sponsors considering COVID-19 restrictions or accommodations. That information is available at www.faa.gov/airports.

The guidance here is not legally binding in its own right and will not be relied upon by the Federal Aviation Administration (FAA) as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this guidance, as distinct from existing statutes, regulations, and grant assurances, is voluntary only, and nonconformity will not affect existing rights and obligations.

These FAQs will be updated periodically.

General Questions

Q1: How does the Coronavirus Aid, Relief, and Economic Security (CARES) Act benefit airports?

A: Title XII of Division B of the CARES Act provides approximately \$10 billion to support U.S. airports experiencing severe economic disruption caused by the COVID-19 public health emergency. This funding will be distributed to airports to prevent, prepare for, and respond to the impacts of the COVID-19 public health emergency.

Q2: Who is eligible to receive funding?

A: These funds are available only to sponsors as defined in section 47102 of title 49, United States Code (U.S.C.); that is, airport sponsors meeting statutory and policy requirements under this section and identified in the FAA's current National Plan of Integrated Airport Systems (NPIAS).

Q3: Where is this funding coming from?

A: The funds are coming directly from the U.S. Treasury's General Fund to prevent, prepare for, and respond to the impacts of the COVID-19 public health

emergency. The FAA's Office of Airports will administer these grant funds to airport sponsors.

Q4: What is the period of availability to obligate or spend CARES Act funding?

A: Funds are available until expended. There is no deadline for the FAA to obligate funds available under the CARES Act. Nevertheless, the FAA intends to award grants and obligate these funds on an expedited basis. The FAA encourages airport sponsors to spend funds expeditiously to reduce the adverse impacts of the current public health emergency.

Q5: Is there a deadline by which funds for operating expenses must be used?

A: Yes, the period of performance for the CARES Act grants is four years. Pursuant to 2 C.F.R. section 200.309, a sponsor may charge to the grant only allowable costs incurred during the period of performance. Funds not expended within the four-year period of performance are subject to recovery by the FAA. In addition, grants for operating expenses may not include activities prior to January 20, 2020.

Q6: How will this funding be allocated to airport sponsors?

A: The \$10 billion in funding is divided into four groups. The CARES Act establishes formulas for each group to allocate the funds to specific airports. Because the CARES Act allocates all funds by formula or to increase the Federal share for grants funded under fiscal year (FY) 2020 appropriations, none of these funds are discretionary. These four groups are:

- (1) 100% Federal share for 2020 Airport Improvement Program (AIP) Grants. At least \$500 million is available to increase the Federal share to 100% for grants awarded under the fiscal year (FY) 2020 appropriations cycle for FY 2020 AIP and FY 2020 Supplemental Discretionary grants. The Federal share for FY 2018 and 2019 Supplemental Discretionary grants will not increase.
- (2) Commercial Service Airports. At least \$7.4 billion is available to Commercial Service Airports for any purpose for which airport revenues may lawfully be used. The total allocation to an airport is determined by the following formula:
 - a. 50% of the total allocation is based on the number of enplanements the airport had during calendar year 2018 as a percentage of total 2018 enplanements for all commercial service airports.
 - b. 25% of the total allocation is based on the sponsor's fiscal year 2018 debt service as a percentage of the combined debt service for all commercial service airports; and
 - c. 25% of the total allocation is based on the sponsor's fiscal year 2018 ratio of unrestricted reserves to its respective debt service.

- (3) Primary Airports. Up to \$2 billion is available to large, medium, and small hub airports and non-hub primary airports for any purpose for which airport revenues may be lawfully used. These funds are allocated based upon statutory AIP primary entitlement formulas. However, the \$26 million limit under 49 U.S.C. 47114(c)(1)(C)(iii) and reduction for imposing passenger facility charges under 49 U.S.C. 47114(f) do not apply to these allocations.
- (4) General Aviation Airports. At least \$100 million is available to general aviation airports for any purpose for which airport revenues may be lawfully used. These funds are allocated based on the categories published in the most current NPIAS, reflecting the percentage of the aggregate published eligible development costs for each such category, and then dividing the allocated funds evenly among the eligible airports in each category, rounded up to the nearest thousand dollars.

Consistent with the four-year period of performance, all airport sponsors will be subject to a capped initial grant amount equal to four times their annual operating expenses, unless the remaining amount available to grant to the airport would be less than \$1 million. This limitation advances Congress's intent to address the cost needs of airports and promotes the effective management of CARES Act funds. The FAA has determined an airport's annual operating expenses based on the data reported to the FAA for fiscal year 2018. For most airport sponsors, this cap results in no practical effect on the initial grant amount available to them.

Q7: How is the 100% Federal share determined?

A: When a grant is awarded, the Federal share is determined by the category of airport and the airport development goal. This Federal share is specific to each grant. To implement the CARES Act requirement and award AIP and Supplemental Discretionary grants appropriated for FY 2020 at a 100% Federal share, the FAA will calculate the increased Federal share for each AIP grant. The FAA will amend FY 2020 grants that already have been executed to adjust to the 100% Federal share. The FAA will award and execute the remaining FY 2020 grants with a 100% Federal share.

Q8: Do CARES grants have a local match?

A: No. Funds under the CARES Act are available at a 100% Federal share.

Q9: How can an airport sponsor use CARES grant funds?

A: An airport owner/sponsor may use these funds for any purpose for which airport revenues may be lawfully used. CARES grant recipients should follow the FAA's [Policy and Procedures Concerning the Use of Airport Revenues \("Revenue Use Policy"\)](#), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy document defines permitted and prohibited uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the CARES Act makes clear that the funds may not be used for any purpose not related to the airport.

Q10: Can I use CARES grant funds for new airport development on the airport?

A: Yes. However, additional requirements apply. To make these critical CARES funds available as quickly as possible, the FAA is issuing non-construction grants that permit expenditure for airport operating expenses (such as payroll) and to pay airport debt service. A recipient of a CARES grant that wishes to use the funds for new airport development or construction (i.e., to award a contract after March 27, 2020, for airport development) should contact its local Airports District Office or Airports Regional Office to make arrangements to do so. That office will ensure that such development is consistent with all of the recipient's prior Federal obligations, meets safety and security standards, meets National Environmental Policy Act (NEPA), prevailing wage, Buy American, Veterans' Preference, and Disadvantaged Business Enterprise Program requirements, and meets other specific requirements for new airport development under the CARES Act.

Q11: Are there any other specific requirements for accepting CARES grant funds?

A: Yes. The airport sponsor must continue to employ, through December 31, 2020, at least 90% of the number of individuals employed (after making adjustments for retirements or voluntary employee separations) as of March 27, 2020. The Secretary of Transportation may waive this workforce retention requirement if the Secretary determines that the sponsor is experiencing economic hardship as a direct result of the requirement, or that the requirement reduces aviation safety or security. The workforce retention requirement does not apply to non-hub or non-primary airports.

Q12: How do small, medium and large hub airport sponsors report their respective compliance with the employee retention requirement?

A: Airport sponsors must certify compliance with the CARES Act employment requirements (outlined in Q11) at the time of grant execution and report employment totals quarterly on June 30, September 30, and December 31, 2020. That report and certification should include the number of full-time equivalent (FTE) employees working at the airport as of March 27, 2020, as the baseline comparison. Airport sponsors may make adjustments for employees who perform duties at both the airport and other facilities operated by the airport sponsor. Airport sponsors also may make adjustments for retirements or voluntary employee separations when calculating the workforce retention percentage. If an airport sponsor intends to request a waiver from the employment requirements, it should do so no less than 30 days prior to a quarterly report date and provide documentation supporting its request.

Q13: Are multi-year grants eligible for a 100% Federal share under the CARES Act?

A: The FAA will provide a 100% Federal share for multi-year grants issued in FY 2020 under FY 2020 appropriations (Pub. L. 116-94). Future year funding for FY 2020 multi-year grants will continue to provide a 100% Federal share as long as CARES matching funds remain. Once matching funds are exhausted, FY 2020

multi-year grants will revert to the normal sponsor share. Multi-year grants issued in FY 2019 or earlier are not eligible for a 100% Federal share because they were issued under different appropriations laws. These grants will continue to be funded under the terms of the Grant Agreement.

Q14: If an airport sponsor owns or operates multiple airports, may CARES Act Airport Grant funds be pooled?

A: Yes. An airport sponsor may use funds at any airport under its control.

Q15: Are airport sponsors in the Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau, and Wake Island eligible for CARES Act Airport Grants?

A: No. The CARES Act states sponsors of airports defined in 49 U.S.C. 47102 are eligible. Eligible airports are included in the NPIAS. Airports in the Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau, and Wake Island are not included in the NPIAS. While these airport sponsors may be eligible for some AIP discretionary funding, they are not eligible under the CARES Act.

Q16: Are airports in U.S. territories eligible for CARES Act Airport Grants?

A: Yes. The CARES Act states sponsors of airports defined in 49 U.S.C. 47102 are eligible. Eligible airports are included in the NPIAS. Airports in U.S. territories (American Samoa, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Guam) are included in the NPIAS.

Q17: Can an airport sponsor use CARES Act Airport Grants and funding from other Federal programs to pay for expenses related to the COVID-19 public health emergency?

A: A sponsor may use CARES Act Airport Grants for airport operating expenses that arise due to the COVID-19 public health emergency. The FAA recognizes that several sources of COVID-19 relief funds may be available to airport sponsors. Airport sponsors may use other sources of funding consistent with the terms of those programs. However, an airport sponsor may not invoice under its CARES Act Airport Grant for expenses that have been reimbursed under another program.

Questions on Allocation Formulas

Q-F1: What financial information is the FAA using to determine distribution of the 50% of the \$7.4 billion available under the CARES Act for commercial service airports that pertains to an airport's debt ratio?

A: This information is taken from each commercial service airport sponsor's annual financial report. By law, since 1994, each commercial service airport must submit an annual financial report to the FAA. [FAA Advisory Circular \(AC\) 150/5100-19D, "Guide for Airport Financial Reports Filed by Airport Sponsors,"](#) provides detailed instructions on the use of the Certification Activity Tracking System

(CATS), including how the system relates to government accounting requirements. Each airport must submit and certify its annual financial report within 120 days of the end of its fiscal year.

The FAA used the FY 2018 CATS data for all airports, reported as of March 14, 2020, to calculate allocations under the CARES Act formulas. The FAA is not accepting sponsor-requested amendments to certified CATS data for purposes of calculating CARES Act Airport Grants allocations. Where the FAA's preliminary review identified airports whose submissions raised technical issues, the FAA worked closely with those airports to address and correct those issues.

Q-F2: What is the CARES Act phrase “each sponsor’s ratio of unrestricted reserves to their respective debt service” intended to accomplish?

A: In general, the higher an airport’s reserves are, or the lower its debt service is, the more it may be allocated under this ratio.

Questions on Grant Application, Agreement, and Invoicing

Q-GA1: Is a grant application required to receive CARES Act Airport Grants?

A: Yes, with one exception. After the Secretary of Transportation announces awards under the CARES Act, each airport sponsor must submit a grant application. However, airport sponsors do not need to apply for the increased Federal share of FY 2020 AIP or FY 2020 Supplemental Discretionary grants. An airport sponsor may contact its Airport District Office or Region if it seeks specific guidance on its grant application.

Q-GA2: Will the FAA use a standard grant application form or one specifically designed for this program?

A: The FAA will use the Office of Management and Budget (OMB) SF-424, *Application for Federal Assistance*.

Q-GA3: When will CARES Act Airport Grant applications be available and how long after filing a complete application should an airport sponsor expect to receive a grant?

A: The FAA will provide this application to airport sponsors through the local Airports District Office or Airports Regional Office shortly after the Secretary announces CARES Act Airport Grants awards. The FAA anticipates providing a grant agreement for execution within days of receiving a complete application.

Q-GA4: Will the FAA use a standard AIP grant agreement or one specifically designed for this program?

A: The FAA will provide a simplified Grant Agreement shortly after it receives an application. This simplified agreement includes the requirements under the CARES Act and makes funds immediately available for expenses, other than

airport development, including payroll, debt service, utility expenses, service contracts, and supplies.

Q-GA5: Does a CARES Act Airport Grant require an airport sponsor to obligate itself to the standard set of FAA Airport Sponsor Grant Assurances?

A: Generally, no. If an airport sponsor uses its CARES Act Airport Grant for operational expenses, the standard FAA Airport Sponsor Grant Assurances do not apply. The CARES Act Airport Grants for operational expenses remain subject to audit, reporting, records retention, and other requirements under 2 CFR part 200 like other Federal grant funding. Some laws outside of 49 U.S.C. chapter 471 also apply, such as 49 U.S.C. 40103(e), which prohibits the grant of an exclusive right to conduct any type of aeronautical activity at an airport, and Title VI of the Civil Rights Act, which prohibits discrimination on the basis of race, color, or national origin. If an airport sponsor uses its CARES Act Airport Grant for new airport development, additional requirements apply (see Q10). Additionally, CARES Act Airport Grant funds may be used only for the capital and operating expense of the airport. Examples of expenditures that FAA has found to be allowable are provided in the [FAA Revenue Use Policy](#). The CARES Act does not, however, void assurances made in prior grant agreements; therefore, a sponsor's pre-existing grant assurances and Federal obligations continue to apply.

Q-GA6: How will an airport sponsor submit payment requests for CARES Act Airport Grants?

A: The FAA will use the existing U.S. Department of Transportation Delphi eInvoicing system for payment requests. Airport sponsors will continue the current practice of submitting underlying payment request documentation. Examples of documentation include payroll receipts, janitorial contract invoices, and debt service payments. The FAA will review invoices manually to ensure adequate oversight, but it will process payments quickly.

Questions on Use of Funds

Q-U1: Can CARES Act Airport Grants funds be used to purchase an aviation or aviation easement?

A: Yes, provided the purchase is consistent with 49 U.S.C. 47107(b) and (k)(2) (i.e., the expenditure is an airport operating cost that reflects the value received). Examples of expenditures that FAA has found allowable are provided in the [FAA Revenue Use Policy](#). The airport sponsor should consult with its local Airports District Office or Airports Regional Office because this purchase could be considered "airport development" and subject to additional requirements. See Q10.

Q-U2: Can CARES Act Airport Grants funds be used to accelerate structured settlement agreements or pay the penalty for early defeasement of debt?

A: Yes, provided the use of funds is consistent with 49 U.S.C. 47107(b) and (k)(2) (i.e., the expenditure is an airport operating cost that reflects the value received). Examples of expenditures that FAA has found allowable are provided in [the FAA Revenue Use Policy](#). If any part of the debt had been approved for Passenger Facility Charge (PFC) collections, the airport sponsor may have to amend its PFC approval to reflect the change.

Q-U3: Can CARES Act Airport Grants funds be used for a surface access project (roads or rail/transit)?

A: Yes. This use is airport development and, therefore, additional requirements apply. See Q10.

Q-U4: Can CARES Act Airport Grants funds be used to prepay long-term contracts (for example, shuttle-bus operators, janitorial services, security services, fire and police services)?

A: Yes, provided the prepayment is a *bona fide* transaction where the sponsor receives the benefit of the prepaid services and receives some value in exchange for committing in advance.

Q-U5: Can CARES Act Airport Grants funds be deposited in the airport sponsor's reserve account (or invest them for future use)?

A: No. The FAA would not be able to ensure a potential future use is a use consistent with the CARES Act requirements. Airports should submit invoices and underlying documentation for airport expenditures. See Q-GA6.

Q-U6: Can CARES Act Airport Grants funds be used to help bolster the local government's pension fund?

A: Generally, no. However, if the fund has historically been supported by the airport and the support is proportional to the share paid to airport retirees, then the airport should consult with its local Airports District Office or Airports Regional Office, to determine if such a use is appropriate.

Questions on Environmental Review

Q-E1: Are there any environmental requirements associated with increases to 100% Federal share for FY 2020 AIP grants?

A: All projects funded for AIP and Supplemental Discretionary grants under FY 2020 appropriations continue to be subject to environmental requirements. However, no additional environmental analysis is required for the Federal share increase.

Q-E2: Are there any environmental review requirements associated with non-construction grants for airport operating expenses and debt service?

A: No. These types of grants have no potential to impact the environment, and therefore are not major federal actions subject to National Environmental Policy Act (NEPA) review.

Questions on Administration under the State Block Grant Program

Q-SB1: What is the State Block Grant Program (SBGP)?

A: In 1987, Congress authorized the FAA to use State block grants to provide AIP funds to airport sponsors. Through the State Block Grant Program (SBGP), the FAA provides funds directly to States that participate in the program. In turn, SBGP participants fund and oversee AIP projects to non-primary commercial service, reliever, and general aviation airports. The program currently includes the following 10 States: Georgia, Illinois, Michigan, Missouri, New Hampshire, North Carolina, Pennsylvania, Tennessee, Texas, and Wisconsin.

Q-SB2: How will the FAA Administer CARES Act funding for States participating in the SBGP?

A: The FAA Airport Improvement Program Branch (APP-520) will utilize its existing relationships with the States participating in the SBGP for administration of CARES Act Airport Grants. These participants have relationships with airport sponsors within their States and currently provide grant management and internal controls. Leveraging this infrastructure will facilitate efficient and expedient distribution of funds.

Q-SB3: Will FAA Regional and Airport District Offices remain the points-of-contact for CARES Act Airport Grants?

A: Yes. States participating in the SBGP should continue to work with their local Airports District Office or Airports Regional Office throughout CARES Act Airport Grants implementation and administration.

Q-SB4: Do CARES Act Airport Grants funding allocations work differently for the SBGP?

A: No. The FAA will calculate each airport sponsor's allocation based on formulas in the CARES Act. The Secretary of Transportation will announce these award amounts along with all awards under the CARES Act Airport Grants program.

Q-SB5: How much CARES Act funding may States participating in the SBGP distribute?

A: The CARES Act provides for specific allocations to each airport sponsor. The FAA will aggregate the amounts announced for each airport sponsor into one State award.

Q-SB6: How may States participating in the SBGP allocate CARES Act Airport Grants?

A: States participating the SBGP must make sub-awards to each airport sponsor based on that sponsor's allocation under the CARES Act. The FAA expects States to make these sub-awards on an expedited basis, for airport sponsors to spend funds quickly, to reduce the adverse impacts of the current public health emergency. States must follow 2 CFR part 200 requirements for CARES Act Airport Grants and sub-awards. Funds not expended within the four-year period of performance are subject to recovery by the FAA.

Q-SB7: What application and grant agreement will be used for sub-grants?

A: States participating in the SBGP will use a streamlined application and grant agreement process similar to what the FAA is using for all CARES Act Airports Grants. The FAA will provide States with template documents after these grants are announced.

Q-SB8: Can States participating in the SBGP mix FY 2020 AIP funds and additional funds to increase the Federal share under the CARES Act?

A: No. The (1) FY 2020 AIP and Supplemental Discretionary funds are separate from the (2) CARES Act funds to increase the Federal share. States must separately account for the two different funding sources as they are drawn down to ensure each appropriation is spent as intended.

Q-SB9: What if my State legislature needs to approve the acceptance of CARES Act funding?

A: The FAA recommends that States participating in the SBGP use their usual State processes to approve, accept, and administer Federal funds.

Q-SB10: Can CARES Act Airport Grants be sub-awarded to airport sponsors that had previously opted out of the SBGP?

A: No. States participating in the SBGP do not have to make sub-awards to airport sponsors that opted-out in FY 2020 or do not participate in the SBGP. The FAA will administer grants for those airport sponsors.

Q-SB11: What are the reporting requirements for CARES Act Airport Grants?

A: States participating in the SBGP will continue the current practice of providing sub-award reporting information on CARES Act Airport Grants to the FAA upon request.

Q-SB12: Will CARES Act Airport Grants require end-of-fiscal-year reporting like other AIP funding?

A: Yes. CARES Act Airport Grants funds will be included in the Annual Report of Federal Funding at the end of FY 2020.

Q-SB13: How will payment requests be submitted for CARES Act Airport Grants?

A: The FAA will use the existing U.S. Department of Transportation Delphi eInvoicing system for payment requests. States participating in the SBGP will continue the current practice of retaining all underlying payment request documentation and complete records.

Q-SB14: Will the FAA audit CARES Act Airport Grants administered by States participating in the SBGP?

A: Yes. The FAA will include audits of CARES Act Airport Grants in its annual audit process.



April 23, 2020

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

Subject: Discussion and direction to staff regarding use of funds available through Cares Act Grant

Summary

The Covid-19 pandemic has negatively impacted the economy as a whole and specifically the District in a loss of revenue. Due to cessation of travel several revenue accounts will be greatly decreased. Please see the following projections below.

Overall Impact:

	YTD Average	Year End Based on Average	Year End Based on Covid Impact	Revenue Reduction
Landing area				
Landing fees and tiedowns	5,858	70,297	49,208	(21,089)
Fuel flowage fees	5,774	69,286	48,500	(20,786)
Subtotal	11,632	139,583	97,708	(41,875)
Terminal area				
Car Rental and Ground Transportation	16,357	196,284	137,399	(58,885)
TSA LEO Reimbursement	1,133	13,590	9,060	(4,530)
Subtotal	17,490	209,874	146,459	(63,415)
PFC Revenue	9,050	108,594	76,016	(32,578)
Total				(137,869)



TELEPHONE (805)922-1726

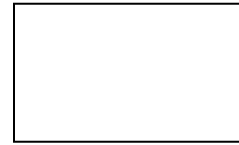
FAX (805)922-0677

www.SantaMariaAirport.com

PUBLIC AIRPORT DISTRICT

April 21, 2020

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. Mrs. Osborn has completed and passed this course at Embry-Riddle Aeronautical University.

Budget

Course	Tuition				
Applied Calculus for Aviation	\$1,239.00				
Total:	\$1,239.00				\$1,239.00

Overall Impact

Approved 2019-2020 Budget for Education	\$16,000.00
Previously Approved for Education	4,349.59
Current Balance for Education	11,650.41
Amount of this Request	1,239.00
Balance Remaining if Approved	10,411.41

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

Account No: Statement

Print Date: Statement

From/To Date:

2513380

4/20/2020 11:38 AM

2/1/2020 To 3/1/2020

Charges				
Date Posted	Term		Amount	Currency
02/27/2020	Worldwide 2020-03 March	WW Tuition Undergrad	1,239.00	USO
Total Charges:			1,239.00	

Payments				
Date Posted	Term		Amount	Currency
02/07/2020	Student Financials CR	Payment by Check	-1,239.00	USO
Total Payments:			-1,239.00	

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: .00

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 2020-02 February

Cumulative GPA: 4.000

Class	Course Title	Units	Grade
MATH 112	Applied Calculus for Aviation	3.00	A