



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

**Thursday
June 22, 2023**

**Administration Building
Airport Boardroom
6:00 P.M.**

**REGULAR MEETING
A G E N D A**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

1. MINUTES OF THE REGULAR MEETING HELD JUNE 8, 2023

2. COMMITTEE REPORT(S):

- a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc)
- b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc)
- c) MARKETING & PROMOTIONS (Standing or Ad Hoc)
- d) CITY & COUNTY LIAISON
- e) STATE & FEDERAL LIAISON
- f) VANDENBERG LIAISON
- g) BUSINESS PARK COMMITTEE (Ad Hoc)

3. GENERAL MANAGER'S REPORT

4. MANAGER OF FINANCE & ADMINISTRATION REPORT

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

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

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 will establish a time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.
7. **AUTHORIZATION FOR TWO DIRECTORS TO ATTEND THE CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMEY TO BE HELD, OCTOBER 22ND – 25TH, 2023, IN SONOMA COUNTY.**
8. **AUTHORIZATION FOR THE GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH CALIFORNIA COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM (CLASS).**
9. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE SEVENTH AMENDMENT OF LEASE BETWEEN THE DISTRICT AND THE CITY OF SANTA MARIA FOR PIONEER PARK.**
10. **AUTHORIZATION FOR THE PRESIDENT TO EXECUTE THE FIRST AMENDMENT OF SERVICE AGREEMENT BETWEEN THE DISTRICT AND KIMLEY-HORN AND ASSOCIATES FOR THE SANTA MARIA AIRPORT BUSINESS PARK SPECIFIC PLAN SUPPORT SERVICES.**
11. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
 - a) **Conference with Legal Counsel-Anticipated Litigation (Paragraph (2) or (3) of subdivision (d) of Gov. Code Section 54956.9) Significant exposure to litigation: (One case).**
12. **DIRECTORS' COMMENTS.**
13. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD JUNE 8, 2023

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

1. MINUTES OF THE REGULAR MEETING HELD May 25, 2023. Director Baskett made a Motion to approve the minutes of the regular meeting held May 25, 2023. Director Adams 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) – The committee met to discuss agricultural leases.
 - c) MARKETING & PROMOTIONS (Standing or Ad Hoc) – No meeting scheduled.
 - d) CITY & COUNTY LIAISON – The committee met to discuss the ARFF contract.
 - e) STATE & FEDERAL LIAISON – No meeting scheduled.
 - f) VANDENBERG LIAISON – No meeting scheduled.
 - g) BUSINESS PARK COMMITTEE (Ad Hoc) – The committee met to discuss Pioneer Park.
3. GENERAL MANAGER'S REPORT. General Manager Pehl notified the Board that he and Ms. Fenton will be attending Jumpstart Air Service Development conference the following week. He also reminded them of the AirFest Kickoff BBQ.
4. The Board Clerk presented the Demand Register to the Board for review and approval.
 - a) Demand Register. The Demand Register, covering warrants 071596 through 071625 in the amount of \$790,539.54, was recommended for approval as presented. Director Adams 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. Nothing to report.
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 three-minute time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.

No one requested to speak.

7. Presentation by Rick Wood, from the California Special District Association, regarding California Cooperative Liquid Assets Securities System (CLASS).
8. Resolution 926. A Resolution of the Board of Directors of the Santa Maria Public Airport District adopting the appropriations subject to limitation for fiscal year 2023-2024 under California Constitution Article XIII B (As Amended) and implementing statutes. Director Baskett made a Motion to approve. Director Moreno Seconded and it was carried by the following roll call vote. Directors Moreno, Adams, Baskett, Clayton, and Brown voted "Yes".
9. Resolution 927. A Resolution of the Board of Directors of the Santa Maria Public Airport District for the election of directors to the Special District Risk Management Authority Board of Directors. Director Adams made a Motion to cast a vote for candidates Swan, Claypool, and Seifert-Raffelson. Director Moreno Seconded and it was carried by the following roll call vote. Directors Moreno, Adams, Baskett, Clayton, and Brown voted "Yes".
10. Authorization for the President and Secretary to execute the Service Agreement between the District and Mead & Hunt, Inc. for Air Service Development Consulting Services. Director Moreno made a Motion to approve. Director Adams Seconded and it was carried by a 5-0 vote.
11. Authorization for the President and Secretary to execute the Second Amendment of Service Agreement between the District and The Widroe Group, Inc. for Government Affairs Consulting Services. Director Adams made a Motion to approve. Director Brown Seconded and it was carried by a 5-0 vote.
12. Authorization for tuition reimbursement for one staff member. Director Brown made a Motion to approve. Director Baskett Seconded and it was carried by a 5-0 vote.
13. Discussion and direction to staff regarding a hangar wait list application from David Baskett. This item has been tabled until a later date.
14. Report from staff regarding the draft Cleanup and Abatement Order for 2996 Industrial Parkway, Santa Maria, CA.

RECESS: At 7:03 p.m.

Return to OPEN SESSION: At 7:12 p.m. The Board and staff reconvened to Open Session.

15. CLOSED SESSION. At 7:12 p.m. the Board went into Closed Session to discuss the following item(s):

- a) Conference with Legal Counsel-Anticipated Litigation (Paragraph (2) or (3) of subdivision (d) of Gov. Code Section 54956.9) Significant exposure to litigation: (One case).
- b) Conference with Legal Counsel-Anticipated Litigation (Paragraph (4) of subdivision (d) of Gov. Code Section 54956.9) Initiation of litigation: (One Case).
- c) Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-Baskett v. SMPAD, United States Bankruptcy Court Central District of California – Northern Division Case No. 9:22-bk-10011-RC.

At 8:07 pm., the Board and staff reconvened to Open Public Session.

No reportable actions.

16. DIRECTORS' COMMENTS: Director Baskett reiterated his desire to be energy independent.

Director Moreno stated the current Board has done great things but he would like them all to start acting like elected officials.

Director Adams is excited to see some savings with CLASS. He would also like to have the District engineer look into microgrids.

Directors Clayton and Brown had no comment.

17. ADJOURNMENT. Director Moreno asked for a Motion to adjourn to a Regular Meeting to be held on June 22, 2023, at 6:00 p.m. at the regular meeting place. Director Moreno made that Motion, Director Adams Seconded and it was carried by a 5-0 vote.

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 8:12 p.m. on June 8, 2023.

Ignacio Moreno, President

David Baskett, Secretary

2022-2023

**DEMAND REGISTER
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 071626 to 071676 and electronic payments on Pacific Premier Bank and in the total amount of \$279,817.96.

MARTIN PEHL
GENERAL MANAGER

DATE

The undersigned certifies that the attached register of audited demands of the Santa Maria Public Airport District for each demand, numbers 071626 to 071676 and electronic payments on Pacific Premier Bank in the total amount of \$279,817.96 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 JUNE 22, 2023.

DAVID BASKETT
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 71626	6/7/2023	Adams, Chuck	\$400.00	Director's Fees
* 71627	6/7/2023	Advantage Answering Plus	\$363.66	Answering Service
* 71628	6/7/2023	AT&T	\$126.62	Telephone Service
* 71629	6/7/2023	CNH Industrial Accounts	\$1,797.19	Vehicle Maintenance
* 71630	6/7/2023	Bomar Security & Investigation	\$4,773.75	Security Service
* 71631	6/7/2023	Brown, Steve	\$500.00	Director's Fees
* 71632	6/7/2023	California Airports Council	\$750.00	Membership Dues 7/1/23 - 6/30/24
* 71633	6/7/2023	Coast Networkx	\$210.00	Computer Support Services
* 71634	6/7/2023	City of Guadalupe	\$20,848.71	Security Service/LEO
* 71635	6/7/2023	Clark Pest Control	\$1,533.00	Weed/Wildlife Abatement
* 71636	6/7/2023	Comcast	\$1,304.15	Cable/Internet/Digital Voice
* 71637	6/7/2023	Frontier Communications	\$119.23	Telephone Service
* 71638	6/7/2023	Groveman Hiete LLP	\$30,640.00	Legal Counsel Services
* 71639	6/7/2023	Hayward Lumber Company	\$51.49	Hangar Maintenance
* 71640	6/7/2023	J B Dewar, Inc	\$1,115.53	Unleaded/Diesel Fuel
* 71641	6/7/2023	Letters, Inc.	\$110.00	Car Wash
* 71642	6/7/2023	LSC Communications	\$38.82	FAA Publications
* 71643	6/7/2023	MarTeeny Designs	\$275.00	Website Maintenance
* 71644	6/7/2023	Mission Linen Service	\$172.19	Uniform Service
* 71645	6/7/2023	Napa Auto Parts	\$493.97	Vehicle Maintenance
* 71646	6/7/2023	Outdoor Supply Hardware	\$598.42	Fencing and Gates
* 71647	6/7/2023	Pathpoint	\$1,823.52	Airport Maintanance - Window Cleaning
* 71648	6/7/2023	VTC Enterprises	\$70.00	Trash - Paper Recycling
* 71649	6/7/2023	Oberon3, Inc	\$50.00	Terminal Maintenance
* 71650	6/7/2023	Qovo Solutions Inc.	\$748.13	SMX Cameras - Repairs
* 71651	6/7/2023	Baskett, David	\$200.00	Director's Fees
* 71652	6/7/2023	Gsolutionz, Inc.	\$107.95	GPS Cloud Svcs - Phones - July 2023
* 71653	6/7/2023	Ravatt Albrecht & Associates	\$5,596.20	Customs Building Remodel
* 71654	6/7/2023	Digital West	\$950.65	Network Services - Terminal
* 71655	6/7/2023	Moreno, Ignacio	\$500.00	Director's Fees
* 71656	6/7/2023	U.S. Bank Equipment Finance	\$602.46	RICOH Printer Lease
		71657 -	Voided	
* 71658	6/8/2023	Osborn, Carla	\$1,395.00	Tuition Reimb. - Science and Tech Comm
* 71659	6/14/2023	AT&T	\$44.79	Telephone Service
* 71660	6/14/2023	Brayton's Power Wash & Sweep	\$950.00	Concrete Cleaning/Street Sweeping
* 71661	6/14/2023	Channel Islands Roofing Inc.	\$34,790.00	Main Hangar Roof Repair
* 71662	6/14/2023	Comcast Business	\$2,205.77	Internet Service
* 71663	6/14/2023	Frontier Communications	\$1,024.37	Telephone Service
* 71664	6/14/2023	Grainger	\$528.39	Shop Supplies

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 71665	6/14/2023	J B Dewar, Inc	\$4,317.65	Dyed Diesel Tankwagon
* 71666	6/14/2023	J.D. Humann Landscape Contr.	\$4,955.00	Landscaping - Terminal
* 71667	6/14/2023	Lowe's	\$154.52	Fencing and Gates Maint.
* 71668	6/14/2023	McMaster-Carr	\$79.46	Terminal Maintenance
* 71669	6/14/2023	Mission Linen Service	\$366.38	Uniform Service
* 71670	6/14/2023	Pacific Telemanagement Services	\$303.00	Pay Phone Svcs - Terminal
* 71671	6/14/2023	RRM Design Group	\$11,097.50	SMX Parcel Rezoning/Plan Amendment
* 71672	6/14/2023	Santa Maria Valley Crop Service	\$3,434.53	Weed/Wildlife Maintenance
* 71673	6/14/2023	Tartaglia Engineering	\$42,848.84	Taxiway Rehabilitation
* 71674	6/14/2023	Tri-Counties Plant Service	\$275.00	Interior Plant Service - Terminal
* 71675	6/14/2023	Ultrex Business Solutions	\$6.83	Equipment Lease - Usage Charge
* 71676	6/14/2023	New Life Restoration	\$4,980.00	Interior Painting - TSA Office
Subtotal			<u>\$190,627.67</u>	
ACH	6/6/2023	PG&E	\$14,208.25	Terminal/Admin/Hangar Electricity
ACH	6/6/2023	CalPers	\$6,572.75	Employee Retirement
ACH	6/7/2023	Empower Retirement	\$4,147.88	Employee Paid Retirement
ACH	6/7/2023	Amazon Capital Services	\$74.66	Office Equipment, ARFF Vehicle Maintenance
ACH	6/8/2023	Xerox	\$536.53	Copier Lease -Final Pmt
ACH	6/8/2023	Paychex	\$29,157.12	Payroll
ACH	6/9/2023	Paychex	\$8,477.50	Payroll Taxes
ACH	6/9/2023	Paychex	\$201.55	Paychex Invoice
ACH	6/9/2023	Umpqua Bank	\$698.60	Credit Card Fees
ACH	6/13/2023	Pacific Premier Bank	\$119.12	Analysis Activity
ACH	6/13/2023	PG&E	\$1,183.57	Terminal/Admin/Hangar Electricity
ACH	6/13/2023	The Gas Company	\$693.19	Utilities - Gas
ACH	6/13/2023	CalPers	\$16,471.87	Employee Health Insurance
ACH	6/15/2023	CalPers	\$6,572.75	Employee Retirement
ACH	6/16/2023	Ready Refresh	\$74.95	Water Delivery
Subtotal			<u>\$89,190.29</u>	
Total			<u><u>\$279,817.96</u></u>	

Santa Maria Public Airport District

Budget vs. Actual - YTD

As of May 31, 2023

	<u>YTD</u>	<u>YTD BUD</u>	<u>VARIANCE</u>	<u>% VARIANCE</u>
61000-Landing fees	23,406.32	82,500.00	(59,093.68)	(71.6 %)
61100-Tiedowns	23,512.50	24,841.67	(1,329.17)	(5.4 %)
61200-Fuel Flowage Fees	73,342.26	75,716.67	(2,374.41)	(3.1 %)
62000-T-Hangar	397,486.00	400,400.00	(2,914.00)	(.7 %)
62100-Corporate Hangar	269,521.00	258,500.00	11,021.00	4.3 %
62200-Owner Build Hangar	18,139.00	18,150.00	(11.00)	(.1 %)
63000-T-Hangar Storage	29,798.00	29,883.33	(85.33)	(.3 %)
64100-Main Hangar	119,856.00	119,808.33	47.67	.0 %
64200-Commercial Aviation	375,324.13	338,525.00	36,799.13	10.9 %
64300-Land Lease - Commercial Aviation	90,321.00	156,475.00	(66,154.00)	(42.3 %)
65000-Car Rental	187,349.43	164,358.33	22,991.10	14.0 %
65100-Terminal Space Lease	152,284.41	146,850.00	5,434.41	3.7 %
66100-Agricultural Lease	991,622.25	984,225.00	7,397.25	.8 %
66200-Non Aviation Land Leases	377,195.45	306,900.00	70,295.45	22.9 %
66300-Cell Tower Lease	55,550.00	56,283.33	(733.33)	(1.3 %)
66400-Mobile Home Parks	462,369.86	468,559.67	(6,189.81)	(1.3 %)
67000-Administrative Income	12,214.00	41,066.67	(28,852.67)	(70.3 %)
67200-Cares Grant	242,115.58	201,666.67	40,448.91	20.1 %
67205-BIL Grant	0.00	623,333.33	(623,333.33)	(100.0 %)
67210-Leo Reimbursement	3,480.00	11,825.00	(8,345.00)	(70.6 %)
68100-Airfest Ticket Sales	236,055.17	256,666.67	(20,611.50)	(8.0 %)
68150-Airfest Vendor Revenue	13,760.33	7,333.33	6,427.00	87.6 %
68200-Airfest Sponsorship	155,900.00	165,000.00	(9,100.00)	(5.5 %)
69100-Interest and Investment Earnings	125,397.56	22,366.67	103,030.89	460.6 %
69106-Land Sale	1,165,326.71	0.00	1,165,326.71	.0 %
69110-AIP Reimbursement	1,294,634.00	8,263,383.33	(6,968,749.33)	(84.3 %)
69120-PFC Revenue	52,898.64	66,916.67	(14,018.03)	(20.9 %)
69200-Tax Revenues	2,017,151.65	1,789,791.67	227,359.98	12.7 %
Total Income	8,966,011.25	15,081,326.34	(6,115,315.09)	(40.5 %)
80000-G&A	12,979.73	12,732.50	247.23	1.9 %
80001-MHP - Maintenance	24,465.32	27,518.33	(3,053.01)	(11.1 %)
80002-MHP - MHP Liability Insurance	11,203.95	10,270.33	933.62	9.1 %
80003-MHP - Property Management	23,500.00	25,850.00	(2,350.00)	(9.1 %)
80004-MHP - Salaries/ Employee Related Expenses	101,719.70	99,477.58	2,242.12	2.3 %
80005-MHP - Utilities	182,705.24	158,785.00	23,920.24	15.1 %
80100-Salaries- Administration	397,127.45	431,108.33	(33,980.88)	(7.9 %)
80101-Salaries - Maintenance & Operations	430,533.78	432,208.33	(1,674.55)	(.4 %)
80102-Employee Benefits - Other	50,997.16	60,041.67	(9,044.51)	(15.1 %)
80104-Employee Benefits - Medical	225,500.33	232,375.00	(6,874.67)	(3.0 %)
80105-Medicare Tax	14,008.14	12,925.00	1,083.14	8.4 %
80106-PERS Retirement	226,856.71	264,275.00	(37,418.29)	(14.2 %)
81000-ARFF Services	673,422.00	825,000.00	(151,578.00)	(18.4 %)
81100-Electricity	176,307.63	171,416.67	4,890.96	2.9 %
81200-Natural Gas	15,133.14	10,358.33	4,774.81	46.1 %
81300-Water	61,102.60	66,825.00	(5,722.40)	(8.6 %)
81600-Communications	17,365.98	16,695.25	670.73	4.0 %
81601-Communications - Alarm	13,142.98	12,191.67	951.31	7.8 %
81602-Communications - Wireless	14,954.12	17,600.00	(2,645.88)	(15.0 %)
81603-Communications - Access Control	1,132.28	916.67	215.61	23.5 %
82400-Supplies Office	52,085.29	59,583.33	(7,498.04)	(12.6 %)
82410-Supplies Shop	36,599.11	38,500.00	(1,900.89)	(4.9 %)
82500-Fuel Expense	40,153.57	40,333.33	(179.76)	(.4 %)
83000-Maintenance - Misc	13,634.17	15,491.67	(1,857.50)	(12.0 %)
83001-Maintenance - Lighting	25,403.21	20,625.00	4,778.21	23.2 %
83002-Maintenance - Generator	12,905.01	11,884.59	1,020.42	8.6 %
83003-Maintenance - Pavement	24,065.84	40,883.33	(16,817.49)	(41.1 %)
83004-Maintenance - Weed/Wildlife	48,528.37	46,997.50	1,530.87	3.3 %
83005-Maintenance - Fencing & Gates	10,291.04	15,583.33	(5,292.29)	(34.0 %)

83006-Maintenance - Building	65,366.61	82,500.01	(17,133.40)	(20.8 %)
83007-Maintenance - Fire Alarm	7,311.84	20,625.00	(13,313.16)	(64.5 %)
83008-Maintenance - Drainage	8,690.47	6,875.00	1,815.47	26.4 %
83100-Signs	51,014.83	21,083.33	29,931.50	142.0 %
84000-Equipment Lease	9,355.92	9,075.00	280.92	3.1 %
84500-Janitorial	124,902.30	115,408.34	9,493.96	8.2 %
84700-Landscaping	55,108.09	68,016.67	(12,908.58)	(19.0 %)
85000-Vehicle Maintenance	49,048.12	48,133.25	914.87	1.9 %
85400-Dues and Membership	75,695.67	65,450.00	10,245.67	15.7 %
86000-Advertising	88,262.66	92,390.83	(4,128.17)	(4.5 %)
86001-Consulting - Admin	411,233.34	403,681.67	7,551.67	1.9 %
86002-Consulting Professional	338,398.33	416,586.50	(78,188.17)	(18.8 %)
86003-Consulting - Legal	275,923.90	249,456.17	26,467.73	10.6 %
86004-Consulting - Security	357,616.75	393,066.67	(35,449.92)	(9.0 %)
86005-Bank Fees	19,249.50	22,916.67	(3,667.17)	(16.0 %)
86015-Depreciation - Hangar Area	43,668.00	84,496.50	(40,828.50)	(48.3 %)
86025-Depreciation - Landing Area	718,434.00	1,397,916.67	(679,482.67)	(48.6 %)
86035-Depreciation - FBO	16,801.00	33,916.67	(17,115.67)	(50.5 %)
86045-Depreciation - Revenue Gen Land	188,779.00	216,333.34	(27,554.34)	(12.7 %)
86055- Depreciation - Terminal Area	171,192.00	351,083.34	(179,891.34)	(51.2 %)
86100-Depreciation - Administration	103,620.00	187,916.67	(84,296.67)	(44.9 %)
86200-Insurance	290,026.23	321,291.67	(31,265.44)	(9.7 %)
86500-Permits	11,028.50	10,358.33	670.17	6.5 %
86600-Education and Recognition	16,796.27	19,616.67	(2,820.40)	(14.4 %)
86700-Business Travel	69,357.89	76,725.00	(7,367.11)	(9.6 %)
86800-Fire Fighting Training	0.00	43,541.67	(43,541.67)	(100.0 %)
86900-Election Expense	24,191.46	22,175.08	2,016.38	9.1 %
87010-Real Estate Commission	108,234.27	99,214.50	9,019.77	9.1 %
87025-Rent Credit	9,548.00	9,499.42	48.58	.5 %
88001-Airfest Expense - Performers	118,504.43	108,628.67	9,875.76	9.1 %
88002-Airfest Expense - Gala/VIP Tent	162,260.16	148,738.33	13,521.83	9.1 %
88003-Airfest Expense Insurance	7,921.00	7,260.92	660.08	9.1 %
88004-Airfest Marketing	93,859.60	86,038.33	7,821.27	9.1 %
88005-Airfest Expense - Lodging	69,890.27	64,065.83	5,824.44	9.1 %
88007-Airfest Expense - Rental Cars	10,146.23	9,300.50	845.73	9.1 %
88008-Airfest Expense - Safety & Security	122,983.19	112,734.42	10,248.77	9.1 %
88009-Airfest Expenses- Miscellaneous	17,554.89	16,092.09	1,462.80	9.1 %
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Total Expenses	7,249,798.57	8,620,662.47	(1,370,863.90)	(15.9 %)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income	1,716,212.68	6,460,663.87	(4,744,451.19)	(24.6 %)
	<hr/>	<hr/>	<hr/>	<hr/>

Santa Maria Public Airport District
Profit & Loss
As of May 31, 2023

	YTD	PTD	PTD AVG	% AVG/PTD
Revenues from Operations				
Landing Area				
Landing fees and tiedowns	46,918.82	2,791.50	4,265.35	152.8 %
Fuel flowage fees	73,342.26	0.00	6,667.48	
Subtotal	120,261.08	2,791.50	10,932.83	391.6 %
Hangar area				
T-Hangar	397,486.00	36,723.00	36,135.09	98.4 %
Corporate T-Hangars	269,521.00	25,197.00	24,501.91	97.2 %
T-Hangar Storage Units	29,798.00	2,710.00	2,708.91	100.0 %
Owner Build Hangars	18,139.00	1,649.00	1,649.00	100.0 %
Subtotal	714,944.00	66,279.00	64,994.91	98.1 %
FBO Area				
Main Hangar	119,856.00	10,896.00	10,896.00	100.0 %
Commercial Hangars	375,324.13	34,228.71	34,120.38	99.7 %
Land Leases	90,321.00	8,211.00	8,211.00	100.0 %
Subtotal	585,501.13	53,335.71	53,227.38	99.8 %
Terminal Area				
Car Rental	187,349.43	16,191.12	17,031.77	105.2 %
Terminal Space Lease	152,284.41	13,876.17	13,844.04	99.8 %
TSA LEO Reimbursement	3,480.00	0.00	316.36	
Subtotal	343,113.84	30,067.29	31,192.17	103.7 %
Revenue generating land				
Land Lease Recreational	377,195.45	36,205.70	34,290.50	94.7 %
Agricultural Leases	991,622.25	92,531.91	90,147.48	97.4 %
Airport Business Park	55,550.00	5,050.00	5,050.00	100.0 %
Airport Hotel	12,214.00	1,785.00	1,110.36	62.2 %
Airport Mobile Home Park	462,369.86	31,000.00	42,033.62	135.6 %
Subtotal	1,898,951.56	166,572.61	172,631.96	103.6 %
Airfest				
Airfest Ticket Sales	236,055.17	0.00	21,459.56	
Airfest Vendors	13,760.33	0.00	1,250.94	
Airfest Sponsorship	155,900.00	0.00	14,172.73	
Subtotal	405,715.50	0.00	36,883.23	
Administrative				
Badging Income			0.00	
Miscellaneous Income			0.00	
Plans and Specs	0.00	0.00	0.00	
Cares Grant Revenue	242,115.58	0.00	22,010.51	
Subtotal	242,115.58	0.00	22,010.51	
Total Revenue from operations	4,310,602.69	319,046.11	391,872.99	122.8 %

Santa Maria Public Airport District
Profit & Loss
As of May 31, 2023

	YTD	PTD	PTD AVG	% AVG/PTD
Operating Expenses:				
Landing Area	172,773.52	47,986.14	15,706.68	32.7 %
Hangar Area	69,477.49	6,557.25	6,316.14	96.3 %
FBO Area	77,218.16	6,959.66	7,019.83	100.9 %
Terminal Area	392,507.26	35,977.63	35,682.48	99.2 %
Revenue generating land	437,879.12	4,059.40	39,807.19	980.6 %
Salaries and Benefits	1,305,063.06	118,715.39	118,642.10	99.9 %
Utilities	74,978.03	6,038.24	6,816.18	112.9 %
Supplies	124,421.12	9,642.64	11,311.01	117.3 %
Maintenance and Repairs	86,727.54	7,497.99	7,884.32	105.2 %
Contractual Services	940,094.80	77,753.49	85,463.16	109.9 %
Real Estate Commission	108,234.27	0.00	9,839.48	
ARFF Services	673,422.00	0.00	61,220.18	
Security Services	357,616.75	8,339.26	32,510.61	389.9 %
Dues and Subscriptions	75,695.67	2,149.67	6,881.42	320.1 %
Advertising	88,262.66	3,675.00	8,023.88	218.3 %
Depreciation	1,242,494.00	0.00	112,954.00	
Insurance	290,026.23	6,961.30	26,366.02	378.8 %
Election Expense	24,191.46	0.00	2,199.22	
Business Travel	69,357.89	80.00	6,305.26	7881.6 %
Rent Credit	9,548.00	868.00	868.00	100.0 %
Air Show Expense	603,119.77	0.00	54,829.07	
Other Miscellaneous Expense	26,689.77	0.00	2,426.34	
Total Expenses	7,249,798.57	343,261.06	659,072.57	192.0 %
Operating income (loss)	(2,939,195.88)	(24,214.95)	(267,199.58)	1103.4 %
Non-Operating Revenues (Expenses):				
PFC Revenue	52,898.64	0.00	4,808.97	
Interest Income	125,397.56	5,550.66	11,399.78	205.4 %
Tax Revenues	2,017,151.65	2,877.55	183,377.42	6372.7 %
AIP Reimbursement	1,294,634.00	550,727.00	117,694.00	21.4 %
Gain on Land Sale	1,165,326.71	0.00	105,938.79	
Total non-operating rev (exp)	4,655,408.56	559,155.21	423,218.96	75.7 %
Net Income	1,716,212.68	534,940.26	156,019.38	29.2 %

Current Assets:

Cash and cash equivalents	8,090,139
Restricted - cash and cash equivalents	1,559,251
Certificate-of-deposit	8,000
Accounts receivable - customers and tenants, net	365,150
Prepaid expenses and deposits	216,457
	<hr/>
Total current assets	10,238,997

Non-current assets:

Note receivable	166,218
Interest Receivable	0
Capital assets, not being depreciated	6,454,761
Depreciable capital assets	19,119,205
Deferred other post-employment benefits outflows	77,902
Deferred pension outflows	445,936
	<hr/>
Total non-current assets	26,264,022

Total assets	<hr/> 36,503,018
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Current Liabilities:

Accounts payable and accrued expenses	99,116
Accrued wages and related payables	4,904
Unearned Revenue (customer prepaid)	0
Hangar and other deposits	115,313
Long-term liabilities - due in one year:	
Compensated absences	29,965
Land improvements payable	16,121
	<hr/>
Total current liabilities	265,420

Long-term liabilities - due in more than one year

Compensated absences	89,895
Land improvements payable	91,355
Total other post-employment benefits liability	373,325
Net pension liability	2,056,379
Deferred pension inflows	92,912
	<hr/>
Total long term liabilities	2,703,866

Total Liabilities	<hr/> 2,969,286
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Net position:

Retained Earnings	34,086,476
Change in Net Position	1,716,213
	<hr/>
Total net position	35,802,689

Total liabilities and net position	<hr/> 38,771,975
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June 23, 2023

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

Subject: Authorization for two Directors to attend the CSDA’s Special District Leadership Academy to be held, October 22nd – 25th, 2023, in Sonoma County.

Summary

This conference content is based on CSDA’s Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Budget

		Attendees	Days	Rate	Total
Fees:	Registration	2		\$525.00	\$1,050.00
	Air Transportation	2		\$0.00	\$0.00
	Ground Transportation	2		\$419.00	\$838.00
	Lodging	2	4	\$182.00	\$1,456.00
	Meals	2	5	\$100.00	\$1,000.00
	Total:				\$4,344.00

Overall Impact:

2023-2024 Budget for Business Travel	\$85,000.00
Previously Approved Business Travel	\$27,333.21
Current Balance for Business Travel	\$57,666.79
Amount of this Request	\$4,344.00
Balance Remaining if Approved	\$53,322.79

Recommendation

Staff recommends the board authorize this travel.

Sincerely,

Veroneka Reade
 Manager of Finance and Administration

SEVENTH AMENDMENT OF LEASE

Re: Land Lease dated July 14, 1994, between SANTA MARIA PUBLIC AIRPORT DISTRICT and CITY OF SANTA MARIA, covering land on the southeast corner of Blosser Road and Foster Road at Santa Maria Public Airport.

The undersigned, SANTA MARIA PUBLIC AIRPORT DISTRICT, ("District") and CITY OF SANTA MARIA ("Tenant") do hereby agree to amend the above-referenced Lease, effective July 1, 2023, as follows:

1. Extension of Term. District grants Tenant a one (1) year extension of the Lease, commencing July 1, 2023, and expiring on December 31, 2023, unless sooner terminated. No options to extend are granted; any additional extension of this Lease shall be by mutual agreement of the parties only.

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

Dated: June 22, 2023

Approved as to content for District

SANTA MARIA PUBLIC AIRPORT DISTRICT

General Manager

By: _____
Ignacio Moreno, President

Approved as to form for District

By: _____
David Baskett, Secretary

District Counsel

TENANT- CITY OF SANTA MARIA

By: _____
Alex Posada, Recreation & Parks Director



June 9, 2023

Martin Pehl, General Manager
Santa Maria Airport District
3249 Terminal Drive
Santa Maria, CA 93455

Re: Amendment Number 1 to Professional Services Agreement for Santa Maria Airport Business Park Specific Plan Support

Dear Mr. Pehl:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) and Santa Maria Airport District (“Client”) entered in a Professional Services Agreement dated February 10, 2022 (“Agreement”) for providing Planning and Engineering services to support the preparation of a replacement Specific Plan for the Airport Business Park (“Project”).

The parties now desire to amend the Agreement to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Consultant will provide the additional services specifically set forth below.

Task 1 Client Project Coordination

Original scope: Regular project status briefings will take place throughout the effort. These briefings will take place in person or via a telephone call or email between the Client, the RRM Design Team, and Consultant’s team. These briefings will include status reports of current work, upcoming meetings and work efforts and discussion of any challenges in the study effort which may affect the schedule, process or budget. This scope of services anticipates regular email, text and phone call communication with the Airport’s Project Manager throughout the course of the study. As requested, Kimley-Horn will attend meetings with the Airport Board, City Staff, Planning Commission, and City Council. This Scope of Services will be billed on a time and materials basis.

Amended scope: This amendment extends our scope to include meetings with Caltrans.

Task 2 FAA Coordination

No changes to this contract item are proposed with this amendment.

Task 3 Development of Facility Concepts

No changes to this contract item are proposed with this amendment.

Task 4 Specific Plan Circulation Concepts and Traffic Study

Task 4.1 – Circulation Concepts

Original Scope: Kimley-Horn will prepare the Circulation section of the Specific Plan. Kimley-Horn will provide recommendations for the transportation infrastructure within the Specific Plan area, including

recommended cross-sections for the on-site roadways; recommended primary and secondary access locations, both from the major through routes, as well as from the cross streets; location of parking fields; and recommended traffic control throughout the Specific Plan area. The Circulation section will also address potential locations of facilities to encourage alternative travel modes, such as transit stops, transit passenger amenities, and pedestrian and bicycle facilities; and facilities to encourage ridesharing throughout the Specific Plan area.

Kimley-Horn, using proposed building use and size provided by RRM, will prepare a high-level capacity analysis using the latest ITE Trip Generation Manual to determine needed roadway capacity for ingress and egress of the Study Area.

Amended scope: As part of the effort associated with reviewing land use concepts prepared by RRM, Kimley-Horn calculated assumed build out based on a variety of potential uses. This data was used to identify a mixture of uses that fit the ITE Trip Generation Rates. Kimley-Horn identified planning areas that were then assigned a percentage of different types of uses and trips used to justify circulation elements and the traffic study.

Task 4.2 Traffic Study

Task 4.2.1: Input Data Coordination and Verification

Original Scope: Kimley-Horn will attend a virtual kick-off meeting to discuss the model and assumptions prepared previously for the development of VMT guidelines. Kimley-Horn will coordinate with the Client and City staff to verify planned land use and socio-economic data (SED) to be used in modeling. Kimley-Horn assumes that the land uses in City of Santa Maria Travel Demand Model will be used as the baseline for this update, and that no additional model runs will be required for existing baseline 2016 and 2040 conditions. Kimley-Horn will engage in ongoing coordination with the City to ensure that the traffic study forms the basis for the required CEQA analysis for the Specific Plan.

Task 4.2.2. Model Assessment and VMT Assessment

Original Scope: Kimley-Horn will perform model runs for VMT analysis based on the Specific Plan Build Scenario. The model runs will generate VMT per land use (residential, retail, and light industrial land uses) consistent with the City's Transportation Impact Analysis Guidelines. VMT will be compared to the 2016 baseline VMT values to determine any significant impacts. A second model run will be completed for a modified land use scenario to determine if a reduced level of significant impact can be achieved.

We will provide relevant Travel Demand Management (TDM) mitigation measures based upon the published measures in the City's guidelines. Because there is no standard way of evaluating those measures in the model, further analysis of the mitigation measures is not included in our scope.

Amended scope: The original scope anticipated one build scenario, in which the primary access to the Project area is anticipated to be to/from Skyway Drive and Foster Road (Alternative 1). Based on discussion with RRM Design, a new direct access to SR-135 is proposed as part of Alternative 2. It is noted that SR-135 is controlled access and therefore new driveways directly on the highway are not currently allowed by Caltrans. However, the Project team is currently evaluating options to provide this additional alternative access point along SR-135 to the Project site.

As part of this task, Kimley-Horn will perform model runs for use in traffic analysis for this additional build alternative scenario. The analysis for Alternative 2 is a separate effort, and not duplicative of analysis completed for Alternative 1. A new link connecting the specific plan area to Orcutt Expressway will be added to the model. The changes in travel patterns due to the addition of this link will be assessed for inclusion in Task 4.2.4 LOS Assessment.

Task 4.2.4 LOS Assessment

Original Scope: Kimley-Horn will prepare a LOS Assessment for the Project based on the Traffic Analysis Methodology in the City's latest guidelines.

Subtask 4.2.A- Data Collection

Kimley-Horn will collect turning-movement traffic counts at up to 10 intersections and Average Daily Traffic (ADT) counts at up to six (6) roadway segments. The traffic counts will include counts of vehicles, bicyclists, and pedestrians at the intersections for AM and PM peak periods.

To account for any traffic volume impacts as a result of COVID-19, we will request historical traffic counts from the City. If historical counts are available, we will develop a conversion factor to adjust the current (2021) counts to their typical level.

Subtask 4.2.B - Trip Generation & Distribution Analysis

We will calculate the Project trip generation based on the ITE Trip Generation Manual, 10th Edition. The directional orientation of the project trips will be estimated based upon a combination of information. This includes: general traffic patterns in the study area, other recently completed traffic studies in the area, and Los Angeles County Congestion

Management Program (CMP) data. Based on the trip generation and distribution, Project volumes will be calculated for the study intersections.

Subtask 4.2.C - LOS Analysis

We will conduct a LOS analysis at the study intersections for existing, future no build, and future with build scenarios. The analysis will be based upon Highway Capacity Manual (HCM) methodology per City's guidelines.

Subtask 4.2.D - Local Transportation Assessment Memorandum

We will prepare a Local Transportation Assessment technical memorandum documenting the study procedure, methodology, and results. Kimley-Horn will prepare and submit an electronic (PDF) copy of the memorandum to the Client and City. Kimley-Horn will address and respond to one set of non-conflicting comments and submit a final copy of the memorandum electronically.

Amended scope: Based on input from City of Santa Maria, the study area was expanded to include eight additional intersections. Vehicular turning movement data, bicyclists and pedestrian counts were collected at these eight intersections during AM and PM peak periods. A total of eighteen intersections will be evaluated. This amendment includes fee for traffic counts at the additional eight intersections and analysis of the data by the Kimley-Horn team. Similar to the amended scope for Task 4.2.2,

additional trip distribution, and LOS analysis will be conducted for this additional alternative (Alternative 2).

Task 4.2.5 Memorandum of Understanding (MOU) – New Task

Kimley-Horn, as discussed with the City Traffic Engineer, prepared a memorandum of understanding document for City’s approval summarizing the scope of the Traffic Study to be conducted for the Specific Plan. This MOU provided the project description, study area extent, and methodology for traffic analysis.

Task 4.2.6 Specific Plan Area Phasing Plan – New Task

Kimley-Horn will prepare a phasing plan that identifies roadway and intersection improvements that are required to accommodate development of the Specific Plan area. The phasing plan assumes development will occur in two phases – consisting of (Phase I) Airport Commercial area and (Phase II) Complete Buildout. Kimley-Horn will work with RRM to identify the corresponding planning areas included in Phase I. This task will add additional scenario to the current traffic study. For this scope of work, we will assume that Phase I will be completed by the year 2035 and Phase II will be completed by the year 2045.

Kimley-Horn will identify intersections that are projected to operate at LOS E and LOS F, upon buildout of Phase I, and associated mitigation measures to improve traffic operations. A narrative description of the phasing plan will be included in the Traffic Study. Graphic exhibits are not included as a part of the phasing plan. No VMT analysis will be conducted as a part of the Phasing Plan.

Additional development phases will be considered an additional service and subject to contract amendment.

Fee

Kimley-Horn is performing the Services in Tasks 1 - 3 on a labor fee plus expense basis. Labor fee will be billed on an hourly basis according to our then-current rates. The original agreement estimated that labor fees will be approximately \$40,000. Under this amendment, Kimley-Horn anticipates the estimated fees will be approximately \$55,000.

Task 4 is performed on a labor fee plus expense basis with a maximum labor fee. Under this amendment, the maximum labor fee is increased to \$162,000.

An hour/rate table is attached for your reference.


Closure

We will provide our services as expeditiously as practicable with the goal of meeting the mutually agreed upon schedule.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.


Jennifer Steen
Assistant Secretary


Pearse Melvin, P.E.
Vice President
CA PE C63346

AGREED AND ACCEPTED:
SANTA MARIA AIRPORT DISTRICT

By: _____

Title: _____

Date: _____

SMX Airport Specific Plan Support		Kimley-Horn and Associates, Inc.									Total Hours	Labor Cost
		PM	Sr. Planner	Task Manager/ Traffic	Principal Planner	Professional II	Professional I	Analyst	Project Support	Admin		
Hourly Billing Rate	\$355.00	\$375.00	\$355.00	\$320.00	\$265.00	\$230.00	\$195.00	\$150.00	\$130.00			
194477001.3.141	04CIRCULATION CONCEPTS	0	8	15	5	15	0	0	0	0	43	\$ 13,900.00
4.1	Land Use Analysis - Budgeted Hours		8	15	5	15					43	\$ 13,900.00
											0	\$ -
											0	\$ -
194477001.3.142	04TRAFFIC STUDY	0	0	52	34	120	0	0	0	0	206	\$ 61,140.00
4.2.1	Input Data Coordination and Verification - Budgeted Hours			2		5					7	\$ 2,035.00
4.2.2	Model Assessment and VMT Assessment - Budgeted Hours			35	12	60					107	\$ 32,165.00
4.2.3	VMT Documentation - Budgeted Hours			5	12	25					42	\$ 12,240.00
4.2.4	LOS Assessment (Data Collection/Trips/Analysis) - Budgeted Hours			10	10	30					50	\$ 14,700.00
											0	\$ -
											0	\$ -
											0	\$ -
##	Amendment	0	0	48	90	130	20	10	0	0	298	\$ 86,840.00
4.1.0	Circulation Concepts Additional Services				15		20				35	\$ 9,400.00
4.2.2	Model Assessment and VMT Assessment Additional Services			25	20	50		10			105	\$ 30,475.00
4.2.4	LOS Assessment/Data Collection Additional Services			10	25	30					65	\$ 19,500.00
4.2.5	Memorandum of Understanding Additional Services/New Task			10	5	10					25	\$ 7,800.00
4.2.6	Phasing Plan			3	25	40					68	\$ 19,665.00
TOTAL HOURS		0	8	115	129	265	20	10	0	0	547	
	Subtotal Labor	\$ -	\$ 3,000	\$ 40,825	\$ 41,280	\$ 70,225	\$ 4,600	\$ 1,950	\$ -	\$ -		\$ 161,880
	Other Direct Costs											\$ 6,600
	Mileage (Field Visits)											\$ -
	Traffic Counts (AimTD)											\$ 6,600
	TOTAL COST											\$ 168,480