



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

**Thursday  
July 11, 2024**

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

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

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

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

- 1. MINUTES OF THE REGULAR MEETING HELD JUNE 27, 2024**
- 2. COMMITTEE REPORT(S):**
  - a) EXECUTIVE**
  - b) ADMINISTRATION & FINANCIAL**
  - c) SAFETY & SECURITY**
  - d) REAL ESTATE**
  - e) AIRPORT PLANNING & CAPITAL IMPROVEMENT**
  - f) GOVERNMENT AFFAIRS**
  - g) MARKETING & PROMOTIONS**
  - h) GENERAL AVIATION**
- 3. GENERAL MANAGER'S REPORT**
- 4. MANAGER OF FINANCE & ADMINISTRATION REPORT**
  - a) Demand Register**

5. **PUBLIC SESSION:** Statements from the floor will be heard during public session. Request to Speak forms are provided for those wishing to address the board. After completing the form, please give it to the Clerk. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are cordially invited to speak on agenda items as they occur. Staff reports covering agenda items are available for review in the offices of the General Manager on the Tuesday prior to each meeting. The Board will establish a time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.
6. **RESOLUTION 937. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT ADOPTING AN ACCOUNTING YEAR END CLOSURE PROCEDURE.**
7. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
  - a) Conference with Legal Counsel-Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9): Santa Maria Public Airport District v. California State Water Resources Control Board et al. (Santa Barbara Superior Court Case No. 24CV01262)
  - b) 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).
8. **DIRECTORS' COMMENTS.**
9. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD JUNE 27, 2024

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, Brown, Clayton, and Baskett. General Manager Pehl, Manager of Finance & Administration Reade, and District Counsel Cheung.

1. MINUTES OF THE REGULAR MEETING HELD June 13, 2024. Director Baskett made a Motion to approve the minutes of the regular meeting held June 13, 2024. Director Clayton Seconded and it was carried by a 5-0 vote.
2. COMMITTEE REPORT(S):
  - a) EXECUTIVE – The committee met with the Fire Chief and to set the agenda.
  - b) ADMINISTRATION & FINANCIAL – The committee met to review the budget.
  - c) SAFETY & SECURITY – No meeting scheduled.
  - d) REAL ESTATE – The committee met to review three separate leases.
  - e) AIRPORT PLANNING & CAPITAL IMPROVEMENT– No meeting scheduled.
  - f) GOVERNMENT AFFAIRS – The committee met with City staff for the scheduled quarterly meeting.
  - g) MARKETING & PROMOTIONS – No meeting scheduled.
  - h) GENERAL AVIATION – The committee met with the tenant group.
3. GENERAL MANAGER’S REPORT: General Manager Pehl informed the Board of meetings he attended which included a visit from Congressman Carbajal, FAA Conference, Open Streets committee, and SoCalGas. He attended the Central Coast AirFest kickoff BBQ. He also announced the new Operations Officer, Rollo Luck, has started.
4. The Manager of Finance & Administration presented the Demand Register to the Board for review and approval.
  - a) Demand Register. The Demand Register, covering warrants 072802 through 072823 in the amount of \$127,473.32, was recommended for approval as presented. Director Brown made a Motion to accept the Demand Register as presented. Director Adams Seconded and it was carried by a 5-0 vote.
  - b) Budget to Actual. Received and filed.
  - c) Financial Statements. Received and filed.
  - d) Budget Deviation. Director Baskett made a Motion to approve. Director Adams Seconded and it was carried by a 5-0 vote.
  - e) Delinquent Tenant. Received and filed.

5. PUBLIC SESSION: Statements from the floor will be heard during public session. Request to Speak forms are provided for those wishing to address the board. After completing the form, please give it to the Clerk. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are cordially invited to speak on agenda items as they occur. Staff reports covering agenda items are available for review in the offices of the General Manager on the Tuesday prior to each meeting. The Board has established a five-minute time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.

Kevin Yakes, a member of the public, expressed his opinions regarding the management of the airport, the lawsuits that are continuously filed, and the lease rates. He stated his FOIA requests have not been answered to his satisfaction and asked that management step down or be removed.

6. Review and approval of the Budget for Fiscal Year 2024-2025. Director Brown made a Motion to approve. Director Adams Seconded and it was carried by the following roll call vote. Directors Moreno, Adams, Brown, and Clayton voted "Yes". Director Baskett voted "No".
7. Resolution 936. A Resolution of the Board of Directors of the Santa Maria Public Airport District approving a Grant of Easement to Pacific Gas & Electric Company. Director Baskett made a Motion to approve. Director Clayton Seconded and it was carried by the following roll call vote. Directors Moreno, Adams, Brown, Clayton, and Baskett voted "Yes".
8. Authorization for the President and the General Manager to execute the letter of engagement between the District and C.J. Brown & Company CPA's for the annual audit. Director Baskett made a Motion to approve. Director Adams Seconded and it was carried by a 5-0 vote.

RECESS: At 6:28 p.m.

Return to OPEN SESSION: At 6:32 p.m. The Board and staff reconvened to Open Session.

9. Closed Session. At 6:32 p.m. the Board went into Closed Session to discuss the following item(s):
- a) Conference with Legal Counsel-Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9): Santa Maria Public Airport District v. California State Water Resources Control Board et al. (Santa Barbara Superior Court Case No. 24CV01262).
  - f) 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).

At 7:13 pm., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

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

Director Adams thought it was a good meeting and is glad the budget was approved.

Director Clayton is hopeful for public perception to change shortly.

Director Baskett is frustrated with recent crime.

11. Adjournment: President Moreno asked for a Motion to adjourn to a Regular Meeting to be held on July 11, 2024, at the regular meeting place. Director Brown 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 7:16 p.m. on June 27, 2024.

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Ignacio Moreno, President

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Steven Brown, Secretary

**DEMAND REGISTER  
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 072824 to 072847 and electronic payments on Pacific Premier Bank and in the total amount of \$298,654.97.

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MARTIN PEHL  
GENERAL MANAGER

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DATE

The undersigned certifies that the attached register of audited demands of the Santa Maria Public Airport District for each demand, numbers 072824 to 072847 and electronic payments on Pacific Premier Bank in the total amount of \$298,654.97 has been approved as being in conformity with the budget approved by the Santa Maria Public Airport District and funds are available for their payment.

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VERONEKA READE  
MANAGER OF FINANCE AND ADMINISTRATION

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DATE

THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVED PAYMENT OF THE ATTACHED WARRANTS AT THE MEETING OF JULY 11, 2024.

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STEVE BROWN  
SECRETARY

**Santa Maria Public Airport District**

**Demand Register**

Check Number	Check Date	Vendor Name	Check Amount	Description
* 72824	6/26/2024	American Industrial Supply	\$43.54	Hangar Maintenance
* 72825	6/26/2024	AT&T	\$46.24	Telephone Service
* 72826	6/26/2024	Bomar Security & Investigation	\$2,854.50	Security Service
* 72827	6/26/2024	Central City Tool Supply, Inc.	\$81.53	Hangar Maintenance
* 72828	6/26/2024	City of Santa Maria	\$530.00	Construction Meter Fees
* 72829	6/26/2024	Coast Clutch & Brake Supply	\$1,199.15	Vehicle Maintenance
* 72830	6/26/2024	Consolidated Electrical Distributors, Inc.	\$388.02	Hangar Maintenance - Lights
* 72831	6/26/2024	David K. Wolff Environmental, LLC	\$1,160.00	Environmental Consulting
* 72832	6/26/2024	Earthbound Electric, Inc	\$3,385.65	Terminal Maintenance - Lighting
* 72833	6/26/2024	Granite Construction	\$173,023.40	Taxiway Rehabilitation
* 72834	6/26/2024	Harvey, Ross	\$288.00	Tenant Refund
* 72835	6/26/2024	Home Depot	\$397.79	Hangar Maintenance
* 72836	6/26/2024	J B Dewar, Inc	\$462.95	Unleaded/Diesel Fuel
* 72837	6/26/2024	Limotta Internet Technologies	\$10,398.00	Network Support Services
* 72838	6/26/2024	LSC Communications	\$38.97	FAA Publications
* 72839	6/26/2024	McMaster-Carr	\$372.44	Hangar Maintenance
* 72840	6/26/2024	Mead & Hunt, Inc.	\$9,899.45	Airport Consulting Service
* 72841	6/26/2024	Mission Linen Service	\$139.32	Uniform Service
* 72842	6/26/2024	Napa Auto Parts	\$32.06	Vehicle Maintenance
* 72843	6/26/2024	Ponek Appraisal	\$5,000.00	Appraisal Report Fees
* 72844	6/26/2024	Safeguard Business Systems	\$472.44	Bank Checks
* 72845	6/26/2024	Safety-Kleen	\$621.82	Hangar Maintenance
* 72846	6/26/2024	SCS Engineers	\$2,585.25	PFAS Workplan Assessment
* 72847	6/26/2024	Tartaglia Engineering	\$21,824.50	Taxiway Rehabilitation
		Subtotal	<u>\$235,245.02</u>	
ACH	6/24/2024	Quadient Leasing	\$440.67	Postage Machine Lease
ACH	6/25/2024	Ultrex	\$20.01	Equipment Lease - Usage Charge
ACH	6/26/2024	Umpqua Bank	\$5,464.82	Business Travel, Office Supplies, Consulting
ACH	7/1/2024	Principal	\$2,512.07	Employee Life/Dental/Disability Insurance
ACH	7/1/2024	Ready Refresh	\$186.99	Water Delivery
ACH	7/2/2024	Collective Communications	\$7,500.00	Collective Strategies
ACH	7/2/2024	CalPers	\$6,597.13	Employee Retirement
ACH	7/3/2024	Paychex	\$27,714.11	Payroll
ACH	7/3/2024	Paychex	\$7,489.64	Payroll Taxes
ACH	7/5/2024	Paychex	\$230.70	Paychex Invoice
ACH	7/8/2024	Empower Retirement	\$5,253.81	Employee Paid Retirement

**Santa Maria Public Airport District**

**Demand Register**

Check Number	Check Date	Vendor Name	Check Amount	Description
		Subtotal	<u>\$63,409.95</u>	
		Total	<u><u>\$298,654.97</u></u>	



**RESOLUTION NO. 937**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA MARIA PUBLIC AIRPORT DISTRICT ADOPTING AN ACCOUNTING YEAR END  
CLOSURE PROCEDURE**

**WHEREAS**, An Accounting Year End Closure Procedure is necessary to provide reasonable assurance that management's policies and procedures are being carried out and that year end accruals and audits are performed, and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Santa Maria Public Airport District hereby adopts the Accounting Year End Closure procedure attached hereto as Exhibit "A",

**PASSED AND ADOPTED** at the Regular meeting of the Board of Directors of the Santa Maria Public Airport District held July 11, 2024, on motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried by the following roll call vote:

**AYES:**  
**NOS:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
Ignacio Moreno, President

ATTEST:

\_\_\_\_\_  
Steve Brown, Secretary



## Santa Maria Public Airport District Accounting Year End Closure Procedure

### Accounts Payable

1. Enter all Vendor Invoices into Acumatica
2. Reconcile to Accounts Payable Aging Report
3. Review invoice dates of all outstanding projects to record in the appropriate period verifying outstanding invoices are recorded in the proper period

### Accounts Receivable

1. Enter all customer invoices into Acumatica
2. Reconcile to Accounts Receivable Aging Report
3. Record all unearned revenue for year end

### Cash

1. Reconcile all bank accounts

### Fixed Assets

1. Transfer completed work in progress to fixed assets. Reconcile outstanding projects completion invoices and progress to date. Contacting any vendors with outstanding projects to verify the progress and completion dates.
2. Record depreciation and reconcile to the fixed asset schedules

### Balance Sheet Accounts

1. Reconcile all balance sheet accounts to schedules to verify accuracy

### Financial Reporting

1. Produce Year End Profit and Loss Statement, and Balance Sheet carefully reviewing documents for accuracy.