



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

**Thursday
July 14, 2022**

**Administration Building
Airport Boardroom
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: Engel, Brown, Rafferty, Adams, Baskett

- 1. MINUTES OF THE REGULAR MEETING HELD JUNE 23, 2022.**
- 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**
- 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 time limit for receipt of testimony. The board reserves the right to establish further time limits for receipt of testimony.
7. **AUTHORIZATION FOR DIRECTOR RAFFERTY TO ATTEND THE CSDA ANNUAL MEETING TO BE HELD AUGUST 21-25, 2022, IN PALM SPRINGS, CA.**
8. **AUTHORIZATION FOR DIRECTOR RAFFERTY TO ATTEND THE CSDA SPECIAL DISTRICT LEADERSHIP ACADEMEY TO BE HELD SEPTEMBER 18-21, 2022, IN NAPA, CA.**
9. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
 - a) **Conference with Real Property Negotiators (Chris Hastert, Tom Ross, and District Counsel) Re: APN 111-231-09, APN 111-231-11, APN 111-231-17, APN 111-292-027 (Gov. Code Section 54956.8)**
 - b) **Significant exposure to litigation pursuant to Gov. Code Section 54956.9(b): One Case**
 - c) **Pursuant to California Government Code Section 54956.8 with Real Property Negotiators (Chris Hastert and District Counsel) between the District and Leticia Villanueva regarding 4000 S. Blosser Road, Unit 56, Santa Maria, CA.**
 - d) **Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-SMPAD v. Baskett, Santa Barbara Superior Court Case No. 20CV04444.**
 - e) **Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-Baskett v. SMPAD, Santa Barbara Superior Court Case No. 21CV04183.**
10. **AUTHORIZATION FOR THE GENERAL MANAGER TO EXECUTE THE VACANT LAND PURCHASE AGREEMENT AND ESCROW INSTRUCTIONS FOR APN 111-292-027.**
11. **DIRECTORS' COMMENTS.**
12. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD JUNE 23, 2022

The Board of Directors of the Santa Maria Public Airport District held a Regular Meeting at the regular meeting place at 7:00 p.m. Present were Directors Engel, Brown, Rafferty, Adams, and Baskett. General Manager Hastert, and District Counsel Frye Laacke. Manager of Finance & Administration Reade was absent.

1. MINUTES OF THE REGULAR MEETING HELD June 9, 2022. Director Rafferty made a Motion to approve the minutes of the regular meeting held June 9, 2022. Director Baskett Seconded and it was carried by a 5-0 vote.
2. COMMITTEE REPORT(S):
 - a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc) – No meeting scheduled.
 - b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc) – No meeting scheduled.
 - c) MARKETING & PROMOTIONS (Standing or Ad Hoc) – No meeting scheduled.
 - d) CITY & COUNTY LIAISON – The committee met with the City for the quarterly update.
 - e) STATE & FEDERAL LIAISON – No meeting scheduled.
 - f) VANDENBERG LIAISON – No meeting scheduled.
 - g) BUSINESS PARK COMMITTEE (Ad Hoc) – A meeting will be scheduled.
 - h) ENERGY COMMITTEE (Ad Hoc) – The committee and staff members, including Ric Tokoph and Bill Noble, met to hear a presentation.
3. GENERAL MANAGER'S REPORT. Mr. Hastert updated the board on meetings he has attended which included Jumpstart, the CBP to discuss required modifications needed for the Customs building and Urban Planning Concepts to get a proposal for the threshold relocation, which include an update to the Airport Land Use Commission and City Zoning. He notified the Board of testing being done at the airport by a Zero G 727. He also gave an update on the great participation Planes of Fame has been providing for AirFest.
4. The General Manager presented the Demand Register to the Board for review and approval.
 - a) Demand Register. The Demand Register, covering warrants 070343 through 070373 in the amount of \$131,032.89 was recommended for approval as presented. Director Rafferty 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.

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 five-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. Authorization for tuition reimbursement for one staff member. Director Adams made a Motion to approve. Director Rafferty Seconded and it was carried by a 5-0 vote.

8. Review and approval of the budget for fiscal year 2022-2023. Director Adams made a Motion to approve. Director Brown Seconded and it was carried by a 4-0 vote. Director Baskett wasn't feeling well and left the meeting during the presentation.

9. CLOSED SESSION. At 8:00 p.m. the Board went into Closed Session to discuss the following item(s):

a) Conference with Real Property Negotiators (Chris Hastert, Tom Ross, and District Counsel) Re: APN 111-231-09, APN 111-231-11, APN 111-231-17, APN 111-292-027 (Gov. Code Section 54956.8)

b) Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-SMPAD v. Baskett, Santa Barbara Superior Court Case No. 20CV04444.

c) Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-Baskett v. SMPAD, Santa Barbara Superior Court Case No. 21CV04183.

d) Significant exposure to litigation pursuant to Gov. Code Section 54956.9(b): One Case

At 8:20 pm., the Board and staff reconvened to Open Public Session.

No reportable actions.

10. DIRECTORS' COMMENTS: Directors Engel, Brown and Rafferty had no comment.

Director Adams asked if the Board had been restructured recently. He was told by a Radisson employee that a Board member represented himself as the "Mayor of the Airport". Directors Engel, Brown, and Rafferty confirmed they made no such statement.

11. ADJOURNMENT. President Engel asked for a Motion to adjourn to a Regular Meeting to be held on July 14, 2022, at 7:00 p.m. at the regular meeting place. Director Rafferty made that Motion, Director Adams Seconded and it was carried by a 4-0 vote.

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 8:22 p.m. on June 23, 2022.

Carl Engel, President

Hugh Rafferty, 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 070374 to 070514 and electronic payments on Pacific Premier Bank and in the total amount of \$703,058.97

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 070374 to 070514 and electronic payments on Pacific Premier Bank in the total amount of \$703,058.97 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.

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 JULY 14, 2022.

HUGH RAFFERTY
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
*				
* 070372		Voided check	(\$308.70)	
*				
* 070374	6/22/2022	American Assn of Airport Exec	\$275.00	Affiliate Annual Membership - Justin Easley
* 070375	6/22/2022	Aflac	\$277.56	Voluntary Insurance - Employee
* 070376	6/22/2022	AT&T	\$44.86	Telephone Service
* 070377	6/22/2022	B&B Steel & Supply of SM	\$687.63	Shop Supplies, Pavement Maintenance
* 070378	6/22/2022	Bartlett, Pringle & Wolf	\$190.00	Computer Support Services - Acumatica
* 070379	6/22/2022	BMI PacWest	\$371.42	Building Maintenance - Terminal
* 070380	6/22/2022	Bomar Security & Investigation	\$2,557.50	Security Service
* 070381	6/22/2022	City of Santa Maria	\$436.84	Construction Meter Fees
* 070382	6/22/2022	Coastline Equipment Company	\$1,295.69	Vehicle Maintenance
* 070383	6/22/2022	Comcast Business	\$2,205.77	Internet Service
* 070384	6/22/2022	De Lage Landen	\$102.18	Copier
* 070385	6/22/2022	Earthbound Electric, Inc	\$1,012.50	Admin Bld Maintenance - Lights Repair
* 070386	6/22/2022	Econ Alliance	\$5,000.00	Annual Support / Membership Fees
* 070387	6/22/2022	English Air Service, Inc.	\$308.70	Air Show Sponsorship BBQ
* 070388	6/22/2022	Frontier Communications	\$785.14	Telephone Service
* 070389	6/22/2022	Home Depot	\$366.25	Shop Supplies
* 070390	6/22/2022	J B Dewar, Inc	\$7,302.67	Tankwagon Refueling, Unleaded/Diesel Fuel
* 070391	6/22/2022	Jack's All American Plumbing	\$145.00	Building Maintenance - Terminal
* 070392	6/22/2022	Letters, Inc.	\$100.00	Car Wash
* 070393	6/22/2022	Lowe's	\$34.08	Administrative Building Maintenance
* 070394	6/22/2022	Mead & Hunt, Inc.	\$15,020.00	Airport Consulting Service
* 070395	6/22/2022	Mission Linen Service	\$357.76	Uniform Service
* 070396	6/22/2022	Napa Auto Parts	\$40.65	Vehicle Maintenance
* 070397	6/22/2022	Quadient Leasing USA, Inc.	\$440.67	Postage Machine Lease
* 070398	6/22/2022	Pathpoint	\$1,972.08	Airport Maintenance Svc - Window Cleaning
* 070399	6/22/2022	Quinn Company	\$9,617.41	Grader Rental, Pavement Maintenance
* 070400	6/22/2022	RRM Design Group	\$4,100.00	Business Park Specific Plan Amendment
* 070401	6/22/2022	SCS Engineers	\$519.50	PFAS Assessment - May 2022
* 070402	6/22/2022	Service Star	\$11,101.35	Janitorial Service
* 070403	6/22/2022	Smith's Alarms & Electronics Inc.	\$675.00	Annual Fire Alarm Maintenance

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 070404	6/22/2022	South Coast Emergency Vehicle Services	\$300.84	Vehicle Maintenance
* 070405	6/22/2022	Ultrex Business Solutions	\$2.00	Equipment Lease - Usage Charge
* 070406	6/22/2022	Zee Medical Service Company	\$243.63	First Aid
* 070407	6/22/2022	David K. Wolff Environmental, LLC	\$3,625.00	Environmental Consulting
* 070408	6/22/2022	Gsolutionz, Inc.	\$962.91	Voice Svcs - Phones - March 22 and May 22
* 070409	6/22/2022	Farmer & Ready	\$4,478.35	Legal Counsel Services
* 070410	6/22/2022	Brooks, Anele	\$169.00	Payments Refund
* 070411	6/29/2022	Adamski Moroski	\$7,759.10	Legal Counsel Service
* 070412	6/29/2022	Armstrong's Lock and Key	\$105.00	Building Maintenance - Terminal
* 070413	6/29/2022	AT&T	\$205.48	Telephone Service
* 070414	6/29/2022	Berchtold Equipment Company	\$188.41	Vehicle Maintenance
* 070415	6/29/2022	BMI PacWest	\$1,749.00	HVAC Service - 6/1/22 - 8/31/22
* 070416	6/29/2022	Boyer's Diesel	\$242.50	Vehicle Maintenance
* 070417	6/29/2022	City of Santa Maria-Util Div	\$6,273.06	Utilities - Water
* 070418	6/29/2022	Frontier Communications	\$200.33	Telephone Service
* 070419	6/29/2022	Haussler, Yekaterina	\$587.89	Education - Tuition Reimbursement
* 070420	6/29/2022	Heath, Ray	\$3,575.20	Consulting Services - Contingencies
* 070421	6/29/2022	Mar - Co Equipment Company	\$591.75	Vehicle Maintenance
* 070422	6/29/2022	Mission Linen Service	\$178.88	Uniform Service
* 070423	6/29/2022	Mr. Backflow	\$60.00	Backflow Device - Annual Testing
* 070424	6/29/2022	Outdoor Supply Hardware	\$366.35	Shop Supplies / Hangar Maintenance
* 070425	6/29/2022	PAPE KENWORTH	\$42.53	Vehicle Maintenance
* 070426	6/29/2022	ProDIGIQ, Inc	\$13,000.00	Software - GASB 87 Module Addition
* 070427	6/29/2022	RRM Design Group	\$5,732.50	Industrial Pkwy Parcel Map
* 070428	6/29/2022	Central Coast Jet Center	\$584.00	Tenant Refund
070429 - 070478 CHECKS VOIDED				
* 70479	7/7/2022	Adams, Chuck	\$200.00	Director's Fees
* 70480	7/7/2022	Advantage Answering Plus	\$331.51	Answering Service
* 70481	7/7/2022	AT&T	\$41.92	Telephone Service
* 70482	7/7/2022	Bomar Security & Investigation	\$4,135.50	Security Service
* 70483	7/7/2022	Brayton's Power Wash & Sweep	\$500.00	Street Sweeping
* 70484	7/7/2022	Brown, Steve	\$500.00	Director's Fees
* 70485	7/7/2022	CARR'S BOOTS	\$388.22	Safety Boots

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 70486	7/7/2022	Coast Networx	\$210.00	Computer Support Services
* 70487	7/7/2022	City of Guadalupe	\$28,703.80	Security Service/LEO May 2022
* 70488	7/7/2022	Clark Pest Control	\$272.00	Weed/Wildlife Abatement
* 70489	7/7/2022	Carl Engel, Jr.	\$600.00	Director's Fees
* 70490	7/7/2022	Fence Factory	\$63.56	Fencing and Gates
* 70491	7/7/2022	Frontier Communications	\$783.40	Telephone Service
* 70492	7/7/2022	Gas Company, The	\$505.66	Utilities - Gas
* 70493	7/7/2022	Groveman Hiete LLP	\$5,097.50	Legal Counsel Services
* 70494	7/7/2022	J B Dewar, Inc	\$1,120.19	Unleaded/Diesel Fuel
* 70495	7/7/2022	Limotta Internet Technologies	\$3,780.00	Computer Support Services
* 70496	7/7/2022	MarTeeny Designs	\$275.00	Website Maintenance
* 70497	7/7/2022	McMasters and Carr	\$834.58	Shop Supplies
* 70498	7/7/2022	Mission Linen Service	\$319.10	Uniform Service
* 70499	7/7/2022	Linde Gas&Equipment	\$211.41	Shop Supplies
* 70500	7/7/2022	Quinn Company	\$69.01	Fencing and Gates
* 70501	7/7/2022	MRC	\$44.94	Toner - Copier
* 70502	7/7/2022	Hugh Rafferty	\$600.00	Director's Fees
* 70503	7/7/2022	Hugh Rafferty- Reimbursement	\$794.22	CSDA Legislative Days Lodging - Reimbursement
* 70504	7/7/2022	Reade, Veroneka	\$168.19	Office Supplies - Reimbursement
* 70505	7/7/2022	SDRMA	\$361,399.88	Prepaid Insurance
* 70506	7/7/2022	Sign Creations	\$141.38	Signs - Terminal Area
* 70507	7/7/2022	Tri-Counties Plant Service	\$275.00	Interior Plant Service - Terminal
* 70508	7/7/2022	Verizon Wireless	\$923.46	Mobile Devices
* 70509	7/7/2022	WageWorks	\$100.00	Cafeteria Plan - Admin Fee
* 70510	7/7/2022	Widroe, Thomas R	\$22,500.00	Consulting Service
* 70511	7/7/2022	Oberon3, Inc	\$50.00	Building Maintenance - Terminal
* 70512	7/7/2022	Baskett, David	\$500.00	Director's Fees
* 70513	7/7/2022	Gsolutionz, Inc.	\$97.95	GPS Cloud Phone Support 8/1/22 - 8/31/22
* 70514	7/7/2022	Digital West	\$950.65	Network Services - Terminal
		Subtotal	<u>\$555,746.25</u>	

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
ACH	6/22/2022	CalPers	\$5,629.92	Employee Retirement
ACH	6/22/2022	Principal	\$2,577.31	Employee Dental/Vision/Disability Insurance
ACH	6/22/2022	Empower Retirement	\$4,621.56	Employee Paid Retirement
ACH	6/23/2022	Paychex	\$26,809.88	Payroll
ACH	6/23/2022	Umpqua Bank	\$5,304.41	Computer Support Svcs, Transportation Security
ACH	6/24/2022	Paychex	\$5,911.98	Payroll Taxes
ACH	6/24/2022	Paychex	\$191.04	Paychex Invoice
ACH	7/1/2022	CalPers	\$12,931.83	Unfunded Liability
ACH	7/5/2022	Ready Refresh	\$175.24	Water Delivery
ACH	7/5/2022	Pacific Premier Bank	\$967.90	Credit Card Fees
ACH	7/5/2022	CalPers	\$5,634.13	Employee Retirement
ACH	7/5/2022	Collective Communications	\$7,500.00	Consulting Services
ACH	7/7/2022	PG&E	\$16,115.21	Terminal/Hangar/Admin Electricity
ACH	7/7/2022	Paychex	\$26,679.85	Payroll
ACH	7/7/2022	Amazon Capital Services	\$67.37	Office Supplies/ Shop Supplies
ACH	7/8/2022	Paychex	\$5,905.07	Payroll Taxes
ACH	7/8/2022	Paychex	\$206.04	Paychex Invoice
ACH	7/11/2022	Empower Retirement	\$4,621.56	Employee Paid Retirement
ACH	7/11/2022	CalPers	\$14,220.17	Employee Health Insurance
ACH	7/11/2022	Xerox	\$536.53	Copier
ACH	7/11/2022	Umpqua Bank	\$705.72	Credit Card Fees
		Subtotal	<u>\$147,312.72</u>	
		Total	<u><u>\$703,058.97</u></u>	



July 14, 2022

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

Subject: Authorization one Director to attend the CSDA Annual Conference to be held August 21-25, 2022, in Palm Springs, CA

Summary

This conference falls within the duties and responsibilities for Hugh Rafferty to attend as an elected CSDA Board Member.

Budget

		Attendees	Days	Rate	Total
Fees:	Registration	1		\$650.00	\$650.00
	Transportation	1		\$315.00	\$315.00
	Lodging	1	4	\$180.00	\$720.00
	Meals	1	4	\$60.00	\$240.00
	Total:				\$1,925.00

The Fiscal Year End budget for 2023 includes \$83,700 for Business Travel with no expenses incurred to date, it is estimated to reduce the budget available for the remaining year to \$81,775.

Recommendation

Staff recommends the board authorize this travel to improve allow Director Rafferty to fully participate and fulfill his duties as our CSDA representative.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Hastert".

Chris Hastert
General Manager



July 14, 2022

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

Subject: Authorization one Director to attend the CSDA Leadership Academy Governance Conference for Elected and Appointed Directors/Trustees to be held September 18-21, 2022, in Napa, CA

Summary

This conference falls within the duties and responsibilities for Hugh Rafferty to attend as an elected CSDA Board Member.

Budget

		Attendees	Days	Rate	Total
Fees:	Registration	1		\$600.00	\$600.00
	Transportation	1		\$350.00	\$350.00
	Lodging	1	3	\$210.00	\$630.00
	Meals	1	4	\$60.00	\$240.00
	Total:				\$1,820.00

The Fiscal Year End budget for 2023 includes \$83,700 for Business Travel with one additional proposed travel authorization in the amount of \$1,925, if both are approved they are estimated to reduce the budget available for the remaining year to \$79,955.

Recommendation

Staff recommends the board authorize this travel to improve allow Director Rafferty to fully participate and fulfill his duties as our CSDA representative.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Hastert".

Chris Hastert
General Manager