



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

**Thursday
July 22, 2021**

**Virtual Meeting
Zoom Meeting: [Zoom.us](https://zoom.us)
Meeting ID: [812 8065 1089](https://zoom.us/j/81280651089)
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: Brown, Engel, Rafferty, Adams, Baskett

- 1. MINUTES OF THE REGULAR MEETING HELD JULY 8, 2021.**
- 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**
 - a) Monthly Activity 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 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.

7. **DISCUSSION AND DIRECTION TO STAFF REGARDING ENERGY INDEPENDENCE AT THE SANTA MARIA AIRPORT.**
8. **DISCUSSION AND DIRECTION TO STAFF REGARDING DRONE THREAT DETECTION AND COUNTERMEASURES AT THE SANTA MARIA AIRPORT.**
9. **DISCUSSION AND DIRECTION TO STAFF REGARDING THE REMOVAL OF PAY PHONES.**
10. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE FIFTH AMENDMENT OF LEASE BETWEEN THE DISTRICT AND THE CITY OF SANTA MARIA FOR PIONEER PARK.**
11. **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 111-231-10, APN 111-231-11, APN 111-231-17 (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. Smith, Santa Barbara Superior Court Case No. 20CV04445.**
 - c) **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.**
12. **DIRECTORS’ COMMENTS.**
13. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD
MEETING OF THE BOARD OF DIRECTORS
OF THE SANTA MARIA PUBLIC AIRPORT
DISTRICT HELD JULY 8, 2021

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 Brown, Engel, 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 24, 2021. Director Rafferty made a Motion to approve the minutes of the regular meeting held June 24, 2021. Director Baskett Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted "Yes".
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 review potential video and access control providers.
 - c) MARKETING & PROMOTIONS (Standing or Ad Hoc) – No meeting scheduled.
 - d) CITY & COUNTY LIAISON – No meeting scheduled.
 - e) STATE & FEDERAL LIAISON – No meeting scheduled.
 - f) VANDENBERG LIAISON – No meeting scheduled.
 - g) BUSINESS PARK COMMITTEE (Ad Hoc) – No meeting scheduled.
3. GENERAL MANAGER'S REPORT. Mr. Hastert notified the Board of a ransomware attack that affected the District computers. He attended a meeting with a company interested in putting in an electronic charging port on the property for aircraft. He also notified the Board of upcoming interviews for the receptionist position.
4. MANAGER OF FINANCE & ADMINISTRATION REPORT.

The General Manager presented the Demand Register to the Board for review and approval.

 - a) Demand Register. The Demand Register, covering warrants 069158 through 069192 in the amount of \$113,337.69 was recommended for approval as presented. Director Rafferty made a Motion to accept the Demand Register as presented. Director Baskett Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted "Yes".
5. DISTRICT COUNSEL'S REPORT. Nothing to report.

6. 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.

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No one requested to speak.

7. Authorization for tuition reimbursement for one staff member. Director Baskett made a Motion to approve. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted “Yes”.
8. Authorization for the President and Secretary to execute the Revocable Permit Agreement between the District and Central Coast Technology for banner towing. Director Rafferty made a Motion to approve. Director Adams Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted “Yes”.
9. Authorization for the General Manager to exclude employee vacation earned during the COVID-19 stay at home order from the maximum accrual restriction in section 4.10 of the Santa Maria Public Airport District Personnel Manual. Director Baskett made a Motion to approve. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty and Baskett voted “Yes”. Director Adams voted “No”.
10. CLOSED SESSION. At 7:15 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 111-231-10 and APN 111-231-11, APN 111-231-17(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. Smith, Santa Barbara Superior Court Case No. 20CV04445
 - c) 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

At 7:22 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

11. DIRECTORS' COMMENTS: Directors Engel and Adams had no comment.
- Director Brown notified the Board we will continue to meet via zoom.
- Director Rafferty asked who keeps track of the 3-minute public comment allowance.
- Director Baskett reiterated his safety concerns regarding drones and stated his desire for the District to become energy independent.
12. ADJOURNMENT. President Brown asked for a Motion to adjourn to a Regular Meeting to be held on July 22, 2021, at 7:00 p.m. via a virtual meeting. Director Adams made that Motion, Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams 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 7:25 p.m. on July 8, 2021.

Steve Brown, President

Hugh Rafferty, Secretary

Monthly Activity Report

June



AGENDA ITEM

3a

7/22/2021

Aviation Building Information

	Inventory	Occupied	Available	Occupancy Rate
T Hangars	140	136	4	97%
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	6
Corporate/Corporate T-Hangar	19

Monthly Activity

	Jun-20	May-21	Jun-21	%Change
Operations	3,343	2,926	3,262	-2%
Noise/Nuisance Complaints	0	0	1	
Jet\100LL Fuel (Gallons)	218,066	71,667	118,262	-46%

Enplanments

	Jun-20	May-21	Jun-21	%Change
Allegiant	539	2439	3,651	577%
Central Coast Shuttle	33	246	394	1094%

Airline Load Factor

	# of Flights	Load Factor Actual flights	Load Factor SCHD flights
Allegiant	36	65%	63%

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	

2021-2022

**DEMAND REGISTER
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 069193 to 069252 and electronic payments on Pacific Premier Bank and in the total amount of \$130,416.91.

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 069193 to 069252 and electronic payments on Pacific Premier Bank in the total amount of \$130,416.91 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 22, 2021.

HUGH RAFFERTY
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
69193-69222		Checks Voided		
* 069223	7/9/2021	Adamski Moroski	4,783.00	Legal Service
* 069224	7/9/2021	American Industrial	79.93	Fire Sprinkler Maintenance
* 069225	7/9/2021	Applied Industrial Tech	355.07	Building Maintenance - Hangar Area
* 069226	7/9/2021	AT&T	164.24	Phone Service
* 069227	7/9/2021	BMI PacWest	1,008.10	Buildg. Maint. - Terminal
* 069228	7/9/2021	Bomar Security	6,885.61	Security Service
* 069229	7/9/2021	Brayton's Power Wash	500.00	Street Sweeping
* 069230	7/9/2021	Coast Networx	320.00	Computer Support
* 069231	7/9/2021	Clark Pest Control	423.00	Weed/Vector Control
* 069232	7/9/2021	Kerry Fenton	1,851.81	Travel Expense - Routes America
* 069233	7/9/2021	Ferguson Enterprises	60.90	Building Maintenance
* 069234	7/9/2021	Frontier Communications	1,352.23	Telephone Service
* 069235	7/9/2021	The Gas Company	551.56	Utilities
* 069236	7/9/2021	Hayward Lumber	200.02	Building and Gates Maintenance
* 069237	7/9/2021	J B Dewar	280.00	Fuel Expense - Gas/Diesel
* 069238	7/9/2021	Limotta	3,637.50	Computer Support Services
* 069239	7/9/2021	MarTeeny Designs	275.00	Web Page Maintenance
* 069240	7/9/2021	McMasters and Carr	122.46	Lighting Maintenance - Terminal
* 069241	7/9/2021	Mead & Hunt	2,192.00	Air Service Consulting
* 069242	7/9/2021	Mission Uniform Service	161.75	Uniform Service
* 069243	7/9/2021	Napa Auto Parts	29.09	Auto parts
* 069244	7/9/2021	Carla Osborn	1,346.00	Reimbursement - Educational
* 069245	7/9/2021	Outdoor Supply Hardware	451.35	Hardware & Supplies
* 069246	7/9/2021	Pacific Telemanagement	230.92	Pay Phone Service
* 069247	7/9/2021	Hugh Rafferty	72.80	Expense Reimbursement - Mileage
* 069248	7/9/2021	Service Star	11,169.66	Janitorial Service

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 069249	7/9/2021	SM Valley Chamber	8,300.00	Dues and Memberships
* 069250	7/9/2021	Total Compensation Systems	1,395.00	Consulting Services
* 069251	7/9/2021	Ultrex Business Solutions	13.66	Copier
* 069252	7/9/2021	Your People Professionals	795.83	Employee Recruitment
		Subtotal	<u>\$ 49,008.49</u>	
ACH	7/6/2021	Ready Refresh by Nestle	171.87	Water Delivery
ACH	7/6/2021	Xerox Financial Services	536.53	Copier
ACH	7/6/2021	CalPERS	5,531.49	Employee Retirement
ACH	7/6/2021	PG&E	9,499.16	Terminal/Admin./Main Hangar
ACH	7/8/2021	Paychex	26,233.01	Payroll
ACH	7/9/2021	Paychex	204.12	Paychex Invoice
ACH	7/9/2021	Visa - Umpqua Bank	442.87	Credit Card Machine
ACH	7/9/2021	Mass Mutual	4,827.80	Employee Paid Retirement
ACH	7/9/2021	Paychex	5,424.57	Payroll Taxes
ACH	7/12/2021	CalPERS	14,172.86	Health Insurance
ACH	7/13/2021	Pacific Premier Bank	183.94	Bank Fees - Analysis Activity
ACH	7/13/2021	PG&E	8,263.82	Terminal/Admin./Main Hangar
Echeck	7/13/2021	Amazon Prime Business	268.92	Computer Supplies
ACH	7/19/2021	CalPERS	5,647.46	Employee Retirement
		Subtotal	<u>\$81,408.42</u>	
		Total	<u><u>\$130,416.91</u></u>	

FIFTH AMENDMENT OF LEASE

Re: Land Lease dated July 14, 1994, between SANTA MARIA PUBLIC AIRPORT DISTRICT and CITY OF SANTA MARIA, covering land 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 22, 2021, as follows:

1. Extension of Term. District grants Tenant a one (1) year extension of the Lease, commencing July 22, 2021, and expiring on July 21, 2022, 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: July 22, 2021

Approved as to content for District

SANTA MARIA PUBLIC AIRPORT DISTRICT

General Manager

By: _____
Steve Brown, President

Approved as to form for District

District Counsel

By: _____
Hugh Rafferty, Secretary

Approved as to form for Tenant:

TENANT- CITY OF SANTA MARIA

City Attorney

MAYOR: _____

Approved as to content for Tenant:

Attest:

City Manager

By: _____
City Clerk

Approved as to content for Tenant:

Department Head