



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

**Thursday
July 23, 2020**

**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: Adams, Brown, Rafferty, Engel, Baskett

1. MINUTES OF THE REGULAR MEETING HELD JULY 9, 2020.

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**
- b) Budget to Actual**

c) Budget Deviations
d) Quarterly Investment Report

e) Financial Statements

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.

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7. UPDATE ON EFFORTS TO REESTABLISH USER FEE CUSTOMS PRESENTED BY MR. TOM WIDROE.
8. ADOPTION OF RESOLUTION 892. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT AMENDING THE SANTA MARIA PUBLIC AIRPORT DISTRICT ADMINISTRATIVE CODE.
9. ADOPTION OF RESOLUTION 893. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT AMENDING THE JOB SPECIFICATIONS MANUAL TO ADD THE POSITION OF ACCOUNTING TECHNICIAN II AND ADOPTING A SALARY RANGE FOR THE NEW POSITION.
10. 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 111-231-11 (Gov. Code Section 54956.8)
 - b) Conference with Real Property Negotiators (Chris Hastert and District Counsel) Re: APN 111-231-17 (Gov. Code Section 54956.8)
 - c) Conference with Legal Counsel-Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(b): (One Case)
11. CONSIDERATION OF GOVERNMENT CODE CLAIM OF DAVID BASKETT DBA IXOR.
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 09, 2020

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

1. MINUTES OF THE REGULAR MEETING HELD June 25, 2020. Director Rafferty made a Motion to approve the minutes of the regular meeting held June 25, 2020. Director Baskett Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty and Baskett voted "Yes". Director Engel was absent for this 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 – 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 staff would be returning to full capacity the following Monday. He gave an update on Allegiant's service and let the Board know the SWAAAE Summer Conference will be a virtual conference this year for anyone who wants to attend.
4. MANAGER OF FINANCE & ADMINISTRATION REPORT.

The Manager of Finance & Administration presented the Demand Register to the Board for review and approval.

 - a) Demand Register. The Demand Register, covering warrants 068005 through 068030 in the amount of \$291,954.96 was recommended for approval as presented. Director Baskett made a Motion to accept the Demand Register as presented. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel 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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Mr. Sean Kelleythorne requested a statement be read aloud by Mr. Hastert regarding the board packets being posted on the website.

7. Introduction and presentation to the Secretary of Resolution 892 amending the Santa Maria Public Airport District Administration Code. Discussion was held and the Resolution will be brought back at the next meeting for approval.
8. Update on efforts to reestablish user fee customs presented by Mr. Tom Widroe. This item was tabled until the next meeting.
9. CLOSED SESSION. At 7:14 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 111-231-11 (Gov. Code Section 54956.8)
 - b) Conference with Real Property Negotiators (Chris Hastert and District Counsel) Re: 3455 Airpark Drive (Gov. Code Section 54956.8)
 - c) Conference with Real Property Negotiators (Chris Hastert and District Counsel) Re: APN 111-231-17 (Gov. Code Section 54956.8)

At 7:30 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

10. DIRECTORS’ COMMENTS: Directors Rafferty and Brown had no comment.

Director Baskett is happy to hear there is some progress with Customs, he wants to discuss counterattack technology for drones and he would also like to see an RFI go out for additional energy sources to become independent.

Director Engel would like us to look into potential fire hazards where our property backs up to neighborhoods. Director Baskett agreed.

Director Adams agreed with Mr. Baskett regarding drones but the company who presented to them is now out of business.

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

ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 7:35 p.m. on July 9, 2020.

Chuck Adams, President

Hugh Rafferty, Secretary

Monthly Activity Report

June



AGENDA ITEM

3a

7/23/2020

Aviation Building Information

	Inventory	Occupied	Available	Occupancy Rate
T Hangars	140	140	0	100%
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	8
Corporate/Corporate T-Hangar	15

Monthly Activity

	Jun-19	May-20	Jun-20	%Change
Operations	3,123	2,526	3,343	7%
Noise/Nuisance Complaints	0	1	1	
Jet\100LL Fuel (Gallons)	47,865	63,797	218,066	356%

Enplanments

	Jun-19	May-20	Jun-20	%Change
Allegiant	2,251	179	539	-76%
Central Coast Shuttle	1,171	1	33	-97%

Airline Load Factor

	# of Flights	Load Factor Actual flights	Load Factor SCHD flights
Allegiant	8	43%	43%

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	

2020-2021

**DEMAND REGISTER
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 068031 to 068081, and electronic payments on Pacific Premier Bank and in the total amount of \$422,420.72.

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 068031 to 068081, and electronic payments on Pacific Premier Bank in the total amount of \$422,420.72 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 23,2020.

HUGH RAFFERTY
SECRETARY

Santa Maria Public Airport District

Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 068031	7/9/2020	Chuck Adams	500.00	Directors Fees
* 068032	7/9/2020	Alpha Fire Corporation	445.81	Annual Fire Spinkler Insp.
* 068033	7/9/2020	AT&T	129.87	Phone Service
* 068034	7/9/2020	Coast Networx	210.00	Computer Support
* 068035	7/9/2020	City of Guadalupe	16,530.15	Security Service
* 068036	7/9/2020	Clark Pest Control	330.00	Pest Control - Terminal & Adm.
* 068037	7/9/2020	Carl Engel, Jr.	300.00	Directors Fees
* 068038	7/9/2020	Fedak & Brown LLP	5,840.00	Annual Audit
* 068039	7/9/2020	Frontier Communications	1,228.63	Telephone Service
* 068040	7/9/2020	Hayward Lumber Company	199.03	MHP - Maintenance
* 068041	7/9/2020	Ray Heath	3,575.20	Consulting Service
* 068042	7/9/2020	Limotta Internet Technologies	4,222.50	Computer Support Services
* 068043	7/9/2020	MarTeeney Designs	275.00	Web Page Maint.
* 068044	7/9/2020	Mission Uniform Service	145.07	Uniform Service
* 068045	7/9/2020	Praxair	376.20	Shop Supplies
* 068046	7/9/2020	Hugh Rafferty	400.00	Directors Fees
* 068047	7/9/2020	ReadyRefresh by Nestle	80.56	Water Delivery
* 068048	7/9/2020	VTC Enterprises	70.00	Trash - Paper Recycling
* 068049	7/9/2020	Xerox Financial Services	536.53	Copy Machine
068050	7/17/2020	ADB SAFEGATE Americas LLC	2,466.74	Lighting & Nav Aid Maint.
068051	7/17/2020	Advantage Answering Plus	273.04	Answering Service
068052	7/17/2020	AT&T	47.47	Phone Service
068053	7/17/2020	Bagby Plumbing	169.46	Building Maint. - Terminal
068054	7/17/2020	Bartlett, Pringle & Wolf	164.50	Computer Support
068055	7/17/2020	Bomar Security & Investigation	4,686.90	Security Service
068056	7/17/2020	Brayton's Power Wash & Sweep	500.00	Street Sweeping
068057	7/17/2020	Central City Tool Supply, Inc.	54.26	Small Tools
068058	7/17/2020	CED, Inc	191.18	Lighting Maintenance
068059	7/17/2020	City of Guadalupe	17,992.25	Security Service
068060	7/17/2020	City of Santa Maria	387.60	Water Invoice
068061	7/17/2020	City of Santa Maria	214,837.24	Quarterly ARFF Services
068062	7/17/2020	Clark Pest Control	660.00	Pest Control - Terminal & Adm.
068063	7/17/2020	Comcast	2,261.22	Cable/Internet /Digital Voice

068064	7/17/2020 De Lage Landen	106.37	Lease/Maint. - Copier
068065	7/17/2020 Frontier Communications	188.59	Telephone Service
068066	7/17/2020 Industrial Truck Body	495.90	Tool Box for Truck
068067	7/17/2020 Interstate Batteries	298.90	Auto Maint. - Mechanical
068068	7/17/2020 J B Dewar, Inc	254.32	Fuel Expense - Gas/Diesel
068069	7/17/2020 J.D. Humann Landscape Contr.	4,955.00	Landscape Maintenance
068070	7/17/2020 LSC Communications	30.83	Publications
068071	7/17/2020 Mission Uniform Service	290.14	Uniform Service
068072	7/17/2020 ProDIGIQ, Inc	27,300.00	Internal Mobile App
068073	7/17/2020 Quinn Company	33.39	Equipment Rental
068074	7/17/2020 Service Star	11,331.44	Janitorial Service
068075	7/17/2020 Systems& Marketing Solutions	300.00	CEO Roundtable Annual Admin Fee
068076	7/17/2020 Sousa Tire Service, LLC	19.53	Tire Maintenance
068077	7/17/2020 Tri-Counties Plant Service	275.00	Interior Plants Maint.
068078	7/17/2020 U.S. Dept. of Agriculture	271.12	Wild Life Abatement
068079	7/17/2020 Thomas R. Widroe	25,000.00	Consulting Services
068080	7/17/2020 Winema Industrial & Safety	113.14	Safety Equipment
068081	7/17/2020 Aflac	277.56	Voluntary Ins. - Employee
Subtotal		<u>351,627.64</u>	

Electronic Payments

7/9/2020 Paychex	25,620.38	Payroll
7/10/2020 Mass Mutual	4,042.60	Employee Paid Retirement
7/10/2020 Paychex	5,313.61	Employee Paid Retirement
7/13/2020 CalPERS	15,005.30	Health Insurance
7/13/2020 Pacific Gas & Electric Company	10,202.77	Terminal/Admin./Main Hangar
7/13/2020 Pacific Gas & Electric Company	8,976.33	Terminal/Admin./Main Hangar
7/17/2020 Pacific Gas & Electric Company	17.55	Terminal/Admin./Main Hangar
7/17/2020 Pacific Gas & Electric Company	34.79	Terminal/Admin./Main Hangar
7/17/2020 Pacific Gas & Electric Company	225.08	Terminal/Admin./Main Hangar
7/17/2020 Pacific Gas & Electric Company	335.55	Terminal/Admin./Main Hangar
7/16/2020 Visa Payment	1,019.12	Office Supplies
Subtotal	<u>70,793.08</u>	
Total	<u><u>422,420.72</u></u>	

*Checks approved by one Director

Santa Maria Public Airport District

Budget Report

YTD Revenues May 31, 2020

Account Number	Account Description	Actual	Budgeted	Over/(Under) Budget
61100-052	Landing Fees - Ameriflight	2,802	8,473	(5,671)
61100-053	Landing Fees - U.S. Forest Service	6,239	22,917	(16,678)
61100-054	Landing Fees - Federal Express	6,860	6,331	528
61100-055	Landing Fees - Allegiant Air	19,126	21,227	(2,101)
61100-063	Landing Fees - United Express	47		47
61110-052	Tiedowns - Ameriflight	2,220	1,221	999
61110-054	Tiedowns - Federal Express	3,608	3,608	0
61110-059	FBO Tiedowns	147		147
61130-093	Comm Veh Access - Federal Express	10,406	10,406	0
61130-094	Comm Veh Access - UPS	3,927	3,927	0
61140-152	Fuel Flowage Fees - Self Serve	1,466	1,651	(185)
61140-154	Fuel Flowage Fees - CCJC	52,416	56,042	(3,626)
62210-005	T-Hangar 3005 Airpark	40,425	40,425	0
62210-009	T-Hangar 3009 Airpark	24,800	26,070	(1,271)
62210-011	T-Hangar 3011 Airpark	25,080	22,572	2,508
62210-019	T-Hangar 3019 Airpark	24,554	25,080	(526)
62210-023	T-Hangar 3023 Airpark	26,014	26,070	(56)
62210-027	T-Hangar 3027 Airpark	25,740	25,740	0
62210-031	T-Hangar 3031 Airpark	24,306	25,740	(1,434)
62210-039	T-Hangar 3039 Airpark	37,133	37,455	(322)
62210-103	T-Hangar 3103 Airpark	40,062	41,712	(1,650)
62210-107	T-Hangar 3107 Airpark	30,491	30,492	(1)
62210-109	T-Hangar 3109 Airpark	23,192	23,650	(458)
62210-111	T-Hangar 3111 Airpark	21,780	21,780	0
62220-035	Corporate T-Hangar 3035 Airpark	37,235	37,235	0
62230-005	T-Hangar Storage 3005 Airpark	5,500	5,500	0
62230-009	T-Hangar Storage 3009 Airpark	1,848	1,848	0
62230-011	T-Hangar Storage 3011 Airpark	1,936	1,936	0
62230-019	T-Hangar Storage 3019 Airpark	965	968	(3)
62230-023	T-Hangar Storage 3023 Airpark	924	924	0
62230-027	T-Hangar Storage 3027 Airpark	1,804	1,936	(132)
62230-031	T-Hangar Storage 3031 Airpark	1,804	1,804	0
62230-035	T-Hangar Storage 3035 Airpark	1,859	1,859	0
62230-039	T-Hangar Storage 3039 Airpark	5,500	5,500	0
62230-107	T-Hangar Storage 3107 Airpark	1,617	1,617	0
62230-109	T-Hangar Storage 3109 Airpark	792	792	0
62230-111	T-Hangar Storage 3111 Airpark	1,804	1,804	0
62240-001	Corporate Hangars 3001 Airpark	40,145	41,734	(1,589)
62240-029	Corporate Hangars 3029 Airpark	45,980	45,980	0
62240-105	Corporate Hangars 3105 Airpark	55,495	55,495	0
62240-118	Corporate Hangar 3043 Airpark	53,284	53,284	0
63310-100	Owner Build Hangar - Land (Sm)	6,655	6,655	0
63310-101	Owner Build Hangars - Land (Lg)	11,484	11,484	0
64410-177	Main Hangar - Aircraft Paints	44,808	44,812	(3)
64410-178	Main Hangar - Tricor Calif	1,799	2,090	(291)
64410-180	Main Hangar - Mike Lewis	3,289	3,287	2
64410-183	Main Hangar - S B Cellular	25,629	25,646	(17)
64410-184	Main Hangar - Plenair	12,562	12,562	(0)
64410-185	Main Hangar - Art-Craft Suites 119-128	43,915	43,923	(8)
64420-115	Corporate Hangar FBO 3115 Airpark	20,079	21,441	(1,362)
64420-117	Corporate Hangar FBO 3117 Liberator	33,429	33,429	0
64420-119	Corporate Hangar FBO 3119 Liberator	7,887	7,885	2
64420-121	Corporate Hangar FBO 3121 Liberator	7,546	7,546	(0)
64420-125	Corporate Hangar FBO 3125 Liberator	49,360	49,345	15
64420-409	Corporate Hangar FBO 3409 Corsair	61,578	61,578	0
64420-410	U.S. Forest - Land Use Revenue	8,292	36,667	(28,374)
64420-438	Corporate Hangar FBO - CALSTAR	11,275	11,275	0
64420-439	Corporate Hangar FBO CC Jet Center	46,849	46,849	0
64420-440	Corporate Hangar FBO 3950 Mitchell	18,744	18,742	2
64420-442	Corporate Hangar FBO 3944 Mitchell	16,731	16,731	0
64420-443	Corporate Hangar FBO 3940 Mitchell	36,003	36,004	(1)
64420-444	Corporate Hangar FBO Arctic Air	40,876	40,876	0
64420-445	CC Jet Center Self Serve	2,130	1,925	205
64420-447	Rotocraft Leasing - Parking Lot	12,540	12,540	0
64420-448	MOF 3015/3025 Airpark Drive	2,434	2,299	135
64420-449	CCJC-Los Padres Disp	3,597	3,592	5
64420-450	CCJC (GA Terminal)	8,914	10,538	(1,624)
64459-203	Utility Reimbursement - Main Hangar	31,142	28,384	2,758
65000-100	Vehicle Access Fee - Uber	7,755		7,755
65000-200	Vehicle Access Fee - LYFT	1,470		1,470
65510-251	Terminal - TSA Lease	85,891	85,891	0
65510-252	Terminal - Restaurant	31,913	34,677	(2,765)
65510-255	Terminal - Allegiant Air, Inc.	2,024	2,024	0
65510-256	Terminal -Central Coast Shuttle	23,518	23,523	(5)
65510-257	PFC Revenue	73,262	98,070	(24,808)
65510-262	ARINC	1,705	1,695	10
65520-265	Terminal Concessions - Avis	78,035	97,053	(19,018)
65520-266	Terminal Concessions - Budget	15,001	27,586	(12,586)
65520-267	Terminal Concessions - Hertz	54,173	65,974	(11,801)
65520-274	Terminal Vending Machines	1,047	1,430	(383)
65530-217	Administrative Board Room	600	1,027	(427)
65530-307	Avis Service Center	10,648	10,653	(5)
65559-249	Utility Reimbursements - Terminal	2,271	3,455	(1,184)
65559-336	TSA - LEO Reimbursement	9,660	10,047	(387)
66120-080	Vehicle Training Area/Special Events	6,050		6,050
66120-083	Santa Maria Karting	6,250	6,050	200
66610-361	Farm Land - Castellanos	127,683	124,395	3,288
66610-362	Grazing Land - R. Michel	1,999	1,969	30
66610-363	Grazing Land - Mc Gray & Jokela	720		720
66610-364	Master Lease - Mahoney Brothers	30,279	37,228	(6,949)
66610-365	Farm Land - Gresser	493,783	493,983	(200)
66610-366	Grazing Land - Verlade	2,954	2,954	0
66620-201	Airport Business Park	127,600	127,600	0
66620-320	Pioneer Park	1,772	1,772	0
66620-455	Commercial Land - Hotel	150,810	160,353	(9,543)
66620-500	Verizon Land Lease	22,000		22,000
66630-381	Airport Mobile Home Park	424,625	413,680	10,945
67910-900	Misc. Income Operations	150		150
67910-910	Misc. Income - Plans & Specs	6		6
67910-921	Misc. Income - Late Charges	699		699
67910-924	Misc. Income - Office Charges	91		91
67910-951	Misc. Income - Airport Access Card	5,340	13,272	(7,932)
68100-001	Air Show Revenues	96,050	455,125	(359,075)
68100-002	Airfest Ticket Sales	130,436		130,436
68100-003	Airfest Vendor Revenue	4,145		4,145
69010-951	Interest Income	157,185	179,291	(22,107)
69110-935	AIP 35 Rehabilitate Apron		3,161,997	(3,161,997)
69110-936	AIP 36 Reimbursement	928,769		928,769
69310-965	Tax Revenues	1,692,450	1,571,075	121,374
69510-980	Ordinary Dividends - Principal	231		231
	Total Revenue	6,091,926	8,554,758	(2,462,832)

Santa Maria Public Airport District

Budget Report

YTD Expense May 31, 2020

Account Number	Account Description	Actual Expenses	Budgeted Expenses	Over/(Under) Budget
71110-100	Electricity - Landing Area	27,443.38	17,682.17	9,761
71110-455	Electricity - Hotel Ramp	1,194.29	1,090.43	104
71120-150	ARFF Services	565,335.00	690,965.00	(125,630)
71220-100	Signs	3,099.06	1,466.63	1,632
71310-100	Lighting & Nav Aid Maintenance	18,864.87	10,197.88	8,667
71323-100	Runway Generator Maintenance	1,637.73	3,630.00	(1,992)
71330-100	Pavement - Runways & Taxiways	368.79	7,516.63	(7,148)
71331-100	Pavement - Ramps & Tiedowns	65.25	9,945.87	(9,881)
71345-100	Weed/Wildlife Abatement	46,039.67	42,964.13	3,076
71350-100	Fencing & Gates	2,001.32	3,941.63	(1,940)
72100-200	Electricity - Hangars	200.94		201
72110-200	Electricity - Hangars	20,074.94	19,422.15	653
72130-200	Water/Sewer - Hangar	2,090.83	3,492.06	(1,401)
72150-200	Emergency Phones - Hangars	1,930.13	1,503.48	427
72260-200	Landscaping Hangar Area	6,117.34	6,338.20	(221)
72290-200	Miscellaneous Hangar Supplies		1,283.37	(1,283)
72300-200	Building Maintenance - Hangar Area	6,382.72	17,325.00	(10,942)
72310-200	Lighting Maintenance - Hangars	2,106.29	6,416.63	(4,310)
72311-200	Janitorial Sv Hangar Area	12,705.00	12,895.63	(191)
72328-200	Fire Extinguisher Service - Hangar	1,330.55	1,375.00	(44)
72331-200	Pavement - Ramp - Hangars	960.00	10,312.50	(9,353)
72350-200	Fencing & Gates	1,169.75	2,795.87	(1,626)
72445-200	Fire Alarm Service - Hangars	3,864.59	2,988.37	876
72480-200	Waste Oil Removal - Hangars	1,576.48	1,604.13	(28)
73700-721	Owner Build - Water/Sewer	695.88	804.21	(108)
73700-722	Owner Build - Electricity	177.06	197.56	(21)
73700-723	Owner Build - Restroom Janitorial	2,310.00	2,344.65	(35)
73700-724	Owner Build - Maintenance		916.63	(917)
74110-203	Electricity - Main Hangar	32,391.45	30,821.67	1,570
74110-204	Utilities - 3940 Mitchell Rd.	240.20	255.53	(15)
74120-203	Gas- Main Hangar	1,483.82	1,225.84	258
74130-125	Water/Refuse - Paint Hangar	3,760.76	4,446.75	(686)
74130-203	Water/Refuse - Main Hangar	4,272.58	5,809.98	(1,537)
74150-125	Emergency Phone Lines - Paint Hangar	1,985.74	1,949.09	37
74150-203	Emergency Phone Lines - Main Hangar	664.22	543.62	121
74260-400	Landscaping - FBO	2,556.07	1,021.68	1,534
74300-400	Building Maintenance - FBO	17,771.18	12,145.87	5,625
74311-203	Janitorial Sv Main Hangar & FBOs	2,310.00	2,344.65	(35)
74311-218	Water/Refuse/Sewer FBO	1,192.68	2,867.48	(1,675)
74315-400	Fire Sprinkler Maintenance	2,240.00	2,291.63	(52)
74331-400	Pavement - Ramps & Tiedowns	1,659.25	1,833.37	(174)
74340-400	Drainage Maintenance	128.73	1,375.00	(1,246)
74350-400	Fencing & Gates	10,790.20	20,900.00	(10,110)
74445-125	Fire Alarm Service - Paint Hangar	915.46	385.00	530
74445-203	Fire Alarm Service - Main Hangar	915.47	385.00	530
75110-249	Electricity - Terminal	77,113.02	94,467.01	(17,354)

75120-249	Gas - Terminal	4,646.77	2,869.57	1,777
75130-249	Water/Refuse/Sewer - Terminal	11,227.73	18,794.93	(7,567)
75150-249	Emergency Phone Lines - Terminal	7,102.55	6,063.31	1,039
75150-250	Pay Phone Service - Terminal	2,507.12	2,507.12	0
75150-300	Audio & Video Monthly Charges	2,943.43	3,141.60	(198)
75220-250	Signs	783.04	1,833.37	(1,050)
75255-250	Janitorial Sv Terminal Area	87,736.00	84,586.04	3,150
75260-250	Landscaping - Terminal	26,848.09	27,817.24	(969)
75300-249	Building Maint. - Terminal	21,096.06	32,725.00	(11,629)
75300-339	Building Maintenance - Fire Station	2,930.07	5,252.50	(2,322)
75310-240	Lighting Maintenance - Streets	414.33	916.63	(502)
75310-249	Lighting Maintenance - Terminal	1,132.62	3,666.63	(2,534)
75310-339	Lighting Maintenance - Fire Station		91.63	(92)
75323-249	Generator Maintenance - Terminal	2,525.35	1,833.37	692
75323-339	Generator Maintenance - Fire Station	1,147.81	1,375.00	(227)
75333-250	Pavement - Roads - Terminal Area	10,691.71	9,166.63	1,525
75350-250	Fencing & Gates - Terminal	522.00	1,833.37	(1,311)
75465-249	Automatic Door Maintenance	1,091.78	5,500.00	(4,408)
75475-249	Interior Plant Service - Terminal	3,025.00	3,025.00	0
75700-740	Terminal Accessories	3,391.95	12,246.63	(8,855)
75700-761	Fire Fighting Equipment	45.00	10,770.87	(10,726)
76110-300	Electric - Street Lights	1,847.90	1,847.56	0
76110-310	Electric - Retention Dam Pumps	3,065.82	3,523.41	(458)
76140-300	Recycled Water		2,062.50	(2,063)
76220-250	Signs		916.63	(917)
76260-300	Landscaping - Revenue Generating Land	18,744.53	9,122.30	9,622
76290-300	South Well Repairs		458.37	(458)
76310-300	Street Light Maintenance		458.37	(458)
76340-300	Drainage Maintenance	2,929.27	5,500.00	(2,571)
76345-300	North Well Repairs		1,375.00	(1,375)
76350-300	Fencing & Gates	2,745.63	2,291.63	454
76360-300	Stormwater Retention Facilities	9,824.75	3,116.63	6,708
76700-750	MHP - Salaries and Benefits	79,363.58	85,099.63	(5,736)
76700-752	MHP - Maintenance	23,517.23	28,224.13	(4,707)
76700-753	MHP - MHP Liability Insurance	6,854.36	5,293.75	1,561
76700-754	MHP - Utilities	136,681.50	146,281.63	(9,600)
76700-755	MHP - Property Management	23,500.00	25,850.00	(2,350)
76700-757	MHP - General and Admin. Expense	17,726.85	14,579.62	3,147
87010-451	General Manager	144,125.30	146,697.10	(2,572)
87010-452	Manager of Operations and Maintenance	89,829.77	91,170.20	(1,340)
87010-453	Manager of Finance and Administration	83,627.03	86,828.72	(3,202)
87010-454	Operations Officer	46,168.94	52,074.00	(5,905)
87010-455	Administrative Assistant	54,930.80	55,799.70	(869)
87010-456	Maintenance Foreman	69,246.23	69,182.85	63
87010-457	Maintenance Workers III	48,594.43	107,637.86	(59,043)
87010-458	Maintenance Worker I	95,233.04	68,844.49	26,389
87010-460	Accounting Clerk	54,034.17	85,376.06	(31,342)
87010-462	Receptionist	38,791.46	39,049.12	(258)
87020-473	Longevity Pay	24,903.76	27,357.44	(2,454)
87030-481	Medicare Tax	12,243.21	12,141.58	102
87030-482	Medical Insurance	196,730.64	235,335.65	(38,605)
87030-483	Dental Insurance	11,001.97	10,671.10	331
87030-484	Auto Allowance	12,507.47	12,650.00	(143)
87030-485	Life Insurance	4,033.88	3,917.32	117
87030-486	Disability Insurance	5,622.26	6,745.53	(1,123)

87030-487	PERS Retirement	231,195.43	214,503.19	16,692
87030-488	Worker's Compensation	9,562.07	19,405.65	(9,844)
87030-489	Employee Vision Coverage	1,434.46	1,398.54	36
87030-495	Unemployment Claims	5,447.00		5,447
87110-150	Electricity - Shop	2,681.27	3,289.33	(608)
87110-217	Electricity - Administration Building	11,439.80	11,068.97	371
87120-150	Gas - Shop	237.21	234.85	2
87120-217	Gas - Administration Building	723.20	182.27	541
87130-150	Water/Refuse - Shop	2,545.82	4,093.54	(1,548)
87130-217	Water/Sewer - Administrative Building	1,286.59	1,680.36	(394)
87130-500	Water - Landscaping	16,653.57	30,302.69	(13,649)
87140-500	Trash - Paper Recycling	775.00	1,347.50	(573)
87160-501	Cellular Phone	10,773.64	13,520.87	(2,747)
87160-502	Security Phone Lines	1,120.29	975.92	144
87160-504	Administration Office - Monthly Service	5,667.43	5,392.64	275
87160-505	Administration Office - Toll Calls	1,120.39	1,760.99	(641)
87160-507	Administration Office - Fax Line	1,405.24	1,330.01	75
87160-509	Tower & Fire Station	3,222.49	2,872.98	350
87160-510	Shop Phone	2,327.23	2,183.61	144
87160-511	Answering Service	3,247.84	3,056.57	191
87210-500	Security Supplies	2,335.93	3,116.63	(781)
87230-500	Janitorial Supplies	9,167.00	8,488.26	679
87240-500	Small Tools	5,390.50	8,288.50	(2,898)
87260-150	Shop Supplies	2,256.53	4,170.87	(1,914)
87270-531	Fuel Expense - Gas/Oil	9,316.96	9,157.50	159
87270-532	Fuel Expense - Diesel Fuel/Oil	10,324.81	12,365.76	(2,041)
87275-500	Solvent	893.29	1,762.64	(869)
87280-546	First Aid	794.51	513.04	281
87280-547	Safety Equipment	4,584.11	3,345.87	1,238
87280-548	Training Supplies		550.00	(550)
87286-500	Uniform Service	7,681.61	7,097.42	584
87290-500	Sundries	4,059.44	4,090.46	(31)
87300-150	Building Maintenance - Shop	4,232.40	3,345.87	887
87300-217	Building Maintenance - Administrative Bldg.	5,586.31	7,260.00	(1,674)
87321-150	Equipment Maintenance - Shop	171.59	687.50	(516)
87322-500	Radio Maintenance		2,798.62	(2,799)
87324-521	Copier	7,590.44	7,413.23	177
87324-523	Maintenance - Postage Machine	1,451.60	1,323.63	128
87328-500	Fire Extinguisher Service		2,795.87	(2,796)
87360-536	Automotive Maintenance - Mechanical	2,607.13	7,333.37	(4,726)
87360-537	Automotive Maintenance - Tires	3,142.50	3,666.63	(524)
87370-541	Heavy Equipment Maintenance	12,512.09	15,125.00	(2,613)
87370-542	Heavy Equipment - Tires	957.15	9,166.63	(8,209)
87370-543	ARFF Vehicle Maintenance	11,547.15	19,250.00	(7,703)
87380-554	Fuel System - Fire Alarm Service	420.00	916.63	(497)
87400-500	Directors Fees	13,600.00	19,250.00	(5,650)
87412-500	Payroll Processing Fees	5,659.08	5,141.07	518
87414-500	Annual Audit	23,421.00	26,847.37	(3,426)
87420-500	Legal Counsel Services	48,218.59	70,030.18	(21,812)
87422-500	Legal Services Contingencies	88.50		89
87440-500	Security Service	241,410.46	360,425.01	(119,015)
87442-500	Security Services Contingencies	1,400.00		1,400
87443-500	Security Sys Maint & Repairs	10,383.48	6,416.63	3,967
87450-500	Janitorial Service - Admin	10,395.00	10,550.98	(156)
87470-500	Landscaping Services	3,976.97	4,120.60	(144)

87472-500	Landscaping Contingencies	8,051.02	4,583.37	3,468
87475-500	Internet/Web Page Maintenance	19,039.17	17,249.32	1,790
87510-562	Bank Charges - Service Charges	13,623.43	12,201.97	1,421
87520-566	Freight & Common Carrier	469.96	679.80	(210)
87520-567	Postage	842.01	1,466.63	(625)
87520-568	Printing & Stationery	100.82	946.44	(846)
87520-570	Misc. Office Supplies	5,420.38	13,815.34	(8,395)
87520-572	Books & Publications	986.73	1,651.43	(665)
87530-581	Computer Supplies	10,045.18	16,765.87	(6,721)
87530-583	Computer Support Services	87,745.42	92,830.87	(5,085)
87540-600	Dues and Memberships	4,457.65	4,508.79	(51)
87540-601	Dues - AAAE	4,150.00	4,583.37	(433)
87540-603	Dues - SWAAAE	380.00	522.50	(143)
87540-605	Dues - Chamber of Commerce	8,050.00	7,333.37	717
87540-606	Dues - National Notary Association	752.20	137.50	615
87540-607	Dues - CSDA	7,302.00	6,206.97	1,095
87540-608	Dues - AAAE ARDF CA Airport Storm	4,950.00	4,537.50	413
87540-610	Costco Membership	180.00	151.25	29
87540-612	Aviation Week & Space Tech	59.00		59
87540-618	Santa Maria Times		137.50	(138)
87540-628	Pro-rata Share of LAFCO Budget	2,869.00	2,629.88	239
87600-596	Advertising - Legal	440.00	2,750.00	(2,310)
87600-597	Advertising - General	250.00		250
87600-599	Advertising - Airport Advertising	90,430.46	51,791.63	38,639
87610-100	Depreciation - Landing Area	955,950.91	1,221,265.98	(265,315)
87610-200	Depreciation - Hangar Area	94,149.93	132,867.13	(38,717)
87610-250	Depreciation - Terminal Area	275,693.56	326,809.12	(51,116)
87610-300	Depreciation - Revenue Generating Land	184,483.75	216,877.87	(32,394)
87610-400	Depreciation - Main Hangar & FBO	40,203.27	49,137.88	(8,935)
87610-500	Depreciation - Administration	139,418.04	164,501.37	(25,083)
87620-692	Emergency Exercises		458.37	(458)
87630-591	Insurance - Airport Liability	10,791.67	13,651.44	(2,860)
87630-592	Insurance - Auto, Fire, Property	74,946.54	85,405.10	(10,459)
87630-595	Insurance - General Liability	28,356.00	34,657.37	(6,301)
87650-641	Taxes - Sales	810.00		810
87650-643	Permits	4,627.11	4,492.62	134
87650-646	Storm Water Permits	1,400.00	1,765.50	(366)
87660-500	Education	5,588.59	14,666.63	(9,078)
87670-500	Business Travel & Entertainment	48,309.91	66,259.71	(17,950)
87679-500	Employee Recognition	2,342.99	3,483.37	(1,140)
87700-791	Sig Items - Training Live Burn	368.07	22,000.00	(21,632)
88680-681	SM Chamber Economic Development	36,300.00	33,275.00	3,025
88680-685	Museum of Flight		311,291.75	(311,292)
88680-691	Planning & Marketing	10,233.85	32,083.37	(21,850)
88680-692	Consulting Services - Aviation	49,694.25	71,944.62	(22,250)
88680-693	Consulting Services - Contingencies	137,769.34	126,294.85	11,474
88680-702	Rent Credit - Operations	6,271.00	9,166.63	(2,896)
88700-701	Airfest Expense - Nonprofit Donations	8,425.00		8,425
88700-702	Airfest Expenses- Gala/VIP Tent	87,372.70		87,373
88700-703	Airfest Expenses- Performers	174,682.26		174,682
88700-704	Airfest Expenses- Insurance	6,484.00		6,484
88700-705	Airfest Expenses- Miscellaneous	11,446.54		11,447
88700-706	Airfest Expenses- Advertising	108,043.30		108,043
88700-707	Airfest Expenses- Rental Cars	6,557.08		6,557
88700-708	Airfest Expenses- Lodging	63,448.00		63,448

88700-709	Airfest Expenses- Safety & Security	<u>87,238.10</u>	<u></u>	<u>87,238</u>
	Total	<u>6,112,809.17</u>	<u>6,905,230.53</u>	<u>(792,421.36)</u>



MEMORANDUM

Santa Maria Public Airport District

July 23, 2020

TO: Board of Directors

FROM: Manager of Finance and Administration

SUBJECT: Budget Deviation #1 for 2019 - 2020 Budget

It is recommended that the 2019 - 2020 Budget be amended to include the following changes:

Expenses	Proposed Budget Amount	Current Budget Amount	Increase/ (Decrease)
1.) 88680-685 Museum of Flight	0	311,292	(311,292)
2.) 88700-701 Aifest Expense- Nonprofit Donations/Volunteers	8,425		8,425
3.) 88700-702 Aifest Expense - Gala/VIP Tent	87,400		87,400
4.) 88700-703 Aifest Expense -Performers	205,229		205,229
5.) 88700-704 Aifest Expense - Insurance	6,484		6,484
6.) 88700-705 Aifest Expense - Miscellaneous	11,447		11,447
7.) 88700-706 Aifest Expense - Advertising	116,436		116,436
8.) 88700-707 Aifest Expense - Rental Car	6,557		6,557
9.) 88700-708 Aifest Expense - Lodging	63,448		63,448
10.) 88700-709 Aifest Expense - Safety and Security	89,552		89,552
Total	<u>594,978 #</u>	<u>311,292 #</u>	<u>283,686</u>

The airfest expense was not categorized at the time of the budget. This budget deviation records specific expense line items and records the actual amount of the airfest expenses.

Veroneka Reade, Manager of Finance and Administration

Approved: _____

Chris Hastert, General Manager

Recommended: _____

Hugh Rafferty, Secretary
Approved Board Meeting
of July 23, 2020 _____



MEMORANDUM

Santa Maria Public Airport District

July 23, 2020

TO: Board of Directors

FROM: Manager of Finance and Administration

SUBJECT: Budget Deviation #2 for 2019 - 2020 Budget

It is recommended that the 2019 - 2020 Budget be amended to include the following changes:

Expenses	Proposed Budget Amount	Current Budget Amount	Increase/ (Decrease)
1.) 87600-599 Advertising - Airport Advertising	90,430	56,500	33,931
2.) 88680-693 Consulting Services - Contingencies	156,593	137,776	18,817
3.) 76260-300 Landscaping - Revenue Generating Land	19,678	9,952	9,726
4.) 71110-100 Electricity - Landing Area	27,702	19,290	8,413
5.) 71310-100 Lighting & Nav Aid Maintenance	18,865	11,125	7,740
6.) 76360-300 Stormwater Retention Facilities	10,225	3,400	6,825
7.) 87030-495 Unemployment Claims	5,447		5,447
8.) 74300-400 Building Maintenance - FBO Hangar Area	18,127	13,250	4,877
9.) 71345-100 Weed/Wildlife Abatement	50,618	46,870	3,748
10.) 87472-500 Landscaping Contingencies	8,523	5,000	3,523
11.) 75255-250 Janitorial Sv Terminal Area	95,712	92,276	3,436
12.) 87443-500 Security Sys Maint & Repairs	10,383	7,000	3,384
13.) 76700-757 MHP - General and Admin. Expense	18,769	15,905	2,864
14.) 87010-457 Maintenance Workers III	52,478	117,423	(64,945)
15.) 87010-458 Maintenance Worker I	103,897	75,103	28,794
Total	<u>687,449</u>	<u>610,869</u>	<u>76,580</u>

- 1.) Additional advertising for United Service
- 2.) Additional costs associated with the Pfas study
- 3.) Landscaping debris removed along fence line adjacent to Deerfield to provide fire break.
- 4.) Lighting control system was out of service. Lights were required to be left on more than normal.
- 5.) Replacement of broken windsock assembly. Taxilane lights replaced due to damage and not maintenance.
- 6.) Storm water repair in agricultural area.
- 7.) Employee resigned and was granted unemployment.
- 8.) Improvements to self serve area.
- 9.) Increased grading and wildlife maintenance for temporary parking.
- 10.) Install new groundcover and bark at parking lot entrances on frontage road.
- 11.) Additional cleaning required at terminal.
- 12.) Access card system required a battery backup system.
- 13.) I have contacted Newport Pacific, mobile home park property managers, for an explanation for this overage.
- 14.) The budget number included a Maintenance III who subsequently resigned and was replaced by an
- 15.) Airport Maintenance Worker I.

Veroneka Reade, Manager of Finance and Administration

Approved: _____

Chris Hastert, General Manager

Recommended: _____

Approved Carl Engel Jr, Secretary
of September 26, 2019 _____



MEMORANDUM

Santa Maria Public Airport District

DATE: July 23, 2020

TO: Board of Directors

FROM: Veroneka Reade, Manager of Finance and Administration

SUBJECT: Quarterly Investment Report – June 30, 2020

On April 11, 1996, the Board of Directors adopted Resolution 557 establishing an investment policy for the Santa Maria Public Airport District. Paragraph 12 of that resolution requires the District Manager of Finance and Administration to submit a quarterly investment report to the Board of Directors. This report covers the quarter ending June 30, 2020.

California Government Code Section 53646(e) specifies that if all funds of the District are placed in the Local Agency Investment Fund (LAIF), FDIC-insured accounts and/or in a county investment pool, then the quarterly investment report may consist of copies of the latest statements from such institutions.

The Local Agency Investment Fund (LAIF) is a division of the Pooled Money Investment Account of the State of California (PMIA). Statements of the District's LAIF account activity and the Pooled Money Investment Board Report as of June 30, 2020 are attached and made a part of this quarterly investment report to the District's Board of Directors.

California Government Code Section 53646(b)(1) specifies that the quarterly report shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and moneys held by the local agency, and shall additionally include a description of any of the local agency's funds, investments, or programs, that are under the management of contracted parties, including lending programs. The report shall also include a current market value as of the date of the report and shall include the source of this same valuation. This information is included in the local agency report as of June 30, 2020. Statements of the District's Pacific Premier account activity and the Local Agency report as of June 30, 2020 are attached and made a part of this quarterly investment report to the District's Board of Directors.

I certify with the filing of this quarterly investment report for the periods ending June 30, 2020 that (1) all investment actions executed during the quarter were made in full compliance with the Investment Policy and, (2) the portfolio is in compliance with the investment policy and (3) the Santa Maria Public Airport District will meet its expenditure obligations for the next six months.

SANTA MARIA PUBLIC AIRPORT DISTRICT
STATEMENT OF LAIF ACCOUNT ACTIVITIES
For Quarter Ending June 30, 2020

LAIF	
BEGINNING BALANCE LAIF (03/31/20)	<u>\$3,626,498.98</u>
TRANSFERS OF EXCESS FUNDS TO LAIF	<u>\$200,000.00</u>
PREVIOUS QUARTER'S INTEREST POSTED LAIF	<u>\$18,350.44</u>
TRANSFERS IN FROM DISTRICT GENERAL FUND	<u>(\$75,000.00)</u>
ENDING BALANCE LAIF	<u>\$3,769,849.42</u>
INTEREST EARNED DURING CURRENT QUARTER LAIF	<u>\$12,600.48</u>

Note: LAIF was earning 1.36% as of 06/30/20

California State Treasurer

Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

July 17, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

SANTA MARIA PUBLIC AIRPORT DISTRICT

CONTROLLER
3217 TERMINAL DRIVE
SANTA MARIA, CA 93455

[Tran Type Definitions](#)

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Account Number: 80-42-001

April 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/15/2020	4/14/2020	QRD	1637144	N/A	SYSTEM	18,350.44

Account Summary

Total Deposit:	18,350.44	Beginning Balance:	3,626,498.98
Total Withdrawal:	0.00	Ending Balance:	3,644,849.42

California State Treasurer

Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

July 17, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

SANTA MARIA PUBLIC AIRPORT DISTRICT

CONTROLLER
3217 TERMINAL DRIVE
SANTA MARIA, CA 93455

[Tran Type Definitions](#)

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Account Number: 80-42-001

May 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/19/2020	5/19/2020	RD	1642030	N/A	VERONEKA READE	200,000.00

Account Summary

Total Deposit:	200,000.00	Beginning Balance:	3,644,849.42
Total Withdrawal:	0.00	Ending Balance:	3,844,849.42

California State Treasurer

Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

July 17, 2020

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

SANTA MARIA PUBLIC AIRPORT DISTRICT

CONTROLLER
3217 TERMINAL DRIVE
SANTA MARIA, CA 93455

[Tran Type Definitions](#)

//

Account Number: 80-42-001

June 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/25/2020	6/24/2020	RW	1644172	1604245	VERONEKA READE	-75,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	3,844,849.42
Total Withdrawal:	-75,000.00	Ending Balance:	3,769,849.42

SANTA MARIA PUBLIC AIRPORT DISTRICT

STATEMENT OF PACIFIC PREMIER INVESTMENT ACCOUNT ACTIVITIES

For Quarter Ending June 30, 2020

Pacific Premeier	
BEGINNING BALANCE PACIFIC PREMIER BANK (03/30/20)	<u>\$3,221,408.28</u>
PREVIOUS QUARTER'S INTEREST POSTED PACIFIC PREMIER BANK	<u>\$13,031.32</u>
Deposits	
ENDING BALANCE HERITAGE OAKS	<u>\$3,234,439.60</u>

Note: Pacific Premier was earning 1.27266% as of 06/30/20



SANTA MARIA PUBLIC AIRPORT DISTRICT
3217 TERMINAL DR
SANTA MARIA CA 93455-1836

Page 1 of 1
Branch 041
Account Number: 4108097100
Date 04/30/2020

EM

BUSINESS MONEY MARKET

Acct 4108097100

Summary of Activity Since Your Last Statement

Beginning Balance	4/01/20	3,221,408.28
Deposits / Misc Credits	1	4,936.10
Withdrawals / Misc Debits	0	.00
** Ending Balance	4/30/20	3,226,344.38 **
Service Charge		.00
Interest Paid Thru 4/30/20		4,936.10
Interest Paid Year To Date		23,859.58
Average Collected Balance		3,221,408
Average Rate / Cycle Days		1.86800 / 30

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
4/30	4,936.10		INTEREST EARNED

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
4/30	3,226,344.38				

CHANGE OF ADDRESS FOR EXISTING ACCOUNTS

<p align="center">ENTER NAME AND CORRECT ADDRESS BELOW, THEN CUT OFF THIS PORTION AND RETURN IT TO THE ADDRESS BELOW</p>	<p>CHECKING ACCOUNT NUMBER:</p>	
	<p align="center">IF YOU HAVE ANY OTHER ACCOUNTS, PLEASE LIST BELOW.</p>	
NAME	TYPE	ACCOUNT NUMBER
NAME		
STREET ADDRESS		
CITY		
STATE ZIP CODE		
TAX PAYER'S IDENTIFYING NO. PHONE		
SIGNATURE		

Detach And Return To Bank

CHECK / ATM / DEBIT WITHDRAWALS OUTSTANDING						CHECKBOOK RECONCILIATION	
DATE OR #	AMOUNT	DATE OR #	AMOUNT	DATE OR #	AMOUNT		
						ENTER BALANCE THIS STATEMENT	
						ADD RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	
						SUBTOTAL	
						SUBTRACT TOTAL CHECKS / ATM WITHDRAWALS OUTSTANDING	
					TOTAL \$		BALANCE

BALANCE should agree with your checkbook balance after deducting charges and adding credits not shown in your checkbook but included on this statement as follows:
Interest - Add | Check Printing* - Deduct | Automatic Payment - Deduct | Transfer - Add | Service Charge - Deduct

BALANCE should agree with your checkbook balance after deducting charges and adding credits not shown in your checkbook but included on this statement as follows:

PLEASE REPORT ANY ERRORS OR OMISSIONS WITHIN 30 DAYS, OTHERWISE, STATEMENT WILL BE CONSIDERED CORRECT AND CHECKS GENUINE. ALL DEPOSITS AND CREDITS ARE SUBJECT TO FINAL PAYMENT.

***Printed check charges include tax and shipping**

If your checkbook and statement do not balance, have you:

- ☐ Accounted for bank charges? ☐ Verified additions and subtractions in your checkbook ☐ Compared cancelled/images checks to checkbook ☐ Compared deposit amounts on statement to your checkbook?

IN CASE OF ERRORS, INQUIRIES, OR PREAUTHORIZED TRANSFER VERIFICATION

Please contact us Monday through Friday 9:00 a.m. - 5:00 p.m. at:

Pacific Premier Bank
Attn: Branch Support
P.O. Box 25171
Santa Ana, CA 92799-9810
(866) 353-1476

Please Include:

1. Your name and account number
2. Describe the error or question, explaining as clearly as possible
3. Tell us the transaction and dollar amount you question, if applicable

As a consumer, additional information on a summary of your rights and responsibilities is included in the Deposit Account Agreement and Information Brochure. To report a lost or stolen card during non-business hours, call (866) 353-1476.



SANTA MARIA PUBLIC AIRPORT DISTRICT
3217 TERMINAL DR
SANTA MARIA CA 93455-1836

Page 1 of 1
Branch 041
Account Number: 4108097100
Date 05/29/2020

EM

BUSINESS MONEY MARKET

Acct 4108097100

Summary of Activity Since Your Last Statement

Beginning Balance	5/01/20	3,226,344.38
Deposits / Misc Credits	1	4,722.97
Withdrawals / Misc Debits	0	.00
** Ending Balance	5/31/20	3,231,067.35 **
Service Charge		.00
Interest Paid Thru 5/31/20		4,722.97
Interest Paid Year To Date		28,582.55
Average Collected Balance		3,226,344
Average Rate / Cycle Days		1.72709 / 31

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
5/29	4,722.97		INTEREST EARNED

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
5/29	3,231,067.35				

CHANGE OF ADDRESS FOR EXISTING ACCOUNTS

<p align="center">ENTER NAME AND CORRECT ADDRESS BELOW, THEN CUT OFF THIS PORTION AND RETURN IT TO THE ADDRESS BELOW</p>	<p>CHECKING ACCOUNT NUMBER:</p>	
	<p align="center">IF YOU HAVE ANY OTHER ACCOUNTS, PLEASE LIST BELOW.</p>	
NAME	TYPE	ACCOUNT NUMBER
NAME		
STREET ADDRESS		
CITY		
STATE ZIP CODE		
TAX PAYER'S IDENTIFYING NO. PHONE		
SIGNATURE		

Detach And Return To Bank

CHECK / ATM / DEBIT WITHDRAWALS OUTSTANDING						CHECKBOOK RECONCILIATION	
DATE OR #	AMOUNT	DATE OR #	AMOUNT	DATE OR #	AMOUNT		
						ENTER BALANCE THIS STATEMENT	
						ADD RECENT DEPOSITS (NOT CREDITED ON THIS STATEMENT)	
						SUBTOTAL	
						SUBTRACT TOTAL CHECKS / ATM WITHDRAWALS OUTSTANDING	
					TOTAL \$		
BALANCE should agree with your checkbook balance after deducting charges and adding credits not shown in your checkbook but included on this statement as follows: Interest - Add Check Printing* - Deduct Automatic Payment - Deduct Transfer - Add Service Charge - Deduct							
						BALANCE	

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SANTA MARIA PUBLIC AIRPORT DISTRICT
3217 TERMINAL DR
SANTA MARIA CA 93455-1836

Page 1 of 1
 Branch 041
 Account Number: 4108097100
 Date 06/30/2020

EM

Change in Terms Notice: Funds Availability Policy
 Effective July 1, 2020, changes to the Expedited Funds Availability Act may impact your demand deposit or NOW account. The regulation sets forth requirements that the Bank make funds deposited into transaction accounts available according to specified time schedules.

~ In cases where we do not make all of the funds that you deposit by check available to you on the first business day after the day of your deposit, the first \$225 (increased from \$200) of your deposit will be available on the first business day.

~ In cases where there may be a delay to the availability for large dollar deposits, new accounts, or accounts with repeated overdrafts, the deposit amount subject to delayed availability is \$5,525 (increased from \$5,000).

If you have any questions, please contact us toll-free at 855.343.4070.

BUSINESS MONEY MARKET

Acct 4108097100

Summary of Activity Since Your Last Statement

Beginning Balance	6/01/20	3,231,067.35
Deposits / Misc Credits	1	3,372.25
Withdrawals / Misc Debits	0	.00
** Ending Balance	6/30/20	3,234,439.60 **
Service Charge		.00
Interest Paid Thru 6/30/20		3,372.25
Interest Paid Year To Date		31,954.80
Average Collected Balance		3,231,067
Average Rate / Cycle Days		1.27266 / 30

Deposits and Credits

Date	Deposits	Withdrawals	Activity Description
6/30	3,372.25		INTEREST EARNED

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
6/30	3,234,439.60				

ENTER NAME AND CORRECT ADDRESS BELOW, THEN CUT OFF THIS PORTION AND RETURN IT TO THE ADDRESS BELOW		CHECKING ACCOUNT NUMBER:	
		IF YOU HAVE ANY OTHER ACCOUNTS, PLEASE LIST BELOW.	
NAME		TYPE	ACCOUNT NUMBER
NAME			
STREET ADDRESS			
CITY			
STATE	ZIP CODE		
TAX PAYER'S IDENTIFYING NO.	PHONE		
SIGNATURE			

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Pooled Money Investment Account

Portfolio as of 06-30-20

PAR VALUES MATURING BY DATE AND TYPE

Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 2,100	\$ 3,600	\$ 5,400	\$ 8,150	\$ 2,750	\$ 4,050	\$ 1,600	\$ 5,850	\$ 6,800	\$ 10,200	\$ 2,500		
REPO													
TDs	\$ 1,136	\$ 1,175	\$ 1,167	\$ 924	\$ 478	\$ 610							
AGENCY	\$ 4,577	\$ 1,652	\$ 3,660	\$ 3,785	\$ 2,250	\$ 1,098	\$ 150	\$ 1,900	\$ 835	\$ 1,010	\$ 1,100		\$ 125
CP	\$ 1,625	\$ 1,400	\$ 2,350	\$ 1,025	\$ 546	\$ 400	\$ 100	\$ 300					
CDs + BNs	\$ 2,850	\$ 1,750	\$ 4,100	\$ 1,050	\$ 1,450	\$ 800	\$ 100	\$ 800	\$ 400				
CORP BND													
TOTAL													
\$ 101,677	\$ 12,287	\$ 9,577	\$ 16,677	\$ 14,934	\$ 7,474	\$ 6,958	\$ 1,950	\$ 8,850	\$ 8,035	\$ 11,210	\$ 3,600	\$ -	\$ 125
PERCENT	12.1%	9.4%	16.4%	14.7%	7.4%	6.8%	1.9%	8.7%	7.9%	11.0%	3.5%	0.0%	0.1%

Notes:

1. SBA Floating Rate Securities are represented at coupon change date.
2. Mortgages are represented at current book value.
3. Figures are rounded to the nearest million.
4. Does not include AB55 and General Fund loans.



State of California

Pooled Money Investment Account

Market Valuation

6/30/2020

		Carrying Cost Plus			Accrued Interest
Description		Accrued Interest	Purch.	Amortized Cost	
1*	United States Treasury:				
	Bills	\$ 23,981,651,409.11	\$ 24,057,110,770.12	\$ 24,086,038,500.00	NA
	Notes	\$ 28,916,240,318.04	\$ 28,914,282,796.34	\$ 29,340,004,500.00	\$ 125,755,726.50
1*	Federal Agency:				
	SBA	\$ 486,745,410.00	\$ 486,745,410.00	\$ 482,514,375.35	\$ 206,984.81
	MBS-REMICs	\$ 17,080,376.76	\$ 17,080,376.76	\$ 18,042,305.76	\$ 79,578.32
	Debentures	\$ 2,081,903,495.66	\$ 2,081,807,732.33	\$ 2,103,282,210.00	\$ 8,935,239.97
	Debentures FR	\$ -	\$ -	\$ -	\$ -
	Debentures CL	\$ 1,025,000,000.00	\$ 1,025,000,000.00	\$ 1,027,343,500.00	\$ 857,834.00
	Discount Notes	\$ 16,570,990,090.25	\$ 16,612,067,694.50	\$ 16,617,801,000.00	NA
1*	Supranational Debentures	\$ 614,688,043.27	\$ 614,656,765.49	\$ 619,258,800.00	\$ 3,295,333.75
1*	Supranational Debentures FR	\$ 200,128,103.33	\$ 200,128,103.33	\$ 200,124,773.71	\$ 399,965.53
2*	CDs and YCDs FR	\$ 500,000,000.00	\$ 500,000,000.00	\$ 500,132,000.00	\$ 110,622.74
2*	Bank Notes	\$ 100,000,000.00	\$ 100,000,000.00	\$ 100,198,708.70	\$ 674,222.22
2*	CDs and YCDs	\$ 12,700,650,610.28	\$ 12,700,428,388.06	\$ 12,706,251,524.80	\$ 40,862,527.80
2*	Commercial Paper	\$ 7,719,088,172.29	\$ 7,736,449,795.89	\$ 7,741,500,020.04	NA
1*	Corporate:				
	Bonds FR	\$ -	\$ -	\$ -	\$ -
	Bonds	\$ -	\$ -	\$ -	\$ -
1*	Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
1*	Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
	Time Deposits	\$ 5,488,990,000.00	\$ 5,488,990,000.00	\$ 5,488,990,000.00	NA
	AB 55 & GF Loans	\$ 575,596,000.00	\$ 575,596,000.00	\$ 575,596,000.00	NA
	TOTAL	\$ 100,978,752,028.99	\$ 101,110,343,832.82	\$ 101,607,078,218.36	\$ 181,178,035.64

Fair Value Including Accrued Interest

\$ 101,788,256,254.00

* Governmental Accounting Standards Board (GASB) Statement #72

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (1.004912795).
As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,098,255.90 or \$20,000,000.00 x 1.004912795.

Santa Maria Public Airport District
Statement of Net Position
For the Year to Date May 31, 2020

Current assets:

Cash and cash equivalents	2,046,153
Restricted - cash and cash equivalents	5,073,255
Certificate-of-deposit	8,000
Accounts receivable - customers and tenants, net	61,823
Interest Receivable	-
Prepaid expenses and deposits	50,204

Total current assets	7,239,436
-----------------------------	------------------

Non-current assets:

Note receivable	150,340
Capital assets, not being depreciated	6,911,938
Depreciable capital assets	24,934,773
Deferred other post-employment benefits outflows	6,434
Deferred pension outflows	392,595

Total non-current assets	32,396,080
--------------------------	-------------------

Total assets	39,635,516
---------------------	-------------------

Current liabilities:

Accounts payable and accrued expenses	91,532
Accrued wages and related payables	(17,154)
Unearned Revenue (customer prepaid)	161,211
Hangar and other deposits	114,786
Long-term liabilities - due in one year:	
Compensated absences	23,562
Land improvements payable	1,083

Total current liabilities	375,022
---------------------------	----------------

Long-term liabilities - due in more than one year

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

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

Total liabilities	2,540,308
--------------------------	------------------

Net position:

Retained Earnings	37,116,091
Change in Net Position	(20,883)

Total net position	37,095,208
---------------------------	-------------------

Total liabilities and net position	39,635,516
---	-------------------

**SANTA MARIA PUBLIC AIRPORT DISTRICT
PROFIT AND LOSS STATEMENT
YEAR TO DATE MAY 31, 2020**

	Year To Date	Monthly Average	Month Ending 05/31/20	Percentage of Average
Revenues from Operations:				
Landing area				
Landing fees and tiedowns	\$55,381.24	\$5,034.66	\$2,448.00	49%
Fuel flowage fees	53,881.80	\$4,898.35	3,827.82	78%
Subtotal	109,263.04	9,933.00	6,275.82	63%
Hangar area				
T- Hangar	343,577.02	31,234.27	30,892.80	99%
Corporate T-Hangars	232,138.95	21,103.54	20,786.00	98%
T-Hangar Storage Units	26,352.84	2,395.71	2,396.00	100%
Owner Build Hangars	18,139.00	1,649.00	1,649.00	100%
Subtotal	620,207.81	56,382.53	55,723.80	99%
Main hangar and F.B.O. area				
Main Hangar	163,143.97	14,831.27	14,653.68	99%
Commercial Hangars	300,539.14	27,321.74	26,385.66	97%
Land Leases	87,725.00	7,975.00	7,975.00	100%
Subtotal	551,408.11	50,128.01	49,014.34	98%
Terminal area				
Car Rental and Ground Transportatic	157,480.99	14,316.45	4,915.59	34%
Terminal Space Lease	158,570.06	14,415.46	13,931.92	97%
TSA LEO Reimbursement	9,660.00	878.18		0%
Subtotal	325,711.05	29,610.10	18,847.51	1.31
Revenue generating land				
Land Lease Recreational	36,071.88	3,279.26	2,711.08	83%
Agricultural Leases	657,418.08	59,765.28	60,443.84	101%
Airport Business Park	127,600.00	11,600.00	11,600.00	100%
Airport Hotel	150,809.61	13,709.96	12,060.00	88%
Airport Mobile Home Park	424,624.74	38,602.25	31,000.00	80%
Subtotal	1,396,524.31	126,956.76	117,814.92	93%
Administrative				
Badging Income	5,340.00	485.45	1,025.00	211%
Miscellaneous Income	1,176.58	106.96		0%
Air Show Revenue	230,630.05	20,966.37		0%
Subtotal	237,146.63	21,558.78	1,025.00	5%
Total revenues from operations	3,240,260.95	294,569.18	248,701.39	84%

Operating Expenses:

Landing area	100,714.36	9,155.85	17,545.88	192%
Hangar area	63,692.50	5,790.23	6,859.22	118%
Main hangar and F.B.O.	85,277.81	7,752.53	5,877.25	76%
Terminal area	268,921.43	24,447.40	22,745.56	93%
Revenue generating land	326,801.42	29,709.22	15,120.81	51%
Payroll and Benefits	1,239,263.32	112,660.30	72,329.63	64%
Utilities	65,227.01	5,929.73	4,969.86	84%
Supplies	56,804.69	5,164.06	4,087.24	79%
Maintenance and Repairs	50,218.36	4,565.31	4,575.71	100%
Contractual Services	478,199.10	43,472.65	48,384.05	111%
ARFF Services	565,335.00	51,394.09	188,445.00	367%
Security Services	242,810.46	22,073.68	11,342.36	51%
Office Supplies/Postage/Printing and St	17,865.08	1,624.10	2,713.16	167%
Dues and Subscriptions	33,149.85	3,013.62	5,045.00	167%
Advertising	91,120.46	8,283.68	7,000.00	85%
Depreciation	1,689,899.46	153,627.22		0%
Insurance	114,094.21	10,372.20		0%
Business Travel and Entertainment	48,309.91	4,391.81		0%
Air Show Expense	553,696.98	50,336.09	3,676.45	7%
Other Miscellaneous Expense	21,407.76	1,946.16	(1,408.54)	-72%
Total Expenses	6,112,809.17	555,709.92	419,308.64	75%
Operating income (loss)	(2,872,548.22)	(261,140.75)	(170,607.25)	65%

Non-Operating Revenues (Expenses):

PFC Revenue	73,261.92	6,660.17		0%
Interest income	157,184.65	14,289.51	5,771.16	40%
Tax revenues	1,692,449.55	153,859.05	5,166.76	3%
AIP grant	928,769.00	84,433.55		0%
Miscellaneous income				
Total non-operating rev (exp)	2,851,665.12	259,242.28	10,937.92	4%
Net Income	(20,883.10)	(1,898.46)	(159,669.33)	8410%

RESOLUTION 892

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT UPDATING THE DISTRICT'S OFFICIAL ADMINISTRATIVE CODE

WHEREAS, the District maintains an Official Administrative Code which has been amended on previous occasions; and

WHEREAS, it is in the District's best interests to update the Official Administrative Code to reflect changes in the law, clarify the duties of the Board of Directors, and better address the needs of the District through the adoption of an updated Official Administrative Code; and

WHEREAS, the Board of Directors has reviewed the updated Official Administrative Code and now hereby intends to adopt the updated Code pursuant to this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Santa Maria Public Airport District, that the Official Administrative Code attached hereto as Exhibit "A" is hereby adopted as the Santa Maria Public Airport District Official Administrative Code to govern the Santa Maria Public Airport District consistent with its enabling legislation. The updated Official Administrative Code shall supersede the previous Official Administrative Code in its entirety effective immediately.

PASSED AND ADOPTED at the regular meeting of the Board of Directors of the Santa Maria Public Airport District held on July 23, 2020, on Motion by Director _____, Seconded by Director _____ and carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chuck Adams, President

ATTEST:

Hugh Rafferty, Secretary

***OFFICIAL ADMINISTRATIVE CODE OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT**

ARTICLE I

ORGANIZATION AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. General

All powers, privileges and duties vested in or imposed upon the District by law or the California Airport District Act shall be exercised and performed by the board of directors except as such board shall delegate executive, administrative and ministerial powers to officers and employees of the District. The executive officers shall consist of the president, vice-president, secretary, and vice-secretary. The president, vice-president, secretary, and vice-secretary shall serve for a one-year term as provided below.

Section 2. Regular Meetings

Regular meetings of the board of directors will be held at 7:00 P.M. on the second and fourth Thursdays of each month.

Section 3. Regular Meeting Place

Regular meetings of the board of directors shall be held in the Airport Boardroom of the District's administrative office, 3217 Terminal Drive, Santa Maria, California. Special meetings or adjourned regular meetings of the board of directors shall be held at any appropriate location within the boundaries of the District, except as otherwise provided by Section 54954 of the California Government Code as it now or may hereafter be constituted.

It is the policy of the District that directors attend regular and special meetings of the board of directors in person. Except as otherwise approved by the President in advance to accommodate extraordinary circumstances (natural disaster, illness/injury, other similar situations), the use of teleconferencing by directors to attend meetings of the board of directors is prohibited. Requests for approval to attend a meeting by teleconference shall be submitted to the President in a sufficient amount of time in advance of the meeting that will allow staff to satisfy the agenda requirements of California Government Code 54953(b)(3).

Section 4. Special Meetings

Special meetings of the board of directors may be called by the president of the board or by any three members of the board in the manner set forth in Sections 54950 et seq. of the California Government Code as they are now or may be hereafter constituted.

Section 5. Organizational Meetings

The board of directors shall hold an organizational meeting at the first regular meeting of the directors in December of each year, at which the board of directors shall elect a president, vice-president, secretary, and vice-secretary of the District, each to hold office for a term of one (1) year and until his or her successor has been elected and qualified.

Section 6. Appointment of Staff Personnel

The board of directors shall appoint the following staff personnel and fix their compensation:

- (1) General Manager/Auditor
- (2) District Counsel

Section 7. Quorum

A quorum of the board of directors consists of the presence of three directors at a particular meeting.

Section 8. Conduct of Meetings

Meetings of the board of directors shall be presided over by the president of the District and in his/her absence the vice-president of the District. If neither the president nor the vice-president is present at a particular meeting, the members present shall, by majority vote, elect a president pro tem who shall preside at the meeting. If at a particular meeting the secretary or vice secretary is not present, the members shall, by majority vote, elect a secretary pro tem for the meeting. Whenever a president pro tem or a secretary pro tem is required, they shall sign and countersign all documents concerning said meeting (such as minutes and resolutions) in the place and stead of the president and secretary.

At all meetings of the board of directors, action upon motions shall be by voice vote unless the presiding officer or any director present requires a roll call. Action upon all resolutions of the board shall be by roll call.

Minutes of the deliberations of the board of directors shall be such as to fairly represent the action taken and not verbatim. A director may, however, make a specific request that a particular remark by him/her on a subject be entered into the minutes verbatim. Any written communication in the possession of any director which in his/her opinion should be included in the minutes of the board of directors shall, at his/her request, be entered into the minutes verbatim.

The presiding officer at a meeting of the board of directors is specifically given the power to vote upon any and all matters brought before the board, move the adoption of any matter before the board, or second such a motion.

Except as has been otherwise provided above, the deliberations of the board of directors shall be in accordance with Roberts Rules of Order, or such other procedural rules as the board may determine.

Section 9. Additional Powers of the Board of Directors

The board of directors, whenever it considers it to be to the advantage of the District, shall cause the following acts to take place (either directly or by delegation) for and on behalf of the District:

- (a) Sue and be sued, except as otherwise provided by law, in all actions and proceedings in all courts and tribunals of competent jurisdiction.
- (b) Adopt a seal and alter it at pleasure.
- (c) Provide and maintain public airports and landing places for aircraft.
- (d) Acquire by purchase, condemnation, donation, lease, or otherwise, real or personal property necessary to the full or convenient exercise of any of its powers or purposes.
- (e) Improve, construct or reconstruct, lease, furnish or refurnish, use, repair, maintain, control, sell or dispose of the property of the District, including any buildings, structures, all other equipment and facilities necessary therefor.
- (f) Subject to necessary approval of the Federal Aviation Administration, sell property of the District which, in its opinion, is not needed for the District's affairs.
- (g) Employ legal counsel in addition to its district counsel and provide all necessary custodians, employees, engineers and attendants for the proper maintenance of the property of the District and the conduct of the affairs of the District for any of its purposes.
- (h) Incur indebtedness, issue bonds or other evidence of the indebtedness and refund or retire any indebtedness of the District.
- (i) Levy and collect taxes for the purpose of operating the District and paying its obligations as permitted under California laws.
- (j) Make contracts, employ labor and do all acts necessary or convenient for the full exercise of any of the powers of the District.

(k) Adopt rules as required governing the use of the District's facilities.

(l) Charge and collect fees, tolls and rentals for the use of all or a part of the aerial facilities of the District at such rates as, so far as possible, will produce revenues sufficient to pay the operating expenses of the District. Provide for repairs and depreciation of the properties of the District and pay interest on the indebtedness of the District.

(m) At any regular meeting remove from office the president or vice-president by the affirmative vote of at least four (4) directors, provided a director had placed the matter of the consideration of such removal on the agenda of the meeting at which it is to be considered at least 14 days prior to the meeting date. Upon such removal, the board of directors shall elect a new president or vice-president by majority vote who, upon such election and his/her qualifications for office, shall hold such office until the next organizational meeting of the board of directors and until his/her successor has been elected and qualified for office. At any regular meeting the board remove from office the secretary or vice-secretary of the District by the affirmative vote of at least three (3) directors, provided a director had placed the matter of the consideration of such removal on the agenda of the meeting at which it is to be considered at least 14 days prior to the meeting date. Upon such removal, the directors shall elect a new secretary or vice-secretary, by majority vote who, upon such election and his/her qualifications for office, shall hold said office at the pleasure of the board and until his/her successor has been elected and qualified for office.

Section 10. Directors' Relations with Staff

The board of directors and its members shall deal with the administrative staff, district counsel, and contractors services of the Santa Maria Public Airport District only through the general manager or the representative designated by the general manager in his/her absence, ~~except for the purpose of inquiry~~. Neither the board of directors nor any member thereof shall give orders or directions to any subordinate of the general manager. The general manager, district counsel, district engineer and manager of finance & administration shall take their orders and instructions from the board of directors only when sitting in a duly held meeting of the board of directors. No individual director shall give orders or instructions to the general manager, district counsel, district engineer, or manager of finance & administration unless such order or instruction is by order or resolution of the board of directors adopted at a duly constituted meeting.

Section 11. Board Action Required

(a) All action of the District shall be taken by the board. No individual board member shall represent a policy as the District's policy, unless said policy has been determined by the board.

(b) The board of directors, acting as a board, shall be the policymakers of the District, establishing policy after receiving necessary information from staff and other persons as deemed necessary.

Section 12. Board Committees

(a) The board of directors may select two members of the board to serve on ad hoc committees to represent the district and/or provide recommendations to the full board for consideration on specific issues as directed and determined by the board. The ad hoc committee meetings shall not constitute a “meeting” under the California Brown Act.

(b) For purposes consistent with Public Utilities Code §22407, any committee member duly participating in a sub-committee meeting shall be entitled to receive compensation not to exceed one hundred dollars (\$100) per meeting, consistent with PUC §22407, plus such other necessary expenses permitted by said statute.

Section 13. Outside Communications

(a) The board of directors assign the role of outside communications to the general manager. Board members shall not individually coordinate or act as an official representative of the District unless authorized by the full board in a duly constituted meeting or during a scheduled ad hoc committee meeting.

Section 14. Censure Policy and Procedure

(a) Background

The Board of Directors of the Santa Maria Public Airport District has a strong commitment to ethics. The public expects and must receive the highest standards of ethics from all of those in public service. In order to be able to enforce conformance to its ethical policies, the Board must have a procedure by which it can censure its own members for violation of its policies or Administrative Code.

(b) Purpose

This Policy and Procedure is intended to provide the mechanism by which the Board, acting as a whole, can discipline and punish any of its members who violate state or federal laws applicable to the District or for violation of the Board Policies or Administrative Code of the Board.

(c) Policy

It is the Policy of the Board that all of its members shall abide by federal and state law that are applicable to members of the Board, as well as to Board Policies or the Administrative Code. Violation of such laws, policies, or code tends to injure the good name of the District and undermine the effectiveness of the Board as a whole. Such conduct is deemed to be a dereliction of duty.

Censure is a formal resolution of the Board officially reprimanding one of its members. Censure is an appropriate punitive measure when the violation of law or policy is deemed by the Board to be a serious offense.

In order to protect the overriding principle of freedom of speech, the Board shall not impose "censure" on any of its members for the exercise of his or her First Amendment rights no matter how distasteful the expression was to the District and Board.

In order to ensure the right to a fair jury trial, the Board shall not impose "censure" on any of its members for the violation of any law while criminal charges are pending. However, when the criminal proceedings are final, the Board need not be bound by the conclusions of the Court and may hold a "censure" hearing.

(d) Procedure

1. A request for a "censure" hearing must be submitted to the general manager in writing by no less than two members of the Board. The request must contain the specific charge(s) on which the proposed censure is based and the written material(s) which are the basis for the charge(s).
2. A copy of the request for censure and the charge(s) shall be sent by the general manager's office to all the members of the Board at least five (5) business days prior the Board meeting at which it will be considered. The request and charge(s) shall be agendized in accordance with the Brown Act for the meeting of the Board.
3. The Board shall determine that either:
 - a. Further investigation of the charges is required; or
 - b. The matter is to be set for public hearing; or
 - c. No action is required.
4. Further investigation, if required, shall be done by an ad hoc Committee appointed by the Board President. If the Board President is the subject of the request, the Committee shall be formed by the Board Vice-President.
5. If the matter is set for public hearing, it must be set no sooner than the next regularly scheduled Board meeting following the Board's determination under Section 3 of these procedures in order to give the accused member adequate time to prepare a defense.

6. At the public hearing, the member of the Board subject to the request shall be given the opportunity to respond to the request and to provide the Board information and material(s) relevant to the charge(s). The proponents of the request may also respond to the presentation and members of the Board may ask questions pertaining to the matter at hand. The member subject to the charge(s) may be represented at his or her own personal expense and may have the representative speak on his or her behalf.
7. A decision to censure requires the adoption of a Resolution making findings with regard to the specific charge(s), based on substantial evidence, and approved by a two-thirds vote of the Board.

Section 15. Director Compensation for Attendance at Meetings

(a) Directors shall receive compensation in an amount not to exceed one hundred dollars (\$100) for each attendance at a meeting of the Board, including attendance at committee meetings in accordance with Article I, Section 12(b). This amount shall be the maximum compensation allowable to a board member on any given day. Pursuant to Public Utilities Code § 22407, the Board may adopt an ordinance to increase the amount of compensation received for attendance at a Board meeting. The increase may not exceed an amount equal to five percent for each calendar year following the operative date of the last adjustment of the compensation which is received when the ordinance is adopted.

(b) Directors may receive compensation for attendance of up to six meetings in any calendar month. Attendance by directors of up to six meetings in any calendar month is necessary for the effective operation of the district because the airport operating budget has grown from approximately \$756k to over \$4 million, the City of Santa Maria population has grown from 40k to over 108k, the capabilities of the airport have grown with a 27% extension in runway length, and regulatory requirements have added much complexity to development of the several hundred acres of remaining vacant land. In accordance with Public Utilities Code § 22407, the Board shall annually make written findings supported by substantial evidence that that more than four meetings per month are necessary for the effective operation of the District.

ARTICLE II

DUTIES AND QUALIFICATIONS OF THE PRESIDENT

Section 1. General

The president of the District shall be its chief executive officer and a member of its board of directors.

Section 2. Term of Office

The term of office of the president commences upon his/her election and qualification for said office. The president shall hold office for a term of one year and until his or her successor is elected and qualified, subject to the pleasure of the board. Nothing in this section shall prevent the president from serving successive terms if reelected.

Section 3. Meetings of the Board of Directors

The president shall preside at meetings of the board of directors and shall have the power to call special meetings of said board of directors on his/her own motion provided Sections 54950 et seq. of the California Government Code are complied with.

Section 4. Agenda

The president shall prepare an agenda for each meeting of the board of directors. The president shall consider any matter requested by a director for inclusion on the agenda, however the president may use his/her discretion as to which items are listed. The agenda shall also contain any matter requested by a majority of the board.

Section 5. Voting at Meetings

The president, or any director presiding in his/her place may vote upon matters brought before the board, move the adoption of any matter before the board, or second such a motion.

Section 6. Contracts, Minutes and Resolutions

The president shall sign, on behalf of the District, all minutes and resolutions of the board of directors, and all contracts, except those contracts specifically delegated to the general manager under Article VII, Section 1, of this Code

Section 7. Reports

The president may require reports from the District's general manager, manager of finance & administration, and district counsel, to be brought back to the board.

Section 8. Litigation

Whenever the facts are within his/her knowledge, the president is empowered to verify complaints or other pleadings, for or on behalf, of the District.

Section 9. Additional Duties

The president shall perform such additional duties as are directed by the board of directors or by applicable law.

ARTICLE III

DUTIES AND QUALIFICATIONS OF THE VICE-PRESIDENT

Section 1. General

The vice-president of the District shall be its assistant chief executive officer and a member of the board of directors.

Section 2. Term of Office

The term of office of the vice-president commences upon his/her election and qualification for said office. The vice-president shall hold office for a term of one (1) year and until his or her successor is elected and qualified, subject to the pleasure of the board. Nothing in this section shall prevent the vice-president from serving successive terms if reelected.

Section 3. Duties

In the absence of the president, the vice-president shall perform all of the duties of the president.

Section 4. Reports

The vice-president may require reports from the District's general manager, manager of finance & administration, and district counsel, to be brought back to the board.

Section 5. Litigation

Whenever the facts are within his/her knowledge, the vice-president is empowered to verify complaints or other pleadings for, or on behalf of, the District.

Section 6. Additional Duties

The vice-president shall perform such additional duties as are directed by the board of directors or by applicable law.

ARTICLE IV

DUTIES AND QUALIFICATIONS OF THE SECRETARY

Section 1. General

The secretary shall be a member of the board of directors.

Section 2. Term of Office

The term of office of the secretary commences upon his/her election and qualification for said office. The secretary shall hold office for a term of one (1) year and until his or her successor is elected and qualified, subject to the pleasure of the board. Nothing in this section shall prevent the secretary from serving successive terms if reelected.

Section 3. Contracts, Minutes & Resolutions

The secretary shall countersign on behalf of the District all minutes and resolutions it's the board, and all contracts of the District, except those contracts specifically delegated to the general manager under Article VII, Section 1, of this code. When required, the secretary shall further affix to said documents the seal of the District over his/her signature.

Section 4. Litigation

Whenever the facts are within his/her knowledge, the secretary is empowered to verify complaints and other pleadings for, or on behalf of, the District.

Section 5. Reports

On his/her own motion, the secretary may require reports from the District's general manager, manager of finance and administration, and district counsel, which reports, when received, shall be brought to the attention of the board of directors, if in the opinion of the secretary they require consideration by said board.

Section 6. Additional Duties

The secretary shall perform such additional duties as are directed by the board of directors or by applicable law.

ARTICLE V

DUTIES AND QUALIFICATIONS OF THE VICE-SECRETARY

Section 1. General

The vice secretary of the District shall be a member of the board of directors.

Section 2. Term of Office

The term of office of the vice-secretary commences upon his/her election and qualification for said office. The vice secretary shall hold office for a term of one (1) year and until his/her successor is elected and qualified, subject to the pleasure of the board. Nothing in this section shall prevent the vice-secretary from serving successive terms if reelected.

Section 3. Duties

In the absence of the secretary of the District, the vice-secretary shall perform all of the duties of the secretary of the District.

Section 4. Litigation

Whenever the facts are within his/her knowledge, the vice secretary is empowered to verify complaints or other pleadings for, or on behalf of, the District.

Section 5. Additional Duties

The vice-secretary shall perform such additional duties as are directed by the board of directors or by applicable law.

ARTICLE VI

DUTIES AND QUALIFICATIONS OF THE DISTRICT COUNSEL

Section 1. General

The district counsel shall be the chief legal officer of the District. He/She shall be appointed by the board of directors, shall serve at its pleasure and shall be directly responsible to the board. The district counsel shall have a juris doctorate of law from a college or university duly accredited by the American Bar Association. He/she must be an active member of the State Bar of the State of California and be well qualified by reason of education and experience to perform legal functions for the District.

Section 2. Preparation of Resolutions, Contracts, etc

District counsel shall review or prepare all resolutions, contracts, leases and other documents of legal nature required for the conduct of the affairs of the District as directed by the board of directors. When particular contracts and leases have been prepared by him/her, he/she shall approve them as to form in writing and submit them to the board of directors for its consideration. It shall be his/her duty to see to it that a lease or contract is duly executed by the other parties of the lease or other contract and has been approved as to content by the general manager.

Section 3. Bonds

All labor and material, faithful performance and other bonds running in favor of the District shall be approved as to form by the district counsel.

Section 4. Litigation

Except to the extent of participation prohibited by law in small claims court actions, the district counsel shall conduct all litigation in which the district is from time to time engaged. He/She shall make recommendations to the board of directors concerning the advisability of commencing litigation and the compromise or settlement of potential or existing litigation. Court actions commenced by District the must be authorized by the board of directors. Notwithstanding the foregoing, the general manager may, with the concurrent written notification to the members of the board of directors of the filing of the action authorize and direct actions be brought for recovery of rent owed to the District by tenants and former tenants of the District, including an unlawful detainer action for forfeiture of a lease of a tenant who is in default in the payment of rent and for recovery of possession of the leased premises after noncompliance by the tenant with a notice to pay rent or quit the premises. Such actions authorized by the general manager, if appropriate, may be filed and prosecuted in the small claims court.

Section 5. Additional Counsel

Whenever, in his/her opinion, the board of directors should consider the employment of outside counsel as to a particular matter, pursuant to Section 22554 of the California Public Utilities Code, district counsel shall promptly advise the board of directors of this fact.

Section 6. Attendance at Meetings

Unless excused, the district counsel shall attend meetings of the board of directors and render, at such meetings, legal advice to the board of directors.

Section 7. District Staff

The district counsel shall render legal assistance to the District's board of directors, its president, general manager, manager of finance and administration and other employees authorized by the general manager as is required in the performance of their duties.

Section 8. Legislation

The district counsel shall advise the board of directors of any legislation the District might consider sponsoring to aid it in conducting its affairs. He/She shall further advise the board of directors of prospective legislation sponsored by others and as to how it would affect the District.

Section 9. Elections

The district counsel shall prepare all documents required for the conduct of elections of the District and shall assist the secretary of the District in the proper conduct of District elections.

Section 10. Administrative Bodies

Whenever required by the board of directors so to do, the district counsel shall appear before various administrative divisions and agencies of the state, and administrative and legislative bodies of the United States Government concerning affairs of the District.

Section 11. Delegation of Duties

Subject to the approval of the board of directors, the district counsel may appoint employees to carry out the functions of his/her position under his/her supervision. Such employees shall serve at his/her pleasure.

Section 12. Additional Duties

The district counsel shall perform such additional duties as are required by the board of directors or applicable law.

ARTICLE VII

DUTIES AND QUALIFICATIONS OF THE GENERAL MANAGER

Section 1. General

The general manager shall be the chief administrative officer of the district. He/She shall be appointed by the board of directors and shall serve at its pleasure. The general manager shall have had extensive administrative experience in the planning, coordination and financing of the varied activities of the airport district. The board of directors delegates to the general manager the authority to execute, on behalf of the District, the following contracts, permits and agreements:

- (a) All month-to-month aircraft and storage hangar leases at the Santa Maria Public Airport;
- (b) All contracts for professional or specialized services costing \$25,000 or less that are within an existing budget account;
- (c) All contracts for purchases of materials, supplies and equipment costing \$25,000 or less that are within an existing budget account or are for a budgeted item and are acquired in accordance with the provisions of Article VIII;
- (d) All contracts for public projects costing less than \$25,000 that are obtained in compliance with the provisions of Article VIII;
- (e) All commercial use permits;
- (f) License agreements meeting the following criteria:
 - (i) Use for a period less than one (1) week;
 - (ii) Based on a standard fee;
 - (iii) Does not request the payment of District funds or the uncompensated use of District personnel or equipment;
 - (iv) Does not adversely impact the operations of the Airport;
- (g) All mobile home space leases in the Airport Mobile Home Park for a term previously authorized by the board.

However, if in the opinion of the general manager, any matter may be controversial or would be more appropriately considered by the Board, the matter may be referred to the Board for consideration.

Section 2. Appointment of Employees

The general manager, subject to the review of the board of directors, shall have authority and responsibility for the selection, appointment, and direction of all employees of the District, except those employees and officers appointed directly by the board of directors.

Section 3. Supervision of Work

It shall be the general manager's responsibility to carry out the directions of the board of directors concerning the affairs of the District and he/she shall directly supervise employees of the District in the performance of their duties.

Section 4. Reports

The general manager shall prepare and deliver to the board of directors the following reports:

1. A proposed budget for the ensuing year with all relevant supporting data. Said proposed budget shall be delivered to the board of directors no later than May of each year.
2. A narrative report of the airport district for the prior fiscal year. Said report shall be submitted prior to September 1 of each year, or within thirty (30) days of the board of directors' receipt of the annual independent audit of the District's fiscal affairs, whichever occurs last.
3. Such other reports as the board may request.

Section 5. Surplus Property

Whenever, in the opinion of the general manager, District owns property not required for District purposes, it shall be his/her duty to so advise the board of directors as soon as practicable.

Section 6. Temporary Absence

Whenever the general manager is temporarily absent from the District, the duties of the general manager shall be performed by the following, in the order named:

1. Manager of finance and administration
2. An employee designated by the general manager
3. An individual designated by a majority of the board of directors.

Section 7. Attendance at Meetings

Unless otherwise directed or excused by the board, the general manager shall attend all meetings of the board of directors. The general manager shall inform the board of directors at the regular meeting of the board of all significant or important matters concerning the Santa Maria Public Airport District of which he/she has knowledge, and

with the consent of any director cause to be placed upon the agenda of the board of directors any matter concerning the affairs of the District.

Section 8. Emergencies

The general manager shall perform all acts necessary to deal with emergencies affecting property of the District or property situated thereon. In the event of a serious emergency, the general manager shall use his/her best efforts to have each director advised of the emergency as quickly as practicable.

Section 9. Litigation

Whenever the facts are within his/her knowledge, the general manager is empowered to verify complaints or other pleadings for or on behalf of the District

Section 10. Files, Records of Board Deliberations

The general manager shall be the chief custodian of the official files and records of the District and shall supervise creation and maintenance of accurate records of the deliberations of the board of directors.

Section 11. Custody of Records

The general manager shall ensure the safekeeping of all official books and records of the District, including the Book of Minutes and the Book of Resolutions, except securities. The general manager may certify to the authenticity of a copy of any document of the District in his/her possession and affix to such certification the seal of the District.

Section 12. Minutes and Resolutions

The general manager shall ensure that the District keeps records and minutes of the board of directors in a book maintained for the purpose entitled "Book of Minutes of Board of Directors of Santa Maria Public Airport District". All resolutions of the board of directors shall be kept in a book maintained for that purpose entitled "Book of Resolutions of Board of Directors of Santa Maria Public Airport District"

Section 13. Seal of the District

The general manager shall ensure the safekeeping of the official seal of the District.

Section 14. Auditor Functions

The general manager shall perform the responsibilities of auditor required under Public Utilities Code §22441, i.e., he/she shall install and maintain a system of auditing and accounting which shall competently and at all times show the financial condition of the

District. He/She shall draw warrants to pay demands made against the District if the demands have been approved by at least three (3) directors.

Section 15. Delegation of Duties

Subject to the approval of the board of directors, the general manager may appoint employees to carry out the functions of his/her position under his/her supervision. Such employees shall serve at his/her pleasure.

Section 16. Additional Duties

The general manager shall perform such additional duties as required by the board of directors or by applicable law.

ARTICLE VIII
RESPONSIBILITIES, DUTIES AND QUALIFICATIONS
OF THE MANAGER OF FINANCE AND ADMINISTRATION

Section 1. General

The manager of finance and administration shall be the treasurer of the District and its chief accounting officer. The manager of finance and administration shall be experienced and qualified in accounting procedures.

Section 2. Duties and Responsibilities as Treasurer

The manager of finance and administration shall be the custodian of all money and investments of the District. He/She shall cause all money and investments, except the petty cash fund, to be deposited as soon as practicable in designated accounts.

Warrants No moneys shall be paid out of said accounts except by warrants to pay demands against the District that have been approved by a majority vote of the board or as hereinafter provided. The manager of finance and administration will draw and sign all authorized warrants, which shall be signed by at least one director.

Procedures for Payment or Rejection of Demands; Demand Register

The following procedures will apply to the approval and authorization of payment of claims and demands received against the District:

The manager of finance and administration shall prepare at least monthly a register of all demands received by the District which have not been authorized for payment or rejected by the board. The demands shall consist of three types, as follows:

(1) Recurring Demands Recurring items such as utility and telephone bills due and payable, wages and salaries payable within the next succeeding month, and maintenance items (hereinafter referred to as "Recurring Demands").

(2) Nonrecurring Demands Those demands, other than recurring demands, which have been approved for payment by the general manager and manager of finance and administration.

(3) Rejected Demands Those demands which are not recommended for payment by the general manager and/or manager of finance and administration.

The demand register will be presented to the directors for authorization of payment. The general manager will endorse the demand register and the manager of

finance and administration shall certify on the demand register that those demands are budgeted, allowable and available.

One director may authorize payment of the recurring demands, which have been recommended for payment by the general manager and the manager of finance and administration, by signing an authorization for such. Such payments shall be noted on the demand register. All other demands on the demand register shall be presented to the board of directors for authorization of payment or rejection.

Legal Investments: Accounts Whenever directed by the board of directors, the manager of finance and administration shall purchase for the District securities or other investments which are legal investments for the District and authorized by the District's Investment Policy, and deposit them in the accounts designated by the board of directors for such purpose. Securities so deposited shall not be withdrawn from such accounts without authorization by the board of directors and the signature of the president of the board of directors or some other director designated by the president for such purpose, provided however, the manager of finance and administration is authorized to renew certificates of deposit for periods not in excess of six months and withdraw such expired certificates of deposit, which have been so renewed, from their depositories for cancellation and provided, further, the manager of finance and administration is authorized to transfer funds between the District's general fund and the District's account with the Local Agency Investment Fund of the State of California.

All promissory notes or other evidence of indebtedness received by the District shall be kept in fireproof storage.

The manager of finance and administration shall issue appropriate receipts for all moneys and securities coming into his/her possession, properly account therefor and at regular intervals report to the board thereon. His/her accounts and reports shall indicate the institutions in which moneys and securities are placed, the amounts of money and list of securities placed with each depository.

Fiscal Statements The manager of finance and administration shall, at the end of each fiscal year, prepare and submit to the board of directors a statement showing the receipts and disbursements during the year and a certified inventory of cash, securities, bank deposits and all other financial assets of the District. The manager of finance and administration shall, each month, prepare and submit to the board of directors, a statement showing the receipts and disbursements during the previous calendar month.

Section 3. Duties and Responsibilities as Accountant

The manager of finance and administration shall install and maintain a system of auditing and accounting which shall competently and at all times show the financial condition of the District.

In addition, the manager of finance and administration shall have the following duties:

(a) Be responsible for all accounting and internal auditing functions of the District and its officers and be custodian of the District's permanent accounting records.

(b) Keep current accounts of all funds, revenues, receipts, expenditures and financial commitments of the District.

(c) Advise the board of directors and District personnel concerning rate of expenditure of appropriated items to minimize potential expenditure in excess of appropriations. He/She shall be responsible that no demands requiring a budget deviation are presented to the board without the board of directors' prior approval of a budget deviation.

(d) Prepare and issue all warrants.

(e) Audit the standard time sheets showing the time worked by all employees and prepare and distribute all warrants covering the payroll.

(f) Supervise the preparation and issuance of all bills of the District.

(g) Prepare financial and statistical statements.

Section 4. Attendance at Meetings

Unless excused by the general manager, the manager of finance and administration shall attend meetings of the board of directors.

Section 5. Budget

The manager of finance and administration shall assist in the preparation of the District's budget for each fiscal year.

Section 6. Additional Duties

The manager of finance and administration shall perform additional duties and responsibilities as are directed by the board or applicable law.

ARTICLE IX

REGULATIONS GOVERNING PURCHASING OF MATERIALS, SUPPLIES AND EQUIPMENT, SERVICES, SALES OF PROPERTY AND LETTING OF PUBLIC PROJECT CONTRACT

Section 1. General

Purchasing of all materials, supplies, services and equipment required by District should provide maximum benefits to District with minimum expenditure. Purchases shall be made in economical quantities with a competitive pricing process by vendors where possible. Except for case of emergency as provided in this article, no purchases shall be made except upon express authorization of the board of directors unless said purchases are for items already budgeted and for which funds are available. The regulations in this section have been devised for this purpose and shall be followed.

Section 2. Delegation of Authority

The board of directors hereby delegates the District's general manager and, in his /her absence, the designated employee in charge at the Santa Maria Public Airport to make the purchases set forth in Section 3 below.

Section 3. Emergencies

In case of emergency directly affecting property of the District which emergency cannot, in the opinion of the general manager, be dealt with by acting under any other provision of this article, then the general manager or in his absence the employee in charge of the Santa Maria Public Airport, is empowered to purchase for the District such supplies, equipment, services and materials as are required because of such emergency prior to the time such purchases can be made under other provisions of this article.

Section 4. Expenditures up to \$25,000

(a) Except as provided in subsection (b) below, when expenditures are required for a budgeted item and the cost involved is \$25,000 or less, the general manager shall procure the item involved or contract for services from the lowest responsible vendor after first obtaining three informal quotations.

(b) The above requirements regarding the obtaining of three informal quotations do not apply to the following:

(i) Miscellaneous services such as telephone, telegraph, light, power and water where rates or prices are fixed by legislation or by federal, state, county or municipal regulations.

(ii) Where the items involved are not readily obtainable on the open market, in which case the reasons for not securing three such quotations shall be documented in writing.

(iii) Where the item's cost is less than \$2,500 and the general manager has concluded that the price for the item involved will not vary in any material degree between various vendors. To the extent feasible, such purchases will be made from vendors within the District.

(iv) Contracts involving the acquisition of professional or specialized services such as, but not limited to, those rendered by architects, attorneys, accountants, engineers, and other specialized consultants.

(c) A faithful performance bond of not less than one hundred percent (100%) of the contract price, and a payment bond of not less than one hundred percent (100%) of the contract price shall be required for all projects in excess of \$10,000.

Section 5. Expenditures for Amounts in Excess of \$25,000

(a) Expenditures with an estimated cost which exceeds \$25,000 shall be at the direction of the board of directors only with the exception of purchases made under section 3 above. Except as provided in subsection (b) below, such purchases or contracted services shall be from the lowest responsible vendor after first obtaining three informal quotations.

(b) The above requirements regarding the obtaining of three informal quotations do not apply to the following:

(i) Where the items involved are not readily obtainable on the open market, in which case the reasons for not securing three such quotations shall be documented in writing.

(ii) Contracts involving the acquisition of professional or specialized services such as, but not limited to, those rendered by architects, attorneys, accountants, engineers, and other specialized consultants.

(c) A faithful performance bond of not less than one hundred percent (100%) of the contract price, and a payment bond of not less than one hundred percent (100%) of the contract price shall be required.

This section shall not prohibit the District from requiring a public bid process if, in the discretion of the District, selection based upon the evaluation of public bids would better serve the interest of the District.

Section 6. Sale of Property of District

Subject to the requirements of California Public Utilities Code section 2253.5 and with Federal Aviation Administration approval if necessary, whenever the board of directors determines by a majority vote District owns property in its opinion not needed for the District's affairs, it may order said property sold upon such terms and conditions as they determine appropriate.

Section 7. Public Projects

As used in this article "public project" means a project for the construction, improvement and repair of public buildings and works of the District, streets, sewer and storm drains of the District, except work to be performed by District's own forces.

Section 8. Requirement That Expenditures For Public Project of \$50,000 or More Be Submitted to Public Bid

When the expenditure required for a public project is \$50,000 or more, it shall be contracted for and let to the lowest responsible bidder after notice. Where the expenditure required for a public project is less than \$50,000, the requirement for public notice is dispensed with, but informal bids shall be received. The restrictions and provisions of this section shall not apply to contracts involving the acquisition of professional or specialized services such as, but not limited to, those rendered by architects, attorneys, accountants, engineers, and other specialized consultants. Selection for such services will be made by an evaluation of proposals solicited from capable and competent professionals, and approved by the Board of Directors, whenever the cost of the work to be performed is of an estimated value in excess of \$50,000. This section shall not prohibit the District from requiring public bids for work with an estimated cost of less than \$50,000 if, in the discretion of the District, selection based upon the evaluation of public bids would better serve the interest of the District.

If there is a great public calamity, as an extraordinary fire, flood, storm, epidemic or other disaster, or if it is necessary to do emergency work to prepare for national or local defense, the board of directors may pass a resolution by four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property. Upon adoption of this resolution, it may expend any sum required in the emergency without complying with this article.

Section 9. Notice Inviting Bids; to Set Date For Opening; Publication or Posting; to State Project to be Done

The notice inviting bids shall set a date for the opening of bids. The first publication or posting of the notice shall be at least ten days before the date of opening the bids. Notice shall be published at least twice, at least five days apart in a newspaper adjudicated, a newspaper of general circulation in the State of California having

| *As amended through [05-23-1907-09-2020](#)

significant subscribers within the District, or if there is none, it shall be posted in at least three public places in the District that have been designated by resolution as the places for posting public notices. The notice shall distinctly state the project to be done. If the notice includes a requirement for any type of mandatory pre-bid conference, site visit or meeting, it shall include the time, date and location of the mandatory pre-bid site visit, conference or meeting, and when and where project documents, including final plans and specifications are available. Any mandatory pre-bid site visit, conference or meeting shall not occur within five calendar days of the publication of the initial notice, pursuant to Public Contract Code §6610.

Section 10. Rejection of Bids; Readvertisement; Bids the Same; Lack of Bids

At its discretion the board of directors may reject any bids presented and re-advertise. If two or more persons are the lowest responsible bidders, the board of directors may accept the bid it chooses among the lowest responsible bidders. If no bids are received, the board of directors may have the project done without further complying with the provisions of this article as to notice or letting of contract to the lowest responsible bidder.

Section 11. Resolution to Perform Project by Day Labor or to Furnish Materials and Supplies in Open Market; Adoption; Effect

After rejecting bids, the board of directors may pass a resolution by a four-fifths vote of its members declaring that the project can be performed more economically by day labor or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may have the project done in the manner stated without further complying with this article.

Section 12. Bids to be Presented under Sealed Cover; to be Accompanied by Security

All bids shall be presented under sealed cover and accompanied by one of the following forms of bidder's security:

- (a) Cash
- (b) Cashier's check made payable to the District
- (c) A certified check made payable to the District
- (d) A bidder's bond executed by an admitted surety insurer made payable to the District

Section 13. Amount of Security; Necessity for Security

The security shall be in an amount equal to at least 10 percent of the amount bid. A bid shall not be considered unless one of the forms of bidder's security is enclosed with it.

Section 14. Forfeiture of Security upon Failure to Execute Bid

If the successful bidder fails to execute the contract, the amount of his bidder's security shall be forfeited to the District, except as hereinafter provided.

Section 15. Deposit of Cash or Proceeds

Upon forfeiture of security, the cash or proceeds shall be deposited in the fund out of which the expenses of preparation and printing of the plans and specifications, estimates of cost and publication of notice are paid.

Section 16. Award of Bid to Next Lowest Bidder; Application of Lowest Bidder's Security

The board of directors may on refusal or failure of the successful bidder to execute the contract award it to the next lowest responsible bidder. If the board of directors awards the contract to the next lowest responsible bidder, the amount of the lowest bidder's security shall be applied by the District to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder if cash or a check is used, or to the surety on the bidder's bond if a bond is used.

Section 17. Applicable Federal Regulations

Contracts for public projects shall also comply with all applicable statutes, rules and regulations of the United States Government and agencies thereof, and the State of California and agencies thereof.

Section 18. Faithful Performance Bond

In connection with a public project involving an expenditure in excess of \$50,000, it shall be the policy of the District to require a successful bidder to deposit with the District at the time of execution of the contract, a faithful performance bond in the penal sum equal to 100 percent of the total contract price executed by the successful bidder as principal and by a corporate surety company acceptable to the District as surety. A payment bond shall be deposited when required by Civil Code §3247. In connection with a public project involving an expenditure of \$50,000 or less, the District may, at its discretion, require a successful bidder to deposit with the District at the time of execution of the contract, a faithful performance bond and/or a payment bond, each in the penal sum equal to 100 percent of the total contract price executed by the successful bidder as principal and by a corporate surety company acceptable to the District as surety.

ARTICLE X

PROPOSED JOB SPECIFICATIONS AND SALARY SCHEDULES FOR EMPLOYEES

Section 1. Job Specifications Manual

The general manager shall prepare a job specifications manual and shall submit it to the board of directors for its approval. The manual shall classify each position required for necessary work of the District by employees not appointed directly by the board of directors. For each position the manual shall give (a) a general description of the position; (b) the typical tasks which the holder of the position will be called upon to perform; and (c) the employment standards for the position, giving education and experience requirements.

After making such changes as they deem necessary, the board of directors shall adopt the job specifications manual. After adoption of such a manual, the general manager shall distribute to each employee of the District the portion of the manual covering his position and shall use it as criteria for the employment, promotion and discharging of personnel.

Whenever the general manager is of the opinion the job specifications manual should be changed to add or delete a position, he shall so inform the board of directors and in any event shall advise the board in writing at the time of presentation of the preliminary budget for the next fiscal year as to whether, in his opinion, the job specifications manual need be altered or not. Upon request by the general manager to add or delete a position, the board shall approve or disapprove such a request. The general manager is authorized to change the title of the position and the typical tasks which the holder of the position is called upon to perform without board approval, as long as the general description of the position remains the same.

Section 2. Salary Schedules; Employment

The general manager shall prepare and submit to the board of directors a list of classified positions and recommended salary range for each position. After making such changes as it deems necessary, the board of directors shall adopt a salary range for each classified position.

Whenever possible, personnel shall be employed at the minimum rate shown for their positions and in no event may the general manager employ a person without first obtaining the consent of the board of directors for a salary greater than the median salary in the salary range for his/her position.

From time to time the board of directors shall examine the salary ranges for each classified position to determine whether or not they should be altered. The general manager, after performance evaluation, shall decide whether a particular employee should be reclassified, receive the next higher salary step, be retained in a salary step level, or be demoted.



PUBLIC AIRPORT DISTRICT

Agenda Item
9
7/23/2020

7/23/2020

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

Subject: Adoption of Resolution 893. A Resolution of the Board of Directors of the Santa Maria Public Airport District Amending the job specifications manual to add the position of Accounting Technician II and adopting a salary range for the new position.

Summary

The District's accounting department has experienced varying levels of staffing throughout the years based on employee efficiency and workload requirements. The most recent staffing level was one part time and one full time accounting clerk. One accounting clerk was responsible for Accounts Receivable and the other performed accounts payable and payroll. The accounts payable/payroll clerk resigned on November 15, 2019 and was not replaced. The District's receptionist absorbed a portion of the accounts payable duties and the remaining payroll and accounts payable responsibilities became the responsibility of the Manager of Finance and Administration. After delegating these duties, it was determined that the second accounting clerk's position did not qualify for full time employment or even a thirty-hour part time position. It was determined that one full time position could absorb the majority of the accounting clerk responsibilities.

In order to compensate one full time employee for the additional responsibilities several sources were researched. The job descriptions that most closely reflected the proposed job description were the City of Santa Maria and the counties of San Luis Obispo, Ventura, and Santa Barbara.

Agency	Job Description	Steps				
		A	B	C	D	E
City of Santa Maria	Accounting Technician II	25.64	26.92	28.27	29.68	31.16
County of San Luis Obispo	Accounting Technician	24.39	25.61	26.89	28.23	29.65
County of Ventura	Accounting Technician	21.18	23.04	25.07	27.28	29.65
County of Santa Barbara	Financial Office Professional	25.71	26.97	28.29	29.68	31.11

Overall Impact:

The cost savings to the District if this position were consolidated are as follows:

District Savings	
Two Part Time Accounting Clerk Salary and Benefits	\$ 125,060.78
One Full Time Accounting Technician Salary and Benefits	\$ 88,772.12
Savings to the District	\$ 36,288.66

Recommendation

Staff recommends the board approve the attached proposed job description and salary range for the newly developed Accounting Technician II.

Sincerely,

Veroneka Reade

Veroneka Reade
Manager of Finance and Administration

RESOLUTION NO. 893

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT AMENDING THE JOB SPECIFICATIONS MANUAL TO ADD THE POSITION OF ACCOUNTING TECHNICIAN II AND ADOPTING A SALARY RANGE FOR THE NEW POSITION.

WHEREAS, Article X, Section 1, of the Administrative Code of the Santa Maria Public Airport District requires the Board of Directors to approve a Job Specifications Manual prepared by the General Manager, and to approve any changes to that manual; and

WHEREAS, the District's General Manager has considered the District's staffing needs and recommends adding the position of an Accounting Technician II.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Santa Maria Public Airport District, that the Job Specifications Manual is amended to add the position of Accounting Technician II. The job description for the Accounting Technician II is attached as Exhibit "A" and incorporated by this reference.

1. Effective July 24, 2020, the monthly salary range for the newly created position of Accounting Technician II will be as follows:

ACCOUNTING TECHNICIAN II/ Effective July 24, 2020

STEP:	a	b	c	d	e
SALARY:	\$4,444	\$4,666	\$4,899	\$5,144	\$5,402
YEARLY:	\$53,328	\$55,994	\$58,794	\$61,733	\$64,820

PASSED AND ADOPTED at the regular meeting of the Board of Directors of the Santa Maria Public Airport District held July 23, 2020, on motion of Director _____, seconded by Director _____ and carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Chuck Adams, President

ATTEST:

Hugh Rafferty, Secretary

IXOR

3130 Skyway Drive Ste 408
Santa Maria, Ca. 93455
Phone 805 886 8782
Fax 805 925 7671
David.Baskett@Gmail.com

5 July 2010
Chris Hastert, General Manager
Santa Maria Airport
3217 Terminal Drive
Santa Maria, CA 93455

Subject: Bird Damage in 3029 B

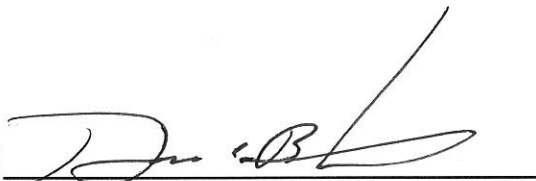
_____ Claim _____

Damage to MiG N21PF from unmitigated birds.


Initial estimate to repair structural skin damage and repaint top surfaces
of both wings, parts of top fairing and additional damage
to nearby items.....\$9,750.00

Request Payment in 30 days.

Signed



Date



Please note: the sound of an air gun firing and the impact of projectiles was heard
emanating from 3029C at about 1:20 PM 5 July 2020.

IXOR

3130 Skyway Drive Ste 408
Santa Maria, Ca. 93455
Phone 805 886 8782
Fax 805 925 7671
David.Baskett@Gmail.com

19 July 2020

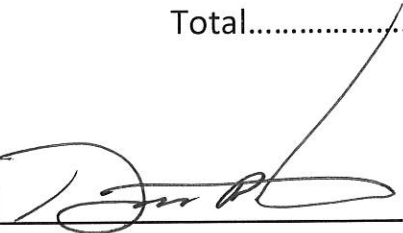
UPDATE

Revision:

The new estimate to repair the damage is now:

Repaint the top of the wings WO controls.....	\$11,000.00
Bird clean up on other items.....	750.00
Total.....	\$11,750.00

Signed



Date 19 July 2020