



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

**Thursday  
August 13, 2020**

**Virtual Meeting  
Zoom Meeting: [Zoom.us](https://zoom.us)  
Meeting ID: [820 6332 8775](https://zoom.us/j/82063328775)  
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 23, 2020.**
- 2. MINUTES OF THE SPECIAL MEETING HELD AUGUST 4, 2020**
- 3. 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)**
- 4. GENERAL MANAGER'S REPORT**
- 5. MANAGER OF FINANCE & ADMINISTRATION REPORT**
  - a) Demand Register**
  - b) AirFest Financial Report**

6. **DISTRICT COUNSEL’S REPORT. (Joshua George and Natalie Frye Laacke)**
7. **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:**

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8. **AUTHORIZATION FOR TUITION REIMBURSEMENT FOR ONE STAFF MEMBER.**
9. **CLOSED SESSION. The Board will hold a Closed Session to discuss the following item(s):**
  - a) **Conference with Real Property Negotiators (Chris Hastert, Tom Ross and District Counsel) Re: APN 111-231-11 (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)**
10. **DIRECTORS’ COMMENTS.**
11. **ADJOURNMENT.**

MINUTES OF THE REGULAR BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD JULY 23, 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 George.

1. MINUTES OF THE REGULAR MEETING HELD July 9, 2020. Director Brown made a Motion to approve the minutes of the regular meeting held July 9, 2020. Director Rafferty 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 a couple agencies at the airport had positive test results but so far, our staff has not.
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 068031 through 068081 in the amount of \$422,420.72 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 and Baskett voted "Yes". Director Engel was absent for this vote.
  - b) Budget to Actual. Received and filed.
  - c) Budget Deviations. Director Brown made a Motion to approve as presented with the condition that a full financial report of the last two AirFests are presented at the next meeting. Director Rafferty 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.

d) Quarterly Investment Report. Received and filed.

e) Financial Statements. Received and filed.

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. 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 Administration Code. Director Brown made a Motion to approve. Director Engel Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted "Yes".

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. Director Rafferty made a Motion to approve. Director Engel Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted "Yes".

10. CLOSED SESSION. At 7:28 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: 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)

At 7:58 p.m., the Board and staff reconvened to Open Public Session.

There were no reportable actions.

11. Consideration of Government Code claim of David Baskett dba IXOR. Director Engel made a Motion to deny the claim. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel voted "Yes". Director Baskett abstained.

12. DIRECTORS' COMMENTS: Director Rafferty congratulated Ms. Reade on an Achievement Award she has received by the Santa Barbara County Special Districts Association.

Director Engel gave an update on the tree trimming project.

Director Baskett 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 Brown congratulated Ms. Reade on her award.

Director Adams also congratulated Ms. Reade and is hoping we can meet in person soon.

13. ADJOURNMENT. President Adams asked for a Motion to adjourn to a Regular Meeting to be held on August 13, 2020 at 7:00 p.m. via a virtual meeting. Director Engel made that Motion, Director Brown 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 8:07 p.m. on July 23, 2020.

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Chuck Adams, President

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Hugh Rafferty, Secretary

MINUTES OF THE SPECIAL BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD AUGUST 4, 2020

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

1. PUBLIC SESSION: Statements from the public will be heard during public session. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public may use the “raise hand” feature to be put in a speaking queue. Public comment will be limited to three (3) minutes. If a speaker continues speaking after being notified of the end of their public comment period, the meeting Host will mute the speaker and move on to the next person in the queue.

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No one requested to speak.

2. Consent to Assignment of English Air Service, Inc., a California Corporation to English Air Service LLC, a California Limited Liability Company. Director Brown made a Motion to approve. Director Baskett Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted “Yes”.
3. Authorization for the President and Secretary to execute the Landlord Waiver for the English Air Service lease located at 3409 Corsair Circle. Director Baskett made a Motion to approve. Director Brown Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted “Yes”.
4. DIRECTORS’ COMMENTS: Directors Adams, Brown, Rafferty, Engel and Baskett had no comment.
5. ADJOURNMENT. President Adams asked for a Motion to adjourn to a Regular Meeting to be held on August 13, 2020 at 7:00 p.m. via a virtual meeting. Director Baskett made that Motion, Director Rafferty Seconded and it was carried by the following roll call vote. Directors Adams, Brown, Rafferty, Engel and Baskett voted “Yes”.

ORDER OF ADJOURNMENT

This Special Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 7:07 p.m. on August 4, 2020.

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Chuck Adams, President

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Hugh Rafferty, Secretary

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 068082 to 068118 and electronic payments on Pacific Premier Bank and in the total amount of \$346,736.74.

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CHRIS HASTERT  
GENERAL MANAGER

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DATE

The undersigned certifies that the attached register of audited demands of the Santa Maria Public Airport District for each demand, numbers 068082 to 068118, and electronic payments on Pacific Premier Bank in the total amount of \$346,736.74 has been approved as being in conformity with the budget approved by the Santa Maria Public Airport District and funds are available for their payment.

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VERONEKA READE  
MANAGER OF FINANCE AND ADMINISTRATION

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DATE

THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT APPROVED PAYMENT OF THE ATTACHED WARRANTS AT THE MEETING OF AUGUST 13, 2020.

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HUGH RAFFERTY  
SECRETARY



## Santa Maria Public Airport District

### Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
068082	8/6/2020	Chuck Adams	400.00	Directors Fees
068083	8/6/2020	Adamski Moroski	8,151.65	Legal Service
068084	8/6/2020	AT&T	415.80	Phone Service
068085	8/6/2020	B&B Steel & Supply of SM	49.55	Building Maintenance Hangar
068086	8/6/2020	Bartlett, Pringle & Wolf	1,568.00	Computer Support
068087	8/6/2020	Bedford Enterprises, Inc.	208.07	Trash Removal
068088	8/6/2020	BMI PacWest	442.49	Buildg. Maint. - Terminal
068089	8/6/2020	Bomar Security & Investigation	899.00	Security Service
068090	8/6/2020	Boyer's Diesel	270.00	Heavy Equipment Maint.
068091	8/6/2020	CARR'S BOOT SHOP	984.86	Safety Equipment
068092	8/6/2020	Consolidated Electrical Distributors, Inc.	220.68	Lighting Maintenance
068093	8/6/2020	Coast Networx	210.00	Computer Support
068094	8/6/2020	City of Guadalupe	18,549.06	Security Service
068095	8/6/2020	City of Santa Maria-Util Div	6,045.85	Water Invoices
068096	8/6/2020	Clark Pest Control	990.00	Pest Control - Terminal & Adm.
068097	8/6/2020	Carl Engel, Jr.	200.00	Directors Fees
068098	8/6/2020	Fedak & Brown LLP	2,225.00	Annual Audit
068099	8/6/2020	Frontier Communications	808.62	Telephone Service
068100	8/6/2020	The Gas Company	283.52	Utilities
068101	8/6/2020	Hayward Lumber Company	110.99	Lighting and Nav Aid Maintenance
068102	8/6/2020	Ray Heath	3,575.20	Consulting Service
068103	8/6/2020	Home Depot	146.68	Building Maintenance
068104	8/6/2020	MarTeeney Designs	275.00	Web Page Maint.
068105	8/6/2020	J B Dewar, Inc	1,511.75	Fuel Expense - Gas/Diesel
068106	8/6/2020	Mission Uniform Service	290.14	Uniform Service
068107	8/6/2020	Playnetwork, Inc.	89.85	Radio Service - Terminal
068108	8/6/2020	Principal Financial Group	2,618.74	Dental, Life, Disability, Visi
068109	8/6/2020	ProDIGIQ, Inc	45,120.00	Annual Customer Support Svc
068110	8/6/2020	Quinn Company	33.39	Equipment Rental
068111	8/6/2020	Hugh Rafferty	200.00	Directors Fees
068112	8/6/2020	ReadyRefresh by Nestle	77.56	Water Delivery
068113	8/6/2020	Santa Barbara LAFCO	2,515.00	Pro-Rata Share/ LAFCO's Budget
068114	8/6/2020	S Lombardi & Assoc., Inc.	4,315.00	Airport Advertising
068115	8/6/2020	Softec	2,500.00	Partnership Sponsor

068116	8/6/2020 Midi, Inc. DBA Valley Glass & Mirror Co.	590.00	Buildg Maint. - Terminal
068117	8/6/2020 Verizon Wireless	956.18	Cell Phones
068118	8/6/2020 Xerox Financial Services	536.53	Copy Machine Lease Payment
	Subtotal	<u>108,384.16</u>	

Electronic Payments

7/21/2020	CalPERS	5,195.52	Employee Retirement
7/23/2020	Paychex	25,909.77	Payroll
7/24/2020	Mass Mutual	4,042.60	Employee Paid Retirement
7/24/2020	Paychex	5,427.35	Payroll Taxes
7/23/2020	CA Department of Tax and Fee Administration	496.00	Sales and Use Tax
7/28/2020	CalPERS	131,489.00	Unfunded Liability
7/31/2020	Card ServiceCenter	992.72	Business Travel & Enter.
7/31/2020	Card ServiceCenter	952.68	Business Travel & Enter.
8/4/2020	CalPERS	5,481.04	Employee Retirement
8/6/2020	Paychex	25,961.06	Payroll
8/6/2020	Pacific Gas & Electric Company	8,194.61	Terminal/Admin./Main Hangar
8/6/2020	Pacific Gas & Electric Company	9,210.05	Terminal/Admin./Main Hangar
8/6/2020	CalPERS	15,000.18	Health Insurance
	Subtotal	<u>238,352.58</u>	
	Total	<u><u>346,736.74</u></u>	



## 2018 Central Coast Airfest Income Statement

### Revenues from Airfest

Airfest Sponsorship	\$89,499.98
Vendor Revenue	10,333.85
Airfest Ticket Sales	99,727.59
Airport Sponsorship	15,000.00

### Total Revenue

214,561.42

### Airfest Expenses

Donations to Non Profit Organizations	5,450.00
Gala and VIP Tent	103,159.01
Airfest Performers	62,033.79
Insurance	6,399.00
Miscellaneous	227.00
Advertising	105,428.36
Rental Car	7,338.14
Lodging	44,623.76
Safety and Security	60,009.46

### Total Expenses

394,668.52

### Net Profit/(Loss)

(180,107.10)



## 2019 Central Coast Airfest Income Statement

Revenues from Airfest		
Booth Revenue	4,144.52	
Sponsorship	96,049.85	
Ticket Sales	130,435.68	
District Sponsorship	25,000.00	
Total Income		<u>255,630.05</u>
Airfest Expenses		
Donations to Non Profit Organizations	8,425.00	
Entertainment Food and Décor	87,372.70	
Performers	174,682.26	
Insurance	6,484.00	
Miscellaneous	11,446.54	
Advertising/Marketing	108,043.30	
Lodging	63,448.00	
Safety & Security	87,238.10	
Car Rentals	6,557.08	
Total Expenses		<u>553,696.98</u>
Total Net Income		<u><u>(298,066.93)</u></u>



August 13, 2020

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

**Subject:** Authorization for tuition reimbursement for Carla Osborn, Operations Officer.

**Summary**

Based upon section 10.5 of the Personnel Manual (See Attached). I am requesting reimbursement for Carla Osborn. Mrs. Osborn has completed and passed this course at Embry-Riddle Aeronautical University.

**Budget**

Course	Tuition				
Intro Computers \$ Applications	\$489.00				
<b>Total:</b>	<b>\$489.00</b>				<b>\$489.00</b>

**Overall Impact**

Approved 2020-2021 Budget for Education	\$16,000.00
Previously Approved for Education	\$0.00
Current Balance for Education	\$16,000
Amount of this Request	\$489.00
Balance Remaining if Approved	\$15,511.00

**Recommendation**

I recommend we reimburse Mrs. Osborn as the District will benefit as a result of additional training and these classes will assist the Operations Officer's pursuit of her Bachelor's Degree.

Sincerely,

A handwritten signature in blue ink that reads "Chris Hastert".

Chris Hastert, CM  
General Manager

# EMBRY-RIDDLE

Aeronautical University

Carla Osborn  
[REDACTED]

**Account No:** 2513380  
**Statement Print Date:** 8/10/2020 11:12 AM  
**Statement From/To Date:** 5/10/2020 To 7/10/2020

Charges				
Date Posted	Term	Item Description	Amount	Currency
<b>Total Charges:</b>			<b>.00</b>	

Payments				
Date Posted	Term	Item Description	Amount	Currency
05/27/2020	Student Financials CR	Payment by PayPath	-489.00	USD
<b>Total Payments:</b>			<b>-489.00</b>	

Refunds				
Date Posted	Term	Item Description	Amount	Currency
<b>Total Refunds:</b>			<b>.00</b>	

Financial Aid				
Date Posted	Term	Item Description	Amount	Currency
06/08/2020	Worldwide 2020-05 May	Student Success Initiative 2	-750.00	USD
<b>Total Financial Aid:</b>			<b>-750.00</b>	

**Net Total for Statement Date Range: -1,239.00**

Daytona Beach Campus:  
1 Aerospace Boulevard  
Daytona Beach, FL 32114  
386-226-6285

Prescott Campus:  
3700 Willow Creek Rd.  
Prescott, AZ 86301  
928-777-3726

Worldwide Campus:  
Campus of Attendance  
386-226-6280

# EMBRY-RIDDLE

## Aeronautical University

**Name:** Osborn,Carla

**ID:** 2513380

**Term:** Worldwide 2020-05 May

**Cumulative GPA:** 4.000

<b>Class</b>	<b>Course Title</b>	<b>Units</b>	<b>Grade</b>
CSCI 109	Intro Computers & Applications	3.00	A