



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

**Thursday  
September 23, 2021**

**Virtual Meeting  
Zoom Meeting: [Zoom.us](https://zoom.us)  
Meeting ID: [812 8065 1089](https://zoom.us/j/81280651089)  
Meeting Password: 3217  
7:00 P.M.**

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

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

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

- 1. MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 9, 2021.**
- 2. COMMITTEE REPORT(S):**
  - a) AVIATION SUPPORT & PLANNING (Standing or Ad Hoc)**
  - b) ADMINISTRATION & FINANCIAL (Standing or Ad Hoc)**
  - c) MARKETING & PROMOTIONS (Standing or Ad Hoc)**
  - d) CITY & COUNTY LIAISON**
  - e) STATE & FEDERAL LIAISON**
  - f) VANDENBERG LIAISON**
  - g) BUSINESS PARK COMMITTEE (Ad Hoc)**
- 3. GENERAL MANAGER'S REPORT**
  - a) Monthly Activity Report**
- 4. MANAGER OF FINANCE & ADMINISTRATION REPORT**
  - a) Demand Register**
  - b) 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.

Computer and Mobile: Click the “raise hand” button to notify the Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.

7. **DISCUSSION AND DIRECTION TO STAFF REGARDING HANGAR RATES FOR TENANTS HOUSING NON-AIRWORTHY AIRCRAFT IN DISTRICT HANGARS.**
8. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE THE SIXTEENTH AMENDMENT OF SERVICE AGREEMENT BETWEEN THE DISTRICT AND RAYMOND L. HEATH.**
9. **DISCUSSION AND DIRECTION TO STAFF REGARDING CENTRAL COAST AIRFEST.**
10. **DISCUSSION AND DIRECTION TO STAFF REGARDING 2020 CENSUS DATA AND REDISTRICTING EFFORTS.**
11. **AUTHORIZATION FOR THE PRESIDENT AND SECRETARY TO EXECUTE A SERVICE AGREEMENT BETWEEN THE DISTRICT AND SCS ENGINEERS FOR THE SUPPLEMENTAL PFAS INVESTIGATION.**
12. **RESOLUTION 900. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY AB 361 – SEPTEMBER 16, 2021, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT FOR THE PERIOD SEPTEMBER 23, 2021, THROUGH OCTOBER 23, 2021, PURSUANT TO BROWN ACT PROVISIONS.**
13. **AUTHORIZATION FOR TUITION REIMBURSEMENT FOR ONE STAFF MEMBER.**
14. **CLOSED SESSION.** The Board will hold a Closed Session to discuss the following item(s):
  - a) Conference with Real Property Negotiators (Chris Hastert, Tom Ross, and District Counsel) Re: APN 111-231-09, APN 111-231-11, APN 111-231-17, APN 111-291-033 (Gov. Code Section 54956.8)
  - b) Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-SMPAD v. Smith, Santa Barbara Superior Court Case No. 20CV04445.



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

15. DIRECTORS' COMMENTS.

16. ADJOURNMENT.



MINUTES OF THE REGULAR BOARD  
MEETING OF THE BOARD OF DIRECTORS  
OF THE SANTA MARIA PUBLIC AIRPORT  
DISTRICT HELD SEPTEMBER 9, 2021

The Board of Directors of the Santa Maria Public Airport District held a Regular Meeting via a virtual meeting at 7:00 p.m. Present were Directors Brown, Engel, Rafferty, Adams and Baskett. General Manager Hastert, Manager of Finance & Administration Reade, and District Counsel Frye Laacke. Director Engel arrived at 7:03 pm.

1. MINUTES OF THE REGULAR MEETING HELD August 26, 2021. Director Baskett made a Motion to approve the minutes of the regular meeting held August 26, 2021. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Rafferty, Adams 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 updated the Board on meetings he attended which included SCS Engineers and a potential developer. He mentioned the upcoming ACA conference will now be virtual due to fires. He gave updates on our lease management system, the Business Park Specific Plan and the Master Plan. He continues to discuss options for an aircraft electric charging station at the Radisson.

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

  - a) Demand Register. The Demand Register, covering warrants 069418 through 069451 in the amount of \$82,534.65 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 Brown, Engel, Rafferty, Adams and Baskett voted "Yes".
5. DISTRICT COUNSEL'S REPORT. Nothing to report.
6. PUBLIC SESSION: Statements from the public will be heard during public session. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public may use the "raise hand" feature to be put in



a speaking queue. Public comment will be limited to three (3) minutes. If a speaker continues speaking after being notified of the end of their public comment period, the meeting Host will mute the speaker and move on to the next person in the queue.

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No one requested to speak.

7. Authorization for the General Manager to execute the Service Agreement between the District and Qovo Solutions, Inc. for the video surveillance upgrades. Director Rafferty made a Motion to approve. Director Baskett Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted “Yes”.
8. Authorization to include additional video surveillance upgrades as listed as Additive Options “1” and “2” in the Service Agreement between the District and Qovo Solutions, Inc. Director Baskett made a Motion to approve. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted “Yes”.
9. Authorization for the President and Secretary to execute the Second Amendment of Lease between the District and G3, LLC. Director Baskett made a Motion to approve with the correction of the commencement date to reflect 2022. Director Rafferty Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted “Yes”.
10. Authorization for the President and Secretary to execute the First Amendment of the Option and Right of First Refusal Agreement between the District and G3, LLC. Director Rafferty made a Motion to approve with the correction of the commencement date to reflect 2022. Director Adams Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted “Yes”.
11. Authorization for the President and Secretary to execute the Building Space Lease between the District and FanAir for 3123 Liberator Street. This item has been tabled until a future meeting.
12. Authorization for the President and Secretary to execute the Service Agreement between the District and Collective Strategies and Communications, LLC for Federal Lobbying Services. Director Rafferty made a Motion to approve. Director Engel Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted “Yes”. Director Baskett stipulated his vote with a six-month limitation.



13. CLOSED SESSION. At 7:30 p.m. the Board went into Closed Session to discuss the following item(s):

- a) Conference with Real Property Negotiators (Chris Hastert, Tom Ross, and District Counsel) Re: APN 111-231-10 and APN 111-231-11, APN 111-231-17(Gov. Code Section 54956.8)
- b) Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-SMPAD v. Smith, Santa Barbara Superior Court Case No. 20CV04445
- c) Conference with Legal Counsel-Existing Litigation pursuant to Paragraph (1) of subdivision (d) of Section 54956.9-SMPAD v. Baskett, Santa Barbara Superior Court Case No. 20CV04444
- d) Significant exposure to litigation pursuant to Gov. Code Section 54956.9(b): Two Cases

At 7:45 p.m., the Board and staff reconvened to Open Public Session.

There was one reportable action. Action was taken to deny the claim in item 13(d) received by Latitude Subrogation Services.

14. DIRECTORS' COMMENTS: Directors Engel and Adams had no comment.

Director Baskett asked if there were any recent reports of crime on airport property and noticed that our safety cones were aging and needed to be replaced.

Director Rafferty attended the CSDA Conference and reported back that the hot topics of conversation were on Cyber Security, Sustainable Energy and Sub-Contractors being treated as employees.

Director Brown mentioned how nice the maintenance shop landscaping upgrades look and encouraged the Board to visit.

15. ADJOURNMENT. President Brown asked for a Motion to adjourn to a Regular Meeting to be held on September 23, 2021, at 7:00 p.m. via a virtual meeting. Director Rafferty made that Motion, Director Adams Seconded and it was carried by the following roll call vote. Directors Brown, Engel, Rafferty, Adams and Baskett voted "Yes".

#### ORDER OF ADJOURNMENT

This Regular Meeting of the Board of Directors of the Santa Maria Public Airport District is hereby adjourned at 7:49 p.m. on September 9, 2021.

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Steve Brown, President

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Hugh Rafferty, Secretary



# Monthly Activity Report

August



AGENDA ITEM

3a

9/23/2021

## 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	5
Corporate/Corporate T-Hangar	19

## Monthly Activity

	Aug-20	Jul-21	Aug-21	%Change
Operations	3,184	3,077	3,086	-3%
Noise/Nuisance Complaints	1	0	3	200%
Jet\100LL Fuel (Gallons)	231,831	102,331	157,555	-32%

## Enplanments

	Aug-20	Jul-21	Aug-21	%Change
Allegiant	899	3926	3,023	236%
Central Coast Shuttle	22	569	465	2014%

## Airline Load Factor

	# of Flights	Load Factor Actual flights	Load Factor SCHD flights
Allegiant	32	51%	59%

## 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	
<b>Total Airport Acreage</b>	<b>2,550</b>		

## Mobile Home Park

	Spaces Rented	Units Sold
Mobile Home Park	78	



**2021-2022**

**DEMAND REGISTER  
SANTA MARIA PUBLIC AIRPORT DISTRICT**

Full consideration has been received by the Santa Maria Public Airport District for each demand, numbers 069452 to 069507 and electronic payments on Pacific Premier Bank and in the total amount of \$722,270.91.

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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 069452 to 069507 and electronic payments on Pacific Premier Bank in the total amount of \$722,270.91 has been approved as being in conformity with the budget approved by the Santa Maria Public Airport District and funds are available for their payment.

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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 SEPTEMBER 23, 2021.

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HUGH RAFFERTY  
SECRETARY



## Santa Maria Public Airport District

### Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 069452	9/7/2021	Chuck Adams	200.00	Directors Fees
* 069453	9/7/2021	Airflow Filter Service, Inc.	162.76	Building Maint. - Terminal
* 069454	9/7/2021	Allegiant Air LLC	500,000.00	Airline Svc Revenue Guarantee
* 069455	9/7/2021	AT&T	165.26	Phone Service
* 069456	9/7/2021	Bomar Security & Investigation	5,948.23	Security Service
* 069457	9/7/2021	Brayton's Power Wash & Sweep	950.00	Street Sweeping
* 069458	9/7/2021	CARR'S BOOT SHOP	199.00	Safety Equipment
* 069459	9/7/2021	Consolidated Electrical Distributors, Inc.	14.32	Lighting Maintenance
* 069460	9/7/2021	Coast Networx	210.00	Computer Support
* 069461	9/7/2021	City of Guadalupe	50,780.84	Security Service
* 069462	9/7/2021	City of Santa Maria-Util Div	7,568.09	Water Invoices
* 069463	9/7/2021	Carl Engel, Jr.	200.00	Directors Fees
* 069464	9/7/2021	Frontier Communications	1,257.15	Telephone Service
* 069465	9/7/2021	J B Dewar, Inc	590.27	Fuel Expense - Gas/Diesel
* 069466	9/7/2021	MarTeeney Designs	625.00	Web Page Maint.
* 069467	9/7/2021	Hugh Rafferty	600.00	Directors Fees
* 069468	9/7/2021	S Lombardi & Assoc., Inc.	3,500.00	Airport Advertising
* 069469	9/7/2021	Your People Professionals	636.33	Employee Recruitment
* 069470	9/17/2021	Clark Pest Control	\$333.00	Weed/Vector Control
* 069471	9/17/2021	Hayward Lumber	\$17.30	Building Maint. - Hangar Area
* 069472	9/17/2021	Sousa Tire Service	\$872.77	Auto Maintenance - Tires
* 069473	9/17/2021	VTC Enterprises	\$70.00	Trash - Paper Recycling
* 069474	9/17/2021	Adamski Moroski	\$2,991.00	Legal Service
* 069475	9/17/2021	ADB Safegate	\$835.95	Lighting & Nav Aid Maint.
* 069476	9/17/2021	Advantage Answering Plus	\$337.84	Answering Service
* 069477	9/17/2021	Airflow Filter Service, Inc.	\$51.09	Building Maint. - Terminal
* 069478	9/17/2021	AT&T	\$46.02	Phone Service



## Santa Maria Public Airport District

### Demand Register

Check Number	Check Date	Vendor Name	Check Amount	Description
* 069479	9/17/2021	B&B Steel	\$961.79	Drainage Maintenance
* 069480	9/17/2021	BMI PacWest	\$1,680.00	Building Maint. - Terminal
* 069481	9/17/2021	Steven Brown	\$1,200.00	Directors Fees
* 069482	9/17/2021	City of Guadalupe	\$31,614.34	Security Service
* 069483	9/17/2021	Coastal AG	\$144.78	Small Tools
* 069484	9/17/2021	Comcast	\$1,233.60	Cable/Internet/Digital Voice
* 069485	9/17/2021	Comcast Business	\$2,205.77	Cable/Internet Shop
* 069486	9/17/2021	De Lage	\$102.18	Lease/Maint. - Copier
* 069487	9/17/2021	Earthbound	\$2,516.00	Building Maint. - Hangar Area
* 069488	9/17/2021	Fastenal	\$102.80	Fencing & Gates
* 069489	9/17/2021	Fence Factory	\$156.02	Fencing & Gates
* 069490	9/17/2021	Frontier Communications	\$198.39	Telephone Service
* 069491	9/17/2021	Grainger	\$68.78	Small Tools
* 069492	9/17/2021	J.D. Humann	\$4,955.00	Landscape Maintenance
* 069493	9/17/2021	Lowe's	\$72.28	Lighting & Nav Aid Maint.
* 069494	9/17/2021	McMasters and Carr	\$135.63	Building Maint. - Terminal
* 069495	9/17/2021	Mission Uniform Service	\$342.03	Uniform Service
* 069496	9/17/2021	Napa Auto Parts	\$350.17	Auto Parts
* 069497	9/17/2021	Pacific Telemanagement Services	\$230.92	Pay Phone Service
* 069498	9/17/2021	Quinn Company	\$27.20	Small Tools
* 069499	9/17/2021	Hugh Rafferty	\$493.74	Mileage Reimbursement
* 069500	9/17/2021	Service Star	\$11,630.87	Janitorial Service
* 069501	9/17/2021	Sousa Tire Service	\$42.79	Heavy Equip. Maint. - Tires
* 069502	9/17/2021	State Water Board	\$304.64	Permits
* 069503	9/17/2021	Tri-Counties Plant Service	\$275.00	Interior Plants Maint.
* 069504	9/17/2021	Trinity Landscape Center	\$112.17	Landscaping Contingencies
* 069505	9/17/2021	WageWorks	\$100.00	Cafeteria Plan - Admin. Fee



**Santa Maria Public Airport District**

**Demand Register**

Check Number	Check Date	Vendor Name	Check Amount	Description
* 069506	9/17/2021	David K. Wolff Environmental, LLC	\$6,090.00	Consulting Svcs - Contingencies
* 069507	9/17/2021	Jay Riendl	\$195.00	Lease Termination Refund
Subtotal			<hr/>	
			\$646,704.11	
<hr/>				
ACH	9/7/2021	CalPers	\$700.00	GASB 68 Report Fee
ACH	9/9/2021	Umpqua Bank	\$587.30	Credit Card Fees
ACH	9/13/2021	PG&E	\$18,812.80	Terminal/Admin/Main Hangar
ACH	9/13/2021	Calpers	\$12,740.14	Health Insurance
ACH	9/14/2021	Pacific Premier Bank	\$54.38	Bank Fees - Analysis Activity
ACH	9/14/2021	CalPers	\$5,313.83	Employee Retirement
ACH	9/15/2021	PG&E	\$1,057.25	Terminal/Admin/Main Hangar
ACH	9/15/2021	Mass Mutual	\$4,328.14	Employee Paid Retirement
ACH	9/16/2021	Paychex	\$26,214.99	Payroll
ACH	9/17/2021	Paychex	\$190.12	Paychex Invoice
ACH	9/17/2021	Paychex	\$5,567.85	Payroll Taxes
Subtotal			<hr/>	
			\$75,566.80	
<hr/>				
Total			<hr/>	
			\$722,270.91	
<hr/>				



**Santa Maria Public Airport District**  
**Statement of Net Position**  
**July 31, 2021**

**Current assets:**

Cash and cash equivalents	7,314,770
Restricted - cash and cash equivalents	1,558,854
Certificate-of-deposit	8,000
Accounts receivable - customers and tenants, net	110,578
Prepaid expenses and deposits	295,803

<b>Total current assets</b>	<b>9,288,005</b>
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**Non-current assets:**

Note receivable	161,196
Interest Receivable	0
Capital assets, not being depreciated	6,568,280
Depreciable capital assets	22,508,749
Deferred other post-employment benefits outflows	7,387
Deferred pension outflows	410,884

<b>Total non-current assets</b>	<b>29,656,497</b>
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<b>Total assets</b>	<b>38,944,502</b>
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**Current liabilities:**

Accounts payable and accrued expenses	623,043
Accrued wages and related payables	2,378
Unearned Revenue (customer prepaid)	123,880
Hangar and other deposits	109,032
Long-term liabilities - due in one year:	
Compensated absences	38,209
Land improvements payable	22,841

<b>Total current liabilities</b>	<b>919,383</b>
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**Long-term liabilities - due in more than one year**

Compensated absences	114,626
Land improvements payable	129,432
Total other post-employment benefits liability	279,903
Net pension liability	1,894,820
Deferred pension inflows	119,557

<b>Total long term liabilities</b>	<b>2,538,339</b>
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<b>Total liabilities</b>	<b>3,457,722</b>
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**Net position:**

Retained Earnings	34,619,126
Change in Net Position	867,655

<b>Total net position</b>	<b>35,486,781</b>
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<b>Total liabilities and net position</b>	<b>38,944,502</b>
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**Santa Maria Public Airport District**  
**Net Income Month Ending July 31, 2021**

	Month Ending 07/31/21	Year To Date
Revenues from Operations:		
Landing area		
Landing fees and tiedowns	8,247	8,247
Fuel flowage fees	6,140	6,140
Subtotal	<u>14,387</u>	<u>14,387</u>
Hangar area		
T- Hangar	31,922	31,922
Corporate T-Hangars	22,127	22,127
T-Hangar Storage Units	2,501	2,501
Owner Build Hangars	1,649	1,649
Subtotal	<u>58,199</u>	<u>58,199</u>
Main hangar and F.B.O. area		
Main Hangar	15,714	15,714
Commercial Hangars	28,066	28,066
Land Leases	7,975	7,975
Subtotal	<u>51,755</u>	<u>51,755</u>
Terminal area		
Car Rental and Ground Transportation	17,539	17,539
Terminal Space Lease	14,312	14,312
Subtotal	<u>31,851</u>	<u>31,851</u>
Revenue generating land		
Land Lease Recreational	4,211	4,211
Agricultural Leases	60,480	60,480
Airport Business Park	11,600	11,600
Airport Hotel	19,710	19,710
Airport Mobile Home Park	39,400	39,400
Subtotal	<u>135,401</u>	<u>135,401</u>
Administrative		
Badging Income	1,140	1,140
Miscellaneous Income	1	1
Cares Grant Revenue	851,085	851,085
Subtotal	<u>852,226</u>	<u>852,226</u>
Total revenues from operations	<u>1,143,820</u>	<u>1,143,820</u>

Operating Expenses:



## Net Income Month Ending July 31, 2021

	Month Ending 07/31/21	Year To Date
Landing area	11,487	11,487
Hangar area	5,272	5,272
Main hangar and F.B.O.	6,007	6,007
Terminal area	24,281	24,281
Revenue generating land	27,944	27,944
Payroll and Benefits	99,373	99,373
Utilities	7,979	7,979
Supplies	4,353	4,353
Maintenance and Repairs	3,340	3,340
Contractual Services	47,558	47,558
Security Services	33,994	33,994
Office Supplies/Postage/Printing and Stationery	31	31
Dues and Subscriptions	9,554	9,554
Advertising	4,165	4,165
Business Travel and Entertainment	3,198	3,198
Other Miscellaneous Expense	2,887	2,887
Total Expenses	<u>291,422</u>	<u>291,422</u>
Operating income (loss)	<u>852,398</u>	<u>852,398</u>
Non-Operating Revenues (Expenses):		
PFC Revenue	14,566	14,566
Interest income	690	690
Miscellaneous income		
Total non-operating rev (exp)	<u>15,256</u>	<u>15,256</u>
Net Income	<u><u>867,655</u></u>	<u><u>867,655</u></u>





September 23, 2021

**Item 7**  
9-23-21

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

Subject: Non-Airworthy Aircraft Additional Fee for Hangar Space

**Recommendation:**

The Aviation Support and Planning Committee proposes an additional fee be assessed at the partial rate increase of 25% over regular rates for District Hangar space beginning July 2022, increasing to a total of 50% over regular rates on July, 1 2021.

Staff also recommends that the definition of "Aircraft" be put in the lease as an aircraft designed and capable of carrying at least one pilot on board during flight. Per this new definitions, small drones and R/C aircraft would not meet the requirements of the lease.

**Discussion:**

The Aviation Support and Planning Committee members attended the SWAAAE conference session regarding alternate revenue sources to assist the airport due to decreased operations during the pandemic. At that session, two Northern California Airports were referenced in a presentation as charging a fee for the storage of non-airworthy aircraft. This new practice was thought to address the lack of use of airport services by supplementing the missing support normally gained through full flowage or support of the local on-air businesses.

The average size T-hangar is approximately 1,000 sqft and rents for \$232/month or \$0.23/sqft/mo. Under this proposed fee, rent for the same hangar with a non-airworthy aircraft would increase by 25% up to \$290 on July 2022. Under this proposed fee, rent for the same hangar with a non-airworthy aircraft would increase by 50% up to \$348 on July 2022. For comparison, a large indoor storage unit measuring only 285 sqft adjacent to the airport rents for over \$299, or \$1.02/sqft, which would be the equivalent of \$1020/month.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Hastert", is written over a light blue circular graphic element.

Chris Hastert, CM  
General Manager



**SIXTEENTH AMENDMENT TO SERVICE AGREEMENT  
(Airport Maintenance and Operations)**

RE: Service Agreement (Airport Maintenance and Operations) dated October 23, 2000, between SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") and RAYMOND L. HEATH ("Consultant")

The SANTA MARIA PUBLIC AIRPORT DISTRICT and RAYMOND L. HEATH agree to amend the above-referenced Service Agreement effective November 1, 2021, as follows:

"1. Extension of Contract. The contract is extended so that Consultant shall continue to perform service hereunder at the pleasure of the District's General Manager not to extend beyond October 31, 2023, without the approval of the District Airport Board of Directors, provided Consultant shall not work more than 960 hours per year. (Average 20 hours per week/48 weeks/year)

All other terms and conditions of the Service Agreement, as amended herein, remain in full force and effect.

Dated: September 23, 2021

SANTA MARIA PUBLIC AIRPORT DISTRICT

Approved as to content for District:

\_\_\_\_\_  
General Manager

By: \_\_\_\_\_  
Steve Brown, President

Approved as to form for District:

\_\_\_\_\_  
District Counsel

By: \_\_\_\_\_  
Hugh Rafferty, Secretary

CONSULTANT:

\_\_\_\_\_  
Raymond L. Heath





September 23, 2021

**Item 10**  
9-23-21

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

Subject: Redistricting

**Recommendation:**

Discuss and provide direction to staff regarding the redistricting process

**Discussion:**

District counsel has contracted with Cooperative Strategies to review the 2020 Census data and compare the results to the current districts as previously developed. Unfortunately, the districts have not grown at the same rate and will require adjustments to meet the requirements for the different voting areas.

Staff recommends continuing the redistricting process with Cooperative Strategies as outlined in slide 7 of their presentation which will complete the process prior to the April 10, 2022 deadline.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Hastert", is written over a light blue circular graphic element.

Chris Hastert, CM  
General Manager





## ► 2020 CENSUS AND REDISTRICTING

SANTA MARIA PUBLIC AIRPORT  
DISTRICT

October 14, 2021



**COOPERATIVE**  
**STRATEGIES**  
ASSESS • PLAN • FUND • BUILD



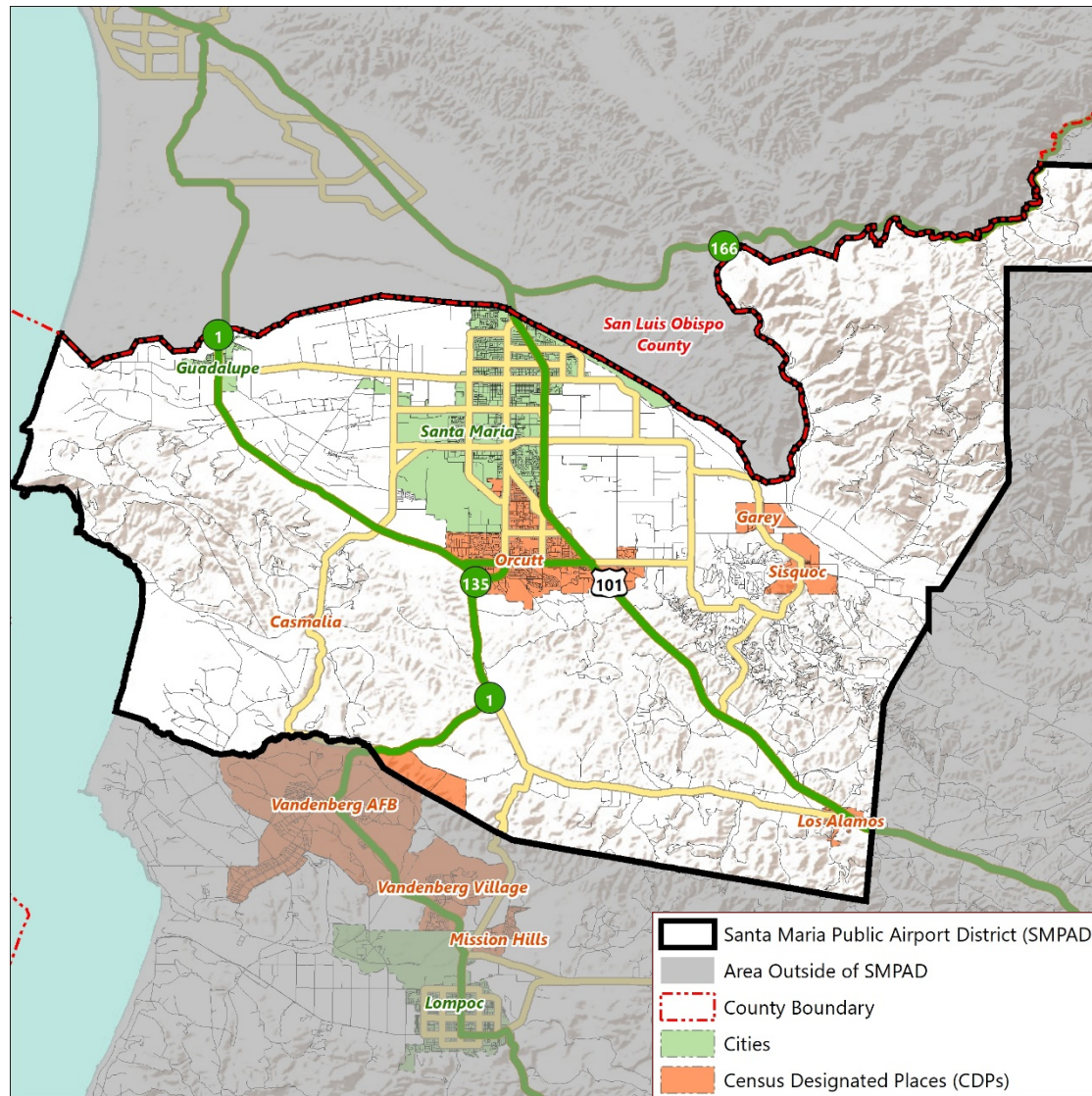
► CENSUS DATA AND REDISTRICTING  
**TIMING OF DATA**

- Release of 2020 Census data has been delayed due to the COVID-19 pandemic
- 2020 Census data was released August 12 and validated data will be released by September 30, 2021
- Timeframe for SMPAD to review and adjust its voting areas is somewhat flexible but all must be completed and submitted to the Registrar of Voters by May 1, 2022



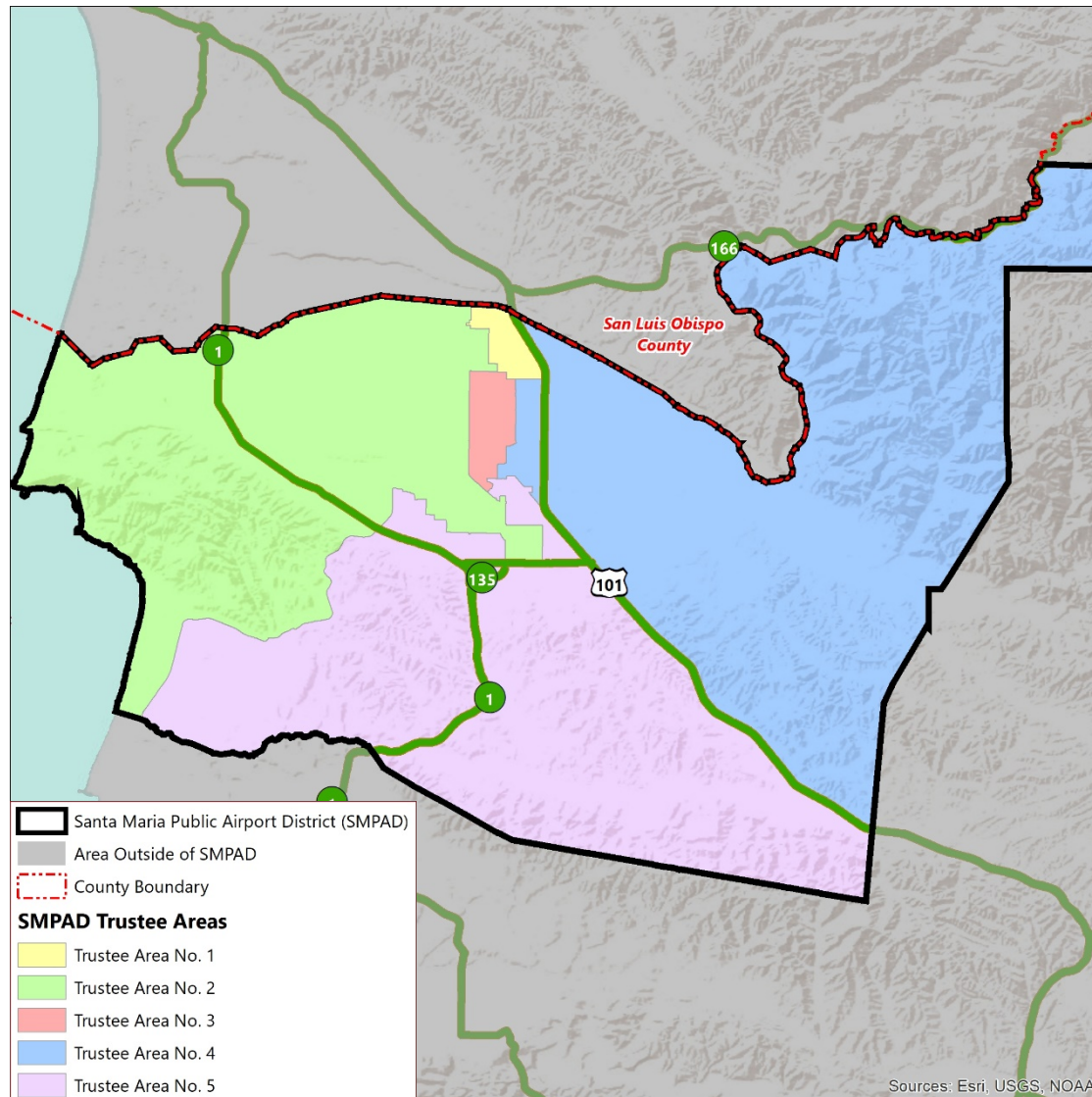


## ► DISTRICT DEMOGRAPHICS



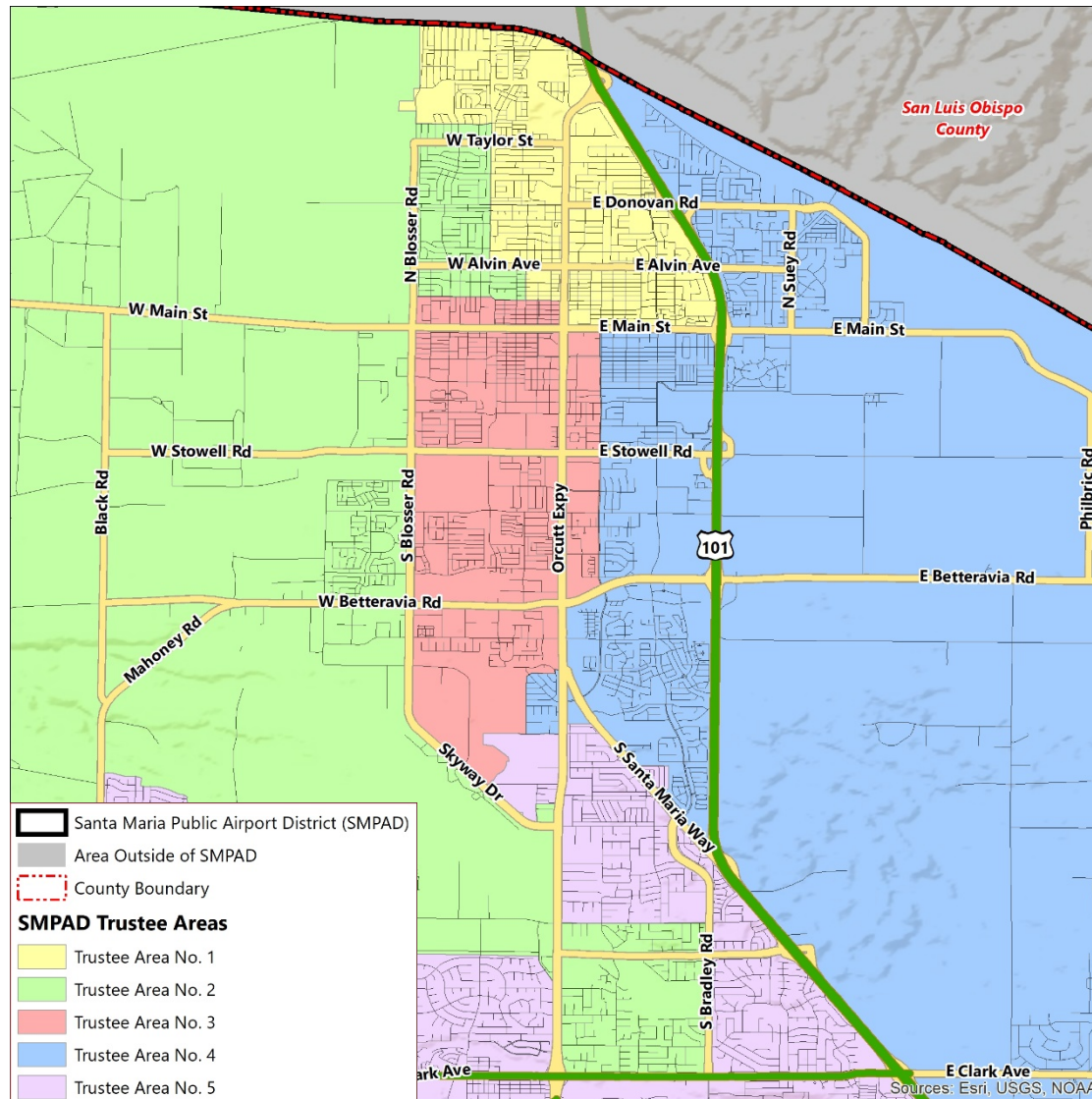


## ► CURRENT VOTING AREAS





## ► CURRENT VOTING AREAS





► CURRENT VOTING AREAS  
DEMOGRAPHICS

TRUSTEE AREA	Trustee Area 1		Trustee Area 2		Trustee Area 3		Trustee Area 4		Trustee Area 5	
TP* vs. CVAP**	TP	CVAP	TP	CVAP	TP	CVAP	TP	CVAP	TP	CVAP
Population	29,419	12,164	31,344	13,722	33,366	9,411	32,143	19,704	29,782	20,265
Population Variance	-5.7%	-19.2%	0.4%	-8.8%	6.9%	-37.5%	3.0%	30.9%	-4.6%	34.6%
Hispanic/Latino	80.3%	55%	75.8%	58%	84.6%	56%	58.7%	38%	37.3%	23%
White	12.9%	36%	16.2%	34%	9.7%	33%	29.7%	52%	52.4%	70%
Black/African American	1.0%	1%	0.9%	1%	0.6%	2%	1.2%	2%	0.9%	2%
American Indian/Alaska Native	0.2%	<1%	0.3%	<1%	0.4%	<1%	0.4%	<1%	0.6%	<1%
Asian	3.9%	7%	4.4%	6%	3.0%	8%	5.8%	7%	3.3%	3%
Native Hawaiian/Other Pacific Islander	0.1%	<1%	0.1%	<1%	0.0%	<1%	0.2%	<1%	0.1%	<1%
Other	0.3%	<1%	0.3%	<1%	0.4%	<1%	0.7%	<1%	0.4%	<1%
Two or More Races	1.3%	<1%	2.0%	<1%	1.3%	<1%	3.2%	<1%	4.9%	<1%



## ► CONSIDERATIONS IN VOTING AREAS



Each area shall contain nearly equal number of inhabitants



Follow man-made and natural geographic features, as much as possible



Drawn to comply with the Federal Voting Rights Act



Respect incumbency, if possible



Compact and contiguous, as much as possible



Other local considerations



Respect communities of interest, as much as possible



## ► PROCESS

DATE	ACTIVITY
October 14, 2021	<b>Board Meeting: Presentation on Process</b>
<b>December 9, 2021</b>	<b>Board Meeting: Presentation on Evaluation of Existing Voting Areas Receive Input on Potential Adjustments</b>
December - January	Cooperative Strategies prepares potential maps of adjusted Voting Areas
January 13, 2022	Draft maps posted to SMPAD Website
<b>January 27, 2022</b>	<b>Board Meeting: Review Initial Scenarios</b>
February 2022	Cooperative Strategies revises scenarios based on Board and public input
March 1, 2022	Draft maps posted to SMPAD Website
<b>March 10, 2022</b>	<b>Board Meeting: Review Maps and Conduct Public Hearing Board Selection of Map</b>
April 10, 2022	Deadline for Board to approve Voting Area adjustments





**QUESTIONS**

A row of yellow school buses is parked in a grassy field under a cloudy sky. The buses are slightly out of focus, and the overall image has a dark, moody tone. A large, semi-transparent letter 'S' is overlaid on the image, with the word 'QUESTIONS' written in white capital letters across its center.





September 23, 2021

**Item 11**  
9-23-21

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

Subject: Supplemental PFAS Investigation

**Recommendation:**

Authorize the President and Secretary to execute a service agreement with SCS Engineers to perform PFAS Supplemental Investigative work.

**Discussion:**

SCS Engineers has provided the attached proposal to conduct a supplemental soil and groundwater assessment for the presence of per- and polyfluoroalkyl substances (PFAS) at the Santa Maria Public Airport. The proposed assessment activities will be conducted pursuant to the recent California State Water Resources Control Board (SWRCB or Water Board) investigation order WQ 2019-0005-DWQ (the Order), and our Supplemental PFAS investigation Work Plan, dated October 8, 2020, and approved by the SWRCB on July 16, 2021.

The project total of \$142,975 is within the total amount budgeted for this item of \$150,000. It is anticipated that there will be additional 3<sup>rd</sup> party charges related to this effort including survey work for the wells and staff time to be reimbursed to the Water Board for oversight.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Hastert", is written over a light blue circular graphic element.

Chris Hastert, CM  
General Manager



# Proposal for Supplemental PFAS Investigation Santa Maria Airport (KSMX)

Mr. Chris Hastert  
General Manager  
Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455



**SCS ENGINEERS**

010882221 | September 15, 2021

8799 Balboa Avenue, Suite 290  
San Diego, CA 92123  
858-571-5500



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**NOT TO BE DISCLOSED TO NON-CLIENT PARTIES**

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September 15, 2021

Mr. Chris Hastert  
General Manager  
Santa Maria Public Airport  
3217 Terminal Drive  
Santa Maria, California 93455

**RE: Agreement for Services 010882221  
Supplemental PFAS Assessment**

**Site: Santa Maria Public Airport (KSMX)  
3217 Terminal Drive  
Santa Maria, California 93455**

Dear Mr. Hastert:

We appreciate the opportunity to present this proposal for environmental consulting services to the Santa Maria Public Airport (Client) to conduct a supplemental soil and groundwater assessment for the presence of per- and polyfluoroalkyl substances (PFAS) at the Santa Maria Public Airport. The proposed assessment activities will be conducted pursuant to the recent California State Water Resources Control Board (SWRCB or Water Board) investigation order WQ 2019-0005-DWQ (the Order), and our Supplemental PFAS investigation Work Plan, dated October 8, 2020, and approved by the SWRCB on July 16, 2021.

This proposal, upon your signature, will be an Exhibit to the previously executed Consulting Agreement (Contract) between SCS Engineers (SCS) and the Client. The signed Exhibit and the Contract will be the agreement for services between SCS and the Client for completing the assessment activities for the above referenced Site.

## **1 BACKGROUND**

On March 20, 2019, Santa Maria Public Airport (Site) received investigation order WQ 2019-0005-DWQ (The Order) from the SWRCB via the Central Coast Regional Water Quality Control Board (RWQCB). The Order required submittal of a work plan for the one-time preliminary investigation of per- and polyfluoroalkyl substances (PFAS) at the Site.

SCS submitted a work plan titled "*PFAS Sampling Work Plan*" (Work Plan) to the RWQCB on October 14, 2019 for review and approval. On December 2, 2019 a meeting between SCS, Site personnel, and the RWQCB was conducted at the Site for the RWQCB to review the Work Plan and provide comments before final approval. On December 16, 2019, the RWQCB provided a revised figure depicting their suggested boring and groundwater sample locations for the nozzle test area. SCS



reviewed and accepted the RWQCBs drilling and sample locations, and conditional approval of the Work Plan was provided by the RWQCB in a letter dated December 23, 2019.

The investigation was conducted on March 24 through 26, 2020. On June 1, 2020, SCS submitted a report titled, *PFAS Investigation Report*, covering the scope and results of the investigation. Based on the results of the Investigation, SCS presented the following conclusions:

- Concentrations of PFAS compounds were reported in soil samples.
- Concentrations of PFAS compounds were reported in groundwater samples and the surface water sample.
- None of the groundwater samples collected from the supply or agricultural wells during the Investigation had concentrations of PFOA or PFOS reported above the laboratory reporting limit and therefore did not exceed the Division of Drinking Water response or notification levels.

As a data gap, SCS noted in the report that groundwater was not encountered in some of the borings originally intended for collection of groundwater samples. The Water Board responded to the PFAS Investigation Report in a letter dated July 16, 2020. In that letter, the Water Board commented that additional site investigation activities are necessary to further delineate the extent of PFAS-impacted media underlying and/or emanating from the airport. The Water Board also noted the following:

- City supply well #5 was inactive and unavailable to sample due to the lack of a pump or piping to facilitate sampling. This constitutes a data gap that needs to be addressed in a supplemental PFAS investigation workplan.
- Publicly available sampling results (including well construction details) for City supply well #10 and the onsite supply wells should be reviewed when developing the supplemental PFAS investigation workplan.
- The supplemental PFAS investigation workplan must include review of construction details for the sampled supply wells (City supply well #6 and the agricultural supply wells).
- Data gaps noted in the PFAS Investigation Report must be addressed in the supplemental PFAS investigation workplan.
- Depth to water measurements obtained during the initial PFAS investigation must be presented in the supplemental PFAS investigation workplan.
- Because PFAS was detected in the northwest portion of the airport and Drainage Basin A, the supplemental PFAS investigation workplan must include an evaluation to determine whether sampling drainage basins in the southwestern portion of the airport is appropriate, and include recommendations and rationale in the supplemental PFAS investigation workplan.

SCS submitted a work plan titled “*Supplemental PFAS Sampling Work Plan*” (Supplemental Work Plan) to the RWQCB on October 8, 2020 for review and approval. On December 16, 2020 a conference call was held between SCS, Site personnel, and the RWQCB to discuss the scope of work presented in the Supplemental Work Plan. The following is a summary of the items discussed during the conference call as listed in the July 16, 2021 letter from the RWQCB.

- The Central Coast Water Board indicated that the proposed characterization activities to be performed within the PFAS source areas lacks a sufficient scope of work to adequately address one or more of the following: lateral/vertical delineation of known soil impacts and/or vertical delineation of known underlying groundwater impacts.



- The Airport District stated that the proposed investigation activities focus on identifying potential impacts to underlying groundwater. The Airport District understands that based on known PFAS impacts and the proposed scope of work, additional soil and groundwater characterization activities may be warranted following implementation of this phase of investigation.
- The Airport District acknowledged the need to delineate soil impacts and indicated that they plan to review existing soil data and adjust the soil sampling program (e.g., depth intervals) accordingly. Further, the Airport District has proposed to recover soil samples at five-foot depth intervals in select PFAS source areas; analysis of select soil samples will be determined based upon depth to first encountered groundwater, existing analytical data, etc.
- The Central Coast Water Board inquired about ‘drainage area B’ shown on a site map.
  - The Airport District indicated that they reviewed the drainage areas and found that airport outfalls drain to Basins A and C and that no identified potential PFAS sources areas drain to ‘drainage area B’.
- The Central Coast Water Board discussed the inactive status of City supply well #5.
  - The Airport District indicated that there are plans to use this well for agricultural practices and hope it will be operable at the time of sampling activities.
- The Central Coast Water Board discussed the need for onsite well construction details.
  - The Airport District plans to contact the City of Santa Maria for well construction information.

These items were addressed in the Supplemental Work Plan prior to receiving conditional approval on from the RWQCB in a letter dated July 16, 2021.

The Water Board presented a deadline of November 16, 2021, for submittal of the supplemental PFAS investigation report. This proposal presents the scope and cost for SCS to conduct the supplemental PFAS investigation.

## **2 OBJECTIVE**

The objective of the proposed scope of services is to further assess the presence and concentrations of PFAS in soil and groundwater at areas of concern at the Site.



### **3 SCOPE OF SERVICES**

#### **PREPARATION FOR FIELD WORK**

##### **Preparation and Submittal of Geotechnical and Environmental Soil Boring Permit Application**

A geotechnical and environmental soil boring permit application is required by the Santa Barbara County Public Health Department (SBCPHD) for borings that will encounter or be drilled within 10 feet of groundwater. Prior to conducting fieldwork, a monitoring well permit application will be submitted to the SBCPHD for approval along with the required fee. The permit application will reflect the proposed construction details of nine (9) permanent groundwater monitoring wells, as well as the field methodology. The permit application will be signed by a state-certified Professional Geologist and submitted to the SBCPHD for approval.

Note prior Client authorization to prepare and submit the necessary permit applications was requested by SCS and approved by the Client via email. The costs for these activities and permit fees have been included in this proposal.

##### **Site Health and Safety Plan**

A Site health and safety plan (Plan) is required for the work conducted at the Site by workers within the exclusion zone pursuant to the regulations in 29 Code of Federal Regulations Part 1910.120 and Title 8 California Code of Regulations Section 5192. The Plan will outline the potential chemical and physical hazards that may be encountered during the drilling and sampling activities. The appropriate personal protective equipment and emergency response procedures for the Site-specific chemical and physical hazards will be detailed in this Plan. All field personnel involved with the field work will be required to read and sign the document in order to encourage proper health and safety practices.

##### **Utility Search and Markout**

Prior to drilling, SCS will notify Underground Service Alert of Southern California and contract with a private underground utility locating company to survey the proposed drill sites to minimize the likelihood of drilling into an underground utility. SCS will also review utility maps provided by Santa Maria Airport, if available.

##### **Onsite PFAS-Free Potable Water Source Assessment**

Field activities will require large volumes of potable water for well installation and decontamination purposes. Due to the high cost of obtaining large quantities of PFAS free water from a laboratory and the potential for potable water sources to contain PFAS, SCS has collected three water samples from separate sources on-Site for analysis of PFAS. The intention of the sampling activities is to identify a potable water source on-Site that contains non-detectable concentrations of PFAS so drillers and/or field staff can use the water for field activities.



## Project Management, Subcontractor Management, and Scheduling

Prior to mobilizing for field work, SCS will notify and schedule the subcontractors including, but not limited to, the laboratory, private utility locator, and the drilling company. In addition, SCS will coordinated with the Client and management representatives of the neighboring property to ensure appropriate scheduling of fieldwork and to minimize disruptions and impacts to their property use.

## FIELD ACTIVITIES

### Proposed Soil and Groundwater Sampling Locations

SCS proposes to advance a total of nine (9) borings and install permanent groundwater monitoring wells in each boring for the Supplemental PFAS investigation at the Site. In addition, SCS proposes to collect one shallow soil sample from Drainage Basin C, one surface water grab sample at both Drainage Basin A and Drainage Basin C, and SCS will attempt to collect a groundwater sample from City supply well #5. The permanent groundwater monitoring wells will be used to obtain additional soil and groundwater data in the AFFF storage, testing, and incident areas. SCS believes that this approach may be sufficient to address the data gaps from the Initial Investigation and further assess PFAS concentrations at the Site. The table below includes details of the proposed borings that will be advanced and samples that will be collected during the supplemental PFAS investigation.

Proposed Soil Borings and Sample Locations

Location	Use/Incident	Number of Groundwater Monitoring Wells	Estimated Boring Depth (feet bgs)	Soil Sample Depth (feet bgs)	Number of Samples	
					Soil	Water
Fire Station	AFFF Storage Area	1	Unknown >20	At 5 foot intervals inside the bore hole, including at, directly above, and directly below groundwater interface	3	1
Coastal Valley Aviation Hangar	2014 Incident: AFFF deployed to suppress fire inside hangar	1	Unknown >30	At 5 foot intervals inside the bore hole, including at, directly above, and directly below groundwater interface	3**	1
ARFF Nozzle Testing Area	Fire truck nozzle testing	3	20-30	At 5 foot intervals inside the bore hole, including at, directly above, and directly below groundwater interface	9**	3



Location	Use/Incident	Number of Groundwater Monitoring Wells	Estimated Boring Depth (feet bgs)	Soil Sample Depth (feet bgs)	Number of Samples	
					Soil	Water
Runway 12/30 at Taxiway A	2007 Incident: AFFF deployed to aircraft on runway	4	15	At 5 foot intervals inside the bore hole, including at, directly above, and directly below groundwater interface	12**	4
Drainage Basin A	Surface Drainage from Areas of Concern	0	NA	NA	0	1*
Drainage Basin C	Surface Drainage from Areas of Concern	0	3	3	1	1*
Supply Wells #5	Groundwater Aquifer	NA	NA	NA	0	1
<b>Total</b>		<b>9</b>		<b>NA</b>	<b>28</b>	<b>12</b>

\* SCS will collect a water sample if water is present in the basin.

\*\* Additional soil samples will be collected, this number indicates the number of samples that will be analyzed by the laboratory

NA: Not applicable

## Drilling and Installation of Groundwater Monitoring Wells

A hollow-stem auger drill rig will be used to advance up to nine (9) borings at selected locations at the Site. Soil samples will be collected with a split-spoon type sampler and transferred into laboratory supplied high-density polyethylene (HDPE) sample jars. Groundwater wells will be installed at appropriate depths based on field interpreted depths of groundwater encountered in each boring. Based on data from the Initial Investigation, groundwater is anticipated to be encountered at the nozzle test area as shallow as 10 feet bgs, and at the 2014 crash area as shallow as 3.5 feet. Groundwater was not encountered at the AFFF storage area or the 2014 hanger fire area during the Initial Investigation, therefore groundwater monitoring wells will be advanced in these areas to the depth at which sufficient groundwater is encountered to collect a sample.

A permanent groundwater monitoring well will be installed in each of the nine (9) borings. The wells will be constructed of 2-inch diameter polyvinyl chloride (PVC) casing and screen. Due to varying depths to groundwater, we anticipate installing 10 to 15 feet of 0.020-inch screened casing from the total depth of each boring, and completing the casing interval with blank casing. Please note that where the groundwater table depth is uncertain, a longer screened interval might be installed. An appropriately graded sand filter pack will be installed around the well screened interval extending approximately 2 feet above the screened interval. The wells will be surged to settle the filter pack prior to installing the annular seal. The well will be completed with a traffic-rated road box set in a concrete apron in accordance with current SBCPHD guidelines.



Please note that while we will attempt to achieve our target depths, we may not be able to do so due to drilling “refusal” from rocks or the hardness/resistance of the soils.

Access to certain PFAS investigation areas may be limited during the day due to airport operations. Because of this some of the drilling and sampling activities for the PFAS investigation may need to be conducted at night. SCS has budgeted one 8-hour shift at night to install the four shallow groundwater monitoring wells near the airport runway.

## Groundwater Monitoring Well Development

The groundwater monitoring wells will be developed with a surge block and either stainless steel bailer or purge pump in order to remove fines from the well casing and provide better hydraulic communication with the surrounding saturated unconsolidated sediments.

## Well Survey

After completion, all new Site monitoring wells will be surveyed by a licensed land surveyor to allow for an accurate estimate of groundwater elevation and gradient in accordance with State of California regulations. SCS has assumed that the Client will contract this work directly.

## Investigation Derived Waste

Investigation derived waste (IDW), including any soil cuttings, purge water, and decontamination rinsate generated from the well installation activities will be placed into 55-gallon drums which will be labeled and left on-site pending receipt of analytical results and evaluation of disposal options. SCS anticipates the drums from the various locations investigated will be transported to a central drum storage location determined by airport personnel. Costs for IDW disposal have not been included in this proposal. SCS can evaluate disposal options and prepare a separate proposal for Client authorization for IDW disposal following the completion of field activities and receiving sample results.

## Sampling and Analysis Plan

### Soil Sampling Procedures

Nine (9) borings will be advanced in the AFFF storage and incident areas for the installation of permanent groundwater monitoring wells. In each boring, soil samples will be collected for logging purposes at approximate 5 foot intervals and at significant geologic contacts identified in the field, and at the field-interpreted water table. Soil samples will be collected with a split-spoon type sampler. The soil sample collected at or nearest the water table, and the soil samples collected immediately above and below that sample, will be submitted to the laboratory for analysis. Additional soil samples may be analyzed if determined necessary by field personnel.

In addition, one (1) boring will be advanced at Drainage Basin C with a stainless steel hand auger. A soil sample will be collected from this boring at an approximate depth of 3 feet bgs. Once collected, soil samples will be transferred into laboratory supplied HDPE jars for transport to the laboratory. Sampling personnel will thoroughly wash their hands and put on clean powderless nitrile gloves before collecting samples, handling sample containers, and handling sampling equipment. The soil sampling equipment will be decontaminated on-Site between soil samples to minimize the likelihood of “cross-contaminating” the samples and to minimize the potential for a “false positive”.



The soil sample containers will be immediately sealed, labeled, and packed in ice filled coolers for delivery to a laboratory for analysis. Up to 28 soil samples will be collected and sent to a State-certified laboratory to be analyzed for PFAS contaminants by EPA Method 537 modified. Chain-of-custody procedures will be implemented for sample tracking. A written analytical report will be provided by the laboratory upon completion of the sample testing. The work conducted at the Site will be overseen by a California state-registered Professional Geologist. Soil samples will be described in general accordance with the Unified Soil Classification System.

### **Special Considerations for Collecting PFAS Samples**

Specific procedures should be followed when sampling for PFAS due to the potential for cross contamination of PFAS from common consumer products containing PFAS. In addition to specific procedures that must be followed, the SWRCB has provided a list of restricted materials that should not be worn or used by field personnel involved in PFAS sampling activities in an attempt to prevent cross contamination. Some of these restricted materials are listed below:

- Water/stain/dirt-resistant rated clothes (including but not limited to Gore-Tex™, Scotchgard™, RUCO®, etc.)
- New unwashed clothing
- Clothes recently washed with fabric softeners
- Clothes chemically treated for insect resistance and ultraviolet protection
- Coated Tyvek®
- Latex gloves
- Various sunscreens, bug repellants, and food packaging items

A detailed list of allowable materials and sampling procedures for PFAS investigations are included in the California State Water Quality Control Board Division of Water Quality “Per- and Polyfluoroalkyl Substances (PFAS) Sampling Guidelines for Non-Drinking Water”<sup>1</sup> (PFAS Sampling Guidelines). SCS will conduct the sampling in accordance with the PFAS Sampling Guidelines.

### **Groundwater Sampling Procedures (Monitoring Wells)**

Groundwater monitoring wells will be purged and sampled using a low-flow peristaltic or, if necessary a low-flow bladder pump and HDPE tubing. Sampling personnel will thoroughly wash their hands and put on clean powderless nitrile gloves before collecting samples, handling sample containers, and handling sampling equipment. Clean, unused HDPE tubing will be used for sample collection at each groundwater monitoring well and tubing will be disposed of at the completion of sampling activities at each well. Peristaltic pumps do not require decontamination because sample media does not come in direct contact with any of the pumps components. If a bladder pump is required due to depth of groundwater, bladders will be discarded and the pump will be decontaminated between samples. Special consideration will be taken in regard to hand cleanliness and glove changing to minimize the likelihood of “cross-contaminating” the samples and to minimize the potential for a

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<sup>1</sup> California Stat Water Quality Control Board Division of Water Quality, Per- and Polyfluoroalkyl Substances (PFAS) Sampling Guidelines for Non-Drinking Water, dated September, 2020.



“false positive”. The purging and groundwater sampling will be conducted in general accordance with the PFAS Sampling Guidance.

Before sampling, groundwater will be purged and monitored for water quality in order to facilitate collecting a representative groundwater sample. Purged groundwater will be pumped through a flow-through cell of known volume containing the probe assembly of a calibrated water-quality meter capable of measuring pH, dissolved oxygen, conductivity, salinity, total dissolved solids, temperature, turbidity, and oxidation/reduction potential. Upon completion of purging, the water-quality meter probe assembly and associated low-flow cell interior will be disconnected and decontaminated. Groundwater samples will be collected directly from the dedicated HDPE tubing at each well and will be collected directly into laboratory supplied sample HDPE bottles for transport to the laboratory. Up to 9 groundwater samples will be collected from the groundwater monitoring wells.

Groundwater sampling activities, sample labeling, sample packaging, sample tracking, and decontamination procedures will be conducted in general accordance with the PFAS Sampling Guidelines including the specific requirements listed in the soil sampling procedures section above.

### **Groundwater Sampling Procedures (Supply Well)**

SCS understands the City of Santa Maria, City well #5 is currently active, and therefore SCS will attempt to purge the well until the water temperature has stabilized, or a minimum of one well casing volume has been removed prior to collecting a sample. If the dedicated pump at city supply well #5 is not functioning, and if feasible, SCS will attempt to collect a sample using a low-flow bladder pump following the procedure outlined above.

Supply well sampling activities, sample labeling, sample packaging, sample tracking, and decontamination procedures will be conducted per the PFAS Sampling Guidelines including the specific requirements listed in the soil sampling procedures section above.

### **Surface Water Sampling (Drainage Basins A and C)**

If water is present in Drainage Basin A and C, a surface water grab sample will be collected below the surface of the water at a depth judged to be representative of bulk surface water (if present). SCS will attempt to collect samples toward the middle of the water column or at a depth of approximately 1 foot below the surface based on site conditions. The sample will be collected directly into a laboratory supplied HDPE bottle. The sample bottle will be immediately sealed, labeled, and packed in ice filled coolers for delivery to a laboratory for analysis.

Surface water sampling activities, sample labeling, sample packaging, sample tracking, and decontamination procedures will be conducted per the PFAS Sampling Guidelines including the specific requirements listed in the soil sampling procedures section above.

### **Field Quality Control Samples**

Field quality control samples will be collected due to the abundance of material that contain PFAS and high potential for cross contamination and false positives. Field quality control samples include equipment blanks, field blanks, trip blanks, and field duplicates. These samples are defined in the PFAS Sampling Guidelines as listed below:

- *Field duplicates are replicate samples collected in the field and submitted to the laboratory as two distinct samples. Field duplicates are used to verify the precision of*



*field and laboratory activities. The Field Duplicate (FD) is a sample collected from a sample location at the same time and under identical circumstances as the field sample and treated the same throughout field and laboratory procedures.*

- *A Field Blank (FB) is collected to verify that the sampling environment does not introduce PFAS and cross-contaminate samples during the sampling event. For the analysis of aqueous matrices, the field blank is collected by pouring PFAS-free reagent water that is stored in an acceptable sample container for PFAS sampling into an empty, clean sample container at the sampling site. The sample containers and supplies to process a field blank should be prepared and provided by the laboratory prior to the sampling event. The field blank is treated the same throughout field and laboratory procedures.*
- *Equipment blank samples are collected by passing laboratory-verified PFAS-free water over or through decontaminated field sampling equipment before the collection of field samples to assess the adequacy of the decontamination process and/or to evaluate potential contamination from the equipment used during sampling.*
- *Trip blanks are a bottle of PFAS-free water that is prepared in the laboratory, travels from the laboratory to the site, and then gets transported back to the laboratory without having been exposed to any sampling procedures. The trip blank sample is used to assess cross-contamination introduced from the laboratory and during shipping procedures.*

SCS will collect the following field quality control samples during the supplemental PFAS investigation at the Site:

- Field duplicate samples will be collected from one of the groundwater wells and the supply well. Additionally, one replicate soil sample will be collected per 20 soil samples collected per day, SCS expects up to 5 replicate soil samples total.
- One (1) field blank sample per day of sampling activities. SCS expects up to 7 field blank samples total.
- Two (2) equipment blank samples. One will be collected by pouring laboratory supplied PFAS-free water over decontaminated soil sampling equipment into a laboratory supplied HDPE sample container. The second will be collected by pumping laboratory supplied PFAS-free water into a laboratory supplied HDPE sample container using the peristaltic pump and unused HDPE tubing.  
*Note If a bladder pump is required for groundwater sampling, an additional equipment blank will be collected by pumping laboratory supplied PFAS-free water into a laboratory supplied HDPE sample container using the bladder pump.*
- Three (3) trip blank samples.

## **Decontamination Procedures**

Decontamination of sampling equipment will be conducted per the PFAS Sampling Guidelines. Specific decontamination requirements set out by the SWRCB are listed below:



- *Use of laboratory supplied PFAS-free deionized water is preferred for cleaning and decontamination.*
- *Commercially available deionized water may be used for cleaning and decontamination if the water is verified to be PFAS-free.*
- *Municipal drinking water may be used for cleaning or decontamination if the water is known to be PFAS-free.*
- *Do not use Decon 90®*
- *Alconox®, Liquinox®, and Citranox® can be used for equipment cleaning and decontamination.*
- *Sampling equipment can be scrubbed using a polyethylene or Polyvinyl chloride (PVC) brush to remove particulates.*

## **LABORATORY ANALYSIS**

The soil and groundwater samples collected will be submitted to a state accredited laboratory for analysis for the minimum list of 23 PFAS required in the Order using EPA Method 537 Modified. In addition, surface water samples collected from the Drainage Basins will be analyzed for general chemistry parameters outlined in the Order.

The standard hold time for samples pending PFAS analysis is 14 days. Soil samples are required to have a minimum sample volume of 5 grams for PFAS analysis, and groundwater samples are required to have a minimum volume of 250 milliliters.

## **REPORTING**

A PFAS Sampling and Analysis Report (Report) will be prepared and submitted to the RWQCB. The Report will include the following components, required by the Order:

- A description of the sampling activities;
- A summary table of analytical results;
- A copy of the Chain of Custody;
- A copy of the field sampling logs and groundwater well construction logs;
- A copy of the site map showing the sampling locations; and
- A copy of laboratory analytical results of the monitored media.
- Publicly available analytical testing information from City well #10 and other available supply wells, as appropriate;
- Available well construction details for City supply wells #5 and #10, and the agricultural supply wells in the western portion of the airport.

The Report will be peer reviewed and signed by a registered Professional Geologist.



Appropriate steps will be taken to adhere to the state regulations (pursuant to AB2886) by submitting the laboratory data and reports to the State Water Resources Control Board Geotracker database in electronic delivery format.

## **AS-NEEDED PROJECT MANAGEMENT, CLIENT CORRESPONDENCE, AND REGULATORY LIAISON**

This task includes SCS project management as well as Client and regulatory agency correspondence, meetings, and liaison. Upon approval we can also do as-needed work for an agreed upon amount on an hourly time and materials basis as required or directed by you.

## **4 PROFESSIONAL STAFF**

Our project team includes California-licensed Professional Geologists, Hydrogeologists, and Engineers. The proposed work will be overseen by a State-registered Professional Geologist. Pursuant to State of California law, a PDF copy of the Report will be submitted to the SWRCB GeoTracker database for Water Board review and comment.

## **5 ESTIMATED SCHEDULE AND COSTS**

We anticipate being able to start work on the project immediately upon receipt of the executed contractual documents. We have currently scheduled the fieldwork activities between September 27 and October 8, 2021. We should receive final laboratory results within 10-15 business days of the laboratory receiving samples. SCS's report is anticipated to be completed and submitted to the SWRCB on or before November 16, 2021.

We have summarized the lump sum and estimated time and materials (T&M) costs for this scope of services in the table below:

Description	Cost Basis	Costs
Preparation for Fieldwork and Permitting	Lump Sum	\$13,000
Drilling, Well Installation, and Soil Sampling	Lump Sum	\$73,750
Well Development	Lump Sum	\$15,250
Groundwater Sampling	Lump Sum	\$8,975
Laboratory Analysis	T&M	\$25,000
Assessment Report Preparation	Lump Sum	\$7,000
<b><i>Project Total</i></b>		<b><i>\$142,975</i></b>
As-Needed Project Management, Client Correspondence, and Regulatory Liaison	T&M	\$5,000



Compensation described herein shall be subject to renegotiation, if authorization to proceed has not been given within 30 days of the date of the Agreement of Services. We propose to perform our services and invoice, in accordance with the previously executed Contract, and the enclosed Fee Schedule, and Conditions of Service.

If we may assist you in any way, please do not hesitate to call us. We look forward to working with you on this important project.

Sincerely,

A handwritten signature in blue ink, consisting of the letters 'AB' in a stylized, cursive font.

Austin Bailey  
Project Manager  
**SCS ENGINEERS**

A handwritten signature in blue ink, reading 'Chris Crosby' in a cursive script.

Chris Crosby  
Project Manager  
**SCS ENGINEERS**

A handwritten signature in blue ink, appearing to be 'CH' followed by a long horizontal stroke.

Chuck Houser, PG, CEG, CHg  
Project Manager  
**SCS ENGINEERS**

Enclosures



Upon acceptance and execution of this Proposal, this document will serve as an Exhibit to the previously executed Client Consulting Agreement (Contract) between SCS and the Client. The Client should sign this Exhibit and return a copy to us. Upon our countersignature, one fully executed Exhibit will be returned to you for your records.

\_\_\_\_\_  
Signature of SCS Representative

\_\_\_\_\_  
Signature of Client Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**01219192**  
\_\_\_\_\_  
*Project Number*

**00**  
\_\_\_\_\_  
*Exhibit Number*



## **CONDITIONS OF SERVICE**

This Agreement for Services is based on, but not limited to, the following conditions:

### **Client Service Support**

The Client responsibilities are the following:

- Read through and thoroughly understand the Proposal in its entirety, including the cost(s), schedule, and standard corporate terms and conditions statement.
- Inform SCS at once if any portion of the Proposal is found to be unacceptable. This will usually necessitate the prompt issuance of a revised Proposal. Standard corporate terms and conditions are generally not negotiable.
- Sign and date a copy of the Proposal and return the signed copy to SCS's office in a timely fashion.
- Provide available reports (such as geotechnical and grading), maps, as-built drawings, and all other documentation regarding historical land usage and Site history, including but not limited to construction plans, subsurface investigations, geophysical studies, and copies of previous environmental studies (if available).
- Assist in scheduling the Site visit and provide access to the Site, including entrance to restricted or sensitive areas (if applicable).
- Furnish as much information as possible pertaining to the history of the property and storage and use of PFAS containing materials, specifically AFFF.
- In those instances where the assessment includes subsurface investigation, provide as much information as possible regarding the locations of underground utilities.

### **Basis for Estimated Budget and Schedule**

The budget and schedule for the proposed services have been estimated on the basis of the following assumptions:

- No scheduling or other unforeseen difficulties in obtaining data are encountered.
- SCS will not be denied access nor be restricted in work hours performed at the Site.
- Please note that the budget includes only \$25 in copying costs. Should additional copying of regulatory records or files be necessary, you will be charged on a time and materials basis.
- One hard copy and one electronic copy of the Report will be provided to the Client. Should additional copies be requested they will be prepared on a time and materials basis in accordance with the currently applicable fee schedule.
- Unless specifically identified in our Proposal, client or agency meetings and teleconferences requested by the Client will be billed on a time and materials basis.
- Unless specifically identified in our Proposal, draft reports for Client or attorney review, status reports or Client updates and summary emails or reports will be billed on a time and materials basis.



## **General**

- Title 22, California Code of Regulations, will serve as the appropriate reference for assessing what is a hazardous waste.
- SCS will maintain Commercial General Liability insurance and Auto Liability insurance with limits of \$2,000,000 and will name Client and other parties designated by Client as additional insureds thereon, but rights as additional insureds are subject to the limitation of liability provisions in the Contract.



Fee Schedule  
(Effective April 1, 2021 through March 31, 2022)

	<b>Rate/Hour</b>
Clerical .....	75
Administrative/Secretarial .....	80
Office Services Manager/Project Administrator .....	95
Technical Editor.....	115
Technician .....	80
Senior Engineering Technician.....	90
CADD Drafter.....	92
Designer/Drafter.....	112
Project Analyst.....	119
Associate Staff Professional.....	96
Staff Professional I.....	110
Staff Professional II.....	115
Staff Professional III .....	123
Construction Superintendent.....	123
Project Professional I.....	127
Project Professional II.....	140
Senior Project Professional I.....	148
Senior Project Professional II.....	156
Senior Project Professional III .....	166
Project Manager I.....	170
Project Manager II.....	185
Project Manager III.....	200
Certified Industrial Hygienist .....	205
Senior Project/Technical Manager/Advisor .....	227
Project Director I .....	255
Project Director II .....	280
Principals .....	See Note 7

**General Terms**

1. Scheduled rates are effective through March 31, 2022. Work performed thereafter is subject to a new Fee Schedule.
2. Scheduled labor rates include overhead, administration, and profit. Costs for outside consultants and subcontractors, equipment/supplies, and for job-related employee travel and subsistence, are billed at actual cost plus a 15 percent administrative fee.
3. Charges for SCS field equipment and instruments will be in accordance with SCS's Field Equipment Rental Rates Schedule in effect at the time the work is performed. Company trucks are charged at \$65 for up to a half day (4 hours) of use, and \$115 for up to a full day (company cars at \$53/\$94). These charges incorporate an allowance of 100 miles per job per day; a \$0.37





per mile surcharge is applied for additional miles. Vehicle charges for long-term and/or high-mileage projects may be negotiated on a case-by-case basis.

4. Invoices will be prepared monthly or more frequently for work in progress, unless otherwise agreed. Invoices are due and payable upon receipt. Invoices not paid within 30 days are subject to a service charge of 1.5 percent per month on the unpaid balance.
5. Payment of SCS invoices for services performed will not be contingent upon the client's receipt of payment from other parties, unless otherwise agreed in writing. Client agrees to pay legal costs, including attorney's fees, incurred by SCS in collecting any amounts past due and owing on client's accounts.
6. For special situations such as expert court testimony and limited consultation, hourly rates will be on an individually negotiated basis and general litigation support will be charged at normal hourly rates.
7. Hourly rates for Principals will be on an individually negotiated basis. Typically, these rates are \$306/hour for Vice Presidents and other Principals, \$325/hour for Senior Vice Presidents, and \$365/hour for Senior Executives.
8. Per diem will be charged on all projects requiring overnight stays from our office. The per diem rate is \$175 per day per person or the federal per diem rate for the area, whichever is greater.
9. Overtime will be charged at 125 percent of standard rates for weekday work in excess of 8 hours. Work performed on holidays and weekends will be charged at 150 percent of standard rates.





**Date: September 23, 2021**

**To:** Board of Directors

**From:** General Manager

**Subject: Agenda Item #12: Adopt a Resolution Authorizing Remote Teleconference Meetings, Discuss Board Meeting Protocols and Provide Staff Direction as Needed**

### **Recommendation**

It is recommended that your Board:

1. Adopt a Resolution Authorizing Remote Teleconference Meetings.
2. Discuss and provide direction to staff as needed on desired protocols for in-person meetings when resumed.

### **Discussion**

The District continues to carefully monitor the COVID-19 Coronavirus pandemic and follow the direction of the County Public Health Department in coordination with other local agencies. The Virtual Public Meeting Protocols were adopted by the Board on April 9, 2020, with the Declaration to alter the meeting location and establish virtual public meeting protocols as a result of the coronavirus pandemic.

AB 361 was signed by the Governor on September 16, 2021, which allows public agencies to continue to meet remotely during the state of emergency. The attached Resolution was provided by the California Special Districts Association on September 17, 2021. Adoption of the Resolution will allow the District to continue to hold remote meetings and help protect the health of the public, Board members, and staff.

Staff intends to continue with remote public meetings for as long as legally permissible. Once in-person meetings resume, the District will continue to follow County Public Health Department recommendations and OSHA regulations. The Brown Act does allow for continued use of videoconference locations under normal circumstances, however, notice of public meetings must be posted at each location and the public must be able to attend at each location.

### **Other Agency Involvement**

None

### **Other Financial Considerations**

None

### **Results**

The District's response to the COVID-19 pandemic contributes to a safe, healthy, livable, and well- governed community.



## Attachments

- Resolution

Thank you,

A handwritten signature in blue ink, appearing to read "Chris Hastert", with a stylized flourish at the end.

Chris Hastert  
General Manager



## **RESOLUTION NO. 900**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S ORDER DATED MARCH 4, 2020 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SANTA MARIA PUBLIC AIRPORT DISTRICT FOR THE PERIOD OF SEPTEMBER 23, 2021 TO OCTOBER 23, 2021 PURSUANT TO BROWN ACT PROVISIONS**

#### **Recitals**

WHEREAS, the SANTA MARIA PUBLIC AIRPORT DISTRICT ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020, due to COVID-19; and

WHEREAS, on September 5, 2021, the Santa Barbara County Health Officer issued Order 2021-10.4 requiring face coverings in all public indoor settings attributable to the rise in SARS-CoV-2 Delta Variant; and



WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California and the Santa Barbara County Health Officer's Order 2021-10.4; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted virtual meeting protocols on April 9, 2020, which include options for public participation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Santa Maria Public District, as follows:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.
3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.
4. Remote Teleconference Meetings. The General Manager and Staff of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. Effective Date of Resolution. This Resolution shall take effect on September 23, 2021, and shall be effective until the earlier of (i) October 23, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.



**ADOPTED** by the Board of Directors of the \_\_\_\_\_ District on \_\_\_\_\_, 2021,  
by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

Dated: September 23, 2021

SANTA MARIA PUBLIC AIRPORT DISTRICT

Approved as to content for District:

\_\_\_\_\_

General Manager

By: \_\_\_\_\_

Steve Brown, President

Approved as to form for District:

By: \_\_\_\_\_

Hugh Rafferty, Secretary

\_\_\_\_\_

District Counsel





September 23, 2021

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

**Subject:** Authorization for tuition reimbursement for one staff member

**Summary**

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

**Budget**

Course	Tuition	Books	Total
Organizational Behavior	\$1,346.00		\$1,346.00

**Overall Impact**

Approved 2021-2022 Budget for Education	\$17,600.00
Previously Approved for Education	1,346.00
Current Balance for Education	16,254.00
Amount of this Request	1,346.00
Balance Remaining if Approved	14,908.00

**Recommendation**

I recommend we repay Mrs. Osborn. 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,

Veroneka Reade  
Manager of Finance & Administration





Carla Osborn

**Account No:**  
**Statement Print Date:** 2513380  
**Statement From/To Date:** 9/9/2021 11:46 AM  
7/1/2021 To 8/2/2021

Charges				
Date Posted	Term	Item Description	Amount	Currency
Total Charges:			.00	

Payments				
Date Posted	Term	Item Description	Amount	Currency
07/02/2021	Student Financials CR	Payment by PayPath	-1,346.00	USD
Total Payments:			-1,346.00	

Refunds				
Date Posted	Term	Item Description	Amount	Currency
Total Refunds:			.00	

Financial Aid				
Date Posted	Term	Item Description	Amount	Currency
Total Financial Aid:			.00	

**Net Total for Statement Date Range: -1,346.00**

*Charges are based on your home campus published rates. Residential and Worldwide students are only eligible for your campus specific rates regardless of modality.*

*Embry-Riddle will not provide refunds of tuition or fees due to suspension, modification, or cancellation of operations resulting from an act of God, strike, riot, disruption, health or safety emergency, or for any other reason beyond the control of the University.*

**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 2021-07 July

**Cumulative GPA:** 4.000

Class	Course Title	Units	Grade
OBLD 317	Organizational Behavior	3.00	A