

MINUTES OF THE REGULAR MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS

January 20, 2021 - 9:00 AM

SPECIAL AND URGENT NOTICE ELIMINATING IN-PERSON PUBLIC PARTICIPATION AT MONTEREY PENINSULA AIRPORT DISTRICT BOARD MEETINGS

Due to the directives contained in the Governor's Declarations of Emergency for the State of California (Executive Orders N-25-20 and N-29-20), and the Governor's and County Public Health Officer's recent order related to public assemblies, the Board of Directors of the Monterey Peninsula Airport District is required to limit in-person attendance at the upcoming Board meeting. Members of the public may utilize alternative measures established by the Monterey Peninsula Airport District to listen to Board meeting and/or to communicate your opinions to the Board Members.

To participate in the Board meeting via Zoom video conference, please visit www.zoom.us/join and enter the following Meeting ID: 831 5980 6844. If you do not have access to the internet, you may also participate telephonically by calling (253) 215-8782 and entering the same Meeting ID. Members of the public who wish to provide comment on an item on the agenda may do so during the meeting prior to the item being considered by the Board, as outlined below.

REMOTE PUBLIC COMMENTS To make a public comment, the following options are available:

1. Before the Meeting via Email: Written comments can be emailed to info@montereyairport.com. Include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)." Written comments must be received by 8:00 AM on the day of the meeting. All submitted comments will be provided to the Board for consideration and will be compiled as part of the record. The written comments will be read aloud into the record by District Counsel.
2. During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Secretary to the Board will call speaker names and unmute speaker microphones. You will have up to 3 minutes to provide your oral comments, pursuant to Board policy.

A. CALL TO ORDER/ROLL CALL

Chair Leffel called to order the Regular Meeting of the Board of Directors at 9:01 AM. Directors Cursio, Miller, Sabo and Sawhney were present. The following District Officers were present: Executive Director La Pier, District Counsel Huber, Acting District Secretary Auker, Deputy Executive Director Bergholz and Deputy Director Morello.

B. PLEDGE OF ALLEGIANCE

Chair Leffel led the Pledge of Allegiance.

Chair Leffel made a motion to move Item J.1, Oath of Office for Elected Board Members, up to this point in the agenda. Director Miller seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

Presentation 1. Oath of Office for Elected Board Members

District Counsel Huber administered the Oaths of Office for Directors Leffel, Sawhney and Sabo.

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

None.

D. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

E. SEATING OF CHAIR

Chair Leffel welcomed Director Cursio and turned her seat as Chair over to him.

Chair Cursio thanked Director Leffel for her time as Chair.

F. SELECTION OF CHAIR PRO TEM

Chair Cursio moved to appoint Director Miller as Chair Pro Tem. Director Sawhney seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

G. APPOINTMENT OF COMMITTEES BY CHAIR

Chair Cursio made the following Committee appointments:

a. Standing Committees:

- i. Budget and Finance *Directors Leffel & Sawhney*
- ii. Air Service, Marketing, Community Relations *Directors Cursio & Sabo*
- iii. Airport Property Development and Leases *Directors Cursio & Miller*

b. Ad-Hoc Committees:

- i. Local Jurisdiction Liaison *Directors Leffel & Miller*

c. Liaison/Representatives:

- i. Local Agency Formation Commission *Director Leffel* *Alt: Sawhney*
- ii. Regional Taxi Authority *Director Leffel* *Alt: Sawhney*
- iii. Transportation Agency for Monterey County *Director Sabo* *Alt: Cursio*
- iv. Special Districts Association Liaison *Director Miller* *Alt: Leffel*
- v. Association of Monterey Bay Area Governments *E.D. La Pier* *Alt: Sabo*

Director Leffel moved to accept Chair Cursio’s Committee appointments. Director Miller seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

H. CONSENT AGENDA - ACTION ITEMS

The Consent Agenda consists of those items which are routine and for which a staff recommendation has been prepared. A Board member, member of the audience or staff may request that an item be placed on the deferred consent agenda for further discussion. One motion will cover all items on the Consent Agenda. The motion to approve will authorize the action or recommendation indicated.

- Approve 1. Minutes of the Regular Meeting of December 16, 2020
- Approve 2. Minutes of the Special Meeting of December 18, 2020
- Approve 3. Minutes of the Committee Meeting of the Airport Property Development and Leases Committee of January 12, 2021
- Approve 4. Minutes of the Committee Meeting of the Air Carrier Service, Marketing and Community Relations Committee of January 12, 2021
- Approve 5. Minutes of the Committee Meeting of the Budget and Finance Committee of January 13, 2021

Director Sabo requested to pull Consent Agenda Item H.4.

Director Leffel moved to approve Items H.1, H.2, H.3 and H.5. Director Miller seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

I. DEFERRED CONSENT AGENDA - ACTION ITEMS

Director Sabo expressed he was concerned that the minutes of the Air Service Committee meeting were rather abbreviated. He requested the following additions to the minutes:

"Director Sabo requested that on the Noise Report the weather conditions at the time of the complaint be noted to clarify if aircraft were arriving under Visual or Instrument rules.

Director Sabo inquired as to the availability of food and coffee for passengers from the new restaurant operator. Executive Director La Pier informed that on some days, food and coffee were not available from Fly Away Cafe due to virus issues along with unpredictable outbound passenger counts.

Director Sabo requested that staff monitor and report inbound Air Carrier diversions or cancellations due to low ceiling and visibility weather conditions.

Executive Director La Pier informed of the marketing efforts related to new SEA service. Director Sabo suggested that this might be a good time to use print media at The Californian and Carmel Pine Cone to get the word out about this new service.

Regarding new service by Allegiant to Portland, Director Sabo inquired as to whether Allegiant would receive an MRY waiver of fees for this new service. Executive Director La Pier informed that no subsidies would be offered to Allegiant and none were requested."

Director Sawhney stated that she did not recall Executive Director La Pier stating that there were any issues with Fly Away Café food and beverage service due to COVID-19.

Executive Director La Pier clarified that he did not indicate any COVID-19 issues with Fly Away Café.

Director Leffel moved to approve Item H.4, with Director Sabo's additions, aside from the comment about Fly Away Café food and beverage service. Director Miller seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

J. REGULAR AGENDA - ACTION ITEMS

Presentation 1. Oath of Office for Elected Board Members

Item J.1 was presented prior to Item C.

Presentation 2. Overview of Current Instrument Procedure Capabilities on Runway 10R/28L

Chair Cursio introduced Paul Hannah, Lean Engineering.

Mr. Hannah presented the Overview of Current Instrument Procedure Capabilities on Runway 10R/28L. He discussed an overview of IFR approach procedures, the effectiveness of current approaches, the consideration of lower instrument approach minimums and emerging technologies.

No public comments.

The Board discussed Item G.2 and thanked Mr. Hannah for his time and the presentation.

Adopt 3. Resolution No. 1792, A Resolution Approving the FY 2021 Airport Capital Improvement Plan (ACIP); Approve Submittal to the FAA; Authorize the Executive Director to Execute All Supporting Documents

Executive Director La Pier introduced Item G.3, stating that the proposed Resolution was to approve an annual planning document to be provided to the FAA, for their financial planning purposes.

Deputy Director Morello presented Item G.3, expanding on Executive Director La Pier's introduction. She stated that the Airport Capital Improvement Plans allow FAA to navigate and push for funding for Airports within each of the FAA's regions. She listed the projects that are included in the proposed FY 2021 ACIP. She noted that submission to the FAA is required and the Board adopts the ACIP by resolution annually.

No public comments.

The Board discussed Item G.3.

Director Leffel stated that the proposed Resolution No. 1792 was reviewed extensively by Finance Committee and they recommend adoption by the Board.

Director Leffel moved to adopt Resolution No. 1792. Director Miller seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1792

A RESOLUTION APPROVING THE FY 2021 AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP); APPROVE SUBMITTAL TO THE FAA; AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE ALL SUPPORTING DOCUMENTS

WHEREAS, the Monterey Peninsula Airport District owns and operates the Monterey Regional Airport; and

WHEREAS, regular Board meeting updates have included review of the Airfield Safety Enhancement Program for Taxiway "A" Relocation and future Monterey Regional Airport projects and the priorities for same; and

WHEREAS, the Monterey Peninsula Airport District has compiled a list of capital improvement projects in the Airport Capital Improvement Plan (ACIP) that will best serve current and future airport users while maintaining airport facilities; and

WHEREAS, the FY 2021 ACIP includes conceptual projects anticipated to be undertaken in the next five-years as well as multi-phased project components included in the Airfield Safety Enhancement Program for Taxiway "A" Relocation as evaluated in the National Environmental Policy Act (NEPA) Finding of No Significant Impact (FONSI) dated June 8, 2020; and

WHEREAS, the Federal Aviation Administration (FAA) and the California Department of Transportation may provide funds for qualified ACIP projects.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT THAT: the Executive Director of the District, or his designee, is authorized and directed, for and on behalf of the Monterey Peninsula Airport District, to

submit the attached FY 2021 ACIP to the FAA and funding application(s) in support thereof, and to execute and submit all future documents necessary to implement such ACIP and application(s), including grant agreements and any amendments thereto, and that the District Secretary or Acting District Secretary is authorized to affix thereto the official seal of said District. Such grant agreements and amendments executed by the Executive Director are hereby approved, as though set forth in full.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 20th day of January 2021 by the following roll call vote:

| | | |
|-----------------|-------------------|---|
| AYES: | DIRECTORS: | Leffel, Miller, Sabo, Sawhney, Chair Cursio |
| NOES: | DIRECTORS: | None |
| ABSTAIN: | DIRECTORS: | None |
| ABSENT: | DIRECTORS: | None |

Presentation 4. Review of Cost Per Enplanement Metric

Executive Director La Pier introduced Item G.4, stating that the item was brought to the Board at the request of Director Sabo.

Deputy Executive Director Bergholz presented Item G.4. He discussed the fees associated with the Cost Per Enplaned Passenger (CPEP) metric and explained how it is calculated and who it is used by.

Executive Director La Pier noted that CPE and CPEP are used interchangeably and added that the Airport has not increased airline rates since 2016.

No public comments.

The Board discussed Item G.4.

Discussion 5. Status of Navy Flying Club

Executive Director La Pier introduced Item G.5. He noted that under the new Navy Flying Club agreement with Del Monte Aviation, the Club would operate out of the hanger that used to be occupied by GEM.

Deputy Executive Director Bergholz stated that the Navy Flying Club has transitioned to the Navy Flying Auxiliary, which is more private and has fewer members. He added that they are in the final stages of clearing out their current facilities and would have the final walk-through of the space at the end of the month.

Public Comment: Matt Wright, General Manager, Monterey Fuel Company, first congratulated Director Cursio on his appointment as Chair. Regarding the Navy Flying Club, he stated that an interim arrangement has been made with the non-profit consisting of past members of the Navy Flying Club. He added that they have been moved to the Southeast ramp with ramp, tiedown and office space. He expressed his interest in the fuel storage tank that was previously under the Navy Flying Club. He noted that he will continue to support the organization, along with all general aviation, at the airport.

The Board discussed Item G.5.

Chair Cursio stated that the Board needed to enter Closed Session at 11:00 AM. He noted that Item K would be addressed after Closed Session.

A break was taken from 10:55 AM until 11:00 AM.

K. BOARD COMMITTEE REPORTS AND ACCEPTANCE OF DEPARTMENT REPORTS

Report on meetings attended by Board Members at Monterey Peninsula Airport District's expense - AB1234.

The board receives department reports which do not require any action by the board.

a. Standing Committees:

Discussions limited to 3 minutes on matters not covered in committee minutes.

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|---|---------------------------|
| i. Budget and Finance | Directors Cursio & Leffel |
| ii. Air Service, Marketing, Community Relations | Directors Sabo & Sawhney |
| iii. Airport Property Development and Leases | Directors Leffel & Miller |

b. Ad-Hoc Committees:

Discussions limited to 3 minutes.

- | | |
|-------------------------------|---------------------------|
| i. Local Jurisdiction Liaison | Directors Leffel & Miller |
|-------------------------------|---------------------------|

c. Liaison/Representatives:

Discussions limited to 3 minutes.

- | | | |
|---|-----------------|--------------|
| i. Local Agency Formation Commission | Director Leffel | Alt: Sawhney |
| ii. Regional Taxi Authority | Director Cursio | Alt: Leffel |
| iii. Transportation Agency for Monterey County | Director Sabo | Alt: Cursio |
| iv. Special Districts Association Liaison | Director Miller | Alt: Leffel |
| v. Association of Monterey Bay Area Governments | E.D. La Pier | Alt: Sabo |

L. CLOSED SESSION

The Board entered into Closed Session at 11:00 AM.

1. **EXISTING LITIGATION** [Government Code section 54956.9(a)]. The Board will meet with the Executive Director and District Counsel to discuss existing litigation: City of Monterey v. Monterey Peninsula Airport District, et al., Monterey County Superior Court, Case No. 20CV002445

M. RECONVENE TO OPEN SESSION

The Board returned to Open Session at 11:57 AM.

Chair Cursio stated that no reportable action was taken during Closed Session.

After reconvening to Open Session, the Board addressed Item K, Board Committee Reports and Acceptance of Department Reports.

N. PENDING REQUESTS FOR FUTURE AGENDA ITEMS

None.

O. DISCUSSION OF FUTURE AGENDAS

- *Update on Financing Program for Safety Enhancement Project*

P. ADJOURNMENT

The meeting adjourned at 12:25 PM.

Minutes Approved at the
Meeting of February 17, 2021



Gary Cursio, Chair

ATTEST



Michael La Pier, AAE
District Secretary