

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

**January 20, 2021 - 9:00 AM**

**Monterey Regional Airport  
200 Fred Kane Drive, Suite 200**

**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](http://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](mailto: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**

**B. PLEDGE OF ALLEGIANCE**

**C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

**D. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Any person may address the Monterey Peninsula Airport District Board at this time on any item that is **NOT** on today's agenda and should be within the jurisdiction of the Monterey Peninsula Airport District Board. Comments concerning matters set forth on this agenda will be heard at the time the matter is considered.

**E. SEATING OF CHAIR**

**F. SELECTION OF CHAIR PRO TEM**

**G. APPOINTMENT OF COMMITTEES BY CHAIR**

a. Standing Committees:

- i. Budget and Finance \_\_\_\_\_
- ii. Air Service, Marketing, Community Relations \_\_\_\_\_
- iii. Airport Property Development and Leases \_\_\_\_\_

b. Ad-Hoc Committees:

- i. Local Jurisdiction Liaison \_\_\_\_\_

c. Liaison/Representatives:

- i. Local Agency Formation Commission \_\_\_\_\_
- ii. Regional Taxi Authority \_\_\_\_\_
- iii. Transportation Agency for Monterey County \_\_\_\_\_
- iv. Special Districts Association Liaison \_\_\_\_\_
- v. Association of Monterey Bay Area Governments \_\_\_\_\_

**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](#)

**I. DEFERRED CONSENT AGENDA - ACTION ITEMS**

**J. REGULAR AGENDA - ACTION ITEMS**

- Presentation 1. Oath of Office for Elected Board Members
- Presentation 2. Overview of Current Instrument Procedure Capabilities on Runway 10R/28L
- 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](#)

Presentation 4. [Review of Cost Per Enplanement Metric](#)

Discussion 5. Status of Navy Flying Club

## **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.*

- |   |                           |
|---|---------------------------|
| 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**

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**

## **N. PENDING REQUESTS FOR FUTURE AGENDA ITEMS**

## **O. DISCUSSION OF FUTURE AGENDAS**

Any Board member may request the Board of Directors to instruct staff to report back to the Board at a future meeting concerning any matter or place a matter of business on a future agenda. Approval of such requests will be made by motion.

**P. ADJOURNMENT**

**AGENDA DEADLINE**

This is the final Agenda that has been posted on the bulletin board outside of the District Offices in the Terminal Building at the Monterey Regional Airport no less than 72 hours prior to the meeting.

All items submitted by the public for possible inclusion on the Board Agenda or in the Board packet must be received by 5:00 P.M. on the Friday before the first Wednesday of the month. This agenda is subject to revision and may be amended prior to the scheduled meeting.

Upon request and where feasible, the Monterey Peninsula Airport District will provide written agenda materials in appropriate alternate formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. To allow the District time within which to make appropriate arrangements, please submit a written request containing a brief description of the materials requested and preferred alternative format or auxiliary aid or service desired as far as possible in advance of the meeting. Requests should be sent to the District Secretary at 200 Fred Kane Drive, Suite 200, Monterey, California 93940.

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

December 16, 2020 - 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.

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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 9:05 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 requested a moment of silence in observance of the Pledge of Allegiance.*

### **C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

*Executive Director La Pier stated that Monterey Regional Airport won Carmel Chamber of Commerce's Award of Excellence in the "Professional Services: Large" category. He noted that the Airport has won that award twice in the past three years.*

*Director Sabo stated that for the past couple of years he has encouraged maintenance facilities to move operations to Monterey. He noted that he met with Monterey Jet Center and the maintenance operator, and they are interested. He added that the operation would be primarily for general aviation aircraft.*

### **D. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*None.*

**E. 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 November 18, 2020
- Approve        2. Minutes of the Committee Meeting of the Air Carrier Service, Marketing and Community Relations Committee of December 10, 2020
- Approve        3. Minutes of the Committee Meeting of the Airport Property Development and Leases Committee of December 10, 2020
- Approve        4. Minutes of the Committee Meeting of the Budget and Finance Committee of December 11, 2020
- Adopt           5. Ordinance No. 927, An Ordinance of the Monterey Peninsula Airport District Repealing Ordinance No. 796

*Director Cursio moved to approve Consent Agenda Items E.1 through E.5. Director Miller seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

**ORDINANCE NO. 927**

**AN ORDINANCE OF THE MONTEREY PENINSULA AIRPORT DISTRICT  
REPEALING ORDINANCE NO. 796**

NOW, THEREFORE,        the Board of Directors of the Monterey Peninsula Airport District DO  
ORDAIN as follows:

SECTION 1: Repeal of Ordinance No. 796. Ordinance No. 796 is hereby repealed in its entirety and it shall no further force or effect.

SECTION 2: Status of Ordinance Nos. 230 and 620. Ordinance Nos. 230 and 620 were repealed by Ordinance No. 796. Those ordinances shall remain repealed, notwithstanding the repeal of Ordinance No. 796.

This ordinance shall take effect on the 30th day after its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 16th day of December 2020 by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Cursio, Miller, Sabo, Sawhney, Chair Leffel
<b>NOES:</b>	<b>DIRECTORS:</b>	None
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None
<b>ABSENT:</b>	<b>DIRECTORS:</b>	None

**F. DEFERRED CONSENT AGENDA - ACTION ITEMS**

*None.*

**G. REGULAR AGENDA - ACTION ITEMS**

Adopt 1. Resolution No. 1787, A Resolution Declaring the Results of the Monterey Peninsula Airport District General Election Held November 3, 2020

*Executive Director La Pier introduced and presented Item G.1. He stated that the District has received the certified election results for Directors Leffel, Sabo and Sawhney.*

*Chair Leffel stated that she is grateful to continue to serve as a member of the Monterey Peninsula Airport District's Board of Directors, to provide service to the District and the community. She thanked her fellow Board members for their help and support with her campaign.*

*No public comments.*

*Director Cursio moved to adopt Resolution No. 1787. Director Sawhney seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

**RESOLUTION NO. 1787**

**A RESOLUTION DECLARING THE RESULTS OF THE MONTEREY PENINSULA AIRPORT DISTRICT GENERAL ELECTION HELD NOVEMBER 3, 2020**

**WHEREAS**, a General Election was held on November 3, 2020, in the County of Monterey, State of California, in accordance with the Monterey Peninsula Airport District Act as amended, for the election of three offices, which offices shall be for a full term of four (4) years until each of their successors has been elected and has qualified for such office: Monterey Peninsula Airport District, District 1 Director; Monterey Peninsula Airport District, District 3 Director; and Monterey Peninsula Airport District, District 5 Director; and

**WHEREAS**, for the office of Monterey Peninsula Airport District, District 1 Director, the only qualified nominee (candidate) was Lisa Anne Sawhney for the open position and so there were insufficient nominees to cause an election on November 3, 2020; and

**WHEREAS**, for the office of Monterey Peninsula Airport District, District 5 Director, the only qualified nominee (candidate) was William "Bill" Sabo for the open position and so there were insufficient nominees to cause an election on November 3, 2020; and

**WHEREAS**, for the office of Monterey Peninsula Airport District, District 3 Director, there were two nominees for the office and, as such, the office appeared on the General Election ballot; and

**WHEREAS**, pursuant to the Elections Code, upon the completion of the canvass, and prior to the installation of officers, the Board of Directors is required to adopt a resolution reciting the fact that the election was held and declaring the results of the election; and

**WHEREAS**, the Monterey Peninsula Airport District desires to declare the results of the November 3, 2020 General Election; and

**WHEREAS**, Claudio Valenzuela, Registrar of Voters, County of Monterey, State of California, certified the appointments of Lisa Anne Sawhney as Monterey Peninsula Airport District, District 1 Director, and William "Bill" Sabo as Monterey Peninsula Airport District, District 5 Director, each to serve for a term of four (4) years, and has provided individual Certificates of Appointment in Lieu of Election and Oath of Office for each nominee as described in his letters to the Monterey Peninsula Airport District dated November 23, 2020, attached hereto as Exhibit "A"; and

**WHEREAS**, Claudio Valenzuela, Registrar of Voters, County of Monterey, State of California, certified the election of Mary Ann Leffel as Monterey Peninsula Airport District, District 3 Director to serve for a term of four (4) years, and has provided a Certificate of Election and Oath of Office for the nominee as described in his letter to the Monterey Peninsula Airport District dated December 1, 2020, attached hereto as Exhibit "B".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT** that the District Secretary is hereby authorized and directed to enter upon the records of the District a statement of the results of said election as follows: Lisa Anne Sawhney as Monterey Peninsula Airport District, District 1 Director, and William "Bill" Sabo as Monterey Peninsula Airport District, District 5 Director, each being duly qualified persons and having duly filed Nomination Papers, and having been appointed in lieu of an election to serve a term of four (4) years each, and that each said person hereinabove declared appointed shall be given the Oath of Office to be administered by the District Secretary or his or her appointee.

**BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT** that the District Secretary is hereby authorized and directed to enter upon the records of the District a statement of the results of said election as follows: Mary Ann Leffel as Monterey Peninsula Airport District, District 3 Director, being a duly qualified person and having duly filed Nomination Papers, and having been certified as elected to the said office to serve for a term of four (4) years, and that the said person hereinabove declared elected shall be given the Oath of Office to be administered by the District Secretary or his or her appointee.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 16th day of December 2020 by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Cursio, Miller, Sabo, Sawhney, Chair Leffel
<b>NOES:</b>	<b>DIRECTORS:</b>	None
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None
<b>ABSENT:</b>	<b>DIRECTORS:</b>	None

Presentation 2. Fiscal Year 2020 Audit Report by Brandon Young, Partner, LSL CPAs and Advisors

*Chair Leffel introduced Item G.2.*

*Brandon Young, Partner, LSL CPAs and Advisors, introduced himself and gave a brief overview of the relationship between the Airport and LSL. He noted the delay in the delivery of the final Fiscal Year 2020 Audit Report due to the CARES Act funding. He added that the entire audit was conducted remotely, explained the audit process, and thanked staff for another successful year. He briefly reviewed each of the auditor's letters and discussed the findings, noting that they did not have any recommendations for improvement.*

*The Board thanked Mr. Young for the hard work of him and his team.*

*No public comments.*

Approve 3. Monterey Airpark Associates Lease Extension and Presentation by Matthew Wright, General Manager, Monterey Fuel Company

*Chair Leffel introduced Item G.3.*

*Matthew Wright, General Manager, Monterey Fuel Company, started by congratulating the Board on the election results and added that he was thrilled to introduce an exciting project. He stated that for the*



*first time in twenty-three years, Monterey Jet Center will undergo an extensive remodel. He briefly explained the last twenty-three years of service that has been provided by Monterey Jet Center and noted that this remodel would improve on that level of service. He shared detailed plans with the Board for the proposed remodel.*

*No public comments.*

*Director Cursio moved to approve the Monterey Airpark Associates Lease Extension.*

*Director Sabo requested clarification on the motion, and Chair Leffel responded that the motion was to approve the Lease Extension to accommodate the plans laid out by Mr. Wright.*

*Director Sawhney seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

Adopt            4. Resolution No. 1788, A Resolution of the Monterey Peninsula Airport District Adopting the Rules and Regulations

and

Adopt            Resolution No. 1789, A Resolution of the Monterey Peninsula Airport District Approving the Minimum Standards

*District Counsel Huber presented Item G.4. He stated that per the direction given at the November Board meeting, he had conversations with Director Sabo to revise the Rules and Regulations. Huber described the revisions that were made and noted that the documents were presented to the Lease Committee. He added that no changes were made to the Minimum Standards since they were presented to the Board at the November meeting.*

*Director Miller stated that the Lease Committee recommends adoption of the Rules and Regulations and the Minimum Standards.*

*Director Sabo recommended that the Board amend the Rules and Regulations to make the Ad-Hoc Committee, in the appeals process, consider the appellants documents and evidence and make a recommendation to the Board for a final hearing.*

*Public Comment: Mike Dawson, member of the public, suggested that the Board address appeals during Closed Session.*

*District Counsel Huber explained that there is a split amongst his colleagues about whether or not it is appropriate to have the appeal itself in Closed Session.*

*Director Cursio moved to adopt Resolution No. 1788.*

*Director Sabo stated that he had an amendment to the document and would like to amend Section 10.3, paragraph 12, on page 54 of the Rules and Regulation to add: "The Ad-Hoc Board Committee will consider the appellants documents and evidence and prepare a recommendation for a final hearing of the Board of Directors." Further, he recommended that all other references to Committee in that section be stricken.*

*Director Cursio did not accept the amendment to his motion.*

*Director Miller seconded the original motion made by Director Cursio. The motion passed by a roll call vote of 4-1. Director Sabo voted no.*

**RESOLUTION NO. 1788**

**A RESOLUTION OF THE MONTEREY PENINSULA AIRPORT DISTRICT  
APPROVING THE RULES AND REGULATIONS**

**WHEREAS**, the Monterey Peninsula Airport District (“District”) operates the Monterey Regional Airport (“Airport”) to provide aviation and transportation services to the general public; and

**WHEREAS**, the general public and operators at the Airport need clearly defined and uniform standards to outline best practices and acceptable practices at the Airport; and

**WHEREAS**, the Rules and Regulations are guidelines for acceptable conduct for anyone on the airfield which outline proper conduct within various areas of the Airport; and

**WHEREAS**, it is the desire of the District to have a uniform set of standards for members of the public and Airport patrons to utilize in determination of acceptable practices at the Airport.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT** that the Rules and Regulations are approved and enforceable on Airport property.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 16th day of December 2020 by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Cursio, Miller, Sawhney, Chair Leffel
<b>NOES:</b>	<b>DIRECTORS:</b>	Sabo
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None
<b>ABSENT:</b>	<b>DIRECTORS:</b>	None

*Director Sawhney moved to adopt Resolution No. 1789. Director Cursio seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

**RESOLUTION NO. 1789**

**A RESOLUTION OF THE MONTEREY PENINSULA AIRPORT DISTRICT  
APPROVING THE MINIMUM STANDARDS**

**WHEREAS**, the Monterey Peninsula Airport District (“District”) operates the Monterey Regional Airport (“Airport”) to provide aviation and transportation services to the general public; and

**WHEREAS**, the general public and operators at the Airport need clearly defined and uniform standards to outline best practices and acceptable practices at the Airport; and

**WHEREAS**, the Minimum Standards designate the acceptable conduct of parties engaged in commercial activities on the airport; and

**WHEREAS**, it is the desire of the District to have a uniform set of standards for members of the public and Airport patrons to utilize in determination of acceptable practices at the Airport.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT** that the Minimum Standards are approved and enforceable on Airport property.

**ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 16th day of December 2020 by the following roll call vote:

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

*A break was taken from 11:02 AM until 11:10 AM.*

Approve 5. Creation of a Full-time Superintendent of Field Operations Position

*Executive Director La Pier presented Item G.5. He stated that with the recent resignation of one Operations Supervisor and the earlier elimination of the Executive Assistant position that supported the Operations Department, Staff has reexamined the effectiveness of the Department and considered the need to improve its efficiency. He briefly discussed the additional duties that the Operations Department has taken on in the past two years, adding to the necessity of this proposed position. He added that the position would provide better coordination and oversight of the Operations and Maintenance Departments.*

*The Board expressed their support of the new position.*

*Director Sabo asked Executive Director La Pier to provide a brief description of the organizational structure of the Operations Department.*

*No public comments.*

*Director Miller moved to approve the creation of a Full-time Superintendent of Field Operations position. Director Cursio seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

**H. 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:

- |   |                           |
|---|---------------------------|
| 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:

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

c. Liaison/Representatives:

- |   |                 |              |
|---|-----------------|--------------|
| 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    |

*The Board discussed the Committee and Department reports.*

*A break was taken from 11:55 AM until 12:05 PM.*

**I. CLOSED SESSION**

*The Board entered into Closed Session at 12:05 PM.*

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.
2. **EXISTING LITIGATION** [Government Code section 54956.9(a)]. The Board will meet with the Executive Director and District Counsel to discuss existing litigation: Doug Mackenzie and Alice Angell Green v. Monterey Peninsula Airport District, et al., Monterey County Superior Court, Case No. 20CV002933.
3. **REAL PROPERTY NEGOTIATIONS** [Government Code Section 54956.8]. The Board will meet with Real Property Negotiators, Executive Director and District Counsel, regarding the property identified as Existing Phase 1 Hangars, Existing Phase 2 Hangars and Existing Phase 2B Hangars at 1204 Airport Road, Monterey, CA 93940.

**J. RECONVENE TO OPEN SESSION**

*The Board returned to Open Session at 1:45 PM.*

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

**K. PENDING REQUESTS FOR FUTURE AGENDA ITEMS**

*None.*

**L. DISCUSSION OF FUTURE AGENDAS**

- *Ceremonial Swearing In of Elected Board Members (Huber)*
- *Navy Flying Club Status Update from Executive Director La Pier (Sabo)*
- *Briefing on Request to Lower Minimum Descent Height from Executive Director La Pier (Sabo)*

**M. ADJOURNMENT**

*The meeting adjourned at 1:53 PM.*

Minutes Approved at the  
Meeting of January 20, 2021

Gary Cursio, Chair

A T T E S T

Michael La Pier, AAE  
District Secretary

# MINUTES OF THE SPECIAL MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS

December 18, 2020 - 12:30 PM

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

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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.

### **A. CALL TO ORDER/ROLL CALL**

*Chair Leffel called to order the Special Meeting of the Board of Directors at 12:32 PM. Directors Cursio, Miller, Sabo and Sawhney were present. The following District Officers were present: Executive Director La Pier, District Counsel Huber, Deputy Executive Director Bergholz and Deputy Director Morello.*

### **B. PLEDGE OF ALLEGIANCE**

*Chair Leffel requested a moment of silence in observance of the Pledge of Allegiance.*

### **C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

*Executive Director La Pier stated that an FAA grant was received that morning and had been signed and sent back.*

### **D. REGULAR AGENDA ITEMS**

Adopt            1. Resolution No. 1790, A Resolution Approving the Bid for the Northside General Aviation Ramp Construction and Northeast Vehicle Service Road Improvements and Authorizing Execution of a Contract with A. Teichert and Son Inc. dba Teichert Construction

*Executive Director La Pier introduced Item D.1.*

*Deputy Director Morello presented Item D.1. She noted that all four agenda items were related and would be covered by the two grants that were received. For Item D.1, she stated that four bids were received at the bid submittal deadline, and all were very competitive. She added that Federal Aviation Administration (FAA) San Francisco Airports District Office (SF ADO) approved the Specifications for the Project dated July 2020 and invitation for Bids was published in the Monterey Herald on July 23 and July 31, 2020 and a mandatory pre-bid meeting was held on August 4, 2020. She stated that Tartaglia Engineering recommended a contract be awarded to Teichert Construction as the successful lowest responsive bidder as provided by the bid results, and staff concurs with the engineering analysis.*

*Director Sabo moved to adopt Resolution No. 1790. Director Cursio seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

**RESOLUTION NO. 1790**

**A RESOLUTION APPROVING THE BID FOR THE NORTHSIDE GENERAL AVIATION APRON CONSTRUCTION AND NORTHEAST VEHICLE SERVICE ROAD IMPROVEMENTS AND AUTHORIZING EXECUTION OF A CONTRACT WITH A. TEICHERT AND SON INC. dba TEICHERT CONSTRUCTION**

**WHEREAS**, On November 26, 2018 the Board of Directors of the Monterey Peninsula Airport District (MPAD) approved Resolution No. 1730 certifying Final Environmental Impact Report (EIR) (SCH 2015121105), and Resolution No. 1731, approving Alternative 1 as the Airport Master Plan Project for Monterey Regional Airport; and

**WHEREAS**, On June 17, 2020 the Board adopted Resolution No. 1778, approving the FY 2021 Capital Improvement Budget, which included the Northside General Aviation (GA) Apron Construction and the Northeast Vehicle Service Road (VSR) Improvements projects; and

**WHEREAS**, The work and services to be performed under this proposed agreement with A. Teichert and Son Inc. dba Teichert Construction is consistent with, and covered by, the Final EIR for the Airport Master Plan Project; and

**WHEREAS**, The Federal Aviation Administration (FAA) has funded the VSR Improvements Project; and a grant application has been executed using Airport Improvement Program (AIP) Entitlement Funds; and

**WHEREAS**, The FAA has funded the Northside General Aviation Apron Construction Project and a grant application has been executed under the Supplemental AIP Program funds; and

**WHEREAS**, representatives of the Federal Aviation Administration (FAA) approved the Specifications and Invitation for Bids; and

**WHEREAS**, Invitation for Bids was published in the Monterey Herald on July 23 and July 31, 2020. Sealed bid proposals were received on August 19, 2020 at 1:00 p.m. PDT and publicly opened; and

**WHEREAS**, after considering the bids received for the performance of the proposed airfield improvements, it is in the best interest of the Airport to accept the bid of A. Teichert and Son Inc. dba Teichert Construction.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** That MPAD contract with the firm dba Teichert Construction for the Bid Schedule A - Northside GA Apron Construction , in the amount not-to-exceed of \$7,668,900.00, and Bid Schedule B - Northeast VSR Improvements in the amount not-to-exceed \$1,695,227.00 for a contract total amount of \$9,384,127.00 for the Monterey Regional Airport, and authorize the Executive Director, or his designee, to execute said contract.

**BE IT FURTHER RESOLVED THAT:** execution of said contract is conditioned upon receipt of a grant from the FAA in compliance with the grant application and budget as submitted to the FAA.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 18th day of December 2020, by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Cursio, Miller, Sabo, Sawhney, Chair Leffel
<b>NOES:</b>	<b>DIRECTORS:</b>	None
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None
<b>ABSENT:</b>	<b>DIRECTORS:</b>	None

- Approve 2. Amendment to Professional Services Agreement with Tartaglia Engineering for Northside General Aviation Apron Construction and Northeast Vehicle Service Road Improvement Projects

*Executive Director La Pier introduced Item D.2, stating that the Item was an amendment to an existing Professional Services Agreement with Tartaglia Engineering.*

*Deputy Director Morello stated that as the Engineer of Record for the Bid Plans and Specifications, Tartaglia is responsible for review of all construction material approvals; construction materials testing; electrical power and communications including access control systems and video surveillance improvements review and inspection; establish and review pay quantities and compensation to contractor; provide As-Built plans and Final Engineering Report. She added that the Amendment would provide construction administration services.*

*Director Cursio moved to approve the Amendment to the Professional Services Agreement with Tartaglia Engineering. Director Sabo seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

- Approve 3. Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. to Provide Project Management Services Related to the Development of Airport Capital Improvement Projects

*Executive Director La Pier introduced Item D.3, stating that the Item was an amendment to an existing Professional Services Agreement with Kimley-Horn and Associates, Inc. He added that they provide the day-to-day onsite project management for the construction of the Northside General Aviation Ramp Construction and the Northeast Vehicle Service Road Improvements. He noted the associated fees and added that they were also covered by the grants, as mentioned earlier by Deputy Director Morello.*

*Director Miller moved to approve the Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. Director Cursio seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

- Adopt 4. Resolution No. 1791, A Resolution Approving a Professional Services Agreement with SWCA for Northside General Aviation Apron Construction and Northeast Vehicle Service Road Improvement Projects Mitigation Monitoring

*Executive Director La Pier introduced Item D.4. He noted that the Item was for a new contract, not an amendment to an existing contract. He added that under this Professional Services Agreement, SWCA would provide environmental oversight and mitigation as required by law, for both projects, the Northside General Aviation Ramp Construction and the Northeast Vehicle Service Road Improvements. He noted that the contract involves SWCA to be onsite to ensure there is no impact on the environment during the projects. He reiterated that the associated fees would also be covered by the grant proceeds as previously articulated.*

*Director Cursio moved to adopt Resolution No. 1791. Director Sabo seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

**RESOLUTION NO. 1791**

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SWCA FOR NORTHSIDE GENERAL AVIATION APRON CONSTRUCTION AND NORTHEAST VEHICLE SERVICE ROAD IMPROVEMENT PROJECTS MITIGATION MONITORING**

**WHEREAS**, the Board of Directors of the Monterey Peninsula Airport District (MPAD) adopted Resolution No. 1778, approving the FY 2021 Capital Improvement Budget on June 17, 2020, which included the Northside General Aviation (GA) Apron Construction and the Northeast Vehicle Service Road (VSR) Improvements projects; and

**WHEREAS**, On November 26, 2018 The Board of Directors approved Resolution No. 1730 certifying Final Environmental Impact Report (EIR) (SCH 2015121105), including related CEQA Findings of Fact, Mitigation Monitoring and Reporting Program and Statement of Overriding Considerations and Resolution No. 1731, approving Alternative 1 as the Airport Master Plan Project for Monterey Regional Airport; and

**WHEREAS**, A Mitigation Monitoring and Reporting Program (MMRP) was included in the Final EIR for the Airport Master Plan Project (Attachment B - Chapter 4) and is designed to ensure compliance with mitigation measures imposed to avoid or substantially lessen the significant effects of the Project per Section 15097 of the State CEQA Guidelines; and

**WHEREAS**, The work and services to be performed by SWCA under the proposed Agreement is consistent with, and covered by, the Final EIR for the Airport Master Plan Project; and

**WHEREAS**, The Federal Aviation Administration (FAA) has funded the VSR Improvements Project; and a grant application has been executed using Airport Improvement Program (AIP); and

**WHEREAS**, The FAA has funded the Northside General Aviation Apron Construction Project under the Supplemental AIP Program funds.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** That MPAD contract with the firm of SWCA to implement the MMRP, oversee the implementation of a Habitat Conservation and Enhancement Plan (HCEP) and provide construction monitoring activities related to the VSR Project and the Northside General Aviation Apron Project for a contract total amount not-to-exceed \$116,594.00 for the Monterey Regional Airport, and authorize the Executive Director, or his designee, to execute said contract.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 18th day of December 2020, by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Cursio, Miller, Sabo, Sawhney, Chair Leffel
<b>NOES:</b>	<b>DIRECTORS:</b>	None
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None
<b>ABSENT:</b>	<b>DIRECTORS:</b>	None

**E. ADJOURNMENT**

*The meeting adjourned at 1:10 PM.*



Minutes Approved at the  
Meeting of January 20, 2021

Gary Cursio, Chair

A T T E S T

Michael La Pier, AAE  
District Secretary

# MINUTES OF THE AIRPORT PROPERTY DEVELOPMENT & LEASES COMMITTEE MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS

January 12, 2021 - 1:00 PM

## 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 Stay at Home Order (Executive Order N-33-20), the Board of Directors of the Monterey Peninsula Airport District is required to limit in-person attendance at the upcoming Board Committee 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](http://www.zoom.us/join) and enter the following Meeting ID: **832 8421 3805**. The password for this meeting is: **20210112**. 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 and password.

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.

### **A. CALL TO ORDER**

*The meeting was called to order at 1:06 PM. Director Miller, Director Leffel and Executive Director La Pier were in attendance.*

### **B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS**

*None.*

### **C. PUBLIC COMMENTS**

*None.*

### **D. REGULAR AGENDA – ACTION ITEMS**

Discussion 1. Leasing Activity Review

*Executive Director La Pier reviewed with the committee the current delinquent status of a north side tenant, J & J Auto Body. La Pier indicated he had signed, that day, the Pay or Quit order putting the tenant on notice. The tenant is currently in excess of \$17,000.00 in arrears in rent payments.*

*La Pier informed the Committee that the operator of Gifts and More in the terminal had contracted COVID-19 and, as a result, the business would be closed until she recovers. The food and drink service operation in the gate area remains open on schedule.*

*La Pier reported that the restaurant operation, Woody's at the Airport, was meeting expectations as set by its proprietor.*

*Director Miller asked about the latest round of CARES Act funding. Discussion ensued regarding the funding and its intended use. La Pier indicated the current estimate has MRY receiving just under \$2 million in additional funding with approximately \$50,000.00 targeted specifically at concession relief. Director Leffel noted that amount was a small portion of the rent the airport was already abating for concession operations.*

*General discussion regarding tenant leases ensued.*

Discussion 2. Schedule Next Meeting

*Scheduling of the next meeting was deferred.*

**E. ADJOURNMENT**

*The meeting adjourned at 1:41 PM.*

Minutes Approved at the  
Meeting of January 20, 2021

Gary Cursio, Chair

A T T E S T

Michael La Pier, AAE  
District Secretary

# MINUTES OF THE AIR CARRIER SERVICE - MARKETING - COMMUNITY RELATIONS COMMITTEE MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS

January 12, 2021 - 2:00 PM

## 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 Stay at Home Order (Executive Order N-33-20), the Board of Directors of the Monterey Peninsula Airport District is required to limit in-person attendance at the upcoming Board Committee 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](http://www.zoom.us/join) and enter the following Meeting ID: **869 2369 1155**. The password for this meeting is: **20210112**. 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 and password.

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.

### **A. CALL TO ORDER**

*The meeting was called to order at 2:03 PM. Director Sawhney, Director Sabo and Executive Director La Pier were in attendance.*

### **B. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

*None.*

### **C. PUBLIC COMMENTS**

*None.*

### **D. REGULAR AGENDA – ACTION ITEMS**

Discussion 1. Air Service Update

*Executive Director La Pier reviewed the announcement by Allegiant Airlines of non-stop seasonal service from MRY to Portland, Oregon beginning May 28, 2021 and continuing through the end of August. He indicated the introductory fares would be as low as \$49.00. Discussion ensued regarding the market potential for non-stop Portland service. La Pier indicated that the information shared by his air service consultant indicated that the Portland area is the number one destination for people relocating from the Monterey region.*

*Director Sabo asked when the new service would be available to book. Director Sawhney indicated that she had looked at the Allegiant reservation system and it appeared the new service was already available to book. Executive Director La Pier agreed but pointed out that the press release indicated the new service would be available to book on January 13, 2021.*

*Additional general discussion occurred regarding air service from all carriers. Executive Director La Pier reviewed the current airline schedule with the committee. Director Sabo asked how our market was performing in comparison to other markets. La Pier indicated MRY was performing comparably to the industry in as much as passenger traffic was steady at approximately 35-40% of pre-pandemic*

*enplanement levels. La Pier commented that while seat capacity was down during this period the market continues to perform on target with the balance of the industry.*

Review 2. Passenger Comment Cards

*There were no passenger comment cards received during the period.*

Review 3. Noise Complaint Report

*The Noise Complaint log was reviewed by the committee. Director Sabo and Executive Director La Pier reviewed La Pier's meeting with representatives of NorCal regarding concerns expressed by the Pasadera community. Sabo indicated he was pleased with the understanding reached with NorCal and believed it would be beneficial and would better address the community concerns.*

*Director Sawhney asked about the continued reference on the log to complaints that were received and noted. La Pier indicated his staff was directed to be more specific as to the research done in response to the complaint received. He did however indicate that many of the complaints are of a nature that cannot be researched as thoroughly for various reasons including time of day.*

Discussion 4. Schedule Next Meeting

*Scheduling of the next meeting was deferred.*

#### **E. ADJOURNMENT**

*The meeting adjourned at 2:49 PM.*

Minutes Approved at the  
Meeting of January 20, 2021

Gary Cursio, Chair

A T T E S T

Michael La Pier, AAE  
District Secretary

# MINUTES OF THE BUDGET & FINANCE COMMITTEE MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS

January 13, 2021 - 10:00 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 Stay at Home Order (Executive Order N-33-20), the Board of Directors of the Monterey Peninsula Airport District is required to limit in-person attendance at the upcoming Board Committee 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](http://www.zoom.us/join) and enter the following Meeting ID: **870 9378 2817**. The password for this meeting is: **20210113**. 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 and password.

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.

### A. CALL TO ORDER

*Finance Committee Meeting of the Board of Directors was called to order at 10:00 AM. Director Leffel and Director Cursio, Executive Director La Pier, Deputy Director Strategy and Development Morello and Deputy Executive Director of Finance and Administration Bergholz were present.*

*The following documents were presented to the Budget and Finance Committee members:*

*Airport Capital Improvements Program  
November 2020 Financial Statements  
November 2020 Financial Statement Variance Analysis  
November 30, 2020 Accounts Receivable Aged Invoice Report  
November 30, 2020 CARES Act Summary*

### B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS

*None.*

### C. PUBLIC COMMENTS

*None.*

### D. REGULAR AGENDA – ACTION ITEMS

Review 1. Airport Capital Improvements Plan

*Deputy Director Strategy and Development Morello presented Resolution No. 1792, a resolution approving the FY 2021 Airport Capital Improvement Plan (ACIP) and Staff Report for review by the Finance Committee. After review, committee agreed to recommend adoption of the resolution by the Board.*

Review 2. FYTD 2020 Financial Statements

*Reviewed overall financial performance of the Airport as of November 30, 2020*

The COVID-19 health emergency began to surge in November but the impact on aviation travel appeared to be negligible, although public information suggests that December may be impacted. Commercial airline enplanements decreased at about 9% month over month, general aviation landings are about 107% of prior years' landings and travel related concessions are stable. Airport customers and tenants have adjusted to travel safety requirements under the pandemic and the industries COVID-19 safety policies and practices continue.

The Airport filed a \$209.9K Corona Virus Aid, Relief, and Economic Security (CARES) Act reimbursement request for November. The Airport practice is to only draw funds when cash outflows exceed cash inflows from operations, district capital improvements and debt services. As of November 30, total CARES Act reimbursement requests submitted are \$3.14M and the balance available is \$9.52M.

November 2020 combined Airport operating revenues are \$493.6K which is \$5.4K (1.1%) lower than budget (\$499.1K). The November unfavorable revenue variance is attributed to changes projected in the June 2020 budget. By November 1, the Airport hoped Commercial Airline travel would have improved, and tenant abatements could be decreased or cancelled. Fortunately, there is increasing stability in Commercial, General Aviation and Concession revenues. Most of the businesses operating in the Non-Aviation and Other Operating continue to operate with near normal revenues.

The November unfavorable revenue variance is attributed to the following:

- Commercial Aviation (CA) fees in November are over budget (\$43.1K actual vs \$32.0K budget) by \$11.1K or 34.8%. Aircraft landing volumes (189) are over budget (157) by 32 landings. In November, commercial airlines revenue generating enplanements decreased slightly from 7,871 in October to 7,160 passengers.
- General Aviation (GA) operating revenues for November (\$134.9K) are \$28.0K or 26.15% higher than budget (\$106.9K). This favorable GA revenue variance resulted from higher GA Landing (\$21.4K) and Fuel Flowage (\$24.9K) fees that were slightly offset by lower FBO abated rents (\$14.5K).
- In November combined TCP permits, Taxi Permits/Trips, TNC Trips, Terminal Concessions, Rental Car and Parking Concessions (Concessions) revenues (\$97.5K) are \$71.5K or 274.8% higher than budget (\$26.0K). Beginning November 2020 Rental Car and Parking minimum annual guarantees were included in the budget (\$12.8K). Overall Concession revenues have been performing better than expected even with the 65% decrease in enplanements and deplanements. Rental car revenues are operating at about 55% of prior year levels.
- November Non-Aviation Tenant revenues (\$171.8K) are lower than budget (\$173.5) by \$1.7K or 0.9%. \$1.6K. Most of the variance came from Tarpy's rent abatement (\$10.3K) that was partially extended to February 28, 2021. Tarpy's abatement was partially offset by improved RV rents, MHSS fees and higher office rents.
- November Other Operating Revenues (\$16.3K) are higher than budget (\$12.8K) by \$3.5K or 27.2%. The favorable variance resulted from higher tenant utilities chargebacks (\$3.1K) and higher tenant parking passes and badges (\$1.3K) which were offset by other small variances (\$975).

November operating expenses (\$868.5K) are under budget (\$880.7K) by \$12.2K or 1.4%. The expense variance came from the following:

- *Salary & Wages and Employer Payroll Tax (Wages) Expenses (\$154.5K) for November are materially on budget (\$156.8K).*
- *Employer Benefit Expenses (\$113.9K) for November are lower than budget (\$118.6K) by \$4.7K or 4.0%. The variance is the result of lower CalPERS retirement expenses (\$1.7K), savings from prepaying the FY 21 CALPERS UAL expense (\$2.7K) and other small differences.*
- *Personnel Related Expenses (\$114.3) for November are under budget (\$122.1K) by \$7.9K or 6.4%. The favorable variance comes from lower Board Member election fees (\$4.6K), Dues and Subscriptions (\$1.0K) and lower Travel & Business Entertainment related expenses (\$2.5K) and other small variances (\$0.3K).*
- *Business Related Expenses (\$28.5K) for November are under budget (\$74.7K). Most of the difference comes from a delayed payment of the 2801 Monterey Salinas Highway property (2801) possessory tax interest (\$76.7K) that was due on December 10th.*
- *Expendable/Consumable Supplies & Materials expenses (\$4.9K) for November are under budget (\$8.6K) by \$3.7K or 43.05%. This favorable expense variance resulted from lower expenses in all supplies categories.*
- *Repair & Maintenance expenses (\$46.2K) for November are over budget (\$42.8K) by \$3.4K or 7.9%. This unfavorable expense variance resulted from higher Airfield Repair & Maintenance (\$12.8K), Terminal Space Repairs (\$2.9K) and District Vehicle Repair & Maintenance (\$4.4K).*
- *Professional Service expenses (\$121.8K) for November are over budget (\$35.3K) by \$86.4K or 244.4%. The unfavorable variance comes from higher Other Legal Fees from the CEQA Amendment lawsuit (\$95.6K) and storm water testing fees (\$6.0K) that are offset by lower Art Program (\$10.0K), temporary delay of Audit fees (\$4.6K), and Human Resources contract expenses (\$2.5K).*
- *Marketing related expenses (\$8.4K) for November were over budget (\$6.8K) by \$1.7K or 24.7%. Most of the variance resulted from higher Marketing Expenses (\$2.4K) for commercials and advertising.*
- *Combined Utilities expenses for November (\$53.6K) were lower than budget (\$61.8K) by \$8.3K or 13.4%. Most of the favorable variance come from a lower PG&E's annual true-up for the solar power generation and power usage.*
- *With November revenues and operating expenses materially on budget the result is an operating loss of \$374.9K which is \$6.7K lower than the budgeted loss of \$381.6K. FYTD the operating loss is \$996.5K which is \$880.6K lower than budgeted loss of \$1.88M.*

Review            3. Variance Analysis - MTD and YTD

**Revenues:**

CA Landing Fee  
GA Landing Fee  
Terminal Space Rent



*The budget was prepared before the abatements were approved which resulted in natural variances. QTA rents were excluded from the abatements but not included in the terminal rents budget until November.*

*Beginning November, the FY 21 budget includes terminal tenant rents returning to normal. In November BOD approved continued terminal rent abatements with rent abatement reductions for rental car company tenants. TSA and collection box vendors (UPS, FED EX, B of A) totaling \$10.2K continue to be collected in November and reduced the unfavorable variance. Most of the unfavorable variance is the result of extending terminal tenant rent abatements.*

*TNC Permits & Trip Fees  
Rental Car Concessions  
Parking Concession  
FBO Rents*

*Beginning November, the FY 21 budget includes FBO tenant rents at the normal contracted rates. In November BOD approved continued FOB rent abatements at 25% normal contracted rates. The unfavorable variance represents the 25% FBO rent abatement.*

*GA Fuel Flowage Fees  
Hangar Rents  
Facility / Space Rents  
Self-Storage Concession  
Office Space Rental Revenue  
Miscellaneous Other Operating Revenue*

**Expenses:**

**Finance & Administration:**

*Art Program  
Annual Audit / Accounting  
Other Legal Services  
Marketing  
Utilities - Electricity  
Utilities - Water*

**Planning & Development:**

*None*

**Maintenance & Custodial Services:**

*Custodial Supplies & Materials  
Airfield Repair & Maintenance  
Terminal Repair & Maintenance*

**Airport Operations:**

*Computer / LAN & IT  
Environmental*

**Police Department:**

None

**ARFF / Fire Services:**

District Vehicle Repair & Maintenance

**Board of Directors:**

Board Member Election Expense

*In November Districts 3 elections were held with a total 12,549 registered votes at an estimated cost of \$8.00 per ballot. The District budgeted \$105K for Board of Director election expenses and the accrued expense is \$100.4K. Actual election expense invoices won't be issued until Q1 calendar year 2021.*

**Office Rental Property:**

Rental Space Repair & Maintenance  
Other / Contract Services  
Property Tax & Assessments

*Monterey County hasn't issued a possessory tax statement for the 2801 properties since they were transferred to (MPAD), and the county can't issue a tax possessory statement to a government entity. Form BOE-502-P needs to be filed for Lot A tenants which is occupied by Fenton and Keller. Since Lot C is unoccupied no tax or payment will be due.*

**Other Income and Expense:**

Grants - FAA  
Grants - FAA CARES ACT  
Passenger Facility Charges

*There were no additional questions on revenues or expenses.*

Review 4. Accounts Receivable Aged Invoice Report

*The Accounts Receivable balance on November 30, 2020 is \$355K. This balance is 10.1% lower than October 31, 2020 balance of \$394K and 35.0% lower than the \$546K balance on November 30, 2019. The net accounts receivable balance over 60 days old on November 31, 2020 is \$2.3K. As of December 24, 2020, the over 60 days balance is \$791 and the Accounts Receivable balance is \$68.9K.*

*The following customer accounts receivables were reviewed and discussed: Del Monte Aviation, J & J Auto Body, Constance Laud, Monterey Airpark Associates, MRY Hospitality Group and Swift Air LLC.*

**E. ADJOURNMENT**

*The meeting adjourned at 11:30 AM.*

Minutes Approved at the  
Meeting of January 20, 2021

Gary Cursio, Chair

ATTEST

Michael La Pier, AAE  
District Secretary

**AGENDA ITEM:** J-3  
**DATE:** January 20, 2021

**TO:** Michael La Pier, Executive Director  
**FROM:** Chris Morello, Deputy Director for Planning and Strategy  
**DATE:** January 11, 2021  
**SUBJ:** 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

**BACKGROUND.** The Federal Aviation Administration (FAA) requires Airport Sponsors, such as the District, to annually prepare a list of project improvements deemed necessary or desirable to be undertaken during the coming five fiscal years. This list of projects, or ACIP, typically includes eligible projects that may be funded up to 90.66% by grant monies awarded by the FAA. To qualify for such grant funding, the District must submit annually, an ACIP to the FAA, together with related applications. The proposed FY 2021 ACIP is primarily based upon the adopted Master Plan, a recent meeting with FAA representatives, and on-going needs analysis accomplished by Staff.

**SCOPE OF WORK.** The proposed 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.

The specific scope of work for each project will be refined during the “application for funds” process, and ultimately determined during the project’s design phase.

**BUDGET EFFECT.** None. Approval of the ACIP does not commit the District to the expenditure of funds. Rather, grant agreements and contract execution for construction and/or professional design services contractors, which all require Board approval, establish the commitments to expend District funds. Projects included in the proposed ACIP are typically funded by a combination of Airport Improvement Program (AIP) funds and Passenger Facility Charge (PFC) match funds. Yearly, the projects are routinely included in the annual Capital Improvement Program (CIP) budget adopted by the MPAD Board.

**SOURCE OF FUNDS.** FAA AIP funds and PFC monies.

**IMPACT ON REVENUES.** None.

**SCHEDULE.** Annually, the FAA requires submission of the ACIP. The ACIP proposed by Staff is being presented to the Board for approval, in anticipation of meeting the FAA deadline.

**IMPACT ON OPERATIONS.** n/a

**RECOMMENDATION.** Adopt 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.

**ATTACHMENTS.**

Resolution No. 1792  
Proposed FY 2021 Airport Capital Improvement Plan

**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:

<b>AYES:</b>	<b>DIRECTORS:</b>
<b>NOES:</b>	<b>DIRECTORS:</b>
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>
<b>ABSENT:</b>	<b>DIRECTORS:</b>

Signed this 20<sup>th</sup> day of January 2021

Gary Cursio, Chair

A T T E S T

Michael La Pier, AAE  
District Secretary

## Monterey Regional Airport - PROPOSED ACIP 2021

Safety Enhancement Program (SEP) for Taxiway A Relocation and Associated Demolition and Relocation of General Aviation Facilities Passenger Terminal and Other Facilities		Phase A		Phase B	
		Phase C		Phase D	
	PROJECT DESCRIPTION	Project Cost	FAA AIP Eligible Est.	Local Share/ AIP Match	
<b>2021</b>					
1	SEP for Taxiway A Relocation - Phase A-1 Commercial Apron Design	\$ 3,100,000	\$ 2,810,460	\$ 289,540	
<b>2021 BACKUP PROJECTS</b>					
2	10R-28L Pavement Rehabilitation Treatment	\$ 1,250,000	\$ 1,133,250	\$ 116,750	
3	South Side Land Acquisition (4.4 acres )	\$ 7,250,000	\$ 6,572,850	\$ 677,150	
<b>2021</b>	<b>TOTALS</b>	<b>\$ 8,500,000</b>	<b>\$ 7,706,100</b>	<b>\$ 793,900</b>	
<b>2022</b>					
4	SEP for Taxiway A Relocation - Phase A-2 Demo Southside GA	\$ 1,400,000	\$ 1,269,240	\$ 130,760	
5	SEP for Taxiway A Relocation - Phase A-3 Commercial Apron Construction Phase 1	\$ 21,900,000	\$ 19,854,540	\$ 2,045,460	
6	Purchase new ARFF Vehicle	\$ 800,000	\$ 725,280	\$ 74,720	
<b>2022</b>	<b>TOTALS</b>	<b>\$ 24,100,000</b>	<b>\$ 21,849,060</b>	<b>\$ 2,250,940</b>	
<b>2023</b>					
7	SEP for Taxiway A Relocation - Phase B-1 ARFF Airfield service road	\$ 700,000	\$ 634,620	\$ 65,380	
8	SEP for Taxiway A Relocation - Phase B-2 ARFF Construction	\$ 5,100,000	\$ 4,623,660	\$ 476,340	
9	SEP for Taxiway A Relocation - Phase C-1 Terminal Building Design	\$ 4,600,000	\$ 4,170,360	\$ 429,640	
<b>2023</b>	<b>TOTALS</b>	<b>\$ 10,400,000</b>	<b>\$ 9,428,640</b>	<b>\$ 971,360</b>	
<b>2024</b>					
10	SEP for Taxiway A Relocation - Phase B-3 Demo ARFF Southside	\$ 800,000	\$ 725,280	\$ 74,720	
11	SEP for Taxiway A Relocation - Phase A-4 Commercial Apron Construction Phase 2	\$ 21,900,000	\$ 19,854,540	\$ 2,045,460	
<b>2024</b>	<b>TOTALS</b>	<b>\$ 22,700,000</b>	<b>\$ 20,579,820</b>	<b>\$ 2,120,180</b>	



	PROJECT DESCRIPTION	Project Cost	FAA AIP Eligible Est.	Local Share/ AIP Match
<b>2025</b>				
12	SEP for Taxiway A Relocation - Phase C-2 Terminal Building -Low Range (361 sqft)	\$ 60,100,000	\$ 21,808,082	\$ 38,291,918
12	SEP for Taxiway A Relocation - Phase C-2 Terminal Building -High Range (461 sqft)	\$ 76,700,000	\$ 21,808,082	\$ 54,891,918
<b>2025</b>	<b>TOTALS</b>	<b>\$ 76,700,000</b>	<b>\$ 21,808,082</b>	<b>\$ 54,891,918</b>
<b>2026</b>				
13	SEP for Taxiway A Relocation - Phase C-3 Relocated Parking and Roads	\$ 9,700,000	\$ 8,794,020	\$ 905,980
<b>2026</b>	<b>TOTALS</b>	<b>\$ 9,700,000</b>	<b>\$ 8,794,020</b>	<b>\$ 905,980</b>
<b>2027</b>				
14	SEP for Taxiway A Relocation - Phase D-1 Taxiway A Shift Construction	\$ 1,800,000	\$ 1,631,880	\$ 168,120
<b>2027</b>	<b>TOTALS</b>	<b>\$ 1,800,000</b>	<b>\$ 1,631,880</b>	<b>\$ 168,120</b>
<b>2028</b>				
15	SEP for Taxiway A Relocation - Phase D-2 Demolish Old Terminal Bldg	\$ 4,600,000	\$ 4,170,360	\$ 429,640
<b>2028</b>	<b>TOTALS</b>	<b>\$ 4,600,000</b>	<b>\$ 4,170,360</b>	<b>\$ 429,640</b>



# Cost Per Enplaned Passenger

## HISTORICAL AND COMPARATIVE ANALYSIS

# Cost Per Enplaned Passenger (CPEP)

**Cost per enplaned passenger (CPEP)** is **defined** as all landing **fees**, airside usage **charges**, fuel flowage **fees**, terminal rents and other airline payments to airports divided by **enplaned passengers**.

CPEP, as some would know, is a metric that is often used by the airlines and the financial industry to determine the competitiveness of a rates and charges at an airport as well as the financial flexibility of an airport.

There are two basic contributors to the calculation of CPEP:

1. Number of enplaned passengers
2. Costs assigned to the airline rates and charges

Simply put, the greater the number of enplaned passengers and the lower cost assigned to the airlines through rates and charges, the lower and more competitive your CPEP is.



# CPEP Historical Performance and Comparative Analysis for Fiscal Year 2020

## MONTEREY HISTORICAL PERFORMANCE

## COMPARABLE AIRPORTS FISCAL YEAR 2020

Fiscal Year 21 (to date)	\$7.10	Fresno, CA	\$8.84
Fiscal Year 20	\$8.30	Palm Springs, CA	\$5.27
Fiscal Year 19	\$9.84	Santa Rosa, CA	\$1.94
Fiscal Year 18	\$10.43	Sacramento, CA	\$11.17
Fiscal Year 17	\$9.98	San Jose, CA	\$9.93
Fiscal Year 16	\$10.20	San Luis Obispo, CA	\$8.29

**AGENDA ITEM: H**  
**DATE: January 20, 2021**

**TO:** Michael La Pier, Executive Director, Monterey Regional Airport  
**FROM:** Department Heads  
**SUBJECT:** Monthly Department Reports

**FINANCE AND ADMINISTRATION.**

[Terminal Comment Card Log by Administration](#)  
[Financial Summary by Tim Bergholz, Deputy Executive Director of Finance & Administration](#)

**FIRE.**

[Monthly Fire Report by Monterey Fire Department](#)

**OPERATIONS.**

[Operations Report by Ken Griggs, Operations Manager](#)

**PLANNING AND DEVELOPMENT.**

[Planning & Development Report by Chris Morello, Deputy Director of Strategy and Development](#)

**POLICE.**

[Police Activity Report by Del Rey Oaks Police Department](#)

Tone	Date	Time	Airline	Flt #	A/D/G	Comments	City & State
	No Comment Cards submitted during the month of December.						

**AGENDA ITEM: K**  
**DATE: January 20, 2021**

**TO:** Michael La Pier, Executive Director, Monterey Regional Airport  
**FROM:** Tim Bergholz, Deputy Executive Director Finance and Administration  
**SUBJECT:** Fiscal Year 2021 Financial Summary

**BACKGROUND.** November 2020 pre audit financial results are summarized in the following documents:

- **Graphic Comparison - Actual Operating Revenue & Actual Operating Expense**
- **Airport Operating Statistics & Financial Performance**
- **Capital Expenditures**
- **Investments Schedule**
- **Sources / Uses of Cash**

The COVID-19 health emergency began to surge in November but the impact on aviation travel appeared to be negligible, but public information suggests that December may be impacted. Commercial airline enplanements decreased at about 9% month over month, general aviation landings are about 107% of prior years landings and travel related concessions are stable. Airport customers and tenants have adjusted to travel safety requirements under the pandemic and the industries COVID-19 safety policies and practices continue.

The Airport filed a \$209.9K Corona Virus Aid, Relief, and Economic Security (CARES) Act reimbursement request for November. The Airport practice is to only draw funds when cash outflows exceeds cash inflows from operations, district capital improvements and debt services. As of November 30, total CARES Act reimbursement requests submitted are \$3.14M and the balance available is \$9.52M.

**SUMMARY.** November 2020 combined Airport operating revenues are \$493.6K which is \$5.4K (1.1%) lower than budget (\$499.1K). The November unfavorable revenue variance is attributed to changes projected in the June 2020 budget. By November 1, the Airport hoped Commercial Airline travel would have improved, and tenant abatements could be decreased or cancelled. Fortunately, there is increasing stability in Commercial, General Aviation and Concession revenues. Most of the businesses operating in the Non-Aviation and Other Operating continue to operate with near normal revenues.

OPERATING REVENUES							
November 2020 ACTUAL	November 2020 BUDGET	VARIANCE		FYTD 2021 ACTUAL	FYTD 2021 BUDGET	VARIANCE	
		\$	%			\$	%
\$ 493,632	\$ 499,102	\$ (5,470)	-1.1%	\$ 2,417,778	\$ 1,720,295	\$ 697,483	40.5%

Commercial Aviation (CA) fees in November are over budget (\$43.1K actual vs \$32.0K budget) by \$11.1K or 34.8%. Aircraft landing volumes (189) are over budget (157) by 32 landings. In November, commercial airlines revenue generating enplanements decreased slightly from 7,871 in October to 7,160 passengers. American Airlines' Dallas flight exceeded current national

averages with simple load factors of 69.2% and United's Denver flight maintained an above average 67.1% simple load factor. In November, Operations reported no scheduled flight cancellations.

General Aviation (GA) operating revenues for November (\$134.9K) are \$28.0K or 26.15% higher than budget (\$106.9K). This favorable GA revenue variance resulted from higher GA Landing (\$21.4K) and Fuel Flowage (\$24.9K) fees that were slightly offset by lower FBO abated rents (\$14.5K).

In November combined TCP permits, Taxi Permits/Trips, TNC Trips, Terminal Concessions, Rental Car and Parking Concessions (Concessions) revenues (\$97.5K) are \$71.5K or 274.8% higher than budget (\$26.0K). Beginning November 2020 Rental Car and Parking minimum annual guarantees were included in the budget (\$12.8K). Overall Concession revenues have been performing better than expected even with the 65% decrease in enplanements and deplanements. Rental car revenues are operating at about 55% of prior year levels. As previously mentioned, there are a significant number of local customers and car service centers utilizing the Airport's rental car concession services which helps maintain concession reviews.

November Non-Aviation Tenant revenues (\$171.8K) are lower than budget (\$173.5) by \$1.7K or 0.9%. \$1.6K. Most of the variance came from Tarp's rent abatement (\$10.3K) that was partially extended to February 28, 2021. Tarp's abatement was partially offset by improved RV rents, MHSS fees and higher office rents.

November Other Operating Revenues (\$16.3K) are higher than budget (\$12.8K) by \$3.5K or 27.2%. The favorable variance resulted from higher tenant utilities chargebacks (\$3.1K) and higher tenant parking passes and badges (\$1.3K) which were offset by other small variances (\$975).

OPERATING EXPENSES							
November 2020 ACTUAL	November 2020 BUDGET	VARIANCE		FYTD 2021 ACTUAL	FYTD 2021 BUDGET	VARIANCE	
		\$	%			\$	%
\$ 868,518	\$ 880,682	\$ 12,163	-1.4%	\$ 3,414,275	\$ 3,597,416	\$ 183,140	-5.1%

November operating expenses (\$868.5K) are under budget (\$880.7K) by \$12.2K or 1.4%. The expense variance came from the following:

Salary & Wages and Employer Payroll Tax (Wages) Expenses (\$154.5K) for November are materially on budget (\$156.8K).

Employer Benefit Expenses (\$113.9K) for November are lower than budget (\$118.6K) by \$4.7K or 4.0%. The variance is the result of lower CalPERS retirement expenses (\$1.7K), savings from prepaying the FY 21 CALPERS UAL expense (\$2.7K) and other small differences.

Personnel Related Expenses (\$114.3) for November are under budget (\$122.1K) by \$7.9K or



6.4%. The favorable variance comes from lower Board Member election fees (\$4.6K), Dues and Subscriptions (\$1.0K) and lower Travel & Business Entertainment related expenses (\$2.5K) and other small variances (\$0.3K).

Business Related Expenses (\$28.5K) for November are under budget (\$74.7K). Most of the difference comes from a delayed payment of the 2801 Monterey Salinas Highway property (2801) possessory tax interest (\$76.7K) that was due on December 10<sup>th</sup>. By the 2801 purchase agreement the Airport is responsible for the possessory taxes. Through escrow the Airport notified the county that there was a change in ownership and to have the taxes due notices sent to the Airport. By California law Monterey County Tax Assessor office apparently cannot bill a government entity so no possessory tax bill was sent. The mechanics of this tax delay are complex, and the Airport will need to work with legal counsel and the 2801 Lot A tenants to handle the possessory taxes. The good news is the 2801 Lot C building is unoccupied and won't have a tax bill due unless it is occupied by a private entity. This results in a tax savings of about \$15K for the Airport.

Expendable/Consumable Supplies & Materials expenses (\$4.9K) for November are under budget (\$8.6K) by \$3.7K or 43.05%. This favorable expense variance resulted from lower expenses in all supplies categories.

Repair & Maintenance expenses (\$46.2K) for November are over budget (\$42.8K) by \$3.4K or 7.9%. This unfavorable expense variance resulted from higher Airfield Repair & Maintenance (\$12.8K), Terminal Space Repairs (\$2.9K) and District Vehicle Repair & Maintenance (\$4.4K). The unfavorable expense variances were offset by lower Rental Space Repairs and Maintenance (\$15.3K), Landscape & Grounds Repair & Maintenance (\$2.3K), General Repairs & Maintenance (\$1.6K) and District Vehicle Repair & Maintenance (\$8.7K). Most of the variances are timing differences in maintenance and repair projects.

Outside Services expenses (\$217.5K) for November are materially on budget (\$219.6K) with a small favorable variance in Office rental expenses from a timing difference in completing elevator maintenance.

Professional Service expenses (\$121.8K) for November are over budget (\$35.3K) by \$86.4K or 244.4%. The unfavorable variance comes from higher Other Legal Fees from the CEQA Amendment lawsuit (\$95.6K) and storm water testing fees (\$6.0K) that are offset by lower Art Program (\$10.0K), temporary delay of Audit fees (\$4.6K), and Human Resources contract expenses (\$2.5K).

Marketing related expenses (\$8.4K) for November were over budget (\$6.8K) by \$1.7K or 24.7%. Most of the variance resulted from higher Marketing Expenses (\$2.4K) for commercials and advertising that were offset by lower Public Relations (\$700).

Combined Utilities expenses for November (\$53.6K) were lower than budget (\$61.8K) by \$8.3K or 13.4%. Most of the favorable variance come from a lower PG&E's annual true-up for the solar power generation and power usage (\$9.9K) and lower solid waste disposal fees (\$1.6K). Both

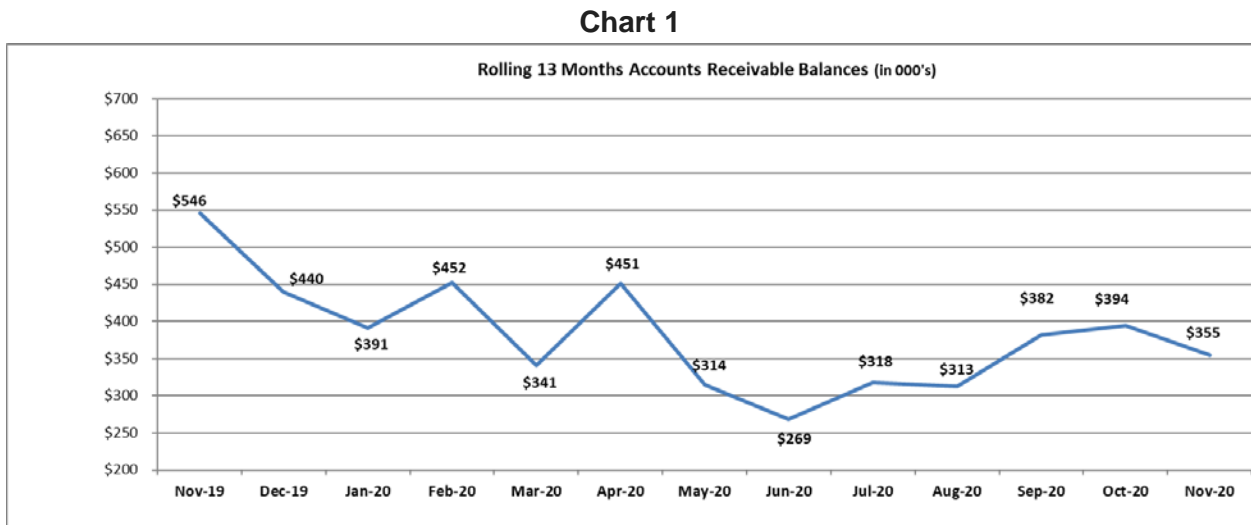
favorable variances were offset by higher water usage (\$2.1K) and sewage fees (\$1.4K).

With November revenues and operating expenses materially on budget the result is an operating loss of \$374.9K which is \$6.7K lower than the budgeted loss of \$381.6K. FYTD the operating loss is \$996.5K which is \$880.6K lower than budgeted loss of \$1.88M.

OPERATING INCOME / (LOSS)							
November 2020 ACTUAL	November 2020 BUDGET	VARIANCE		FYTD 2021 ACTUAL	FYTD 2021 BUDGET	VARIANCE	
		\$	%			\$	%
\$ (374,887)	\$ (381,580)	\$ 6,693	-1.8%	\$ (996,497)	\$ (1,877,120)	\$ 880,623	-46.9%

**ACCOUNTS RECEIVABLE.** The accounts receivable balance on November 30, 2020 is \$355K. This balance is 10.1% lower than October 31, 2020 balance of \$394K and 35.0% lower than the \$546K balance on November 30, 2019. The net accounts receivable balance over 60 days old on November 31, 2020 is \$2.3K. As of December 24, 2020, the over 60 days balance is \$791 and the accounts receivable balance is \$68.9K.

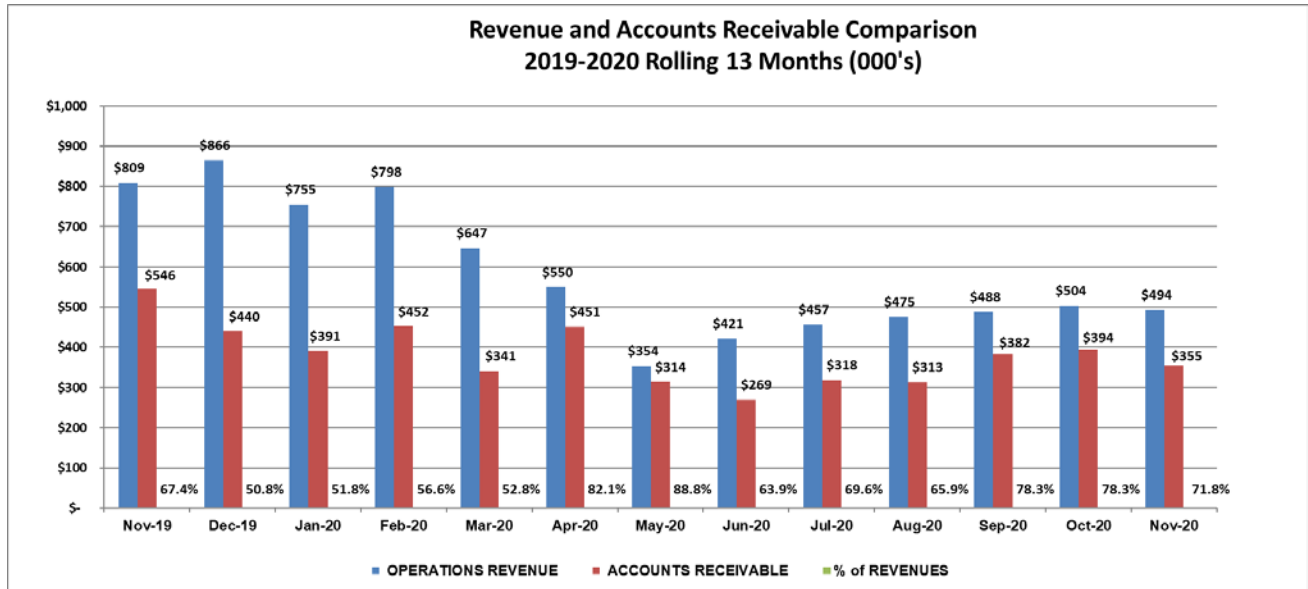
Chart 1 below depicts the accounts receivable balances by month for the 13 months from November 2019 to November 2020.



The balance of accounts receivable at month-end will align with operating revenues in that month. The month-end balance of accounts receivables historically was approximately 50% to 70% of revenues. For November 2020, accounts receivables are 71.8% of revenues and the thirteen-month average is 65.2%. Included in the November accounts receivables balance is a total bad debts reserve of \$32.0K. As mentioned above we continue to monitor customer's accounts for unusual activity and will make periodic calls to improve collections.

Chart 2 graphically presents the monthly comparison of operating revenues to accounts receivable.

**Chart 2**



**UNRESTRICTED CASH AND INVESTMENTS.** The unrestricted cash and investments balance on November 30, 2020 is \$6.14M and the unrestricted cash and investments balance on October 31, 2020 is \$6.25M, a decrease of \$109K. The decrease in unrestricted cash and investments came transfers out to fund payroll (\$100.00K) and District prepaid CIP related expenses (\$9.0K).

Chart 3 graphically presents the monthly balances of unrestricted cash and investments.

**Chart 3**

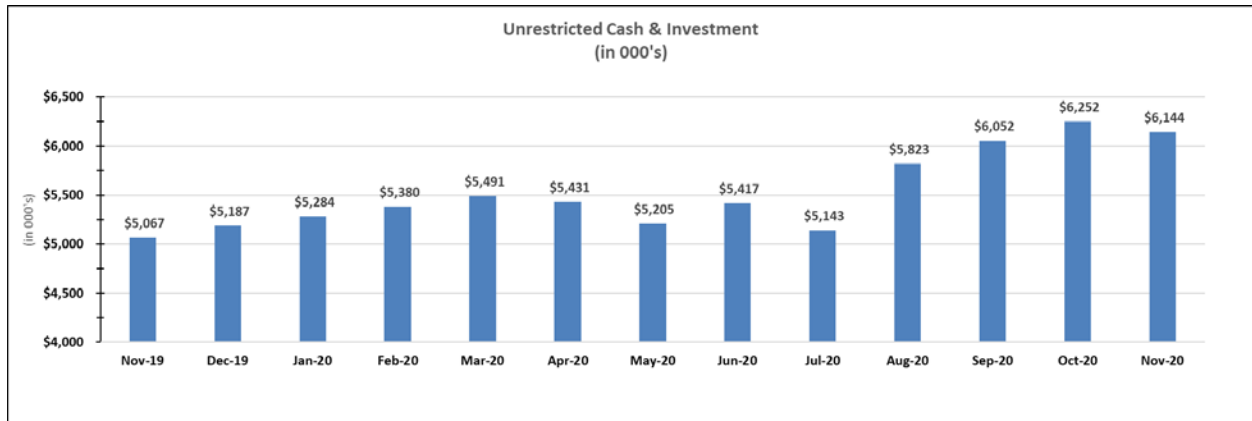


Table 1 presents simple load factors for fiscal years 2016 to 2021. Load factors indicate the customer utilization of available aircraft seating capacity which generally correlates to customer use of TCP, Taxi and TNC services, parking, and other support services. Simple load factors do not include non-revenue enplanements. Historically annual load factors range from approximately 70% to 77%. Commercial Airline aircraft types have a direct link to capacity and potential changes

in enplanements. As the mix of aircraft and destinations change, the goal is to have load factors follow which indicates that customers are willing to use the services offered by the Airlines.

As previously mentioned, the national health emergency has significantly impacted all tenant operations at the Airport. Table 1 clearly shows the impact of the national health emergency on simple load factors.

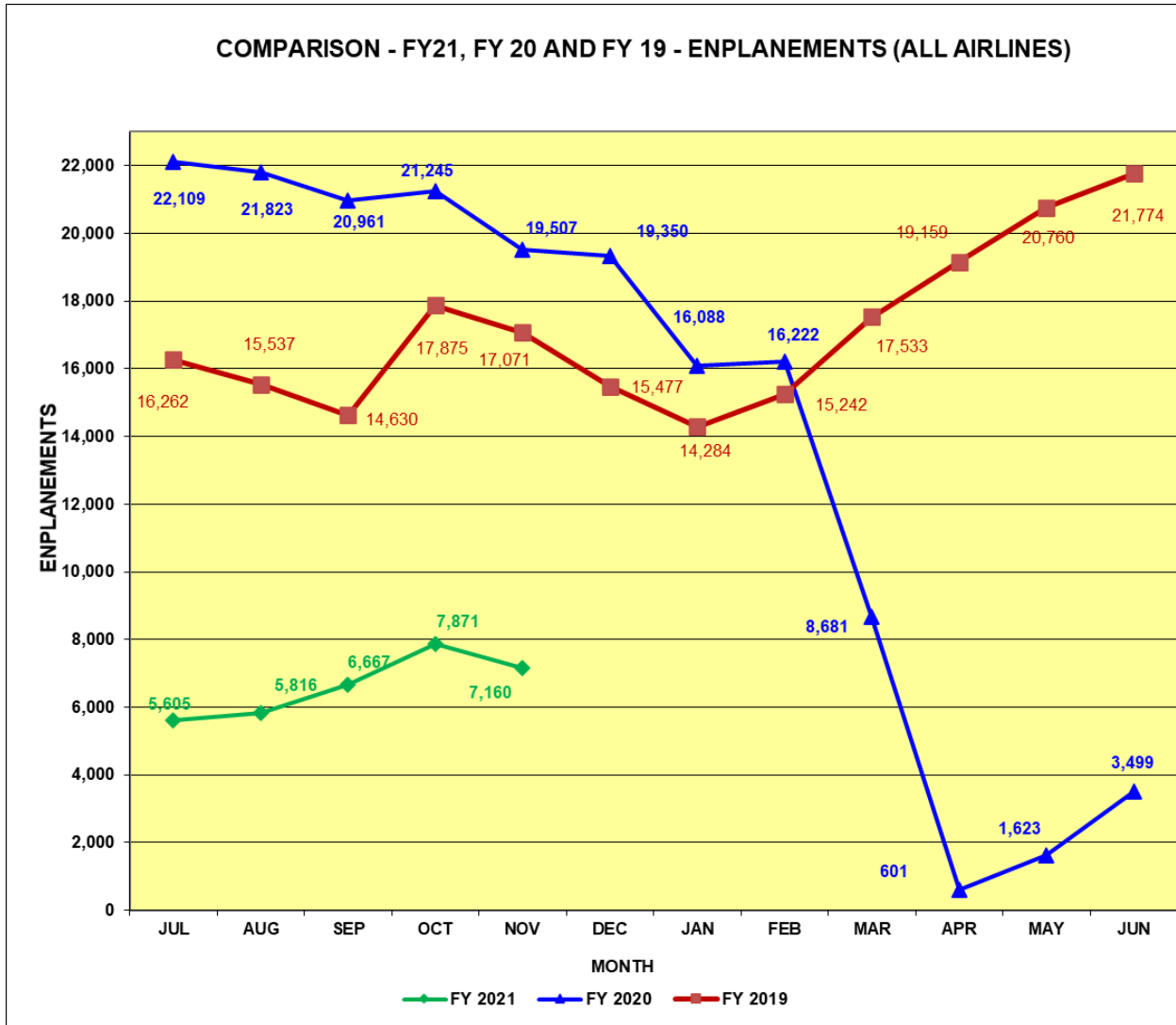
Airline specific simple load factors for November 2020 are Alaska SAN 36.3%, American DFW 69.2%, American PHX 49.4%, United DEN 67.1%, United SFO/LAX 45.1%, and Allegiant LAS 49.5%.

**Table 1**

Fiscal Year	November 2020				FYTD			
	Load Factors	Enplanements	Available Seats	Flights	Load Factors	Enplanements	Available Seats	Flights
2021	51.7%	7,160	13,836	189	47.9%	33,120	69,158	956
2020	80.0%	19,507	24,386	397	76.8%	105,645	137,528	2,096
2019	69.7%	17,071	24,507	365	71.1%	81,375	114,431	1,724
2018	82.8%	15,576	18,806	297	79.0%	83,619	105,910	1,676
2017	75.9%	16,444	21,656	321	77.1%	86,872	112,654	1,740
2016	81.4%	15,762	19,362	315	80.0%	78,438	98,072	1,639

Chart 4 presents a comparison of monthly FY 2019, 2020 and 2021 enplanements, which represents the Airport's business cycle. When comparing November 2020 and October 2020, enplanements decreased 9.0% or 711 enplanements. When comparing November 2020 to November 2019, enplanements decreased 63.3% or 12,347 enplanements.

Chart 4



**MONTEREY PENINSULA AIRPORT DISTRICT**

**FISCAL YEAR 2021**

**FINANCIAL STATEMENTS - UNAUDITED**

for

**Period 05 -- November 2020**

1. **Period and Year-to-Date Financial Statement Commentary**
2. **Graphic Comparison - Actual Operating Revenue & Actual Operating Expense - November 2020**
3. **Graphic Comparison - Actual Operating Revenue & Actual Operating Expense - FYTD 2021**
4. **Financial Performance Summary - Comparison - FP 21 Actual versus FP 20 Budget & FYTD Actual versus & FYTD Budget**
5. **Income Statement - Functional - Actual vs Budget - November 2020 & FYTD**
6. **Notes to Functional Income Statements - November 2020 & FYTD**
7. **Balance Sheet - November 30, 2020**
8. **Statement of Cash Flows - FYTD as of November 30, 2020**
9. **Capital Expenditures**
10. **Investments**
11. **Sources / Uses of Cash**

**Attachments:**

**Income Statement Variance Analysis for November 2020**

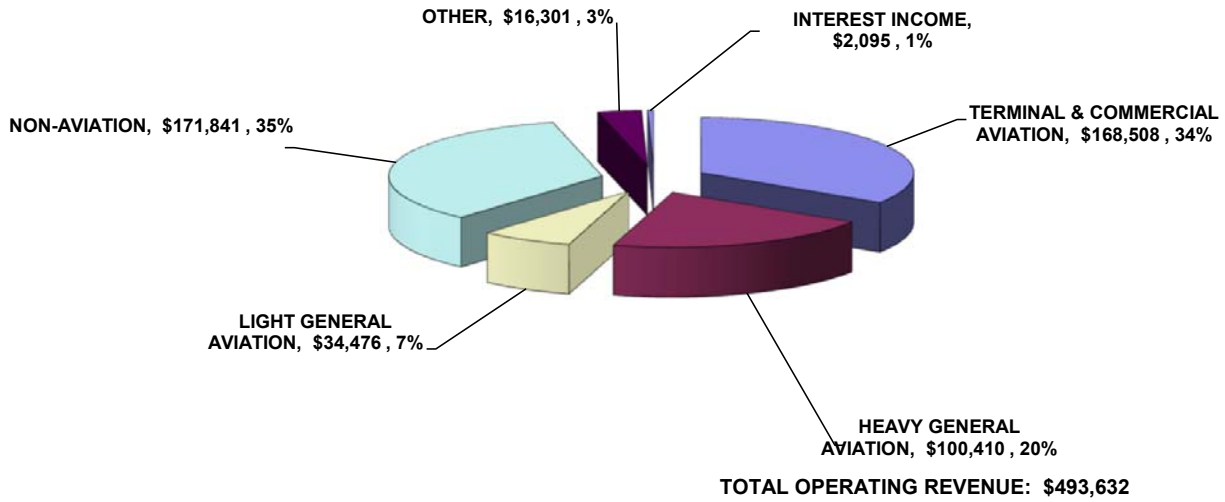
**Accounts Receivable Rolling 13 Period Graph and Aging Report**

**Distribution:**

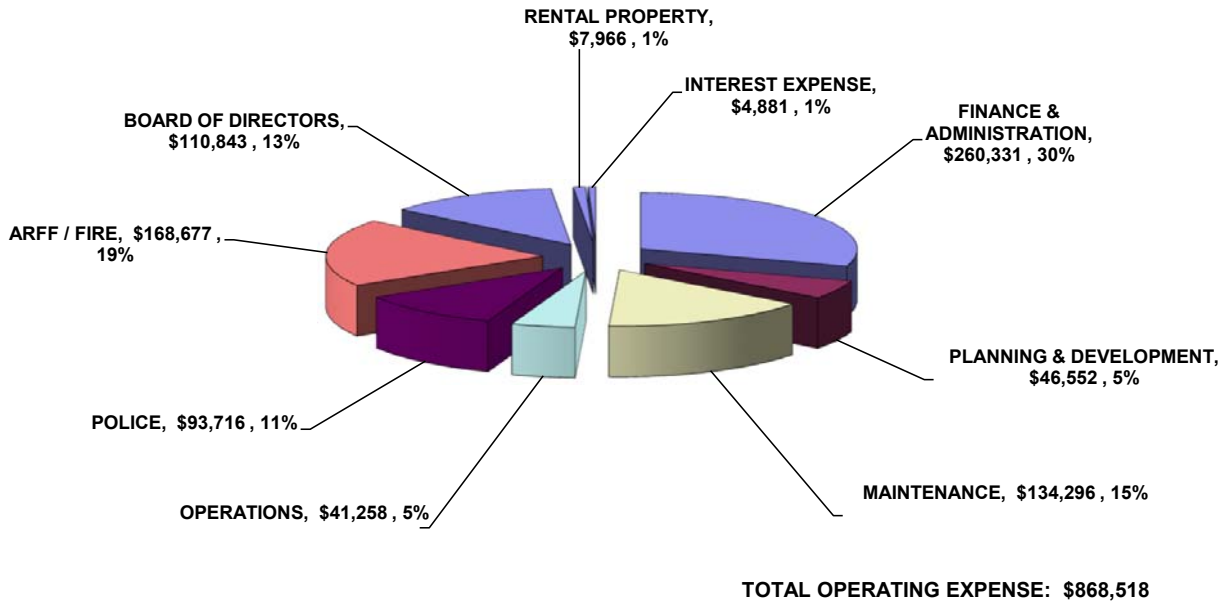
**Mary Ann Leffel, Director  
Gary Cursio, Director  
Mike La Pier, Executive Director  
Tim Bergholz, Deputy Executive Director**

**Chris Morello, Deputy Director of Strategy and Development  
Ken Griggs, Airport Operations Manager  
John O'Neil, Maintenance Manager**

### November 2020 Operating Revenue

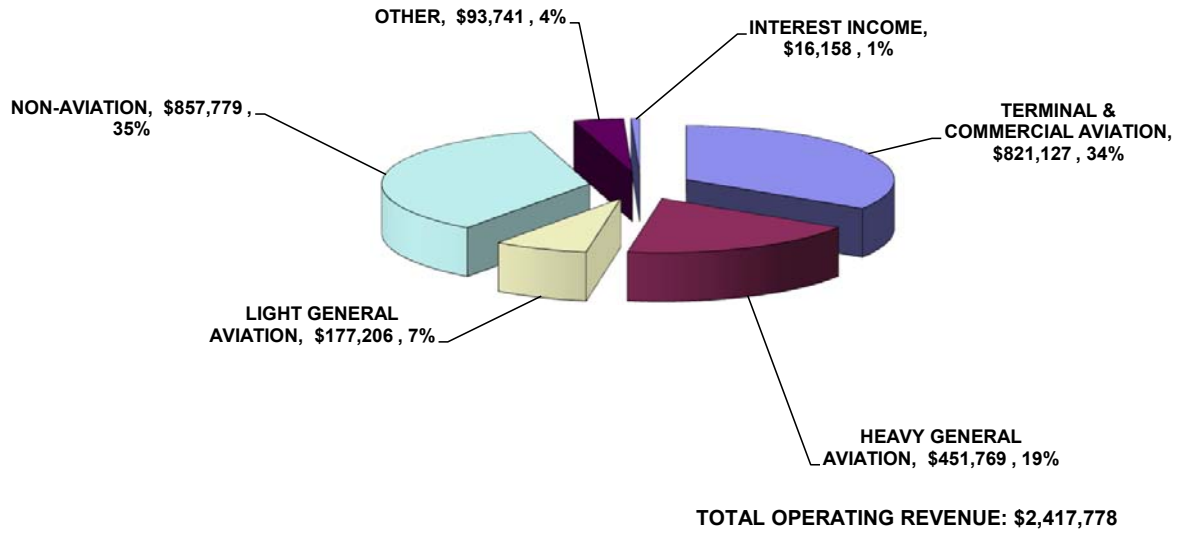


### November 2020 Operating Expense

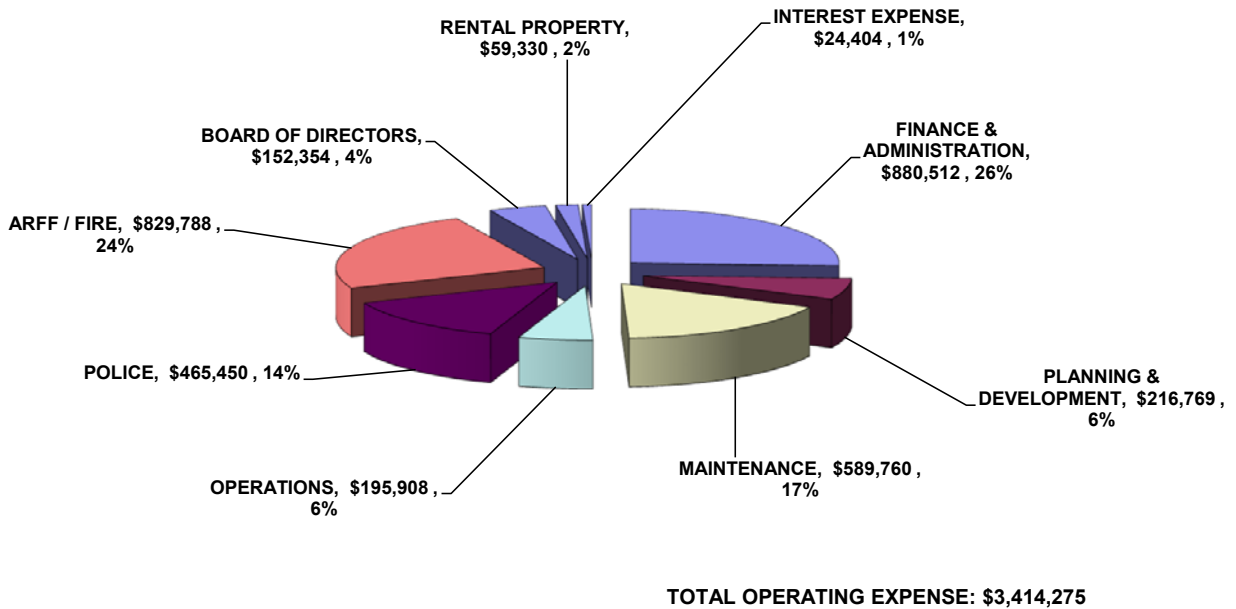


Monterey Peninsula Airport District

FY 2021 (July 20 - November 20) YTD Operating Revenue



FY 2021 (July 20 - November 20) YTD Operating Expense





# AIRPORT DISTRICT OPERATING AND FINANCIAL PERFORMANCE SUMMARY

## November 30, 2020

OPERATING STATISTICS	Nov-20	Budget		Nov-19	YTD FY 21	Budget		YTD FY 20
<b>AIRPORT ACTIVITY</b>								
Air Carrier Landings <sup>1</sup>	189	157	20.4%	372	956	622	53.7%	2,071
Passengers (emp/dep)	14,191			38,519	65,447			211,909
Total Cargo (in pounds)	50,815			63,636	274,126			337,592
Commercial	1,067			1,231	5,275			7,490
General Aviation	2,614			2,699	12,392			16,543
Military	103			126	386			720
<b>TOTAL AIRCRAFT OPERATIONS</b>	<b>3,784</b>			<b>4,056</b>	<b>18,053</b>			<b>24,753</b>

<b>VEHICLE EXIT COUNT</b>								
Long Term (1) Lot	753			1,737	3,365			10,029
Upper Short Term (2) Lot	600			2,192	3,127			10,033
Lower Short Term (3) Lot	2,866			5,911	13,356			33,525
<b>TOTAL VEHICLE EXIT COUNT</b>	<b>4,219</b>			<b>9,840</b>	<b>19,848</b>			<b>53,587</b>

1 Cancelled Flights: Current Month = 0 (0 - Alaska /0 - Allegiant /0- American /0- United) FYTD = 16 (0 - Alaska /1 - Allegiant /6- American /9 - United)

	Nov 20	Nov 20		Nov 19	YTD FY 21	BUDGET		YTD FY 20
	ACTUAL	BUDGET	%	ACTUAL	ACTUAL	BUDGET	%	ACTUAL
<b>OPERATING REVENUE</b>								
<b>TERMINAL</b>								
CA Landing, Apron, RON and Fuel Flowage Fees	43,084	31,961	34.8%	76,794	217,735	159,908	36.2%	422,073
Rents	27,906	144,333	-80.7%	145,658	110,704	185,233	-40.2%	727,541
TCP Operator Permits	300	650	-53.8%	583	1,500	3,250	-53.8%	3,185
Taxi Operator Permits & Trip Fees	1,387	778	78.2%	5,533	7,062	4,335	62.9%	32,103
TNC Permits & Trip Fees	5,262	2,277	131.1%	20,019	24,972	11,605	115.2%	109,920
Concessions	9,056	9,565	-5.3%	19,891	41,170	9,565	330.4%	103,057
Rental Car	64,097	5,500	1065.4%	93,340	350,885	5,500	6279.7%	643,459
Parking	17,417	7,250	140.2%	89,769	67,099	7,250	825.5%	445,451
<b>HEAVY GENERAL AVIATION</b>								
GA Landing Fees	29,456	8,076	264.7%	26,920	153,913	61,460	150.4%	204,868
FBO Rent	43,256	57,780	-25.1%	57,780	158,186	173,344	-8.7%	288,900
Fuel Fees	27,698	2,814	884.3%	28,141	139,670	19,883	602.5%	198,808
<b>LIGHT GENERAL AVIATION</b>								
NON AVIATION	34,476	38,258	-9.9%	36,957	177,206	186,098	-4.8%	188,566
OTHER OPERATING REVENUE	171,841	173,495	-1.0%	182,989	857,779	803,715	6.7%	919,894
OTHER OPERATING REVENUE	16,301	12,815	27.2%	22,098	93,741	65,399	43.3%	144,601
INTEREST INCOME	2,095	3,550	-41.0%	2,935	16,158	23,750	-32.0%	32,486
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 493,632</b>	<b>\$ 499,102</b>	<b>-1.1%</b>	<b>\$ 809,408</b>	<b>\$ 2,417,778</b>	<b>\$ 1,720,295</b>	<b>40.5%</b>	<b>\$ 4,464,911</b>

<b>OPERATING EXPENSE</b>								
Finance & Administration	260,331	190,109	36.9%	189,044	880,512	806,519	9.2%	851,091
Planning & Development	46,552	44,084	5.6%	43,043	216,769	235,635	-8.0%	207,198
Maintenance & Custodial Services	134,296	123,039	9.1%	130,216	589,760	678,483	-13.1%	683,768
Airport Operations	41,258	38,990	5.8%	46,522	195,908	217,595	-10.0%	231,850
Police Department	93,716	94,601	-0.9%	100,128	465,450	472,045	-1.4%	503,137
ARFF /Fire Services	168,677	163,985	2.9%	168,502	829,788	820,410	1.1%	850,535
Board of Directors	110,843	117,308	-5.5%	11,743	152,354	166,550	-8.5%	63,697
Office Rentals	7,966	103,685	-92.3%	78,585	59,330	175,775	-66.2%	121,465
Interest Expense	4,881	4,881	0.0%	6,258	24,404	24,404	0.0%	31,290
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 868,518</b>	<b>\$ 880,682</b>	<b>-1.4%</b>	<b>\$ 774,041</b>	<b>\$ 3,414,275</b>	<b>\$ 3,597,416</b>	<b>-5.1%</b>	<b>\$ 3,544,032</b>
<b>OPERATING INCOME / (LOSS)</b>	<b>\$ (374,887)</b>	<b>\$ (381,580)</b>	<b>-1.8%</b>	<b>\$ 35,368</b>	<b>\$ (996,497)</b>	<b>\$ (1,877,120)</b>	<b>-46.9%</b>	<b>\$ 920,879</b>

<b>DISTRICT CAPITAL EXPENDITURES</b>	<b>\$ (16,092)</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 34,492</b>	<b>\$ 79,398</b>	<b>\$ 406,590</b>	<b>-80.5%</b>	<b>\$ 40,987</b>
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<b>DEBT SERVICE - PRINCIPAL ONLY</b>	<b>\$ 45,942</b>			<b>\$ 41,133</b>	<b>\$ 229,707</b>			<b>\$ 205,666</b>
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**FISCAL YEAR 2021**  
**Airport Capital Improvements / Capital Expenditures**  
**FINANCIAL STATEMENTS UNAUDITED**  
**November 30, 2020**

<b>Airport Improvement Programs</b>	<b>Actual FY 2021</b>		<b>Prior Fiscal Year</b>		<b>Actual FY 2021</b>		<b>Prior Fiscal Year</b>	
	<b>Current Period</b>		<b>Current Period</b>		<b>Year-To-Date</b>		<b>Year-To-Date</b>	
District Expenditures	(16,092.01)	-5.0%	34,492.38	61.3%	79,397.82	1.6%	1,428.51	0.3%
AIP -- FAA Funded Expenditures	287,963.00	89.6%	2,736.48	4.9%	4,502,065.36	87.9%	437,295.35	91.7%
AIP -- PFC Funded Expenditures	46,311.60	14.4%	19,013.67	33.8%	535,074.75	10.5%	37,952.56	8.0%
AIP -- CFC Funded Expenditures	3,200.00	1.0%	0.00	0.0%	3,200.00	0.1%	0.00	0.0%
<b>Total Capital Improvement Expenditures</b>	<b>321,382.59</b>	<b>99%</b>	<b>56,242.53</b>	<b>100%</b>	<b>5,119,737.93</b>	<b>100%</b>	<b>476,676.42</b>	<b>100%</b>

**District Capitalized Acquisitions / Expenditures By Department**

Finance & Administration	-		-		-		-	
Planning & Development	-		-		-		-	
Maintenance & Custodial Services	-		-		-		-	
Airport Operations	-		-		-		39,558.94	
Police	-		-		-		-	
ARFF / Fire	-		-		-		-	
<b>Total Capital Acquisition Expenditures</b>	<b>-</b>	<b>0%</b>	<b>-</b>		<b>0.00</b>	<b>0%</b>	<b>39,558.94</b>	<b>0%</b>

**Consolidated**

District Expenditures	(16,092.01)	-5.0%	34,492.38	61.3%	79,397.82	1.6%	40,987.45	7.9%
AIP -- FAA Funded Expenditures	287,963.00	89.6%	2,736.48	4.9%	4,502,065.36	87.9%	437,295.35	84.7%
AIP -- PFC Funded Expenditures	46,311.60	14.4%	19,013.67	33.8%	535,074.75	10.5%	37,952.56	7.4%
AIP -- CFC Funded Expenditures	3,200.00	1.0%	0.00	0.0%	3,200.00	0.1%	0.00	0.0%
<b>Total Capital Expenditures</b>	<b>321,382.59</b>	<b>100%</b>	<b>56,242.53</b>	<b>100%</b>	<b>5,119,737.93</b>	<b>100%</b>	<b>516,235.36</b>	<b>100%</b>

**FY 2019/20 District Capital Expenses/Budget:**

	<b>Actual PTD</b>	<b>Budget PTD R2</b>	<b>Actual YTD</b>	<b>Budget YTD R2</b>
2016-01 NEPA & CEQA	(25,292.47)	-	50.03	-
2019-01 Infield Safety Area Rehab Phase 1	276,279.11	-	278,686.21	-
2019-03 Water Distribution System	-	-	-	-
2020-10 SWRCB Analysis	-	-	9,853.50	78,340.00
2020-11 PG&E Lighting Project	-	-	-	-
2020-12 Northside GA Apron Construction	(283,614.28)	-	(147,788.67)	-
2020-13 Northside VSR Improvement	-	-	(81,706.85)	-
2020-14 Demolish Building 505	-	-	-	250,000.00
2020-11 PG&E Lighting Project F&K	-	-	-	47,000.00
2021-03 Electric Vehicle DC Fast Chgr	16,535.63	-	20,303.60	31,250.00
	<u>(16,092.01) *</u>	<u>0.00</u>	<u>79,397.82 *</u>	<u>406,590.00</u>

**FISCAL YEAR 2021**  
**Schedule Of Investments**  
**FINANCIAL STATEMENTS UNAUDITED**

	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Value At 11/30/20</u>	<u>Interest Rate</u>
<b>Money Market Account - MPAD</b>				
State of California - Local Agency Investment Fund	Various	Various	<u>\$2,622,738.78</u>	0.480%
<b>Money Market Account - MPAD</b>				
JP Morgan Chase - District Reserve - Money Market Account			<u>\$2,480,643.71</u>	0.01%
<b>Royal Alliance - Certificates of Deposits and Cash Equivalents - MPAD</b>				
Capital One Bk USA Natl Assn Glen Allen VA CTF DEP ACT/365	02/23/17	02/23/22	50,000.00	2.30%
Citizens St Bank Lacrosse Wisconsin CTF DEP ACT/365	05/18/16	05/18/21	125,000.00	1.40%
Comenity Capital Bank Salt Lake City Utah CTF DEP	10/21/16	10/29/21	100,000.00	1.75%
Discover Bk Greenwood DEL CTF ACT/365	03/01/17	03/01/22	25,000.00	2.30%
Discover Bk Greenwood DEL CTF DEP ACT/365	06/13/19	06/14/21	100,000.00	3.00%
Everrbank Jacksonville FLA CTF DEP ACT/365	07/28/16	07/28/21	120,000.00	1.45%
Goldman Sachs Bk USA New York CTF DEP ACT/365	05/31/17	05/16/22	145,000.00	1.80%
Sallie Mae BK Salt Lake City UT CTF DEP ACT/365	06/13/19	06/13/23	125,000.00	3.30%
State Bank India New York NY CTF DEP ACT/360	02/24/17	02/24/22	125,000.00	2.25%
Synchrony Bk Retail CTF DEP	06/29/16	06/29/21	120,000.00	1.55%
Cash And Cash Equivalents	Various	Various	5,246.15	Variable
			<u>\$1,040,246.15</u>	
			<u><b>\$6,143,628.64</b></u>	
<b>Sub-Total: MPAD INVESTMENTS:</b>			<u><b>\$6,143,628.64</b></u>	

**FISCAL YEAR 2021**  
Schedule Of Investments  
FINANCIAL STATEMENTS UNAUDITED

	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Value At 11/30/20</u>	<u>Interest Rate</u>
<b>Tenant's Security Deposits &amp; Certificates of Deposit - RESTRICTED</b>				
JP Morgan Chase - Money Market Account	Various	Various	\$446,906.27	0.01%
<b>Passenger Facility Charges (PFCs) - RESTRICTED</b>				
JP Morgan Chase - Passenger Facility Charges (PFCs)			533,183.20	0.01%
<b>Customer Facility Charges (CFCs) - RESTRICTED</b>				
JP Morgan Chase - Customer Facility Charges (CFCs)			745,555.19	0.01%
<b>Royal Alliance - Certificates of Deposits and Cash Equivalents:</b>				
Capital One Bk USA Natl Assn Glen Allen VA CTF DEP ACT/365	08/24/16	08/24/21	100,000.00	1.60%
Capital One Bk USA Natl Assn Glen Allen VA CTF DEP ACT/365	02/23/17	02/23/22	50,000.00	2.30%
CitiBank NATL ASSN SIOUX FALLS SB CTF DEP ACT /365	08/14/19	08/15/22	120,000.00	3.15%
Discover Bk Greenwood Del CTF DEP ACT/365	03/01/17	03/01/22	120,000.00	2.30%
Discover Bk Greenwood Del CTF DEP ACT/365	08/30/19	08/08/22	130,000.00	3.15%
Goldman Sachs BK USA NY CTF DEP ACT/365	01/02/20	01/03/22	50,000.00	3.15%
State BK India NY, NY CFT DEP ACT/360	02/24/17	02/24/22	30,000.00	2.25%
Wells Fargo NA Sioux Falls SD CTF DEP ACT 365	05/23/19	05/24/21	150,000.00	2.90%
Cash and Cash Equivalents	Various	Various	285,518.70	Various
			<u>\$1,035,518.70</u>	
<b>Sub-Total: MPAD Investments - RESTRICTED:</b>			<u><b>\$2,761,163.36</b></u>	
<b>Total MPAD Investment Portfolio:</b>			<u><u><b>\$8,904,792.00</b></u></u>	



# MONTEREY FIRE DEPARTMENT

## Report to Airport Board of Directors

December 2020

### 1. Incident Responses

Engine assigned to Fire Station 16 (Airport) responded to a total of 11 incidents during the month as follows:

- MPAD property – 1
- City of Monterey – 10
- Other Cities in Monterey Fire Jurisdiction – 0
- Auto / Mutual Aid – 0

### 2. Training

Personnel completed a total of 13.0 hours of Airport related training during the month.

Currently the following numbers of personnel are qualified in the ARFF training program:

- Awareness (familiar with operations at the Airport): 81
- Operational (qualified to work at Airport, but live fire training not current): 31
- Technician (fully qualified to be the designated ARFF fire engineer): 14

### 3. Other

- As we went into the holiday season, we took advantage of an opportunity to apply with the State and the County to be authorized to receive and administer the COVID vaccine. We received approval from both and have set up clinics to vaccinate our personnel as well as other fire and EMS personnel from other agencies throughout Monterey County. Clinics were actually held in January and we have been able to vaccinate a majority of our personnel. We will continue to support the County in getting the vaccine rolled out. When the appropriate tier is opened, we will offer the clinic to all Airport personnel.

### 4. Incident List – on Airport property incidents

Alarm Date / Time	Response Time	Location	Incident Type
12/1/2020 3:08 PM	0:00:00	200 Fred Kane DR	Alarm system sounded due to malfunction

**TO:** Michael La Pier, Executive Director  
**FROM:** Operations Department  
**DATE:** January 2, 2021  
**SUBJ:** Operations Report

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The following is a summary of activity of general Airport Operations for December 2020 and planned airline activities for January 2021.

1. The following reports are attached:
  - December 2020 Noise Comment Report
  - Operating and Expense Reports for the Taxi (through December 2020) and TNC ground transportation systems (through November 2020)
  - Commercial Flight Cancellations & Delays Report for December 2020
  - Commercial Flight Schedule for January 2021

2. Below is the summary of scheduled airline activity for January 2021:

Alaska Air operated by SkyWest

- Continues to use the Embraer (EMB) 175 aircraft to SAN
- Scheduled to operate one daily flight. Total of 62 flights (Arrivals and Departures)

Allegiant Air

- Continues to operate twice weekly to LAS using the Airbus 319/320 series
- Scheduled to operate a total of 16 flights (Arrivals and Departures)

United operated by SkyWest

- The SFO flight continues not to operate.
- The DEN flight will not operate for the foreseeable future after January 4<sup>th</sup>
- LAX is scheduled to operate one daily flight using the CRJ 200
- Scheduled to operate a monthly total of 70 flights (Arrivals and Departures)

American Eagle operated by SkyWest / Mesa / Envoy

- PHX is scheduled two to three daily flights using 900 aircraft
- DFW continues with one daily flight. Effective January 5<sup>th</sup>, the EMB 175 is replaced with the CRJ 900
- Scheduled to operate a monthly total of 226 flights (Arrivals and Departures)

Cumulatively speaking, the airlines have reduced 370 flights (374 vs 714) compared to January 2020, a decrease of 47%. The number of available seats has also decreased by approximately 41% (27,762 vs. 46,916).

## MRY AIRPORT NOISE COMMENT LOG DECEMBER 2020

Name	Location (Address)	Incident Date	Incident Time	Aircraft ID	</> or Flight	Comments	By	Action Taken	Notes	
2	L Virshup	Pasadera	12/1/2020	6:24 PM	Commercial	28L App	Low and directly over the	MC	Acknowledged and noted	
3	Cheryl Parker	DRO	12/2/2020	9:31 PM	Unknown	Unknown	Very loud take off that started me awake, shoot my windows, and started my dog barking past 8pm.	MC	Responded by explaining there is no curfew at 8pm. Provided link to the airport noise abatement guidelines.	
4	Kenneth Nowak	Pasadera	12/11/2020	7:36 PM	CRJ 200	28L App	SKW3261 at 900 feet directly overhead by radar. Ground at 550 feet. Aircraft only 350 feet above ground at this location.	KG	Acknowledged and noted	
5	Kenneth Nowak	Pasadera	12/13/2020	8:07 PM	CRJ 200	28L App	SKW3261 at 900 feet directly overhead by radar. Ground at 550 feet. Aircraft only 350 feet above ground at this location.	KG	Acknowledged and noted	
6	Kenneth Nowak	Pasadera	12/13/2020	8:21 PM	CRJ 200	28L App	SKW3261 at 900 feet directly overhead by radar. Ground at 550 feet. Aircraft only 350 feet above ground at this location.	KG	Acknowledged and noted	
7	Kenneth Nowak	Pasadera	12/13/2020	9:12 PM	A319	28L App	AAY80 at 900 feet directly overhead by radar. Ground at 550 feet. Aircraft only 350 feet above ground at this location.	KG	Acknowledged and noted	
8	Janelle Gestelli	Seaside	12/15/2020	From late morning to mid-afternoon	several small aircraft	"Going back and forth"	Several aircraft flying back and forth over our house all the time. Are there any limitations to this activity?	KG	Explained District's noise guidelines and FAA jurisdictional authority.	Complainant called on 12/16.
9	Christine Jacobsen	Seaside	12/16/2020	5:30 PM	Unknown	Unknown	Loud little plane flying over my house several times enough so I wanted to scream.	MC	Acknowledged and noted	
10	Not Supplied	CONA	12/18/2020	5:04 AM	Sovereign	28L Dep	It woke me up	MC	Acknowledged and noted	
11	Lauren Virshup	Pasadera	12/20/2020	4:12 PM	E175	28L App	Alaska at 4:12 pm. Alaska is a frequent offender. The airline should be made to understand that it is ignoring a noise-sensitive residential community.	KG	Acknowledged and noted	One e-mail received for both complaints
12	Lauren Virshup	Pasadera	12/20/2020	4:35 PM	A319	28L App	Another airline at 4:35. Both low, loud and directly over the community. Perfectly calm, clear day.	KG	Acknowledged and noted	
13	Kathleen McCoy	Prunedale	12/27/2020	All Day	Commercial	Unknown	Commercial jet intermittently all day. Has the flight pattern changed? Is this temporary due to conditions? If so could you let me know what they are?	KG	Most likely SJC traffic as residence was out of MRY coverage area.	
14	Douglas Mackenzie	DRO	12/28/2020	9:47 AM	Cessna Skylane	North Pattern	Small white plane flying low directly overhead.	KG	Acknowledged and noted	
15	Douglas Mackenzie	DRO	12/28/2020	9:53 AM	Cessna Skylane	North Pattern	Same plane flying low but not directly overhead. Seems to be flying in circles.	KG	Acknowledged and noted	

16	Douglas Mackenzie	DRO	12/28/2020	12:59 PM	Cessna Skylane	North Pattern	Same small plane as earlier flying low overhead. Can you have the tower radio the pilot and have him/her/them fly somewhere else or at least at a higher altitude? Thank you very much.	KG	Acknowledged and noted	
17	Michael Weaver	Corral de Tierra	12/28/2020	7:43 PM	CRJ 700	28L App	LOWER flying large passenger jet, directly overhead, heading west for a landing at MRA. There seems to be a rash of these lately that are deviating from the usual inbound landing pattern further south.	KG	No unusual circumstances detected.	
<b>AIR OPERATIONS ORIGINATING FROM ANOTHER AIRPORT</b>										

<b>AIR OPERATIONS OF UNKNOWN ORIGIN</b>										

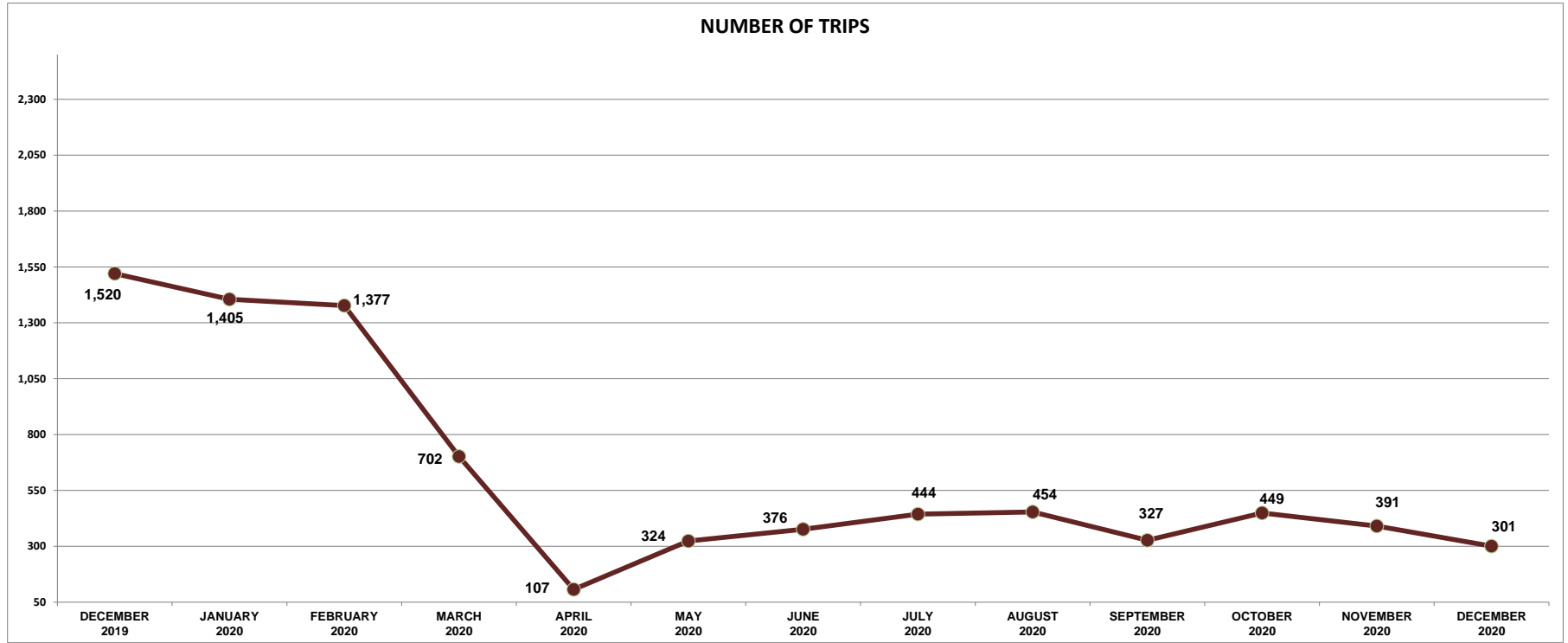
**MONTHLY TOTALS and COMPARISONS**

	Dec-20	Dec-19	% Change	Other Airport	UNKNOWN ORIGINS
Number of Complaints:	16	4	200%	0	0
Number of Operations:	3,485	3,329	5%		
Annual Total	217	232	-6%	0	0



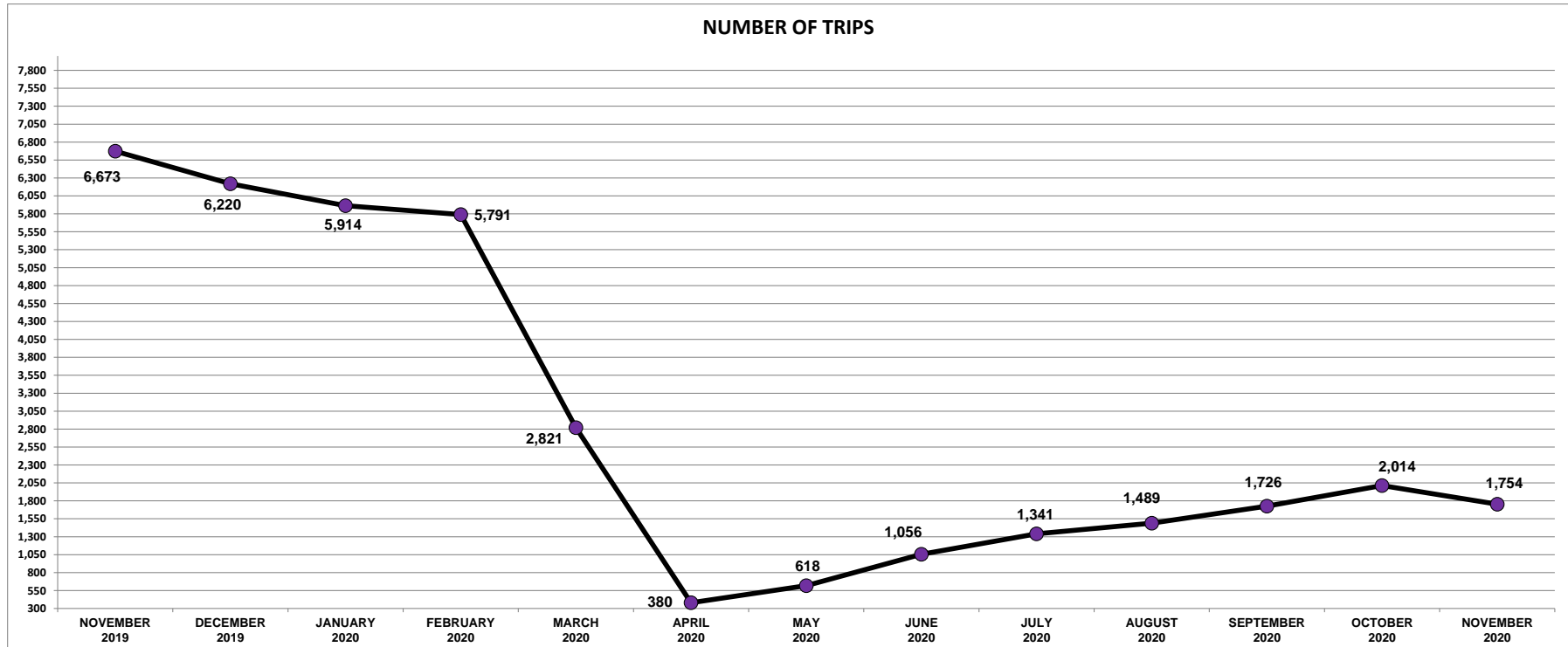
13-MONTH ROLLING COMPARISON

Taxis



	2019 DECEMBER	2020 JANUARY	2020 FEBRUARY	2020 MARCH	2020 APRIL	2020 MAY	2020 JUNE	2020 JULY	2020 AUGUST	2020 SEPTEMBER	2020 OCTOBER	2020 NOVEMBER	2020 DECEMBER
<b>NUMBER OF TRIPS</b>	1,520	1,405	1,377	702	107	324	376	444	454	327	449	391	301
<b>PERMITS SOLD</b>	0	0	0	0	0	0	2	5	2	1	0	0	0
<b>TAXI TRIP FEES</b>	\$ 4,560	\$ 4,215	\$ 4,131	\$ 2,106	\$ 321	\$ 972	\$ 1,128	\$ 1,332	\$ 1,362	\$ 981	\$ 1,347	\$ 1,173	\$ 903
<b>TAXI PERMIT FEES</b>								\$ 200	\$ 500	\$ 200	\$ 100		
<b>TAXI - TOTAL REVENUE</b>	<u>\$ 4,560</u>	<u>\$ 4,215</u>	<u>\$ 4,131</u>	<u>\$ 2,106</u>	<u>\$ 321</u>	<u>\$ 972</u>	<u>\$ 1,128</u>	<u>\$ 1,532</u>	<u>\$ 1,862</u>	<u>\$ 1,181</u>	<u>\$ 1,447</u>	<u>\$ 1,173</u>	<u>\$ 903</u>
<b>CURB MGMT CONTRACT</b>													
<b>SOFTWARE LICENSE/HOSTING</b>	\$ 2,493	\$ 2,493	\$ 2,493	\$ 2,493	\$ 2,493	\$ 2,493	\$ 2,493	\$ 2,581	\$ 2,581	\$ 2,581	\$ 2,581	\$ 2,581	\$ 2,581
<b>BEACON LICENSING</b>	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>TAXI - TOTAL EXPENSE</b>	<u>\$ 3,493</u>	<u>\$ 3,493</u>	<u>\$ 3,493</u>	<u>\$ 3,493</u>	<u>\$ 3,493</u>	<u>\$ 3,493</u>	<u>\$ 3,493</u>	<u>\$ 3,581</u>	<u>\$ 3,581</u>	<u>\$ 3,581</u>	<u>\$ 3,581</u>	<u>\$ 3,581</u>	<u>\$ 3,581</u>
<b>OPERATING INCOME / (LOSS)</b>	\$ 1,067	\$ 722	\$ 638	\$ (1,387)	\$ (3,172)	\$ (2,521)	\$ (2,365)	\$ (2,049)	\$ (1,719)	\$ (2,400)	\$ (2,134)	\$ (2,408)	\$ (2,678)
<b>FYTD 2021 (July 2020 - June 2021) OPERATING INCOME / (LOSS)</b>													\$ (13,388)
<b>CUMULATIVE (12-MONTH) OPERATING INCOME / (LOSS)</b>													\$ (21,473)

### Transportation Network Companies (TNCs)



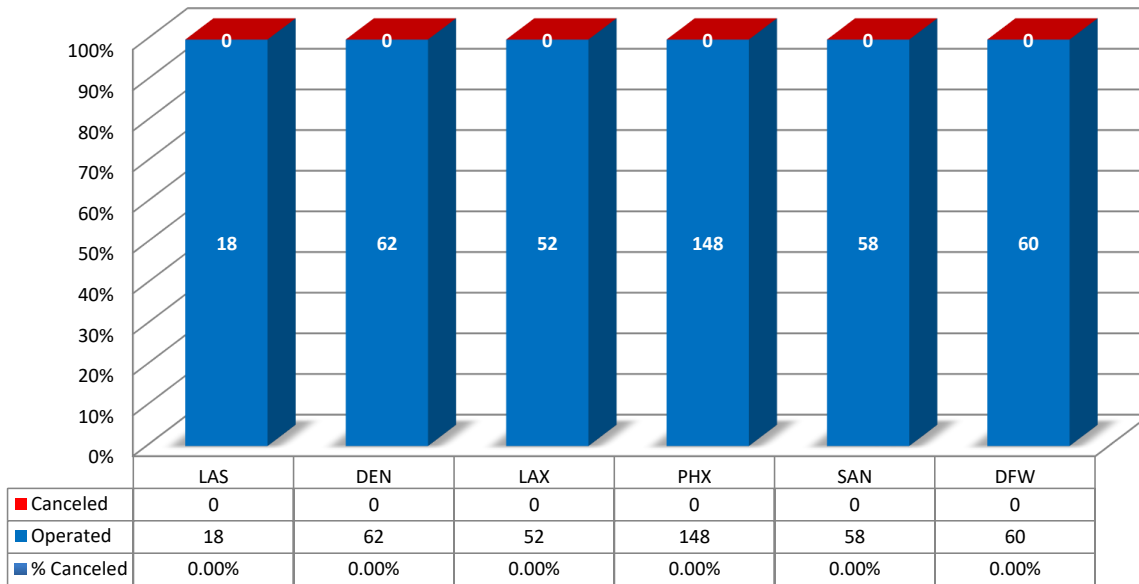
	2019 NOVEMBER	2019 DECEMBER	2020 JANUARY	2020 FEBRUARY	2020 MARCH	2020 APRIL	2020 MAY	2020 JUNE	2020 JULY	2020 AUGUST	2020 SEPTEMBER	2020 OCTOBER	2020 NOVEMBER
NUMBER OF TRIPS	6,673	6,220	5,914	5,791	2,821	380	618	1,056	1,341	1,489	1,726	2,014	1,754
NUMBER OF TNCs	2	2	2	2	2	2	2	2	2	2	2	2	2
TNC TRIP FEES	\$ 20,019	\$ 18,660	\$ 17,742	\$ 17,373	\$ 8,463	\$ 1,140	\$ 1,854	\$ 3,168	\$ 4,023	\$ 4,467	\$ 5,178	\$ 6,042	\$ 5,262
TNC PAYMENT PENALTIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TNC - TOTAL REVENUE	\$ 20,019	\$ 18,660	\$ 17,742	\$ 17,373	\$ 8,463	\$ 1,140	\$ 1,854	\$ 3,168	\$ 4,023	\$ 4,467	\$ 5,178	\$ 6,042	\$ 5,262

Cumulative 12-Month Operating Income: \$ 93,372

Fiscal Year To Date (July 2020 - June 2021) Operating Income: \$ 24,972

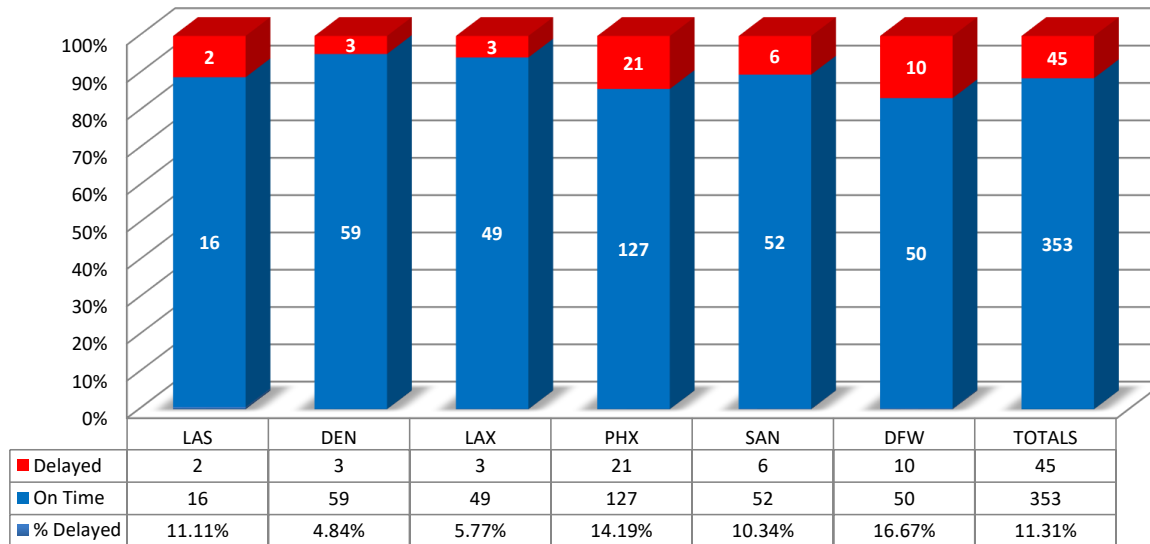
# December 2020

## December Commercial Flights Operated vs. Canceled



**TOTAL CANCELED FLIGHTS: 0**

## December Commercial Flights On Time vs. Delayed



**TOTAL DELAYED FLIGHTS: 45**



# Monterey Regional Airport

## January 2021 Flight Schedule



		ARRIVALS					DEPARTURES						
Aircraft Type (Seats)	FROM	AIRLINE	FLIGHT	TIME	SCHD	TO	AIRLINE	FLIGHT	TIME	SCHD	Aircraft Type (Seats)		
CRJ900 (76)	PHX	American Airlines	3298 5819	10:10 AM	DAILY	PHX	American Airlines	3249 5730	6:50 AM	DAILY	CRJ700 (66)		
EMB175 (76)	DFW	American Airlines	5853 3564	11:00AM	DAILY	DFW	American Airlines	5778 3298	10:45 AM	1-4, 7, 8, 10, 11, 14, 15, 17, 18, 21, 22, 24, 25, 28, 29, 31	CRJ700 (66)		
			3564	6:40 PM	2-Jan			3576	6:15 AM	3-Jan			
CRJ200 (50)	LAX	UNITED	5310	11:00 AM 11:50 AM	JAN 1 - 4 JAN 5 - 31			4059	11:30 AM 1:05 PM	JAN 2 - 31 JAN 1	EMB175 (76)		
CRJ200 (50)	DEN	UNITED	5502	3:45 PM	JAN 1 - 4	DEN	UNITED	5900	12:45 PM	JAN 1 - 4	CRJ200 (50)		
CRJ700 (66)	PHX	American Airlines	5846 2951	3:50 PM	DAILY EXC 5, 6, 9, 12, 13, 16, 19, 20, 23, 26, 27, 30	LAX	UNITED	5410	4:20 PM	DAILY	CRJ200 (50)		
EMB175 (76)	SAN	Alaska	3315 3417	4:35 PM 10:45 AM	JAN 1 - 4 JAN 5 - 31	PHX	American Airlines	5846 2951	4:30 PM	DAILY	CRJ900 (76)		
CRJ700 (66)	PHX	American Airlines	5905 3261	7:55 PM	DAILY	SAN	Alaska	3360 3359	5:20 PM 11:25 AM	JAN 1 - 4 JAN 5 - 31	EMB175 (76)		
A319 (156)	LAS	allegiant	68	9:25 PM 8:35 PM 1:15 PM	2 8, 11, 22, 25, 29 15, 18	LAS	allegiant	69	10:15 PM 9:25 PM 2:05 PM	2 8, 11, 22, 25, 29 15, 18	A319 (156)		

\*Flight Schedule is general information and subject to change. Schedules are updated monthly and can change daily. Please contact your airline for further information.

\* United Airlines non-stop daily DEN service is scheduled to return on 2/11/2021

\* Alaska Airlines non-stop daily SEA service is scheduled to begin on 2/11/2021

\* Allegiant Air non-stop twice weekly (Friday and Monday) to PDX service is scheduled to begin on 5/28/2021

**AGENDA ITEM: K**  
**DATE: January 21, 2021**

**TO:** Michael La Pier, Executive Director  
**FROM:** Chris Morello, Deputy Director for Strategy and Development  
**DATE:** January 1, 2021  
**SUBJ:** Planning, Environmental and Maintenance Monthly Project Report

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Attached is the current monthly Project Report for the Planning and Maintenance Departments with the following highlights for December 2020:

PA System Upgrade – the equipment upgrades have been installed. Staff and airline employee training is ongoing.

2801 Monterey Salinas Highway –energy efficient lighting upgrade project was completed in December 2020.

Electric Vehicle DCFC installation will begin on January 11, 2021 and is anticipated to be completed in early February 2021

FUNDING				EXPENDITURES				STATUS			
PROJECT #	AIP #	PFC	Total Project Budget	Spent in Prior Fiscal Years	FY 2021 Expenditures to Date	12/31/2021	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
<b>ACTIVE FEDERALLY-FUNDED PROJECTS:</b>											
1	2016-01	64	16-21-C-00-MRY	\$1,783,654	\$1,878,873	\$0	\$1,878,873	100%	NEPA/PROPOSED SAFETY ENHANCEMENT PROJECTS	Grant agreement from the FAA for NEPA review was executed on 9/21/16. NTP was issued. The public comment period was extended for an additional 24 days beyond the 30-day period and closed on May 1, 2020.	FAA approved the FONSI on June 8, 2020. The Notice of Availability was published on June 12, 2020. Project grant close out is in process.
1	2016-01	64	District Only at this time.	\$756,346	\$763,216	\$0	\$763,216	100%	CEQA PROPOSED MASTER PLAN AND SAFETY ENHANCEMENT PROJECTS	On November 26, 2018 the Final EIR was certified and the Master Plan Project was adopted. The Notice of Determination was posted with the Monterey County on November 26, 2018.	The EIR addendum certified at the August 12, 2020 Board meeting.
2	2019-01	70	18-22-C-00-MRY	\$4,944,345	\$1,445,373	\$6,732,331	\$8,177,704	99%	INFIELD SAFETY AREA RECONSTRUCTION PHASE 1	Construction began on May 3, 2020. Due to the reduced aviation activity, the construction hours are currently from 9:00 pm-5:30 am (5 days/week)	All construction work has been completed. Final paperwork and project closeout is in process.
3	2020-12	71	18-22-C-00-MRY	\$11,000,000	\$71,040	\$250,938	\$321,978	5%	NORTHSIDE GA APRON CONSTRUCTION	The Board approved a contract with Tartaglia Engineering on March 11, 2020.	Grant was executed on 12/18/2020. Construction contracted was award to Teichert at the 12/18/20 BOD meeting.
4	2020-13	72	18-22-C-00-MRY	\$1,946,065	\$27,073	\$111,821	\$138,894	5%	NORTHEAST VSR IMPROVEMENTS	The Board approved a contract with Tartaglia Engineering on March 11, 2020.	Grant was executed on 9//10/2020. Construction contracted was award to Teichert at the 12/18/20 BOD meeting.
<b>OUTSIDE FUNDED PROJECTS:</b>											
5	2019-03	N/A	N/A	\$2,128,058	\$25,408	\$3,200	\$28,608	5%	WATER DISTRIBUTION SYSTEM	A professional service contract with KHA was approved at the January 9, 2019 Board meeting to provide an analysis and cost estimate.	Staff and KHA continue to evaluate the feasibility of the distribution system.

FUNDING				EXPENDITURES				STATUS			
PROJECT #	AIP #	PFC	Total Project Budget	Spent in Prior Fiscal Years	FY 2021 Expenditures to Date	12/31/2021	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
6	2021-02	N/A	N/A	\$47,000	\$0	\$0	\$0	0%	PG&E ONBILL LIGHTING 2801 MONTEREY SALINAS HIGHWAY	On Bill loan documents have been processed. CA Energy Partners are awaiting the delivery of the product and then will schedule the installation.	Install was completed in December 2020.
<b><u>PFC FUNDED PROJECTS</u></b>											
7	2021-01	NA	20-24-C-00-MRY	\$100,000	\$0	\$3,542	\$3,542	50%	RSA MITIGATION YEAR 6 & 7	As the USFW approved Biologist, a contract with SWCA was executed.	SWCA/ECI continue to conduct monthly maintenance activities.
8	2021-03	N/A	20-24-C-00-MRY	\$420,000	\$0	\$111,918	\$111,918	75%	FIDS,PA SYSTEM, ADA UPGRADES	The FIDS installation was completed in December 2020.	The PA System upgrade project installation began and a mid-January completion date is anticipated.
9	2020-04	N/A	20-24-C-00-MRY	\$100,000	\$0	\$0	\$0	0%	CCTV TERMINAL AND PERIMETER SECURITY UPGRADES		No work has been completed on this project at this time.
<b><u>DISTRICT ONLY FUNDED PROJECTS</u></b>											
10	2020-10	N/A	N/A	\$185,000	\$123,773	\$9,854	\$133,627	100%	SWRCB ANALYSIS PROJECT	Boring for soil and water samples was completed in February and the report was provided to the CCRWQCB on April 22, 2020 and is under review.	The report was reviewed by the CCRWQCB and minor edits were completed. The required evaluation is complete.
11	2020-14	N/A	N/A	\$250,000	\$0	\$0	\$0	0%	DEMOLISH BUILDING 505		Staff are working to obtain project quotes.
12	2021-03	N/A	N/A	\$325,000	\$0	\$20,304	\$20,304	15%	ELECTRIC VEHICLE DC CHARGERS	PG&E and JM Electric are in the process of scheduling the work.	Project installation is scheduled to begin on January 11, 2021.



# POLICE

## DEL REY OAKS

# MONTHLY POLICE ACTIVITY REPORT

## December 2020

**TO:** Michael La Pier, Executive Director  
**FROM:** Acting Chief Chris Bourquin  
**DATE:** January 13<sup>th</sup>, 2021  
**SUBJECT:** Police Activity Report for December

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The following is a summary of significant activity in the Police Department in December, 2020:

### Highlights

Del Rey Oaks Police Officers responded to 4 **door and gate alarms** in December

### Training

Acting Chief Bourquin participated in a round table discussion / training on UAV as related to MRY and other airports. MRY OPS attended as well.

### Calls for Service

Date: 12/26/2020 Day: Saturday Time: 1141 Officers: Moore / Guzman  
Location: 1101 Airport Road, Ste. D  
Synopsis: Child sex crime investigation was initiated. Suspect was arrested in Florida. Media release completed and distributed to City and Airport leaders as well as the media. Investigation continues in this case.

Date: 12/01/2020 Day: Tuesday Time: 0905 Officers: Lawson  
Location: Sky Park / MJC  
Synopsis: Unused hypodermic needle found on the ground. Disposed of in sharps container.

Date: 12/03/2020 Day: Thursday Time: 1220 Officers: Baza  
Location: Enterprise Rental  
Synopsis: Reported vehicle embezzlement for rental not returned on time. Vehicle entered into the stolen vehicle system (SVS).

Date: 12/13/2020 Day: Sunday Time: 1315 Officers: Bough  
Location: Terminal (Envoy)  
Synopsis: Employee reported losing their SIDA badge. The badge was immediately deactivated.

Date: 12/13/2020 Day: Sunday Time: 1315 Officers: Andoy  
Location: Terminal (Allegiant)  
Synopsis: Lost golf bag was reunited with its owner.



Date: 12/20/2020 Day: Sunday Time: 1150 Officers: Bough

Location: TSA

Synopsis: Ten(10) live .30 cal rounds were relinquished by a passenger to TSA. We collected the ammunition which will be disposed of at a later date.

Date: 12/20/2020 Day: Sunday Time: 1150 Officers: Bough

Location: Terminal

Synopsis: Custodian located unattended luggage in the restroom of the Golder Tee. Luggage was placed into lost and found.

Date: 12/28/2020 Day: Monday Time: 1620 Officers: Anderson

Location: Terminal / Ramp

Synopsis: Assisted a local department with boarding a runaway juvenile for a flight to Phoenix.

END OF REPORT.