

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

June 14, 2022 - 9:00 AM

NOTICE REGARDING A RETURN TO IN-PERSON PUBLIC PARTICIPATION AT MONTEREY PENINSULA AIRPORT DISTRICT BOARD MEETINGS

Due to the expiration of certain directives contained in the Governor's Declaration of Emergency for the State of California (Executive Order N-29-20), the Board of Directors of the Monterey Peninsula Airport District will return to hold meetings at the Airport Board Room, with in-person attendance.

Due to recent increase in the transmission of the Omicron variant of the Coronavirus, and, as a result of the directives issued by the State of California and the Monterey County Public Health Officer intended to prevent the transmission of the coronavirus, the Airport may utilize the procedures outlined in AB361 to utilize alternative measures related to the conduct of remote meetings and remote comments by members of the public.

Members of the public may participate in the Board meeting via Zoom video conference. To view the Board meeting via Zoom video conference, please visit www.zoom.us/join and enter the following Meeting ID: **870 4433 4017**. The password for this meeting is: **20220610**. 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.

REMOTE PUBLIC COMMENTS

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

1. Before the Meeting via Email: Written comments can be emailed to info@montereyairport.com. Include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)." Written comments should 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.
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.

Public comments may also be made in person. Members of the public may attend the Board Meeting in person and request to speak to the Board when the Chair calls for public comment.

A. CALL TO ORDER

The meeting of the Budget & Finance Committee of the Monterey Peninsula Airport District Board of Directors was called to order at 9:02 AM. Director Sabo and Director Leffel, Acting Executive Director Morello and Deputy Executive Director of Finance and Administration Bergholz were present. Executive Director La Pier was absent.

B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS

None.

C. PUBLIC COMMENTS

None.

D. REGULAR AGENDA – ACTION ITEMS

Review 1. FYTD 2022 Statements

Directors asked a series of questions about variances in the following revenues and expenditures: actual airline landings vs. budget, status of hangar repairs, marketing, public relations, air service

variances, water and natural gas charges, and Planning and Development wage reimbursements. The following are responses to the Director's questions.

Staff explained details of the actual airline landings vs. budget variance which included differences in airline scheduled landings and the impact on revenues.

Staff explained that 4 hangars were evaluated for repairs. There was a brief discussion of cost benefit and the liability of renting the hangars in their current condition. There was no further discussion on the topic.

Staff provided details about marketing, public relations, and air service expenses contributing to the variances. There are three expenditures that weren't included in the budget, but they were discussed at prior Board meetings, which impacted the variance.

Staff provided details about water and natural gas charges. Water charges include a CPUC rate increase that began in January 2022 and volume usage has increased with warmer weather. In general, QTA, MAA and DMA all showed higher usage than the fall months. The natural gas usage was driven by higher terminal usage on all three meters for the administrative offices and terminal systems.

Staff explained that the northside ramp and vehicle service road projects used more staff time than budgeted and was submitted for AIP grant reimbursement.

Review 2. Variance Analysis - MTD and YTD

Directors asked about the airport maps mentioned in the April variance report. Staff shared that the Airport contracted with Neil Engineering to update the Airport Map used as part of the FAA Airport Certification. These maps include Airport runways, ILS, LOA, taxiways, lighting, and markings in the airside operations area. These maps are included in the Airport Certification Manual.

Review 3. Accounts Receivable Aged Invoice Report

Directors requested information about the following tenant accounts:

In April Envoy Ground Handling showed an overdue balance of \$5.8K. Envoy paid the invoice in May 2022.

United Airlines account has a \$4.9K credit that's been outstanding for over 180 days. Staff has reached out to United about the credit but there hasn't been a response.

In April Woody's at the Airport account balance had a past-due February invoice of \$1.8K. The Airport received payment in May.

Review 4. Grant Funds Balance

Directors asked why there weren't any FAA Grant submissions in April. An ARP Act draw was prepared and submitted to FAA for approval and the draw was approved on May 2nd and grant funds were received on May 6th.

Discuss 5. General Discussion

Director Sabo shared his thoughts and concerns about the FY23 budget. There was no comment by Staff.

E. ADJOURNMENT

The meeting adjourned at 10:20 AM.

Approved at the
Meeting of July 20, 2022


Carl M. Miller, Chair

ATTEST



Michael La Pier, AAE
District Secretary