

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

July 20, 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.

Should the Board implement the measures outlined in AB 361, members of the public may participate in the Board meeting via Zoom video conference. Please visit www.zoom.us/join and enter the following Meeting ID: **831 7098 4092**. If you do not have access to the internet, you may also participate telephonically by calling (253) 215-8782 and entering the same Meeting ID. Members of the public who wish to provide comment on an item on the agenda may do so during the meeting prior to the item being considered by the Board, as outlined below.

REMOTE PUBLIC COMMENTS

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

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

Chair Miller called to order the regular meeting of the Board of Directors at 9:03 AM. Directors Pick, Sawhney, Leffel, and Sabo were present. Director Leffel attended by Zoom videoconference. The following staff were present: Executive Director La Pier, District Counsel Huber, Acting District Secretary Adams, Deputy Executive Director Bergholz, and Deputy Director of Strategy & Development Morello were present. Deputy Executive Director Bergholz attended by Zoom videoconference.

B. PLEDGE OF ALLEGIANCE

Director Pick led the Pledge of Allegiance.

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

Executive Director La Pier announced that, at the conclusion of the meeting, if anyone was interested, we would conduct a quick tour of Gate 1, a new outdoor post security seating area.

D. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no public comments.

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 Airport Property Development and Leases Committee Meeting of June 10, 2022 |
| Approve | 2. Minutes of the Budget and Finance Committee Meeting of June 14, 2022 |
| Approve | 3. Minutes of the Regular Board Meeting of June 15, 2022 |
| Approve | 4. Minutes of the Special Board Meeting of July 11, 2022 |
| Approve | 5. Minutes of the Budget and Finance Committee Meeting of July 12, 2022 |
| Approve | 6. Minutes of the Airport Property Development and Leases Committee Meeting of July 12, 2022 |
| Adopt | 7. Resolution No. 1816-6, A Resolution of the Board of Directors of the Monterey Peninsula Airport District Making Findings and Determinations Pursuant to AB 361 or Virtual Meetings and Authorizing Virtual Board Member and Other District Meetings |

Director Sawhney made a motion to approve Consent Agenda Items E.1 - E.7. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

None.

G. REGULAR AGENDA - ACTION ITEMS

- | | |
|---------|---|
| Approve | 1. Proclamation in Recognition of Monterey Jet Center |
|---------|---|

Executive Director La Pier introduced Mr. Jack Van Valkenburg, the owner of the Monterey Jet Center, and Mr. Matthew Wright, General Manager, and thanked them for being tremendous tenants. He complimented them on their achievement of being ranked first in the categories "Best U.S. FBOs" and "Best Independent FBOs" in the 2022 PRASE Survey conducted by Pro Pilot magazine. Chair Miller echoed those comments and read the following Proclamation:

MONTEREY PENINSULA AIRPORT DISTRICT

Proclamation

A PROCLAMATION

IN RECOGNITION AND APPRECIATION OF MONTEREY JET CENTER

***WHEREAS,** Monterey Jet Center is a fixed base operator (FBO) that provides General Aviation services at the Monterey Regional Airport, currently managed by Matthew Wright and*

***WHEREAS,** Monterey Jet Center has a staff dedicated to providing the best possible service in a safe and efficient manner*

***WHEREAS,** Pro Pilot Magazine conducts a PRASE (Preferences Regarding Aviation Services and Equipment) Survey each year by polling customer opinions of aviation ground services to determine the PRASE Winner's List, reflecting the gold standard of aviation ground service leaders*

***WHEREAS,** Monterey Jet Center ranked FIRST in the categories "Best U.S. FBOs" and "Best Independent FBOs" in the 2022 PRASE Survey*

***WHEREAS,** Monterey Jet Center's Jason Gray ranked FIRST in the category "Best Line Tech", and Monterey Jet Center's Kawai Lopez ranked FIRST in the category "Best CSRs", in the 2022 PRASE Survey*

***WHEREAS,** Monterey Jet Center has served the Monterey Peninsula Airport District with honor, commitment and loyalty and has earned and justly deserves this public recognition*

***NOW, THEREFORE,** I, Carl M. Miller, Chairman of the Monterey Peninsula Airport District, in concurrence with the Board of Directors, do hereby recognize the entire team at Monterey Jet Center and express our appreciation for their exceptional service to the Monterey Peninsula Airport District.*

Mr. Van Valkenburg thanked the Airport for the honor, acknowledged Mr. Wright and the entire team at the Monterey Jet Center, and thanked Directors and Staff for the supportive relationship with the airport. Mr. Wright stated the airport has been an important partner in their ability to improve their facilities. He also acknowledged their fuel supplier, AvFuel, and introduced members of that team.

Directors gave compliments to those present and Executive Director La Pier thanked Mr. Van Valkenburg and Mr. Wright for their collegiate relationship and their contributions to the growth of air service at Monterey Regional Airport.

Approve 2. New Concession Agreement with Gifts and More

Executive Director La Pier introduced Item G.2, stating this was a new three-year agreement. He reviewed the Staff Report and complimented the concessionaire. Director Sawhney stated the Lease Committee reviewed the agreement and recommended approval. Director Sabo stated the Budget & Finance Committee reviewed the agreement and recommended approval.

No Public Comment.

Director Sabo made a motion to approve the new concession agreement with Gifts and More. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

Adopt 3. Resolution No. 1827, A Resolution Approving the FY 2022 – FY 2028 Airport Capital Improvement Plan (ACIP); Approve Submittal to the FAA; Authorize the Executive Director to Execute All Supporting Documents

Executive Director La Pier introduced item G.3 stating this is an annual exercise for FAA submittal and a five-year rolling document. He stated this document is in keeping with the previously approved CIP Budget.

Director Sabo stated this item was reviewed by the Finance Committee and both he and Director Leffel endorsed adopting Resolution No. 1827.

No Public Comment.

Director Pick made a motion to adopt Resolution No. 1827, A Resolution Approving the FY 2022 – FY 2028 Airport Capital Improvement Plan (ACIP); Approve Submittal to the FAA; Authorize the Executive Director to Execute All Supporting Documents. Director Sawhney seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1827

A RESOLUTION APPROVING THE FY 2022-2028 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 2022-2028 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 2022-2028 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 July 2022 by the following roll call vote:

AYES:	DIRECTORS:	Pick, Sawhney, Leffel, Sabo, Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Adopt 4. Resolution No. 1828, A Resolution Adopting the Revised Commercial Ground Transportation Rules & Regulations

Executive Director La Pier introduced Item G.4 and turned the floor over to Deputy Director Morello, who explained a technology change prompted a review of these rules and regulations. She referred to a "track changes" document that was provided in the meeting packet and explained various changes being proposed, the main one being that the type of technology used to capture per trip surcharges is changing.

Directors asked questions about the new process, the price differences and discussed taxi service in general. Director Leffel gave an update on the last RTA meeting and the possibility of a new taxi company that is handicap accessible in the future.

No Public Comment.

Director Leffel made a motion to approve Resolution No. 1828, A Resolution Adopting the Revised Commercial Ground Transportation Rules & Regulations. Director Pick seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1828

A RESOLUTION ADOPTING THE REVISED COMMERCIAL GROUND TRANSPORTATION RULES AND REGULATIONS

WHEREAS, the Board of Directors adopted an ordinance on June 30, 2011 to regulate commercial passenger vehicles (Ordinance 911) and an ordinance establishing and regulating an open entry taxi system on December 14, 2011 (Ordinance 912); and

WHEREAS, on September 13, 2017 the Board of Directors adopted Resolution 1692, the revised Commercial Ground Transportation Rules and Regulations governing taxi service and other commercial passenger vehicles on the airport as necessary for the safety of airport passengers; and

WHEREAS, the advance in technology requires a move away from a Beacon Technology system to an On Board Diagnostics-II (OBD) Interface system; and

WHEREAS, Airport Staff have made necessary changes to the Commercial Ground Transportation Rules and Regulations to regulate ground transportation enforcement; and

WHEREAS, Airport Police and Operations staff are empowered to administer and enforce these revised Commercial Ground Transportation Rules and Regulations.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE

MONTEREY PENINSULA AIRPORT DISTRICT: that the proposed revised Commercial Ground Transportation Rules and Regulations, as attached, be adopted and the Executive Director is directed to enforce the revised Commercial Ground Transportation Rules and Regulations pursuant to Ordinance No. 916 and 923 by Monterey Peninsula Airport District Board of Directors.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 20th day of July, 2022 by the following roll call vote:

AYES:	DIRECTORS:	Pick, Sawhney, Leffel, Sabo, Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Approve 5. Update to Administrative and Personnel Policy Manual

District Counsel Huber introduced item G.5 stating the packet includes the Administrative and Personnel Policy Manual in a document that tracks the proposed modifications, which include updates due to law changes as well as suggestions by board members.

Mr. Dave Ritchie, the labor law specialist with Cole Huber law firm, joined the meeting by Zoom videoconference at 10:01 AM. Directors asked questions and gave feedback on specific proposed policy changes.

Director Sabo asked to add clarification to Policy 303 to expand the reporting of threats of violence or possession of a weapon to include Airport Police. Mr. Ritchie indicated we can expand the language but noted we train staff on airport security protocols through the SIDA (Security Identification Display Area) badge training and testing. Executive Director La Pier asked District Counsel Huber to make sure that any language in the Administrative and Personnel Policy Manual not conflict with SIDA training.

Directors suggested additional modifications to various Policies and discussed all proposed changes.

District Counsel Huber reviewed the suggestions proposed today and got consensus from the Directors on what to include in the next revision. By consensus, this item was tabled until all the agreed upon changes could be made and brought back to the board for final approval.

Mr. Dave Ritchie was excused from the meeting at 11:45 AM.

There was no Public Comment.

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.

Standing Committees:

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

b. Ad-Hoc Committees:

i. Local Jurisdiction Liaison

Director Leffel and Miller

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

Director Leffel	Alt: Sawhney
Director Leffel	Alt: Sawhney
Director Sabo	Alt: Sawhney
Director Leffel	Alt: Miller
Director Sawhney	Alt: Sabo

Directors reported on Committee meetings.

Directors discussed staff reports.

Directors reported on liaison meetings. It was noted there was no Local Jurisdiction, LAFCO, or AMBAG meeting in the past month.

I. CLOSED SESSION

1. **ANNUAL EVALUATION** [Government Code Section 54957(b)]. The Board will meet with the Executive Director and District Counsel to consider the annual evaluation related to the following position: Executive Director.

The Board entered Closed Session at 12:50 PM.

J. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 1:34 PM. Chair Miller announced there was no reportable action. Chair Miller stated Directors Leffel and Pick had excused themselves, however, there was still a quorum.

K. PENDING REQUESTS FOR FUTURE AGENDA ITEMS

- *Updates to MPAD Governance Manual and Board Operating Rules and Procedures to Reflect Legal Counsel Review*

L. DISCUSSION OF FUTURE AGENDAS

There were no future agenda items determined.

M. ADJOURNMENT

The meeting adjourned at 1:42 PM.

Approved at the
Meeting of August 17, 2022


Carl M. Miller, Chair

ATTEST

A handwritten signature in black ink, appearing to read "Michael La Pier". The signature is stylized with a wavy line for the first part and a more defined "La Pier" for the second part.

Michael La Pier, AAE
District Secretary