

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

**May 17, 2023 - 9:00 AM**

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

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

Due to the expiration of the COVID-19 California State of Emergency, the Monterey Peninsula Airport District will return to holding meetings at the Airport Board Room, with in-person attendance. 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. In general, remote comments will not be allowed, except as outlined in the limited circumstances below.

The Monterey Peninsula Airport District will continue to broadcast the Board Meetings via Zoom video conference for viewing by the public. To view 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 7098 4092**. If you do not have access to the internet, you may listen telephonically by calling (253) 215-8782 and entering the same Meeting ID.

In the event that a Board Member utilizes the procedure outlined in AB 2449 to attend a meeting, only then will remote public comments be allowed. Under those circumstances, 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.

Members of the public who desire to make a public comment can send an email to [info@montereyairport.com](mailto:info@montereyairport.com) and 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.

**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. 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 Air Carrier Service – Marketing – Community Relations Committee Meeting of March 08, 2023](#)
- Approve      2. [Minutes of the Regular Board Meeting of April 27, 2023](#)
- Approve      3. [Minutes of the Budget & Finance Committee Meeting of May 2, 2023](#)

- Approve 4. [Minutes of the Adjourned Regular Board Meeting of May 3, 2023](#)
- Approve 5. [Minutes of the Budget & Finance Committee Meeting of May 9, 2023](#)
- Approve 6. Director Sawhney's Request to Attend the AAAE Annual Conference & Exposition June 3 - 5, 2023 in Denver, CO (FY 2023)
- Approve 7. [Director Miller's Request to Attend the CSDA Annual Conference & Exhibitor Showcase, August 28 – 31, 2023 in Monterey, CA](#)
- Approve 8. [Director Miller's Request to Attend ACI-NA Conference & Exhibition September 30 - Oct. 3, 2023 in Long Beach, CA](#)
- Approve 9. [Director Leffel's Request to Attend the CSDA Annual Conference & Exhibitor Showcase, August 28 – 31, 2023 in Monterey, CA](#)
- Approve 10. [Director Leffel's Request to Attend the ACI-NA Conference & Exhibition September 30 - Oct. 3, 2023 in Long Beach, CA](#)
- Approve 11. [Director Sabo's Request to Attend the ACI-NA Conference & Exhibition September 30 – Oct. 3, 2023 in Long Beach, CA](#)

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

**G. REGULAR AGENDA - ACTION ITEMS**

- Approve 1. [Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. to Provide Project Management Services in Support of the Safety Enhancement Program \(SEP\) Taxiway A Relocation – Design Management Services Terminal Design](#)
- Approve 2. [Amendment to the Professional Services Agreement with PFM Financial Advisors, LLC to Provide Financial Analysis in Support of the Safety Enhancement Program \(SEP\) Taxiway A Relocation Phase 4](#)
- Presentation 3. Drone and Balloon Update

**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 Directors Sawhney & Pick
- iii. Airport Property Development and Leases Directors Sawhney & Miller

**b. Ad-Hoc Committees:**

- i. Local Jurisdiction Liaison Directors Sawney & Leffel

c. Liaison/Representatives:

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

**I. CLOSED SESSION ITEM**

1. Pursuant to Gov. Code 54957.6(b)(2), the Board will meet with the Executive Director and General Counsel related to potential exposure to litigation: one case.

**J. RETURN TO OPEN SESSION**

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

- Receive Report on Emergency Procedures and Preparedness
- Review of Six Month and Two-Year SEP Plan
- Consider Revision to Board Governance Manual – Board and Standing Committee Chair Review/Approval of Agendas Prior to Posting
- Consider Revision to District Contracting Procedures – RFPs to Stipulate that Proprietary Cost Data is to be Submitted Separately from the Main Proposal Document
- Consider Revision to Board Governance Manual – All RFPs for Services or Capital Projects to be Posted Prominently on the Website and Remain Posted until Awarded or Withdrawn
- Schedule Strategy Session & Board Retreat
- Review the Current Police Services Contract
- Consider Revisions to Governance Documents to Approve Items that Contribute to More Efficient Meetings as discussed May 3, 2023
- Approve Revised Mission and Vision Statement

**L. 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.

**M. 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 AIR CARRIER SERVICE - MARKETING - COMMUNITY RELATIONS COMMITTEE MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS**

**March 8, 2023 – 1:00 PM Pacific Time (4:00 PM Eastern Time)**

**Monterey Regional Airport  
200 Fred Kane Drive, Suite 200  
Monterey, CA  
2<sup>nd</sup> Floor Boardroom**

**and**

**Holiday Inn Miami Doral Area  
325 N.W. 87<sup>th</sup> Ave.  
Miami, FL  
Hotel Lobby**

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Members of the public who desire to make a public comment can send an email to [info@montereyairport.com](mailto:info@montereyairport.com) and 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.

**A. CALL TO ORDER**

*The meeting of the Air Carrier Service – Marketing – Community Relations Committee Meeting was called to order at 1:07 PM. Directors Sawhney and Pick, Executive Director La Pier, Acting Board Secretary Adams, and Deputy Executive Director Morello were present. Director Pick participated from a remote location as noticed on the Agenda.*

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

*None.*

**C. PUBLIC COMMENTS**

*None.*

**D. REGULAR AGENDA – ACTION ITEMS**

Review        1. Chidlaw Marketing Quarterly Report

*Executive Director La Pier reviewed the February Public Relations Report provided by Chidlaw Marketing. Director Sawhney questioned the title of this Agenda Item, because the report is entitled February Public Relations Report. Executive Director La Pier stated the monthly report is part of the quarterly report. There are written monthly reports and then quarterly Chidlaw Marketing will report at the Board meeting and answer questions. Our Social Media Specialist will also attend that portion of the Board meeting. Director Sawhney referred to Agenda Item 4, asking if Local Marketing and Outreach*

*Update referred to the Digital Media Analytics Report. Executive Director La Pier stated yes. Director Sawhney expressed her desire to see the reports about marketing look more like each other saying it seems marketing is very divided. Executive Director La Pier stated the team is not divided; the PR and advertising team meets with the Social Media Specialist and himself monthly for coordination of calendar and messaging. Director Sawhney wants the reports to have the “same face” and gave additional feedback on the layout of the report. Executive Director La Pier will consider that feedback going forward. Director Sawhney also asked that the board review the website saying it is disjointed to her and Director Leffel also wanted it reviewed. Executive Director La Pier did not agree that is a board function and his understanding is that Director Leffel wanted staff to review it, which they are doing.*

*Director Pick was complimentary about the increased press releases and media attention.*

*Directors discussed the Analytics report. Executive Director La Pier answered questions about the budget for social media and examples of digital media posts. Executive Director La Pier answered questions about the website, stating the commercial site is the montereyairport.com address and the business site is the montereyairport.specialdistrict.org address. He noted, however, the websites flow between each other seamlessly. Director Sawhney suggested the Board get a construct overview at a future Board meeting. Executive Director La Pier answered that we welcome comments and suggestions for the site, but he did not believe a formal review at a Board meeting was necessary since staff are currently entertaining a refresh for the commercial site. Director Pick agreed this was not something the board needed to review; the full board can direct staff to take care of it or it can be dealt with one on one.*

*Directors discussed the media coverage. Director Sawhney asked questions about the demographics and reach of television and radio outlets. Director Sawhney asked for a budget to date report on where the marketing money is spent. Executive Director La Pier stated there are two-line items on the monthly financial reports. One is for marketing, which includes most advertising, and the other is for social media, which includes the social media paid advertising.*

Review            2. Landrum & Brown Quarterly Report

*Executive Director La Pier reviewed the Landrum and Brown Quarterly Report. He reported advance bookings are up and the leakage report shows we are taking customers from both SFO and SJC. Director Pick noted there has been a reduction in flights so the increase in enplanements is with less capacity.*

Review            3. Air Carrier Service Development Update

*Executive Director La Pier reported an air service development meeting with a new airline was postponed due to the weather last month and has been rescheduled for this month. He reported he is also scheduled to participate in the Jumpstart Conference in June. There was a discussion about the “wish list” of new markets.*

*Executive Director La Pier gave an update on the acquisition of cell phone data.*

*Director Sawhney asked if the Monthly Flight Schedule could be added to the standard reports sent to the Air Service Committee. Director Pick agreed.*

Discussion       4. Local Marketing and Outreach Update

*Agenda Item 4. was discussed during Agenda Item 1.*

Discussion 5. Passenger Comments, Services and Amenities Update

*There was a discussion about the passenger comments. It was noted the feedback report is only comments that are submitted via the QR code.*

Discussion 6. Community Noise Concerns Update

*There was a discussion about the noise report. Executive Director La Pier stated the multiple comments from Spreckels are about the new Airbus 319 to and from Dallas. He noted the actual noise is the same as the previous plane and there is no operational change. However, the size of the new plane gets more attention, so it is more noticeable for a while.*

**E. ADJOURNMENT**

*The meeting adjourned at 2:24 PM.*

*Approved at the  
Meeting of May 17, 2023*

*William Sabo, Chair Pro Tem*

**A T T E S T**

*Michael La Pier, AAE  
District Secretary*

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

April 27, 2023 - 9:00 AM

## NOTICE REGARDING REMOTE PARTICIPATION BY A BOARD MEMBER PURSUANT TO AB 2449

Due to the expiration of the COVID-19 California State of Emergency, the Monterey Peninsula Airport District has returned to holding meetings at the Airport Board Room, with in-person attendance. 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. Due to the remote attendance of a Board Member due to illness, remote comments will be allowed during this meeting, as outlined below.

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In addition, members of the public who desire to make a written public comment can send an email to [info@montereyairport.com](mailto:info@montereyairport.com) and 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.

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

*Chair Sawhney called to order the rescheduled regular meeting of the Monterey Peninsula Airport District Board of Directors at 9:05 AM. Directors Leffel, Sabo, and Miller were present. Director Pick was absent. The following staff were present: Executive Director La Pier, District Counsel Huber, Acting Board Secretary Adams, Deputy Executive Director Morello, and Controller Wilson.*

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

*Executive Director La Pier led the Pledge of Allegiance.*

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

*Chair Sawhney announced her desire to attend the AAAE Conference in Denver, CO, June 2-5, 2023. Board action will be taken at the next regular meeting.*

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

*None.*

### **E. CONSENT AGENDA - ACTION ITEMS**

- |         |   |
|---------|---|
| Approve | 1. Minutes of the Air Carrier Service – Marketing – Community Relations Committee Meeting of March 08, 2023 |
| Approve | 2. Minutes of the Airport Property Development & Leases Committee Meeting of March 10, 2023                 |
| Approve | 3. Minutes of the Budget & Finance Committee Meeting of March 14, 2023                                      |

- Approve 4. Minutes of the Regular Board Meeting of March 15, 2023
- Approve 5. Minutes of the Special Board Meeting of April 5, 2023
- Approve 6. Minutes of the Budget & Finance Committee Meeting of April 12, 2023
- Approve 7. Minutes of the Airport Property Development & Leases Committee Meeting of April 14, 2023

*Director Leffel motioned to approve Consent Agenda Items E.1 to E.7. Chair Sawhney pulled Item E.1. Director Sabo pulled Items E.5 and E.6. Director Leffel amended her motion to approve all Consent Agenda Items except E.1, E.5, and E.6. Director Miller seconded. The motion carried by a roll call vote of 3-1 with Chair Sawhney abstaining.*

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

*Chair Sawhney pulled Item E.1 to the next meeting.*

*Director Sabo pulled Item E.5 to amend the Minutes of the Special Board Meeting of April 5, 2023 to reflect the future board agenda items he stated at the end of the meeting, while he was acting Chair.*

- *Revision to Board Governance Manual – Board and Standing Committee Chair Review/Approval of agendas prior to posting.*
- *Revision to District Contracting Procedures - RFPs to stipulate that propriety cost data is to be submitted separately from the main proposal document.*
- *Revision to Board Governance Manual – All RFPs for Services or Capital Projects to be posted prominently on the website and remain posted until awarded or withdrawn.*

*Director Leffel motioned to approve the Minutes of the Special Board Meeting of April 5, 2023 with the stated revision. Director Sabo seconded. The minutes were approved by a roll call vote of 3-1 with Director Sawhney abstaining.*

*Director Sabo pulled Item E.6 to amend the Minutes of the Budget & Finance Committee Meeting of April 12, 2023 to reflect that he cited disagreement with rates and charges as proposed by staff and provided alternatives, and that he submitted his proposal for graduated hangar rates. Director Leffel motioned to approve the Minutes of the Budget & Finance Committee Meeting of April 12, 2023 with the stated revision. Chair Sawhney seconded. The minutes were approved by a roll call vote of 4-0.*

#### **G. REGULAR AGENDA - ACTION ITEMS**

- Presentation 1. Overview of Current Instrument Procedure Capabilities on Runway 10R/28L, by Lean Corporation, Paul Hannah

*Chair Sawhney asked to move Item G.4 to the first Item of business. Directors discussed and did not concur.*

*Deputy Executive Director Morello introduced Paul Hannah, Lean Corporation who presented an overview of current instrument procedure capabilities on Runway 10R/28L, including procedure changes reviewed by FAA, additional noise reduction concepts explored between MRY and FAA, and remaining areas for exploration.*



*Public Comment:*

*A member of the public commented there is a “blind spot” where there is no communication over Mount Toro and that is why they tend to go the other approach.*

Presentation 2. Well Water Analysis & Potential Distribution Route, by Kimley Horn, Pearse Melvin

*Deputy Executive Director Morello reviewed the history of the well water analysis project.*

*Melvin Pearse, Kimley Horn, gave a presentation on the well water analysis project and a potential distribution route; information included capacity and demand, proposed improvements, and the remaining items, schedule and estimates for completing the project.*

*Tom Rowley, a member of the public and President of Fisherman’s Flats Homeowners & Residents Association, commented the Navy Golf Course has had inadequate water for a long time; the first question he would ask is “where is your backup”.*

Presentation 3. Update Regarding the Airport’s Appeal of a Tree Citation Issued by the City of Monterey

*District Counsel Huber gave a presentation that recapped the events leading up to a tree citation issued by the City of Monterey in March 2020 and an update on the Airport’s appeal. He reviewed correspondence prior to the tree removal with Mr. Justin Prouty, City of Monterey, regarding City Code exemptions, the Cal Trans inspection results regarding the FAA transitional surface height requirements, and the City of Monterey Fire Inspection Report.*

*Public Comment:*

*Christine Davi, Attorney for the City of Monterey commented Monterey is a Tree City USA, a designation, and processes must be followed. She requested remote Public Comment be allowed due to the way the meeting was noticed. District Counsel Huber acknowledged the notice contemplating a board member utilizing AB 2449 could cause confusion and suggested we allow remote Public Comment.*

*Chair Sawhney gave an opportunity for Public Comment on the items already covered.*

*Wes Wright, a Monterey County Resident, commented that he found it odd we would no longer allow remote Public Comment unless a board member was utilizing AB 2449.*

Direct 4. Provide Direction to Staff for Airport Fire & Related Emergency Services

*Chair Sawhney recused herself due to a conflict of interest and excused herself from the meeting at 11:29 AM.*

*Director Miller expressed discomfort with the fact only three board members were present to make this decision. Chair Pro Tem Sabo suggested we hear the presentation and public comments but defer the final direction to when at least four Directors are present. The Board concurred.*

*A break was taken from 11:38 AM to 11:45 AM.*

*Executive Director La Pier, Deputy Executive Director Morello, and Controller Wilson gave a presentation on the current and historical state of the Fire Protection & Emergency Medical Services at the Monterey Peninsula Airport District. The presentation explained why the AARF facility was moved to the north side of the Monterey Regional Airport runway and why it could only respond to on-airport emergencies.*

*Directors questioned whether or not the shared services model for Airport Fire & Related Emergency Services proposed by the City of Monterey violated either the terms of the FONSI issued by the Federal Aviation Administration or the settlement agreement with the City of Monterey. Gaudenz Panholzer, Fire Chief, City of Monterey, suggested a possible solution that included staging the equipment and staff at a location on the south side of the runway during peak times. Christine Davi, Counsel for City of Monterey, addressed the board regarding the settlement recital and the intent of the AARF being an on-airport response only station. She asserted that does not preclude the equipment from being used if it responds from the south side of the runway.*

*Bill Hershman, President of Pro-Tec Fire Services, responded to inquiries about their standard of fire service by detailing their aircraft training standards, which are the same as the Department of Defense and the Presidio and meet national standards. Mr. Hershman answered questions about staffing, how long it would take to set up the service, and why they are no longer contracted with a particular southern California airport.*

*Chief Dan Diehl of Pro-Tec Fire Services spoke on the subject of Mutual Aid. Executive Director La Pier reported the Airport has been a signatory since 1974 to the State of California Mutual Aid Agreement and since 1980 with Monterey County, and the County agreements are signed by all agencies. Chief Diehl added that there are sufficient resources in the local area to cover the Airport.*

*Public Comment was made by the following individuals:*

- Fred Meuer, Monterey Bay Defense Alliance*
- Tom Rawley, President Fisherman's Flats Neighborhood Association*
- Lee Whitney, Glenwood Neighborhood Community and Safety*
- Anthony Altfeld, Monterey Resident and Retired Police Chief*
- Mike Dawson, Resident*
- Ross Pounds, President Monterey Firefighters Association*
- Matt Murphy, Casanova Resident & Monterey Firefighter*
- Phil Bezouska, VP Monterey Firefighters Association*
- Anthony Shoenstein, Firefighter*
- Jen Silacci, Deer Flats Resident*
- Terry Powell, Deer Flats Resident*
- Brian Holt, Monterey Fire Captain*
- Brian Holm, Monterey Fire Captain*
- Matt Geary, Monterey Resident and Cal Fire Chapter Director*
- Ken Hutchinson, VP Monterey Firefighters Association*
- Nat Rojanasathira, Assistant City Manager, City of Monterey*
- Wendy La Pointe, Resident, Tehama, Carmel*
- Stephen Gilman, Resident*

*Public Comment closed at 3:16 PM.*

*District Counsel Huber explained the difference between Mutual Aid and Shared Services and confirmed that Mutual Aid was allowed under Title 14 CFR Part 139 and is therefore specifically approved by the Federal Aviation Administration.*

*Fire Chief Gaudenz Panholzer explained the difference between Mutual Aid, which was freely given by those who have signed onto the County and State Mutual Aid Agreements, and Automatic Aid, which is by specific contractual agreement between two entities to purchase services.*

*Director Leffel made a motion to continue Item G.4 to a future date certain, Wednesday, May 3, 2023 at 1:30 PM, with the stipulation that the hearing is closed and there will be no Public Comment on this item at the time it is continued. Chair Pro Tem Sabo seconded and asked that Director Leffel amend her motion to include direction to staff that MPAD legal counsel meet with City of Monterey counsel to get resolution to the questions about violating the environmental assessment and therefore jeopardizing FAA grants, determine if there is a feasible site to launch response from the south side, and check on the concerns brought up about Pro Tec as it relates to their service at the Burbank Airport. Director Leffel agreed to that amendment. The motion carried by a roll call vote of 3-0 with Directors Sawhney and Pick absent.*

Approve        5. Revised Monterey Peninsula Airport District On-Airport Rental Car Operator Lease and Concession Agreement

*Executive Director La Pier introduced Item G.5 and reported it had been reviewed by both the Finance Committee and the Lease Committee.*

*Chair Sawhney rejoined the meeting at 3:50 PM.*

*Director Sabo reported there was disagreement between the Finance Committee members; he disagreed with 2022 enplanements being used as the base for the MAG abatement and he believes the liquidated damages should be \$1,000.00. Executive Director La Pier explained there was no penalty in the current agreement. This was a compromise amount.*

*Director Sabo disagreed with the auto-renewal clause. Executive Director reminded Director Sabo we will need a new agreement when we move to the new terminal. Director Sabo suggested the agreement end at 5 years. Executive Director La Pier noted there is a termination clause in the agreement.*

*Director Sabo made a motion to approve the Revised Monterey Peninsula Airport District On-Airport Rental Car Operator Lease and Concession Agreement with the stipulation that it automatically terminates in five years. Directors discussed the change and ultimately the motion failed for lack of a second.*

*Director Leffel motioned to approve the Revised Monterey Peninsula Airport District On-Airport Rental Car Operator Lease and Concession Agreement as presented. Director Miller seconded.*

*No public comment.*

*The motion carried by a roll call vote of 3-1 with Director Sabo voting no and Director Pick absent.*

Discuss        6. Strategic Planning Report Review and More Efficient Board Meetings

*Chair Sawhney asked to move this item to the continuation of this meeting on May 3, 2023 at 1:30 PM. The board concurred.*

*Director Miller excused himself from the meeting at 4:10 PM.*

**H. BOARD COMMITTEE REPORTS AND ACCEPTANCE OF DEPARTMENT REPORTS**

Standing Committees:

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

b. Ad-Hoc Committees:

- |                               |                          |
|-------------------------------|--------------------------|
| i. Local Jurisdiction Liaison | Director Sawney & Leffel |
|-------------------------------|--------------------------|

c. Liaison/Representatives:

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

*Director Sabo reported for the Finance Committee.*

*Chair Sawhney reported there was no Air Service Committee meeting.*

*Chair Sawhney reported for Lease Committee.*

*Chair Sawhney reported the Local Jurisdiction Committee meeting has not yet been scheduled.*

*Director Leffel reported on the LAFCO meeting.*

*There was no Regional Taxi Authority meeting.*

*Director Sabo reported on the TAMC meeting.*

*Director Leffel reported on the Special Districts Association meeting because Director Sawhney was not able to attend.*

*There was no AMBAG report as Director Miller was absent.*

**I. CLOSED SESSION**

1. Pursuant to Government Code section 54956.8, the Board will meet with Real Property Negotiators, Executive Director and General Counsel, regarding a portion of the property commonly known as APN Number 013-221-020-000.

*Director Leffel moved to continue this item on Wednesday, May 3, 2023. Director Sabo seconded. The motion carried by a roll call vote of 3-0 with Director Miller and Director Pick absent.*

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

- Receive Drone and Balloon Update
- Review FY 2024 Rates and Charges as Part of the Budget
- Receive Report on Emergency Procedures and Preparedness
- Review of Six Month and Two-Year SEP Plan

- Revision to Board Governance Manual – Board and Standing Committee Chair Review/Approval of Agendas Prior to Posting
- Revision to District Contracting Procedures – RFPs to Stipulate that Propriety Cost Data is to be Submitted Separately from the Main Proposal Document
- Revision to Board Governance Manual – All RFPs for Services or Capital Projects to be Posted Prominently on the Website and Remain Posted until Awarded or Withdrawn

**K. DISCUSSION OF FUTURE AGENDAS**

*Director Sabo suggested the board consider eliminating the Special Districts quarterly dinner meeting as an event that is paid a stipend. There was no second.*

*Chair Sawhney stated that as Chair she would add the following items:*

- *HR Consultant Report*
- *Introduction of DRO Police Chief*
- *Review of DRO Police Services Contract*
- *Strategy Session and Board Retreat*

**L. ADJOURNMENT**

*The meeting adjourned at 4:44 PM to a date and time certain, Wednesday, May 3, 2023 at 1:30 PM to continue Items G.4, G.6, and a Closed Session.*

*Approved at the  
Meeting of May 17, 2023*

*William Sabo, Chair Pro Tem*

**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

May 2, 2023 – 10:00 AM

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

Due to the expiration of the COVID-19 California State of Emergency, the Monterey Peninsula Airport District will return to holding meetings at the Airport Board Room, with in-person attendance. 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. In general, remote comments will not be allowed, except as outlined in the limited circumstances below.

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In the event that a Board Member utilizes the procedure outlined in AB 2449 to attend a meeting, only then will remote public comments be allowed. Under those circumstances, 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.

Members of the public who desire to make a public comment can send an email to [info@montereyairport.com](mailto:info@montereyairport.com) and 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.

### A. CALL TO ORDER

*The meeting of the Monterey Peninsula Airport District Budget & Finance Committee was called to order at 10:00 AM. Director Sabo and Director Leffel, Executive Director La Pier, Deputy Executive Director Morello, Controller Wilson, and Acting Board Secretary Adams were present.*

### B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS

*None.*

### C. PUBLIC COMMENTS

*None.*

### D. REGULAR AGENDA – ACTION ITEMS

Review 1. FY 24 Proposed Operating Budget

*Director Sabo expressed his discontent that there had been no changes to the proposed Rates and Charges since the last meeting of the Budget & Finance Committee, in spite of his recommendations. Executive Director La Pier addressed the fact there was no consensus of the Committee for recommended change and that the Committee is empowered only to review staff budget proposals, report to the Board, and make recommendations or suggestions, not to direct staff. He stated staff took into consideration both committee members' opinions, which were different.*

*Controller Wilson reviewed what was driving the Rates and Charges noting there is a risk to raising them and there is also a risk to not raising them. He stated that actions of the board endorsed a path, and the Safety Enhancement Plan and the new terminal building are the objective of the board, so staff must present a prudent financial plan to get there. The Plan of Finance prepared by PFM identified that grants, Airport contributions, and debt would all be needed, and it created a plan to be able to prove the Airport can service the expected debt; if there are no changes to Rates and Charges, the Airport will not be able to service the expected debt.*

*Executive Director La Pier reviewed informal conversations he's had with the commercial airlines about the SEP, the terminal building, and that we are going to start to raise rates and charges, although he doesn't have actual numbers to give them. He explained the strategy of not raising commercial airline rates since 2015 was to create headroom in the market; Monterey Regional Airport used to be in the upper third for Rates and Charges against comps, and now it is in the lower third. Director Sabo reiterated his earlier recommendation for only a 10% increase in commercial airline rates and verification from Landrum & Brown on the expected enplanements.*

*Executive Director La Pier reviewed the assumptions for enplanements, noting the numbers used were the Landrum & Brown projections minus 5%. In addition, Landrum & Brown numbers did not include any new service or increase in capacity created by larger aircraft, such as the A319. Executive Director La Pier noted the forecasted actual enplanements for fiscal year 2023 is 233k which is the second largest in the last decade.*

*Controller Wilson reviewed the Operating Plan – Income Statement – Fiscal Year 2024 Draft for Discussion Purposes Only. He stated the Operating Expenses are projected to be slightly less than Fiscal Year 2023 due to the UAL monthly payment reduction created by paying down the liability.*

*Controller Wilson reviewed the assumptions for revenue projections.*

*Directors discussed general aviation hangar rates. Director Leffel suggested increasing the FY 2024 Northeast Box Hangars to \$485 per month, as opposed to the \$550 per month proposed, and adding another year to the graduated increases. Director Sabo and Executive Director La Pier agreed with that change.*

*Directors discussed proposed new staff positions for FY 2024. Director Leffel suggested bumping up the salary range for the proposed Financial Analyst. Executive Director La Pier stated staff would take that under consideration.*

*Directors discussed proposed salary increases and the methodology behind them. Controller Wilson stated salary increases are budgeted monthly and based on anniversary date.*

*Directors discussed the open position in Planning & Development.*

## **E. ADJOURNMENT**

*The meeting adjourned at 12:27 PM.*

*Approved at the  
Meeting of May 17, 2023*

*William Sabo, Chair Pro Tem*

*A T T E S T*

*Michael La Pier, AAE  
District Secretary*



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

May 3, 2023 - 1:30 PM

**THIS MEETING IS A CONTINUATION OF THE ADJOURNED APRIL 27, 2023 MEETING. PUBLIC COMMENTS HAVE ALREADY BEEN RECEIVED FOR ITEM C.1 DURING THE APRIL 27, 2023 BOARD MEETING. AS SUCH, PUBLIC COMMENT DURING THE MEETING WILL NOT BE RECEIVED FOR THAT ITEM. PUBLIC COMMENTS WILL BE RECEIVED FOR ALL OTHER LISTED ITEMS, AS THE BOARD HAS NOT HEARD COMMENTS ON THESE MATTERS.**

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

Due to the expiration of the COVID-19 California State of Emergency, the Monterey Peninsula Airport District has returned to holding meetings at the Airport Board Room, with in-person attendance. 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. In general, remote comments will not be allowed, except as outlined in the limited circumstances below.

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

*Chair Sawhney called to order the Adjourned Regular Meeting of the Monterey Peninsula Airport District Board of Directors and stated it was a continuation of the April 27, 2023 Rescheduled Regular Meeting. Directors Pick, Sabo, and Miller were present. Director Leffel was not yet in attendance. The following staff were present: Executive Director La Pier, District Counsel Huber, Acting Board Secretary Adams, Deputy Executive Director Morello, and Controller Wilson.*

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

*Director Miller led the Pledge of Allegiance.*

### **C. CONTINUED/ADJOURNED REGULAR AGENDA - ACTION ITEMS**

Direct            1. Provide Direction to Staff for Airport Fire & Related Emergency Services

*District Counsel Huber stated all Public Comment has been received on Item C.1. There will be public comment on Item C.2 and Closed Session.*

*District Counsel Huber stated Chair Sawhney has been advised by personal counsel to recuse herself due to a conflict of interest. Chair Sawhney excused herself from the meeting at 1:37 PM and Chair Pro Tem Sabo began to Chair the meeting.*

Director Leffel arrived at 1:39 PM.

District Counsel Huber reported on his meeting with City of Monterey's Attorney regarding the feasibility of responding off-airport from the south side. He stated the EA language says the Airport Fire & Related Emergency Services can only respond on Airport from the AARF facility; it is the station or the facility that is cited in the documentation. It is feasible to respond off-airport from a location on the south side because the truck was not included in the language. Director Miller expressed concern that even if the City of Monterey and the Airport agreed, a third party could disagree with that assessment. Director Leffel asked if it would be possible for Monterey Peninsula Airport District (MPAD) to be indemnified by the City of Monterey. District Counsel Huber answered yes.

Executive Director La Pier reported on the investigation into allegations made about Pro Tec Fire Services staffing and their loss of contract with the Burbank-Glendale-Pasadena Airport Authority, saying nothing untoward was found. He referred to the letter in the packet from Pro-Tec President Bill Hershman that explained the circumstances.

Executive Director La Pier reported on the logistics of City of Monterey responding off-airport saying the actual location for staging is yet to be determined, but the vehicle would be dispatched by radio from that location during the peak hours, rather than the AARF.

Director Leffel motioned to direct staff to try to work out an arrangement with the City of Monterey to try to come up with a solution. Director Miller seconded.

Director Sabo asked Director Leffel to amend her motion to direct staff to get the legal opinion endorsed by the City of Monterey that agrees that our understanding is acceptable to the City of Monterey and that they will indemnify us in the event that we are challenged on this as a violation of the terms of the settlement agreement. Director Leffel agreed to amend her motion.

Director Miller stated he thinks staff realize that is our desire and would not want to bind their hands so will not second the amended motion.

Director Sabo seconded the amended motion. Director Leffel clarified the new motion is to direct the staff to work with the City of Monterey to determine if we can come to an agreement on fire services and make sure that we have in the agreement indemnification from the City on anything we do going forward with this. The motion passed unanimously by a roll call vote of 4-0 with Chair Sawhney absent.

A break was taken from 2:27 PM to 2:35 PM.

Chair Sawhney returned at 2:35 PM and chaired the remainder of the meeting.

Discuss        2. Strategic Planning Report Review and More Efficient Board Meetings

Chair Sawhney reviewed some ideas for making future board meetings more efficient. Directors discussed the ideas. The board agreed to investigate memorializing the following:

- Limit Public Comment to 90 seconds if there are more than 15 people who want to comment.
- Practice agenda management with documents in the packet prior to the meeting to facilitate shorter meeting times and ensure the critical items are attended to.
- Limit board meetings to 5 hours, with a vote at 4 hours whether to continue one more hour or table the remainder of the meeting to a time certain.
- Include closed session in the above time limits.
- Have Directors give written reports for Committee and Liaison meetings instead of oral.

- *Memorialize the Agenda Item Action Procedure outlined on the podium as standard procedure.*

*District Counsel Huber stated some items will have implications for the Governance Manual. He will investigate what is necessary to memorialize these processes and procedures and will bring an actionable item back to the board for consideration.*

*Chair Sawhney suggested we revisit the strategic plan at least twice a year. Directors discussed the idea.*

*No Public Comment.*

*Director Miller moved to adopt the revised mission and vision statement. Director Leffel seconded. District Counsel Huber stated this item would be added to a future agenda.*

**D. CONTINUED/ADJOURNED CLOSED SESSION AGENDA ITEMS**

1. Pursuant to Government Code section 54956.8, the Board will meet with Real Property Negotiators, Executive Director and General Counsel, regarding a portion of the property commonly known as APN Number 013-221-020-000.

*District Counsel Huber stated Chair Sawhney would not participate in Item D. 1, which is parameters for negotiation for the AARF agreement. Item E. 1 will be addressed first in order to accommodate Chair Sawhney.*

*No Public Comment.*

*Directors entered Closed Session at 3:29 PM.*

**E. ADDED CLOSED SESSION ITEM**

1. Pursuant to Gov. Code 54957.6(b)(2), the Board will meet with the Executive Director and General Counsel related to potential exposure to litigation: one case.

**F. RETURN TO OPEN SESSION**

*Directors returned to Open Session at 5:11 PM. There was no reportable action.*

**G. ADJOURNMENT**

*The meeting adjourned at 5:11 PM.*

*Approved at the  
Meeting of May 17, 2023*

*William Sabo, Chair Pro Tem*

*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

May 9, 2023 – 9:00 AM

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

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

*The meeting of the Monterey Peninsula Airport District Budget & Finance Committee was called to order at 9:10 AM. Director Sabo and Director Leffel, Executive Director La Pier, Deputy Executive Director Morello, Controller Wilson, and Acting Board Secretary Adams were present.*

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

*None.*

### **C. PUBLIC COMMENTS**

*None.*

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

- Review            1. Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. to Provide Project Management Services in Support of the Safety Enhancement Program (SEP) Taxiway A Relocation – Design Management Services Terminal Design

*Deputy Executive Director Morello introduced item D.1 stating the amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. (KHA) is to provide Program Management Services for the design phase of the new terminal facility project and manage the building code compliance review for the terminal complex design so the Airport can issue building permits. Funding is through the AIP grant which provides 90.66% with a PFC match of 9.34%. The proposal came in 5% lower than the Independent Fee Estimate (IFE).*

*Director Sabo asked if KHA would review the architect's invoices. Deputy Executive Director Morello answered not on the design phase, only on construction. Director Sabo asked who is responsible if the design has a mistake in it and KHA doesn't identify it. Executive Director La Pier answered the insurance.*

*Director Leffel asked how long the Design Phase is. Executive Director La Pier answered the architect contract calls for 14 months. Deputy Executive Director Morello added the review periods are in the architect contract and are at 30%, 60%, and 100% of design completion.*

*Director Leffel asked who reviews the technology infrastructure needs as it relates to the underground cables. Deputy Executive Director Morello answered that conduit needs for the building are part of the ramp project.*

*Directors discussed roundabouts proposed on both Highway 68 and Garden Road.*

*Director Leffel and Director Sabo agreed they would recommend the board approve this item.*

Review            2. Amendment to the Professional Services Agreement with PFM Financial Advisors, LLC to Provide Financial Analysis in Support of the Safety Enhancement Program (SEP) Taxiway A Relocation Phase 4

*Executive Director La Pier introduced Item D.2 which is a Phase 4 amendment to the Professional Services Agreement with PFM Financial Advisors, LLC. Director Sabo referred to the Compensation portion of the PFM proposal and questioned what was involved in the Plan of Finance Model and Finance Team Formation phases of this amendment. Executive Director La Pier answered they will be refining the original Plan of Finance, which was Phase 3, for the entirety of the SEP with what we now know, such as the cost of the AARF and the the cost of the ramp. Deputy Executive Director Morello added the enplanements forecast, budget, hangar costs, and UAL paydown will also be taken into consideration, as they are all different, and there will be an audit of all assumptions to make sure they are still valid. Executive Director La Pier added that it is an iterative process and there will be ongoing refinement of the Plan of Finance. Director Sabo indicated he would not support.*

*Director Leffel asked if PFM would attend airline meetings. Executive Director La Pier answered they can if necessary; it will depend on the level of information the airlines ask for, but it would be appropriate for PFM to explain how they arrived at the numbers. Director Leffel expressed support and will recommend the board approve this item.*

*A break was taken from 10:16 AM to 10:20 AM.*

Review            3. FY 2024 Capital Improvement Plan (CIP) Budget

*Controller Wilson referred to a draft of slides for a board presentation and turned the floor over to Deputy Executive Director Morello who reviewed the Capital Improvement Plan (CIP) Co-Funded and District Funded projects that would carry forward (continue) from prior fiscal year or be added (new) in this fiscal year.*

*Director Sabo asked what the value is for Job Number 2023-02 Runway 28L-10R Treatment. Deputy Executive Director Morello explained the pavement has slight degradation in small areas; this treatment is to preserve and extend the life of the pavement.*

*Director Sabo asked for more information on the 2801 Repairs. Deputy Executive Director Morello answered that is to overlay the parking lot and the bid request will be combined with the Fred Kane to Skypark Pavement Improvements project.*

*Directors discussed the projects. Director Sabo suggested there be more project description on the slides. Director Leffel agreed.*

*Directors discussed ideas for long term parking during the terminal construction.*

*Director Sabo announced he did not support Job Number 2020-14 and 2023-04, which are carry over projects.*

*Executive Director La Pier stated the FY 2024 budget draft reviewed during the last Budget and Finance Committee meeting included a proposed position for a Financial Analyst to start in January 2024; staff will be changing that to start in July 2023.*

*Executive Director La Pier referred to a contemplated future organization chart and reviewed the differences and reasoning.*

*Executive Director La Pier excused himself from the meeting at 11:25 AM due to a prior commitment.*

Review        4. FYTD 2023 Statements

*Controller Wilson reviewed the March 2023 financial statements. He explained the current state of grant funds, CARES Act Funds, Cal Trans Loan funds, and the investment of unrestricted cash. There was a discussion about cash flow and cash reserves. Controller Wilson stated projected collections and usages for district cash, PFC, CFC, and restricted funds will be in the budget.*

Review        5. Variance Analysis - MTD and YTD

*Director Sabo asked about the AARF variance. Controller Wilson stated that was due to vehicle maintenance and electrical not spent in March; it was just timing.*

*Director Leffel excused herself from the meeting at 12:00 PM due to a prior commitment.*

*Director Sabo asked questions about water usage. Controller Wilson referred to page 39 of the Financial Statements and the Airport Water Expense Distribution chart.*

*Director Sabo asked why General Repairs were over budget. Deputy Executive Director Morello answered First Alarm had to do extra maintenance on the security gates and the alarm system as well as troubleshoot some badging keypads.*

Review        6. Accounts Receivable Aged Invoice Report

*No discussion.*

Review        7. Grant Funds Balance

*No discussion.*

Discuss       8. General Discussion

*No discussion.*

**E. ADJOURNMENT**

*The meeting adjourned at 12:07 PM.*

*Approved at the  
Meeting of May 17, 2023*

*William Sabo, Chair Pro Tem*

**A T T E S T**

*Michael La Pier, AAE  
District Secretary*



**AGENDA ITEM:** E-7 to E-11  
**DATE:** May 17, 2023

**TO:** Monterey Peninsula Airport District Board of Directors  
**FROM:** Michael La Pier, Executive Director  
**SUBJ:** Board Attendance at Fiscal Year 2024 Future Conferences and Events

**FISCAL YEAR 2024 CONFERENCES AND EVENTS.** As budgeted, and by Board Approval, members of the Board of Directors may attend two conferences in Fiscal Year 2024, in addition to the local CSDA Annual Conference & Exhibitor Showcase that occurs in August and the SWAAAE Annual Airport Management Short Course (Winter Conference) that occurs in January. A list of FY 2024 conferences and events is included below.

**FISCAL YEAR 2024**

<b>Event</b>	<b>Dates</b>	<b>Location</b>
SWAAAE Annual Summer Conference	July 23-26, 2023	Phoenix, AZ
SMART Airports and Regions	July 19-21, 2023	Edmonton Alberta Canada
CSDA Annual Conference & Exhibitor Showcase	Aug. 28-31, 2023	Monterey, CA
ACI-NA Annual Conference and Exhibition	Sept. 30-Oct. 3, 2023	Long Beach, CA
NBAA Business Aviation Convention & Exhibition	October 17-19, 2023	Las Vegas, NV
SWAAAE Annual Airport Management Short Course	January 21-24, 2024	Monterey, CA
NBAA Leadership Conference	Feb. 6-8, 2024	Palm Springs, CA
AAAE/ACI-NA Washington Legislative Conference	TBD March 2024	Washington, DC
CSDA Special Districts Legislative Days	TBD May 2024	Sacramento, CA
AAAE Annual Conference and Exposition	TBD June 2024	TBD

**TO:** Monterey Peninsula Airport District Board of Directors  
**FROM:** Michael La Pier, Executive Director  
**SUBJ:** Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. to Provide Project Management Services in Support of the Safety Enhancement Program (SEP) Taxiway A Relocation – Design Management Services Terminal Design

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

April 20, 2022, the BOD approved Resolution No. 1819 and certified the Revised Addendum to FEIR for the Minor Project Modifications and approved Resolution No. 1820 the Minor Project Modifications to the MRY Airport Master Plan.

The FY23 Adopted Capital Improvement Budget contains Project 2023-01 Safety Enhancement Program (SEP) Phase B2 Commercial Apron Construction and the approved Airport Capital Improvement Program (ACIP) for FY 2022-2028 includes this SEP project phase.

September 11, 2019, the Board adopted Resolution No. 1761 Authorizing a Professional Services Agreement with Kimley-Horn and Associates, Inc. (KHA) to Provide Project Management Services Related to the Development of ACIP Projects.

Based upon review of the experience and qualification data received, and background information obtained, KHA was determined to be the most suited Engineering firm to provide Program Management (PM) and support services as it relates to the Airport Master Plan Short Term Improvement Projects.

The initial phase of the contract authorization was specific to the management of aviation engineering for design and project support of the ACIP cost estimates.

It was anticipated that there would be additional agreements based on subsequent Scope of Work associated with this Program Management of the overall SEP.

**SCOPE OF WORK.** This Amendment to the Agreement is related to the Program Management for Design Management Services.

The objective is to provide PM Services encompassing the following:

The objective is to provide PM Services encompassing planning support, design management, project controls, administration and compliance monitoring of funds and related professional services for these identified projects. Kimley-Horn will manage the building code compliance

review for the Safety Enhancement Program (SEP) Taxiway A Relocation – Phase D1 Terminal Complex Design. All tasks are identified as Phase 7 – New Terminal Facility Design Phase.

The scope of the proposed contract amendment for Phase 7 Services is a not-to-exceed cost of \$700,650.00.

C&S Engineers Inc. completed the Independent Fee Estimate (IFE) and that estimate was over the KHA Fee by \$37,270.00 (5%). The final fee proposal by KHA is considered reasonable as reviewed by the IFE and outlined in FAA Advisory Circular 150/5100-14E Change 1 to ensure the fees are fair and reasonable.

**BUDGET EFFECT.** This program management cost is included in the FAA federal funding request through the AIP Commercial Apron Construction grant application.

**SOURCE OF FUNDS.** The AIP grant agreement provides a 90.66% (\$635,209.00) AIP share of the Program Management costs and a 9.34% (\$65,441.00) District share (Passenger Facility Charges).

**IMPACT ON OPERATIONS.** There will be no impact on operations during the design phase.

**SCHEDULE.** The Notice to Proceed is anticipated to be issued as soon as the grant agreement is provided.

**RECOMMENDATION.** Approve the Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. to Provide Project Management Services in Support of the Safety Enhancement Program (SEP) Taxiway A Relocation – Design Management Services Terminal Design.

**ATTACHMENTS.**

Kimley-Horn and Associates, Inc. Contract Amendment  
Kimley-Horn and Associates, Inc. Scope of Work

**AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. TO PROVIDE PROJECT MANAGEMENT IN SUPPORT OF THE SAFETY ENHANCEMENT PROGRAM (SEP) TAXIWAY A RELOCATION – PHASE D1 TERMINAL COMPLEX DESIGN**

November 26, 2018 The Board of Directors 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.

September 11, 2019, the Board adopted Resolution No. 1761 Authorizing a Professional Services Agreement with Kimley-Horn and Associates, Inc. (KHA) to Provide Project Management Services Related to the Development of Airport Capital Improvement Projects.

April 20, 2022, the BOD approved Resolution No. 1819 and certified the Revised Addendum to FEIR for the Minor Project Modifications and approved Resolution No. 1820 the Minor Project Modifications to the MRY Master Plan.

The FY23 Adopted Capital Improvement Budget contains Project 2023-01 Safety Enhancement Program (SEP) Phase D2 Terminal Complex Design and the approved Airport Capital Improvement Program (ACIP) for FY 2022-2028 includes this SEP project phase.

This Amendment dated May 17, 2023 is to the Agreement between the Monterey Peninsula Airport District (“District”) and Kimley-Horn and Associates, Inc. for Support of the Safety Enhancement Program (SEP) Taxiway A Relocation – Phase D1 Terminal Complex Design.

The work and services to be performed by KHA under the proposed Amendment to the Agreement is consistent with, and covered by, the Final EIR for the Airport Master Plan Project.

In consideration of terms and conditions herein, District and KHA agree that the Professional Services Agreement shall be amended as follows:

**Contract Amendment to provide Design Management Services**

The primary goal of Project Management (PM) and support services is to ensure projects related to the Airport Master Plan Short Term Program are successfully executed within schedule and budget while maintaining high quality and safety standards.

The objective is to provide PM Services encompassing planning support, design management, project controls, administration and compliance monitoring of funds and related professional services for these identified projects. Kimley-Horn will manage the building code compliance review for the Safety Enhancement Program (SEP) Taxiway A Relocation – Phase D1 Terminal Complex Design. All tasks are identified as Phase 7 – New Terminal Facility Design Phase.

The scope of the proposed contract amendment for Phase 7 Services is a not-to-exceed cost of \$700,650.00.

MONTEREY PENINSULA  
AIRPORT DISTRICT

KIMLEY-HORN AND ASSOCIATES, INC.

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Michael La Pier, AAE  
Executive Director

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Pearse Melvin, PE  
Principal-In-Charge  
Kimley-Horn and Associates, Inc.

Attachment:  
Phase 7 New Terminal Facility Design Phase Scope of Work

**KIMLEY-HORN AND ASSOCIATES, INC.**

**PROPOSAL FOR  
Monterey Regional Airport**

**PROGRAM MANAGEMENT ADVISORY SERVICES**

**Phase 7 – New Terminal Facility**

**Design Phase**

**March 31, 2023**

**1. OVERVIEW**

Monterey Peninsula Airport District (“District” or “Client”) is employing Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) as the Program Management Team to support the District in delivering multiple projects from the Safety Enhancement Program (SEP) for Taxiway A Relocation within an overall program (hereafter “Program”) at the Monterey Regional Airport (“MRY” or “Airport”).

The Program Management Advisory Services are to provide the professional services needed to assist in providing support and consultation to the Airport as it implements the series of terminal improvement projects that comprise the Program.

This proposal is for Kimley-Horn in the Program Manager role, to provide the Program Management Services for the design phase of the New Terminal Facility (Project). The Architect of Record Team will be performing the design.

*Project Summary:* The proposed improvements include a New Terminal Facility; the airside civil improvements associated with up to five (5) Passenger Boarding Bridges (PBB), the apron layout and configuration to accommodate utilities/services and electric Ground Support Equipment (eGSE), apron pavement marking, two (2) rows of apron concrete pavement panels adjacent the new terminal building; off-site landside improvements for the access road including a new roundabout, and completion of the short term and long term parking lots, with a parking revenue system.

**2. SAFETY ENHANCEMENT PROGRAM**

A summary of the components from the SEP include the following:

- General Aviation Apron/Taxilane(s) Improvements
- New Aircraft Rescue and Fire Fighting (ARFF) Facilities
- Northside Infrastructure Improvements
- New Commercial Apron Improvements
- Terminal Development Program
- Landside Terminal Support Facilities Improvements (parking and access)
- Taxiway A Relocation
- Demolition and Removal of Existing Facilities

Kimley-Horn will complete this scope of services in two (2) Task as follows and as more specifically described in the Detailed Scope of Services.

Task 7.1      Program Management

Task 7.2      Design Review

### **3. DETAILED SCOPE OF SERVICES**

The Kimley-Horn team will provide Program Management Advisory Services as requested by the Airport and as described in the following sections. Services are summarized for Kimley-Horn and subconsultants. Subconsultants for this scope of services include: Architectural and Building Mechanical/Electrical/Plumbing (MEP) Systems – TranSystems; Terminal IT/Special Systems – Burns Engineering Inc.; Baggage Handling System – Ross & Baruzzini, Inc.; and Airside/Landside Electrical Infrastructure – Lean Technology Corporation.

#### **PHASE 7 NEW TERMINAL FACILITY – DESIGN PHASE**

##### **7.1 PROGRAM MANAGEMENT**

Under this Task, Kimley-Horn will develop and implement a client communication process that involves ongoing e-mail and phone calls for the duration of this task order.

Kimley-Horn will manage its contract processes, and its budgets including its scoping, subconsultant negotiations, invoicing and maintaining internal Kimley-Horn project controls related to its staffing, schedules, and budgets.

Kimley-Horn will participate in up to one (1) Client meeting per month at the Airport to discuss project progress, issues, and status.

This task will include the following services:

##### **7.1.1 Project Management and Administration**

- Contract management and administration.
- Coordinate with subconsultants to obtain and facilitate negotiation of contracts and proposals to submit to the Airport for approval as Sub-Task Orders.
- Provide oversight, coordination, and general review for subconsultant activities.
- Coordinate identification, set up, and implementation of document management system (including electronic storage and retrieval capabilities for pre-design, design management, and Project close-out related documents).
- Kimley-Horn Team coordination review meetings

##### **7.1.2 Project Meetings**

- Attend Board, internal staff, design team, public outreach, stakeholder, and other meetings as requested by the Airport.
- Develop content and presentation materials and other support graphics as requested by the Client for meetings and presentations.
- Attend weekly / by-weekly design progress conference calls with the design team as requested by the Airport.
- Schedule and coordinate review team pre- and post- submittal conference calls.



**Assumptions and Clarifications:**

- Under this task we have included up to five (5) two-hour in person meetings at the Airport.
- Under this task we have assumed up to sixty-five (65) one-hour design progress conference calls with the design team.
- Under this task we have assumed up to twenty (20) two-hour review coordination conference calls with the Kimley-Horn Team.

**7.2 DESIGN REVIEW**

**7.2.1 New Terminal Building**

Under this Task, the Kimley-Horn Team will review milestone submittals from the design team. We have assumed the following review milestones for the project:

- Conceptual Design
- Schematic Design
- Design Development
- Construction Documents
  - Review #1
  - Review #2

We have assumed the following milestone reviews by Design Phase/Component/Discipline:

Design Phase Milestone	New Terminal Building					Infrastructure	
	Architectural	MEP	Structural	IT/Special Systems	Baggage Handling System	Airside & Landside Improvements	Offsite Site Street Improvements
Conceptual Design	☑	--	--	☑	--	--	--
Schematic Design	☑	--	☑	☑	☑	☑	☑
Design Development	☑	☑	☑	☑	-	☑	--
Construction Documents	☑	☑	☑	☑	☑	☑	☑
Permit Documents	☑	☑	☑	☑	☑	☑	☑

### 7.2.1(3) Architectural / MEP

TranSystems, the architectural subconsultant to Kimley-Horn, will provide design oversight / consultation services / design review for the design of the new passenger terminal. TranSystems' will review the proposed Terminal building architectural, mechanical, plumbing, and electrical design meets applicable Codes and meets FAA guidelines for a passenger terminal in accordance with FAA's Advisory Circulars (AC) including AC 150/5360-13A, AIRPORT TERMINAL PLANNING.

Review of the following design elements are anticipated:

- Space program for terminal building, including gross terminal area estimates and space allocation for various required spaces
- Check-in lobby, security screening, concessions, gate holdrooms / departure lounge, restrooms and other public amenities
- Outbound / inbound baggage processing and baggage claim areas
- Operational support areas and building services
- Signage and wayfinding
- Security area delineation and control systems
- Proposed general hazard and safety preventative design measures and compliance with established safety codes and regulations and applicable OSHA requirements
- Design of interior environment, such as interior finishes, accessibility, heating control, lighting levels, sound transmissions, acoustical materials, vehicle exhaust, etc.
- Design of electrical, emergency (backup) power, alarm and communications systems
- Proposed energy conservation strategies

### 7.2.1(4) Structural

Kimley-Horn will provide structural engineering services to provide plan check review of the proposed new Terminal building. Review of the structural design elements will include proposed building structural components including foundations and structural members.

The following structural design review is anticipated:

- Schematic Design: Kimley-Horn will review structural design criteria and the concept layout of the structural system and provide review comments.

- Design Development: Kimley-Horn will backcheck that the design team addressed previous review comments, if applicable. Kimley-Horn will review primary structural frame and foundation elements, including lateral framing system, and preliminary specifications and provide review comments.
- Construction Documents: Kimley-Horn will backcheck that the design team addressed previous review comments, if applicable. Kimley-Horn will review calculations, plans, and specifications and provide review comments. Kimley-Horn will review the complete plan set to review the items that specifically relate to structural design in other discipline drawings.
- Permit Documents:
  - Review #1: Kimley-Horn will backcheck that the design team addressed previous review comments, and review permit submitted documentation.
  - Review #2: Kimley-Horn will backcheck that the design team addressed previous permit submittal #1 review comments, and review 2nd round of permit submitted documentation.

7.2.1(5) IT/ Special Systems

Burns Engineer, the IT/Special Systems subconsultant to Kimley-Horn, will provide technical design reviews of the security and IT/Special Systems packages for code and regulatory compliance, conformance with the design intent, coordination between disciplines and identify any opportunities for design improvement based on cost reduction opportunities without impacting the infrastructure and future planning.

For each Phase of the design, we have outlined below the systems we assume which will be reviewed under this task.

	<b>Security</b>	<b>IT/Special Systems</b>
Systems To Review	Access Control System	IT/Comm Room Layouts including power and equipment clearances
	ID Management System	Cabling infrastructure including cabling types and pathway planning
	Video Surveillance System/CCTV	Underground cabling/conduit infrastructure
	Parking Control System	Airport vs Airline vs Concessions IT needs/requirement
	Bollards/Barriers	Distributed Antenna System – Wi-Fi (public and private), Radio, First Responders, Cellular
	AOA Fence	Dynamic Signage – FIDS (Flight), BIDS (Baggage), GIDS (Gate) information display systems

	<b>Security</b>	<b>IT/Special Systems</b>
	AOA Vehicle Access Points	Antenna Farm
Systems To Review	Security Screening Checkpoint	Voice paging/public address
	Security Control Room	Docking guidance system
		IT for Passenger boarding bridges

Based on the current project schedule developed by HOK (1/29/2023 Version 3), we understand there will be four phases where the Design Team will provide a technical submittal. Based on our experience, we would anticipate reviewing the following submissions. For each submission we will provide a report of comments and/or PDF markups on the respective submissions for review by the Design Team. If requested by the Design Team, we will participate in a virtual workshop to clarify any of our comments, recommendations and/or suggestions on the submission.

*(a) Conceptual Design*

	<b>Security</b>	<b>IT/Special Systems</b>
Technical Submittal Expectations	We assume this submittal will include the Basis of Design document or Design/Programming document outlining design, intent of the systems, including where systems will be new, expanded, or replace. And there should be sufficient details on the document to provide a high-level ROM. Where security and/or IT/Special Systems, interface with an external system we would look to see if these are documented at this, all be it preliminary accounting for a planned interface.	
Submission	We assume there will be one (1) submission for review under the phase	

*(b) Schematic Design*

	<b>Security</b>	<b>IT/Special Systems</b>
Technical Submittal Expectations	Security Zone Line Definition Preliminary Access Control System (ACS) doors Preliminary CCTV camera layout Preliminary System Block Riser Diagrams	Preliminary IT Room Layout Preliminary IT overage Layout Preliminary System Block Riser Diagrams
Submission	We assume there will be one (1) submission for review under the phase.	

(c) *Design Development*

	<b>Security</b>	<b>IT/Special Systems</b>
Technical Submittal Expectations	Security Zone Lines. ACS doors identified on plans. CCTV cameras identified on plans. Preliminary System Block Riser Diagrams Typical ACS and CCTV details. Preliminary Security Specifications.	Preliminary IT Room Layouts Preliminary IT Coverage Layouts Preliminary System Block Riser Diagrams Typical IT outlet and mounting details Preliminary rack elevations Preliminary IT specifications
	There should be sufficient details in the document to revise the project budget. Space planning for IT rooms should be confirmed. Coordination for early works/under slab efforts should be completed at this point and cross coordination between trades should be completed and verified in this package. Cable tray routing, and floor penetrations should be preliminarily coordinated with above ceiling utilities and needed structure penetrations.	
Submission	We assume there will be one (1) submission for review under the phase.	

(d) *Construction Documents*

	<b>Security</b>	<b>IT/Special Systems</b>
Technical Submittal Expectations	Final Security drawing packages including floor plan, equipment risers, equipment schedules and details. Final security specifications.	Final Floor IT drawing package including equipment risers, equipment schedules, rack/wall elevations, and details.
	There should be sufficient details in the document to finalize the project budget. Coordination between disciplines, including Security/IT–Architecture; Security/IT–Electrical; IT–Structural; IT–Security; IT–Civil; Security–Civil; Security–Door Hardware; Security–Civil.	
Submission	We assume there will be two (2) submission for review under the phase.	

(e) *Permit Documents*

	<b>Security</b>	<b>IT/Special Systems</b>
Technical Submittal Expectations	Final Security drawing packages including floor plan, equipment risers, equipment schedules and details. Final security specifications.	Final Floor IT drawing package including equipment risers, equipment schedules, rack/wall elevations, and details.
	There should be sufficient details in the document to finalize the project budget. Coordination between disciplines, including Security/IT–Architecture; Security/IT–Electrical; IT–Structural; IT–Security; IT–Civil; Security–Civil; Security–Door Hardware; Security–Civil.	
Submission	We assume there will be two (2) submission for review under the phase.	

## **7.2.2 Infrastructure**

### **7.2.2(3) Airside / Landside Improvements**

Kimley-Horn’s review to include the following design elements:

- Demolition of existing utilities to facilitate work progression.
- Proposed building utilities including domestic water, fire water, well water connection, and sanitary sewer.
- Proposed apron pavement infill sections.
- Stormdrain connection, proposed permanent BMP’s, and Storm Water Quality improvements.
- Pad preparation requirements.
- Proposed temporary BMP’s.
- Site improvements adjacent to the building including proposed curb configurations, electric vehicle improvements, site lighting, hardscape features, door ramps, door protection and pavements.
- Long-term and short-term parking lots including access points, parking revenue coordination, landscaping and irrigation, site lighting, and ADA compliance.
- Proposed temporary improvements including earth stabilization / earth retaining of existing slope(s).
- Proposed electrical feeder and coordination with PG&E for new building and eGSE services.

#### 7.2.2(4) Offsite Street Improvements

Kimley-Horn understands that the offsite improvements include a single lane roundabout located at the intersection of Olmsted and Garden Roads. The improvements predominantly fall within the City of Monterey right-of-way extending into Airport right-of-way. Kimley-Horn will review roundabout calculations and documents provided by the design team for general conformance with roundabout planning and design guidance described in NCHRP Report 672 – Roundabouts: AN INFORMATIONAL GUIDE, SECOND EDITION. Our review may include supplemental guidance from the following sources:

- Caltrans Highway Design Manual Topic 405.10 Roundabouts.
- California MUTCD
- Wisconsin Facilities Development Manual 11-26 Roundabouts
- Georgia DOT Roundabout Design Guide

#### (a) *Schematic Design – Geometric Approval*

Kimley-Horn will provide review and provide recommendations that will include the following:

- Review the placement of the central island, approach legs, turn lane treatments, and operations.
- Review the typical sections, centerline approach and circulatory profiles (preparation of preliminary finished surface contours for review is recommended).
- Review the design checks calculated for the roundabout. Provide recommendations based on review. Review includes the following design checks:
  - Fastest path and speed estimation (R1 thru R5) for each approach.
  - Design vehicle(s) tire tracking and swept path.
  - Intersection sight distances and sightlines.
  - Stopping sight distances and sight lines.
  - Angle of intersection

It is assumed the following information will be provided to Kimley-Horn for review:

- Documentation of roundabout operations supporting the lane channelization of the roundabout(s)

- Layout plan of roundabout with top of curb, gutter, median, truck apron, sidewalk, pedestrian crossings / refuge, left & right edge of travel way, etc., clearly shown on plan.
- Roundabout design check calculations and illustrations for:
  - Vehicle fastest path (R1 through R5)
  - Sight lines for stopping sight distance and intersection sight distances
  - Design vehicle swept paths for all movements.
- Cad files of each roundabout layout and design check calculations.

Comments and recommendations from the peer review will be red-line marked on the documents (assumed to be pdf format).

*(b) Construction Documents*

Under this task Kimley-Horn will provide review and recommendation of the following roundabout details.

- Consistency with comments prepared for the Geometric Approval
- Review of geometric elements, pavement markings, signing.
- Review vertical data of roundabout design. Provide recommendations for vertical alignment through roundabout for completeness of plan data for cross-slope calculations, driver comfort, and fast path estimation.
- Review sight lines / sight line composite with composite pavement markings, sign, light poles, utility poles, landscaping, central island grading, and other vertical components. Provide recommendations based on review.
- Review of intersection safety lighting levels.
- Comments and recommendations from the peer review will be red-line marked on the documents.

**4. ASSUMPTIONS, CLARIFICATIONS AND EXCLUSIONS**

- See attached level of effort assumed for the tasks.
- Kimley-Horn’s review of the Designer of Record’s design, plans, specifications, and calculations is for general compliance with the applicable FAA guidelines for Terminal buildings and State building codes, and civil design elements meet applicable FAA design guidelines and State building codes where applicable.
- Kimley-Horn’s review is not intended to disclose all errors, omissions or defects that might be in the documents. By conducting this review, Kimley-Horn is not assuming responsibility for the content and accuracy of the design and contract documents, which remains the sole responsibility of the Designer of Record.



**5. ADDITIONAL SERVICES**

Services not included in this proposal may be added, by mutual agreement, in writing, applying the Rate Schedule included below.

**6. SPECIAL CONSIDERATIONS**

TITLE 16: We would like to take this opportunity to notify you that Mr. Pearse Melvin will be providing Design services on this Project. Mr. Melvin is licensed by the California Board for Professional Engineers and Land Surveyors as a Civil Engineer (Registration Number 63346).

STANDARDS: Microsoft Word® software for word processing and the Microsoft Excel® software for quantities and estimating purposes. All work by the Kimley-Horn team will conform to or be compatible with these conventions.

**7. SCHEDULE**

This proposal is based on the following:

Design Phase duration of up to twelve (12) months.

Bidding Phase duration of up to two (2) months.

Tasks complete by May 31, 2024

**8. TERMS OF COMPENSATION**

Kimley-Horn will perform the Services in the Tasks above on a labor fee plus expense basis. Labor fee will be billed on an hourly basis according to the below rate schedule.

Direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Based on current information, Kimley-Horn estimates that the fees will be approximately \$700,650. Fee estimates in this Agreement are for general budgeting purposes only. Actual fees may be less or more than the estimates.

Task 7.1 Program Management.....	\$ 182,360
Task 7.2 Design Review .....	\$ 518,290
Expenses .....	\$ 20,000
Total Fee.....	\$ 700,650

Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

### Rate Schedule

Role	Rate
Sr Leader, Principal	\$345 to \$375
Project Manager	\$300 to \$325
Senior Professional I	\$280 to \$300
Senior Professional II	\$250 to \$280
Technical Support	\$200 to \$250
Analyst	\$150 to \$200
Clerical Admin	\$100 to \$120

(1) Beginning on June 30, 2023 and each year anniversary thereafter during the term of the professional services agreement, the Consultant will automatically increase the compensation Fee schedule under this agreement. The amount of the annual increase shall be determined by multiplying the compensation rate by the percentage change in the Consumer Price Index \*\* ("CPI") for the preceding year or 5%, whichever is less.

In the event the above-mentioned index is discontinued prior to the expiration of this agreement, the Consultant shall immediately request the Bureau of Labor Statistics of the U.S. Department of Labor to supply a formula for the conversion of the above-mentioned index to a similar index then available; and, said formula shall thenceforth be the basis for the computation.

\*\*U.S. Bureau of Labor Statistics, U.S. County Average, All Items Series A (1982-1984=100) "Urban Wage Earners and Clerical Workers."

**Monterey Regional Airport  
PROGRAM MANAGEMENT SERVICES  
Phase 7 - New Terminal Facility  
Design Phase  
Derivation of Fee**

		Total \$700,650	Labor									Subconsultants				Other Expenses
			Rates (w/Fee and Overhead)	Sr Leader, Principal	Project Manager	Senior Professional I	Senior Professional II	Senior Technical Support	Technical Support	Clerical Admin.	Total Labor Hours	Labor Total	TranSystems	Burns	Ross & Burr	
Scope Sections	Title/Task		Enter Labor Hours													
PROGRAM MANAGEMENT ADVISORY SERVICES																
Phase 7	Program Management - Terminal Design															
7.1	<b>Project Management</b>			(174)	(68)	(122)	(2)	(22)	(174)	(562)	(\$ 134,720 )	(\$ 18,080 )	(\$ 4,820 )	(\$ 5,140 )	(\$ 4,600 )	(\$ 15,000 )
	7.1.1 Project Management			100	40	40			100	280	\$ 66,400	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	7.1.2 Project Meetings			74	28	82	2	22	74	282	\$ 68,320	\$ 18,080	\$ 4,820	\$ 5,140	\$ 4,600	\$ -
	Project Kickoff Meeting			2	2	-	2	2	2	10	\$ 2,450	\$ 880	\$ 600	\$ 640	\$ 580	\$ -
	Weekly Meetings Total No. 52			52	14	42	-		52	160	\$ 38,250	\$ -	\$ -	\$ -	\$ -	\$ -
	Coordination Meetings			20	12	40	-	20	20	112	\$ 27,620	\$ 17,200	\$ 4,220	\$ 4,500	\$ 4,020	\$ -
7.2	<b>Design and Permitting</b>			(95)	(145)	(420)	(120)	(140)	(20)	(940)	(\$ 255,550 )	(\$ 166,680 )	(\$ 40,920 )	(\$ 27,760 )	(\$ 22,380 )	(\$ 5,000 )
	7.2.1 Programming Phase			10	40	20				70	\$ 21,100	\$ 15,200	\$ 1,240	\$ -	\$ -	\$ -
	7.2.2 Schematic Design Phase			15	25	40				80	\$ 23,550	\$ 21,540	\$ 3,050	\$ 2,640	\$ 2,360	\$ -
	7.2.3 Design Development Phase			20	10	50	20	40		140	\$ 37,250	\$ 40,070	\$ 6,850	\$ -	\$ 3,440	\$ -
	7.2.4 Construction Documents Phase			20	20	120	60	60		280	\$ 74,700	\$ 36,990	\$ 9,400	\$ 8,440	\$ 7,500	\$ -
	7.2.5 Permitting Phase			30	50	190	40	40	20	370	\$ 98,950	\$ 52,880	\$ 20,380	\$ 16,680	\$ 9,080	\$ 5,000
	Permit Documents Review #1			20	30	140	40	25	10	265	\$ 71,475	\$ 29,500	\$ 11,180	\$ 10,240	\$ 9,080	\$ -
	Permit Documents Review #2			10	20	50	-	15	10	105	\$ 27,475	\$ 23,380	\$ 9,200	\$ 6,440	\$ 5,720	\$ -
<b>Project Totals</b>				319	275	772	162	222	234	1984	\$ 390,270	\$ 184,760	\$ 45,740	\$ 32,900	\$ 26,980	\$ 20,000
<b>Percentage of Total</b>				16%	14%	39%	8%	11%	12%		56%	26%	7%	5%	4%	3%

**TO:** Monterey Peninsula Airport District Board of Directors  
**FROM:** Michael La Pier, Executive Director  
**SUBJ:** Amendment to the Professional Services Agreement with PFM Financial Advisors, LLC to Provide Financial Analysis in Support of the Safety Enhancement Program (SEP) Taxiway A Relocation Phase 4

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

April 20, 2022, the BOD approved Resolution No. 1819 and certified the Revised Addendum to FEIR for the Minor Project Modifications and approved Resolution No. 1820 the Minor Project Modifications to the MRY Airport Master Plan.

The FY23 Adopted Capital Improvement Budget contains Project 2023-01 Safety Enhancement Program (SEP) Phase B2 Commercial Apron Construction and the approved Airport Capital Improvement Program (ACIP) for FY 2022-2028 includes this SEP project phase.

March 1, 2019 the District provided notice of solicitation requesting Statements of Qualifications (SOQs) from qualified firms (or Project Team of Firms) interested in providing professional Program Management Services (PM) for the 2018 Airport Master Plan Short Term Improvement Projects and other capital projects that may arise (hereafter Program) at the Monterey Regional Airport.

September 11, 2019 the Board adopted Resolution No. 1762, Authorizing a Professional Services Agreement with PFM Financial Advisors LLC to Provide Financial Services Related to the Development of Airport Capital Improvement Projects and specifically the Safety Enhancement Program (SEP), financed by the Airport District. The work completed to date included:

Phase 1 Economic Analysis identified the specific financial data and information necessary to provide adequate financial evaluations and funding scenarios for the proposed development of the SEP. An analysis of alternative financing strategies that are available for implementing the proposed Program was included to determine feasibility of the Relocated Terminal Complex.

Phase 2 work focused on identifying and analyzing alternative financing approaches and potential supplemental revenue opportunities for the Airport as they relate to the financing of the Terminal Building.

Phase 3 work focused on the Plan of Finance for the Terminal Building.

**SCOPE OF WORK.** This Amendment to the Agreement - Phase 4 will develop a financial framework and Plan of Finance for the Terminal Building and other components of the SEP and prepare for the issuance of long-term debt to finance major components of the Program.

1. Plan of Finance Model. Outlines the intended sources and uses of financing for the Program and expected impacts on the District's overall finances during the first several years of operation after the Terminal Building is in use. The Plan of Finance will also be used to ensure financial feasibility, perform sensitivity analyses, and in preparation of the District's annual budget and rates and charges calculations.

The Plan of Finance may also be used to assist with negotiations with the airlines and for purposes of presenting the overall credit profile of the District to the rating agencies.

2. Long-Term Financing. Various items and tasks will need to be completed before the District can access the capital markets for long-term financing of the Terminal Building and other elements of the Program. These include:
  - a. The Formation of a Financial Team
  - b. The Development of a Master Bond Indenture/Resolution
  - c. Exploration and Analysis of Financing Techniques
  - d. Initial Coordination with the Rating Agencies
  - e. Consultation with the Passenger and Cargo Airlines serving the Airport
  - f. Internal Preparation by the Staff and Board

The scope of the proposed contract amendment for Phase 4 Services is a not-to-exceed cost of \$80,250.00.

Staff completed the Independent Fee Estimate (IFE) and that estimate was under the PFM Fee by \$1,400.00 (2%). The final fee proposal by PFM is considered reasonable as reviewed by the IFE and outlined in FAA Advisory Circular 150/5100-14E Change 1 to ensure the fees are fair and reasonable.

**BUDGET EFFECT.** This program management cost is included in the FAA federal funding request through the AIP Commercial Apron Construction grant application.

**SOURCE OF FUNDS.** The AIP grant agreement provides a 90.66% (\$72,755.00) AIP share of the Program Management costs and a 9.34% (\$7,495.00) District share (Passenger Facility Charges).

**IMPACT ON OPERATIONS.** There will be no impact on operations occasioned by the Plan of Finance.

**SCHEDULE.** The Notice to Proceed is anticipated to be issued as soon as the grant agreement is provided.

**RECOMMENDATION.** Approve the Amendment to the Professional Services Agreement with PFM Financial Advisors, LLC to Provide Financial Analysis in Support of the Safety Enhancement Program (SEP) Taxiway A Relocation Phase 4

**ATTACHMENTS.**

PFM Financial Advisors, LLC Contract Amendment  
PFM Financial Advisors, LLC. Scope of Work

**AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH PFM FINANCIAL ADVISORS LLC TO PROVIDE PHASE 3 FINANCIAL SERVICES RELATED TO THE DEVELOPMENT OF AIRPORT CAPITAL IMPROVEMENT PROJECTS**

March 1, 2019 the District provided notice of solicitation requesting Statements of Qualifications (SOQs) from qualified firms (or Project Team of Firms) interested in providing professional Program Management Services (PM) for the 2018 Airport Master Plan Short Term Improvement Projects and other capital projects that may arise (hereafter Program) at the Monterey Regional Airport.

September 11, 2019 the Board adopted Resolution No. 1762, Authorizing a Professional Services Agreement with PFM Financial Advisors LLC to Provide Financial Services Related to the Development of Airport Capital Improvement Projects and specifically the Safety Enhancement Program (SEP), financed by the Airport District.

April 20, 2022, the BOD approved Resolution No. 1819 and certified the Revised Addendum to FEIR for the Minor Project Modifications and approved Resolution No. 1820 the Minor Project Modifications to the MRY Master Plan.

The FY23 Adopted Capital Improvement Budget contains Project 2023-01 SEP Phase D1 Terminal Complex Design and the approved Airport Capital Improvement Program (ACIP) for FY 2022-2028 includes this SEP project phase.

Phase 1 Economic Analysis identified the specific financial data and information necessary to provide adequate financial evaluations and funding scenarios for the proposed development of the SEP. An analysis of alternative financing strategies that are available for implementing the proposed Program was included to determine feasibility of the Relocated Terminal Complex.

Phase 2 work focused on identifying and analyzing alternative financing approaches and potential supplemental revenue opportunities for the Airport as they relate to the financing of the Terminal Building.

Phase 3 work focused on the Plan of Finance for the Terminal Building.

**Contract Amendment to provide Phase 4 services to Develop a Financial Framework for the Plan of Finance for the Terminal Building**

PFM prepared the initial Plan of Finance and Affordability analysis that determined the overall feasibility of the Program and Financial Plan for the SEP that was presented to the Federal Aviation Administration.

In order to secure additional funding through the Airport Improvement Program (AIP) and Bipartisan Infrastructure Law (BIL) the next step will be to update the Plan of Finance. Phase 4 will develop a financial framework and Plan of Finance for the Terminal Building and other components of the SEP and prepare for the issuance of long-term debt to finance major components of the Program.

1. Plan of Finance Model. Outlines the intended sources and uses of financing for the Program and expected impacts on the District's overall finances during the first several years of operation after the Terminal Building is in use. The Plan of Finance will also be used to ensure financial feasibility, perform sensitivity analyses, and in preparation of the District's annual budget and rates and charges calculations.

The Plan of Finance may also be used to assist with negotiations with the airlines and for purposes of presenting the overall credit profile of the District to the rating agencies.

2. Long-Term Financing. Various items and tasks will need to be completed before the District can access the capital markets for long-term financing of the Terminal Building and other elements of the Program. These include:
  - a. The Formation of a Financial Team
  - b. The Development of a Master Bond Indenture/Resolution
  - c. Exploration and Analysis of Financing Techniques
  - d. Initial Coordination with the Rating Agencies
  - e. Consultation with the Passenger and Cargo Airlines serving the Airport
  - f. Internal Preparation by the Staff and Board

The scope of the proposed contract amendment for Phase 4 Services is a not-to-exceed cost of \$80,250.00.

MONTEREY PENINSULA  
AIRPORT DISTRICT

PFM FINANCIAL ADVISORS, LLC

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Michael La Pier, AAE  
Executive Director

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Brian Gullucci  
Managing Director  
PFM Financial Advisors, LLC





# Monterey Peninsula Airport District

## Monterey Regional Airport

Scope of Work for Financial Services related to the Development of Capital Improvement Projects for the Safety Enhancement Program

### Scope of Services

The Purpose of this Project is to develop a financial framework and Plan of Finance for the Terminal Building and other components of Monterey Regional Airport's Safety Enhancement Program, and to prepare for the issuance of long-term debt to finance major components of the Program.

PFM Financial Advisors LLC ("PFM") has already prepared an initial Plan of Finance and Affordability analysis to determine the overall feasibility of the Program.

### Elements of Work Phase 4

- 1. Plan of Finance Model.** Outlines the intended sources and uses of financing for the Program and expected impacts on the District's overall finances during the first several years of operation after the Terminal Building is in-use. The Plan of Finance will also be used to ensure financial feasibility, perform sensitivity analyses, and in preparation of the District's annual budget and rates and charges calculations.

The Plan of Finance may also be used to assist with negotiations with the airlines and for purposes of presenting the overall credit profile of the District to the rating agencies.

- 2. Long-Term Financing.** Various items and tasks will need to be completed before the District can access the capital markets for long-term financing of the Terminal Building and other elements of the Program. These include:
  - a. The Formation of a Financial Team**
  - b. The Development of a Master Bond Indenture/Resolution**
  - c. Exploration and Analysis of Financing Techniques**
  - d. Initial Coordination with the Rating Agencies**
  - e. Consultation with the Passenger and Cargo Airlines serving the Airport**
  - f. Internal Preparation by the Staff and Board.**

### Phasing and Schedule

#### Plan of Finance Model – Ongoing through Project

- Update assumptions and refine existing model
- Evaluate alternative financing solutions including publicly offered bonds, direct-placement, private offerings, TIFIA, pay-go, and grant funding



- Coordinate with the District and Airport Consultants to determine initial Airline Rates and other Fees and Charges to ensure financial feasibility

### **Bond Transaction Development (6 – 12 Months)**

- a) Formation of a Financial Team (2 – 3 months)
  - Development of various Requests for Proposals for Bond Team Members including: Bond and Tax Counsel, Disclosure Counsel, Feasibility Consultant, Underwriters or Placement Agents, Bond Trustee (if necessary)
  - Determination of Roles and Responsibilities
  - Communication with District’s Board regarding roles of team members and their qualifications
- b) Development of a Master Bond Indenture or Resolution (3 – 9 months)
  - Initial Terms and Outline
  - Drafting and Review
- c) Exploration and Analysis of Financing Techniques (6 – 12 months)
  - Evaluate interim or short-term funding options
  - Compare and analyze publicly offered debt against alternatives
  - Determine interest-rate mode, final tenor, amortization structure, and other debt structuring components
  - Analyze alternatives to determine preferred structure
- d) Initial Coordination with Rating Agencies (3 – 6 months)
  - Outreach and Communication
  - Development of Introductory Materials
  - Meetings and Tours
  - Development of Detailed Materials to Present Financing Plan
  - Ongoing discussions and coordination
  - Selection of rating agencies to pursue long-term credit ratings
- e) Consultation with Airlines (12 months)
  - Presentation of Plan of Finance
  - Determination of Rate Setting Methodology
  - Negotiation of Terms (if necessary)
- f) Internal Preparation of Board and Staff (6 – 12 months)
  - Bond and Capital Market training
  - Information gathering and reformatting
  - Disclosure and SEC Regulations training and preparation
  - Bond proceeds tracking and education



## Compensation

For services provided under this contract, PFM will be paid on an hourly basis at the rates reflected below. Services performed specific to a transaction would be done under a separate agreement.

<u>Experience Level</u>	<u>Hourly Rate</u>
Managing Director	\$525
Director	\$425
Senior Managing Consultant	\$425
Senior Analyst	\$325
Analyst	\$325
Administrative Associate	\$250

Phase	Estimated Hours	Estimated Fee
Plan of Finance Model	35	\$ 16,375.00
Finance Team Formation	25	11,125.00
Development of a Master Bond Indenture or Resolution	20	10,500.00
Exploration and Analysis of Financing Techniques	10	10,500.00
Initial Coordination with Rating Agencies	30	12,750.00
Consultation with Airlines	20	10,500.00
Internal Preparation of Board and Staff	<u>20</u>	<u>8,500.00</u>
<b>Total</b>	<b>170</b>	<b>\$ 80,250.00</b>

**AGENDA ITEM: H**  
**DATE: May 17, 2023**

**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 Mark Wilson, Controller](#)

**FIRE.**

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

**OPERATIONS.**

[Operations Report by Mark Curtis, Superintendent of Field Operations](#)

**PLANNING AND DEVELOPMENT.**

[Planning, Environmental and Maintenance Monthly Project Report by Chris Morello, Deputy Executive Director](#)

**POLICE.**

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

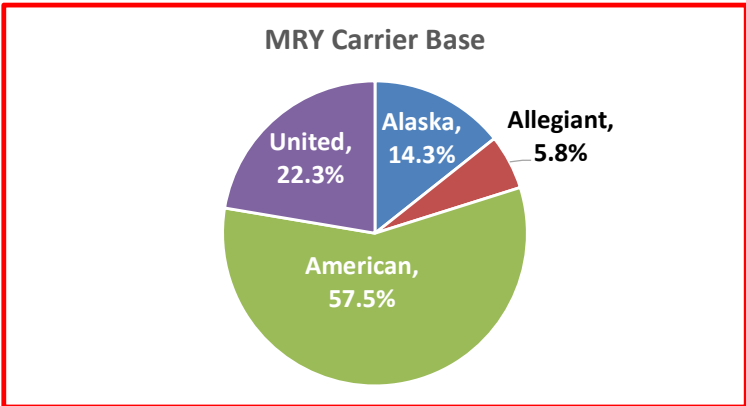
RATING	DATE OF VISIT	TIME OF VISIT	PURPOSE	FLIGHT	AIRLINE	COMMENT	CITY	STATE

**NO TERMINAL FEEDBACK RECEIVED IN APRIL**

**TO:** Michael La Pier, Executive Director, Monterey Regional Airport  
**FROM:** Mark Wilson, Controller  
**SUBJECT:** Discussion and Analysis of the March 31, 2023 Financial Statements

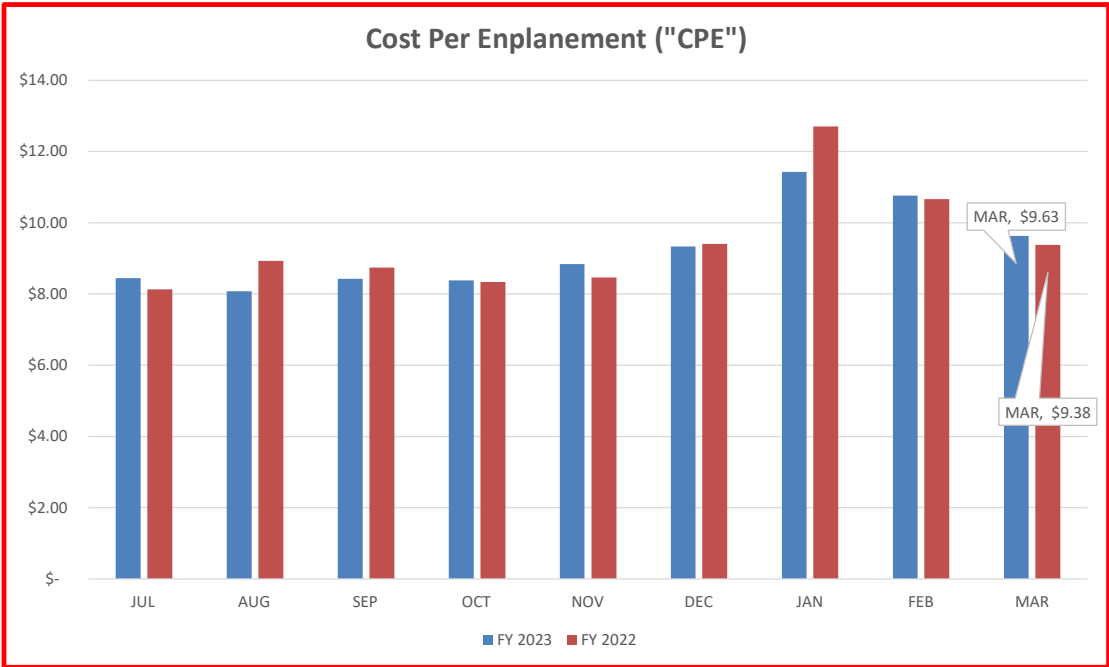
KEY OPERATING STATISTICS. March enplanements were 18,520, up 3.4% from the 17,914 in the previous period in 2022. March airline landings were less than budgeted (313 actual vs. 442 budgeted). Total Passengers for the month of March were 37,377 up from 35,633 in the previous period in 2022. Total aircraft operations for March were 3,714, down from 4,428 in the previous period in 2022, while Vehicle exit counts in the parking lots were 10,150 up 57.2% from the exit counts in March of 2022.

In March, American Airlines accounted for approximately 57.5%, of the Airport's traffic.



In March the Airport's CPE was \$9.63, compared to \$9.38 in the same period in 2022 .

**Chart 1**



**LIQUIDITY AND CAPITAL RESOURCES.** As of March 31, 2023 the Airport had unrestricted cash and investments of \$13.991M with \$.987M of funds available under the CARES Grant.

To date, the Airport has received FAA Grants of \$9.483M for the new ARFF building. In addition, the Airport has previously received notice of eligibility for \$4.28M of Grants for Terminal Design under the BIL/Entitlements. In March, 2023, the Airport received notice of eligibility for another \$3.0M Grant for Terminal Design under the competitive BIL/ATP process.

As of March 31, 2023 the Airport had Restricted PFC cash and investments of \$1.853M and Restricted CFC cash and investments of \$1.017M.

The Current Ratio of unrestricted current assets to current liabilities is a very healthy 22.7X. Days Cash on Hand (based on FY 23 Budgeted Operating Expenses), was 539.

**OPERATING INCOME.** The Airport's higher than budgeted revenues and lower than budgeted operating expenses in March resulted in an operating income of \$300.K, which is a favorable variance of \$299.9K to March's budgeted breakeven operating income.

	<b>OPERATING INCOME</b>			
	<b>March 2023 ACTUAL</b>	<b>March 2023 BUDGET</b>	<b>VARIANCE Favorable (Unfavorable)</b>	
			<b>\$</b>	<b>%</b>
<b>Operating Revenues</b>	\$ 950,680	\$ 763,803	\$ 186,877	24%
<b>Operating Expenses</b>	(650,724)	(763,739)	113,014	15%
<b>Operating Income</b>	<u>\$ 299,956</u>	<u>\$ 64</u>	<u>\$ 299,892</u>	<u>467704%</u>

**REVENUES.** March 2023 combined reported Airport Operating Revenues were \$950.7K, which was \$186.9K (24%) higher than budget (\$763.8K). This favorable variance was primarily due to higher Terminal Revenues and Interest Income.

	<b>March 2023 ACTUAL</b>	<b>March 2023 BUDGET</b>	<b>VARIANCE Favorable (Unfavorable)</b>	
			<b>\$</b>	<b>%</b>
<b>Terminal Revenues</b>	\$ 520,370	\$ 407,316	\$ 113,054	28%
<b>General Aviation</b>	148,182	148,563	(381)	0%
<b>Non-Aviation</b>	181,535	182,732	(1,197)	-1%
<b>Other Operating</b>	31,212	19,500	11,712	60%
<b>Interest Income</b>	69,382	5,692	63,690	1119%
<b>Total Operating Revenues</b>	<u>\$ 950,680</u>	<u>\$ 763,803</u>	<u>\$ 186,877</u>	<u>24%</u>

**Terminal Revenues:**

Commercial Aviation fees (\$87.2K) for March were lower than the budget (\$98.6K) by \$11.4K/12%. This unfavorable variance was primarily due to lower than budgeted air carrier landings.

Terminal Rents (\$147.K) for March were materially on budget (\$145.K).

TNC Permits & Trip Fees (\$16.6K) for March were higher than the budget (\$13.5K) by \$3.1K/23%. This favorable variance was primarily due to higher than budgeted revenues for Uber and Lyft.

Terminal Concessions (\$25.1K) for March were higher than the budget (\$15.8K) by \$9.3K/59%. This favorable variance was primarily due to higher than budgeted revenues for Woody's, Lamar and Gifts & More.

Rental Car Concessions (\$144.8K) for March were higher than the budget (\$69.6K) by \$75.2K/108%. This favorable variance was due primarily to higher than budgeted rental car activity.

Parking Concession (\$96.8K) for March was higher than the budget (\$60.7K) by \$36.1K/59%. Parking Concession revenues for March were budgeted at 7,650 parked cars with an average of \$7.77. In March the number of parked cars was more at 10,150 with an average of \$9.54 per car, resulting in a favorable variance.

**General Aviation Revenues:**

Heavy General Aviation revenues (\$115.2K) for March were materially on budget (\$115.7K)

Light General Aviation revenues (\$33.K) for March were materially on budget (\$32.8K).

**Non-Aviation Revenues:**

Non-Aviation revenues (\$181.5K) for March were materially on budget (\$182.7K).

**Other Operating Revenues:**

Other Operating revenues (\$31.2K) for March were higher than budget (\$19.5K) due primarily to higher than budgeted License Fees, Utility Chargebacks and Tenant Employee Parking.

**Interest Income:**

Interest Income (\$69.4K) for March exceeded budget (\$5.7K) due to higher than budgeted interest income earned on T-Bills and in the L.A.I.F. fund.



EXPENSES. Total operating expenses of (\$650.7K) for March were lower than the budget (\$763.7K) by \$113.0K/15%. This favorable variance was primarily due to lower Employer Benefits, Repairs & Maintenance, Salaries & Taxes and Recruiting & Training; detailed analyses follows:

<b>OPERATING EXPENSES - BY MAJOR CATEGORY TYPE</b>				
	<b>March</b>	<b>March</b>	<b>VARIANCE</b>	
	<b>2023</b>	<b>2023</b>	<b>Favorable (Unfavorable)</b>	
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>\$</b>	<b>%</b>
Salaries & Taxes	\$ 168,633	\$ 194,501	\$ 25,868	13%
Employer Benefits	106,612	161,958	55,346	34%
Recruitment & Training	7,614	14,500	6,886	47%
Business Expenses	31,542	30,349	(1,193)	-4%
Supplies & Materials	12,706	9,280	(3,426)	-37%
Repairs & Maintenance	10,038	49,895	39,857	80%
Outside Services	212,693	211,559	(1,134)	-1%
Professional Services	26,685	29,675	2,990	10%
Marketing, PR	19,710	24,405	4,695	19%
Utilities	52,610	35,735	(16,875)	-47%
Interest Expense	1,881	1,881	-	0%
<b>Total Operating Expenses</b>	<b>\$ 650,724</b>	<b>\$ 763,739</b>	<b>\$ 113,014</b>	<b>15%</b>

<b>OPERATING EXPENSES - BY DEPARTMENT</b>				
	<b>March</b>	<b>March</b>	<b>VARIANCE</b>	
	<b>2023</b>	<b>2023</b>	<b>Favorable (Unfavorable)</b>	
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>\$</b>	<b>%</b>
Admin & Finance	\$ 183,163	\$ 195,754	\$ 12,591	6%
Planning & Development	53,556	60,337	6,781	11%
Maintenance	102,046	161,251	59,205	37%
Operations	49,101	51,152	2,051	4%
Police	97,858	109,663	11,805	11%
Fire	139,093	160,747	21,655	13%
Board of Directors	14,655	14,823	168	1%
Rental Properties	9,371	8,130	(1,241)	-15%
Interest Expense	1,881	1,881	-	0%
<b>Total Operating Expenses</b>	<b>\$ 650,724</b>	<b>\$ 763,739</b>	<b>\$ 113,014</b>	<b>15%</b>

Salary & Tax Expenses (\$168.6K) for March were lower than the budget (\$194.5K) by \$25.9K/13%. This favorable variance was primarily due to lower salaries and wages for the Maintenance Department (\$13.3K) and the Admin & Finance Department (\$10.4K).

Employer Benefit Expenses (\$106.6K) for March were lower than the budget (\$162.K) by \$55.3K or 34.2%. This favorable variance was primarily due to lower UAL amortization expense (\$33.3K) from prepaying the \$4.0M in June of 2022, lower CalPERS Health Insurance (\$17.3K) and lower CalPERS Retirement (\$2.4K).

Personnel Recruitment, Training & Pre-Employment and Related Expenses (\$7.6K) for March were lower than budget (\$14.5K), due primarily to lower than budgeted Dues and Subscriptions.

Business Expenses (\$31.5K) were higher than the budget (\$30.3K) by \$1.2K/4%. This unfavorable variance was primarily due to higher than budgeted Insurance (\$3.1K) and Telephone (\$1.0K), partially offset by lower Telecommunications Expense (\$2.5K).

Supplies & Materials expenses (\$12.7K) for March were higher than the budget (\$9.3K) by \$3K or 37%. This unfavorable variance was primarily due to higher than budgeted District Vehicle Fuel (6.1K) partially offset by lower Custodial Supplies & Materials (\$2.5K).

Repair & Maintenance expenses (\$10.K) for March were lower than budget (\$49.9K) due primarily to the timing of Airfield, Terminal, Rental Space and District Vehicle repair & maintenance items.

Outside Services expenses (\$212.7K) for were materially on budget (\$211.6K).

Professional Service expenses for the Art Program, Architect & Engineer, Legal, Audit, Computer / LAN & IT, Environmental, and Human Resources (\$26.7K) for March were lower than the budget (\$29.7K) by (\$3.0K)/10.1%. This favorable variance was primarily due to budgeted Human Resources (\$3.0K), and A&E Expenses (\$2.5K) that were not incurred.

Marketing, Public Relations, Air Service Development and Social Media Marketing expenses (\$19.7K) for March were lower than the budget (\$24.4K) by \$4.7K or 19.2%. This favorable variance was primarily due to lower than budgeted Marketing (\$4.K), Air Service Development (\$1.4K), and Social Media Marketing expenses (\$2.3K), partially offset by higher Public Relations expense (\$3.0K).

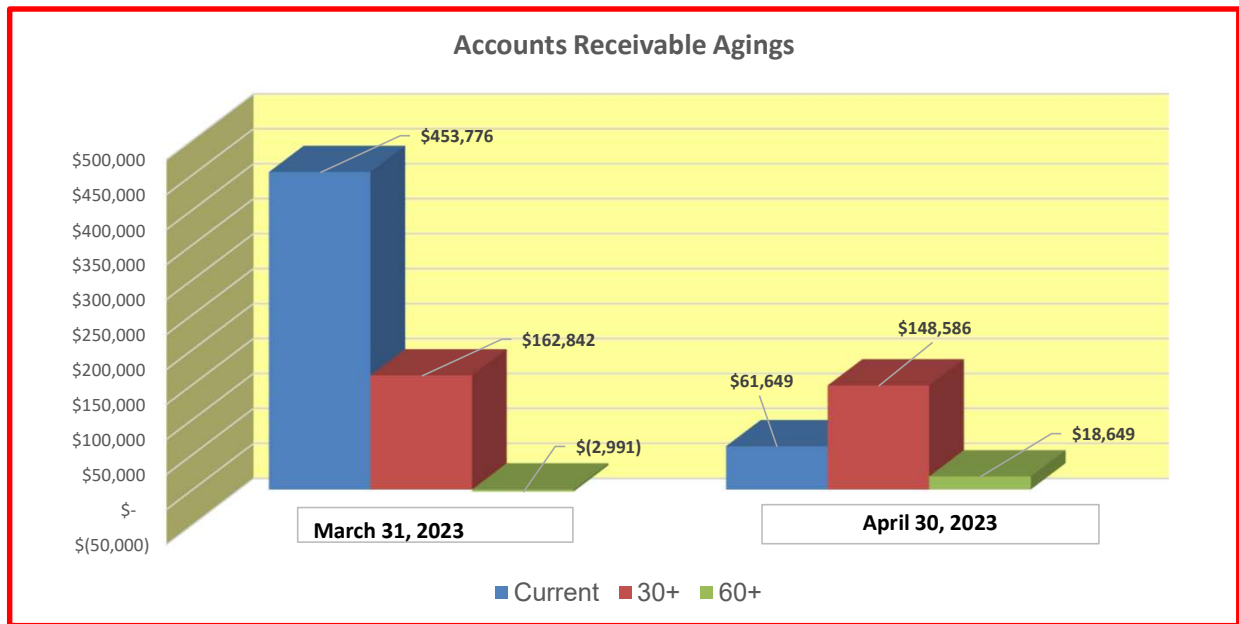
Utilities expenses, combined, (\$52.6K) for March were higher than budget (\$35.7K) due primarily to both the March and February (received late) PG&E natural gas bills being paid in March.

**SELECTED BALANCE SHEET ANALYSES:**

ACCOUNTS RECEIVABLE. The accounts receivable balance on March 31, 2023 was \$613.6K. This balance is \$101.2K or 20% higher than the February 28, 2023 balance (\$512.5K), and \$30.8K/5% lower than the \$644.4K balance on March 31, 2022. The accounts receivable balance over 60 days old on March 31, 2023, was -\$3.K.

Chart 2 below graphically presents the aging of accounts receivable (1) as of March 31, 2023 and (2) prior to the next billing cycle (April 30, 2023).

**Chart 2**



Total accounts receivable of \$613.6K as of March 31, 2023 was comprised of \$133.3K/(21.7%) from Commercial Airlines, \$125.9K/(20.5%) from Rental Car companies, \$68.7K/(11.2%) from FBOs, \$162.1K/(26.4%) from Parking, \$31.7K/(5.2%) from the Monterey Hi-Way Self Storage, \$20.0K/(3.3%) from TNCs and Taxis, \$17.0K/(2.8%) from Woody’s and \$54.9K/(8.9%) from all other customer accounts.

The District carries a \$10K allowance for doubtful accounts. Prepaid accounts receivable as of March 31, 2023 of \$58.7K have been reclassified to deferred revenue.

**Chart 3** below graphically presents the composition of accounts receivable by major customer/concessionaire/tenant.

**Chart 3**

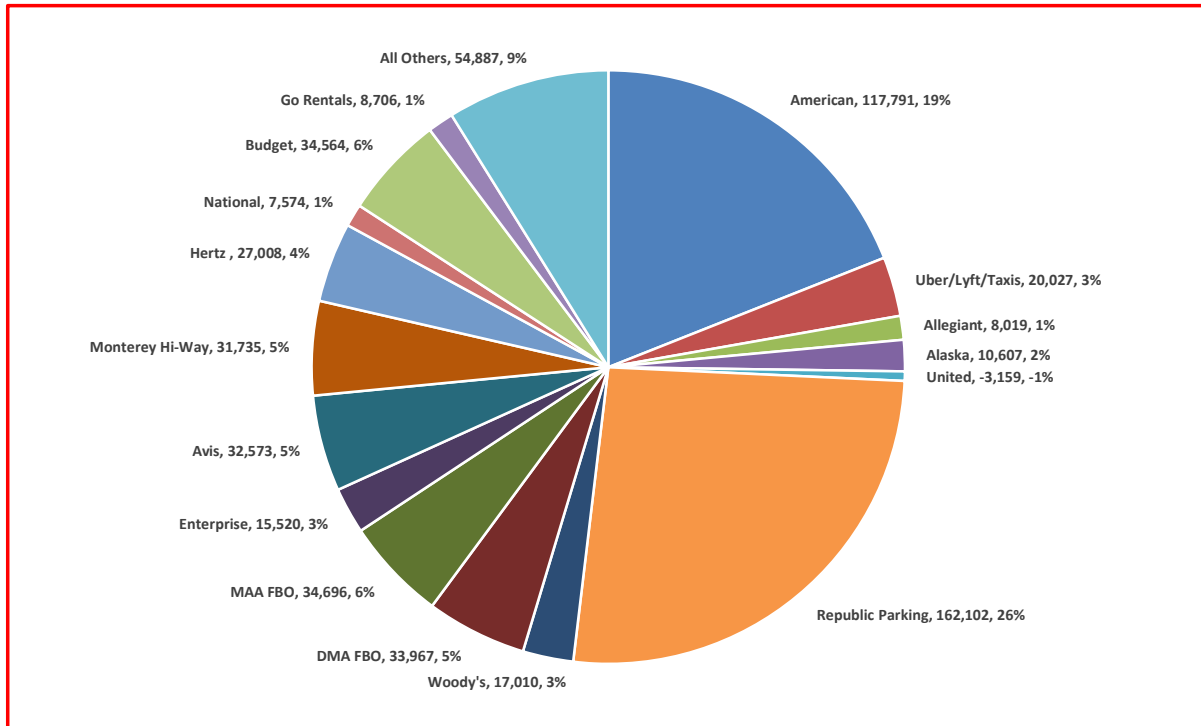
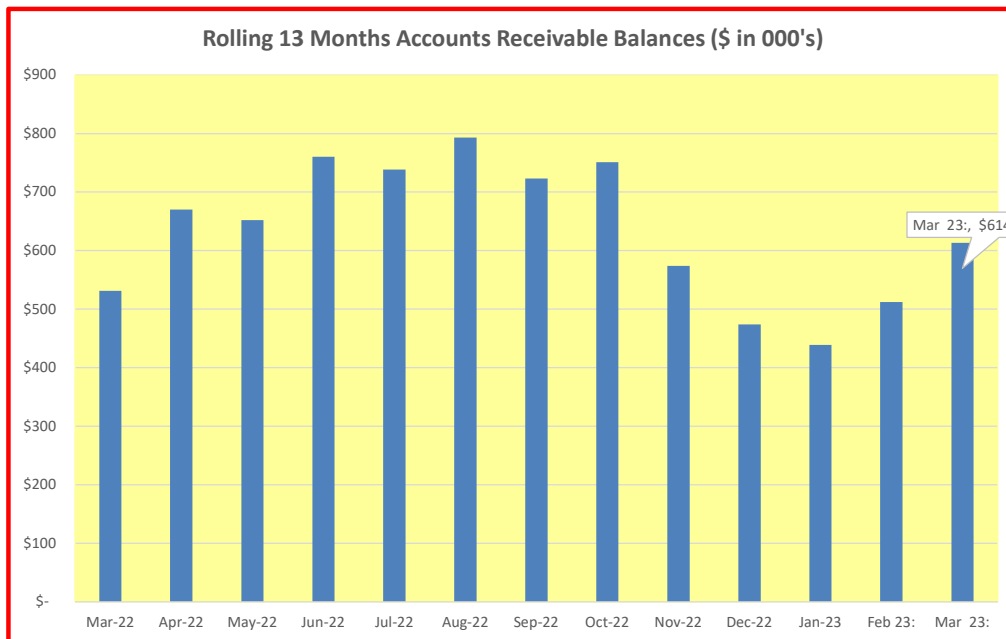


Chart 4 below depicts the total accounts receivable balances for the 13 months from March 2022 to March 2023.

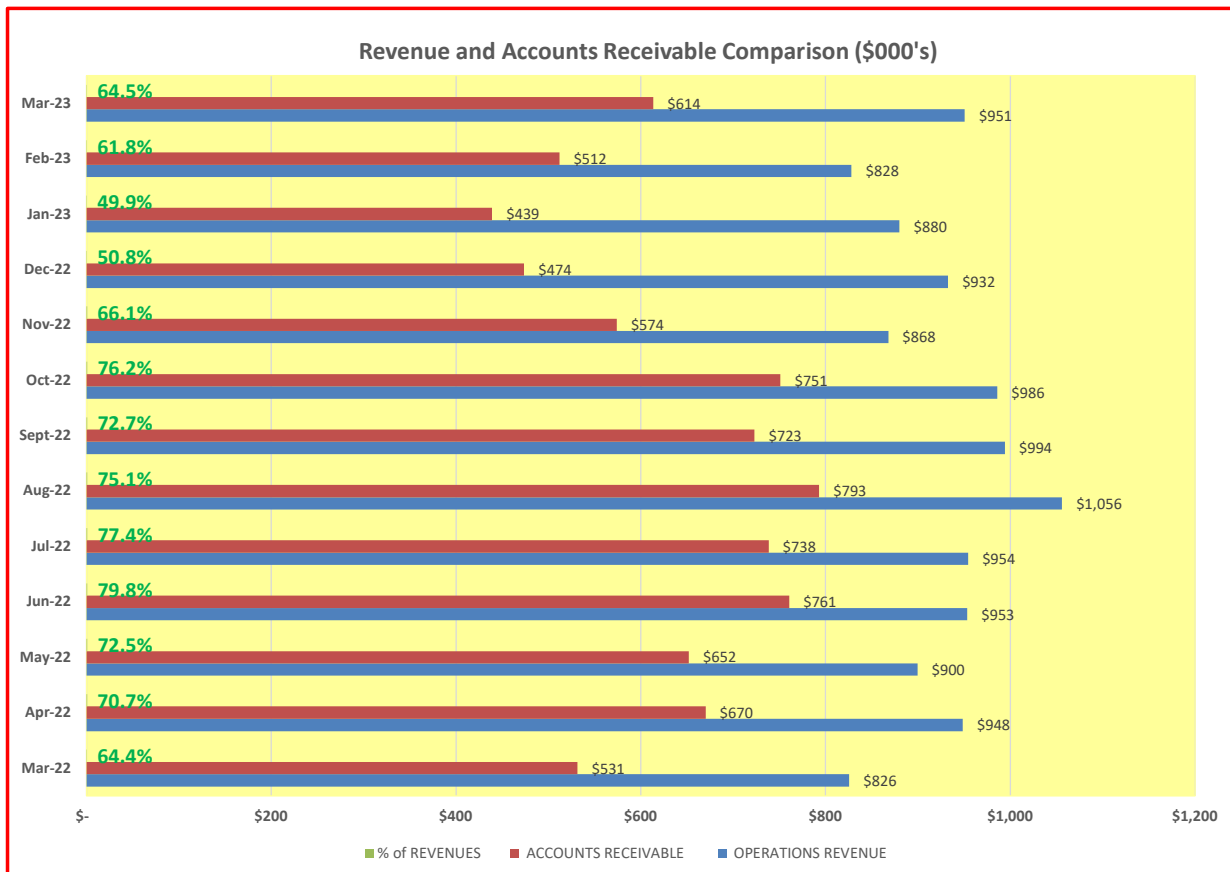
**Chart 4**



The balance of accounts receivable at month-end aligns with operating revenues in that month. The month-end balance of accounts receivable historically is approximately 50% to 70% of revenues. On March 31, 2023, accounts receivable is 64.5% of revenues and the rolling thirteen-month average is 67.8%.

**Chart 5** below graphically presents the monthly comparison of accounts receivable to operating revenues.

**Chart 5**

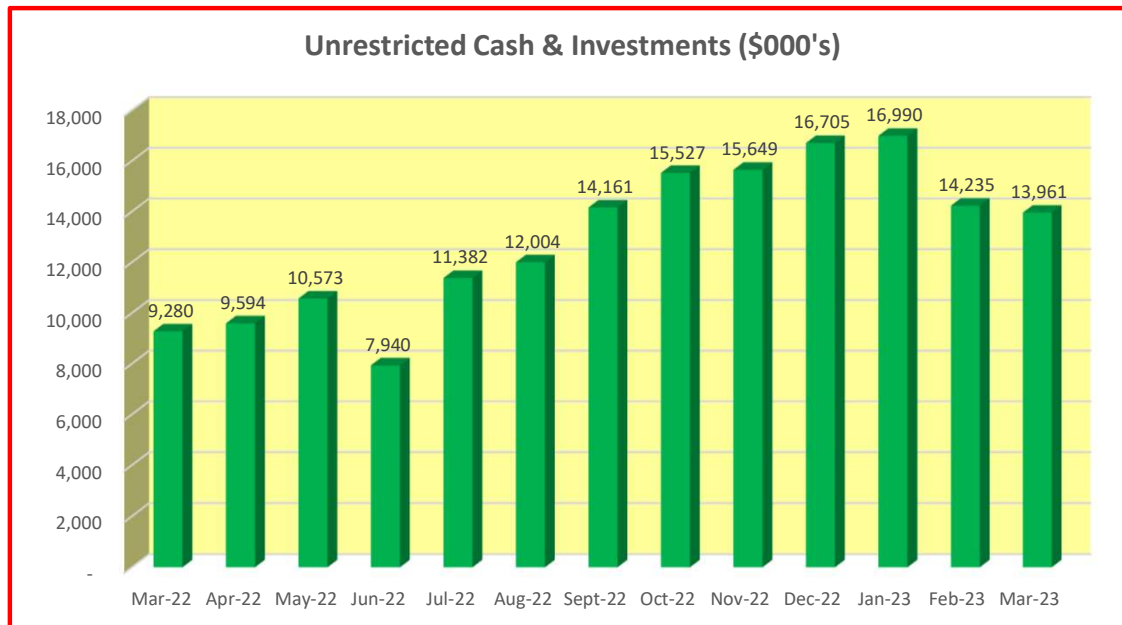


**UNRESTRICTED CASH AND INVESTMENTS.** The unrestricted cash and investments balance on March 31, 2023, was \$13.991M and the unrestricted cash and investments balance on February 28, 2023 was \$14.235M, a decrease of \$.245M.

The decrease in unrestricted cash and investments was primarily due to: (1) cash used by Capital and Related Financing Activities of \$1,362K, partially offset by (2) the net cash provided by Operating Activities of \$966.5K, and (3) the net cash from Investing Activities of \$149.2K (see Statement of Cash Flows on Page 17 for more detail).

Chart 6 graphically presents the monthly balances of unrestricted cash and investments.

**Chart 6**



**SELECTED OPERATING STATISTICS:**

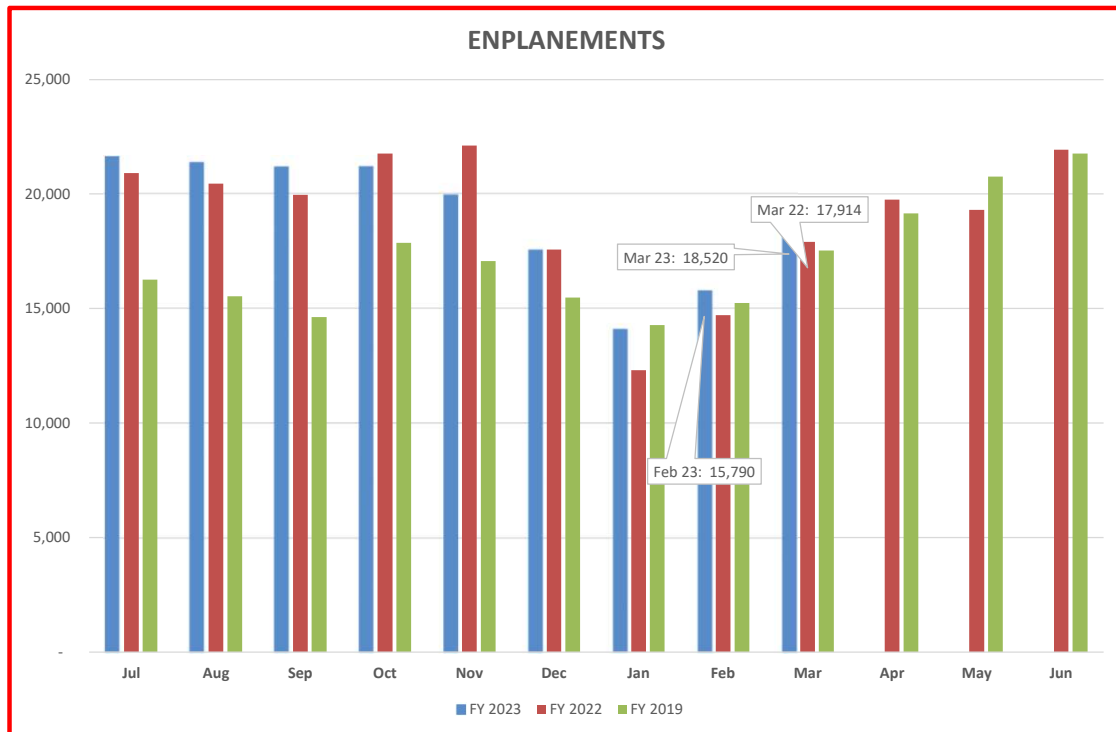
**ENPLANEMENTS AND LOAD FACTORS.** The table below presents simple load factors for fiscal years 2016 to 2023. Load factors indicate the customer utilization of available airline seat capacity which generally correlates to customer use of TCP, Taxi and TNC services, parking, and other support services. 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 impact on capacity and potential changes in enplanements. As the mix of aircraft and destinations change, the goal is to have load factors sustained or increased, which indicates that customers are willing to use the services offered by the Airlines.

Fiscal Year	March 31, 2023				FYTD			
	Load Factors	Enplanements	Available Seats	Flights	Load Factors	Enplanements	Available Seats	Flights
2023	72.7%	18,520	25,478	313	75.5%	171,475	226,971	3,156
2022	76.4%	17,914	23,434	363	73.4%	167,760	228,529	3,380
2021	46.9%	9,379	19,996	271	43.3%	57,174	132,178	1,808
2020	42.4%	8,681	20,488	317	71.8%	165,986	231,188	3,518
2019	70.2%	17,533	24,988	359	68.7%	143,911	209,603	3,145
2018	79.1%	15,758	19,920	312	77.4%	142,177	183,682	2,884
2017	74.7%	18,986	25,422	395	74.6%	152,037	203,912	3,131
2016	69.0%	16,040	23,236	336	76.0%	136,514	179,580	2,896

Airline/destination specific simple load factors for March 2023 were Alaska/SAN 86.2%, Alaska /SEA 54.2% American/DFW 73.7%, American/PHX 72.5%, United/DEN 84.3%, United/LAX 77.2%, United/SFO 66.3%, and Allegiant/LAS 76.7%. JSX did not fly out of MRY in March 2023.

Chart 7 below presents a comparison of monthly enplanements for FY 2023 to all FY 2022 enplanements (which reflect the seasonality of the Airport's historical business cycle). When comparing enplanements for March 2023 (18,520) and February 2023 (15,790), enplanements increased by 2,730. When comparing March 2023 to March 2022, enplanements were up: (18,520) vs. (17,914).

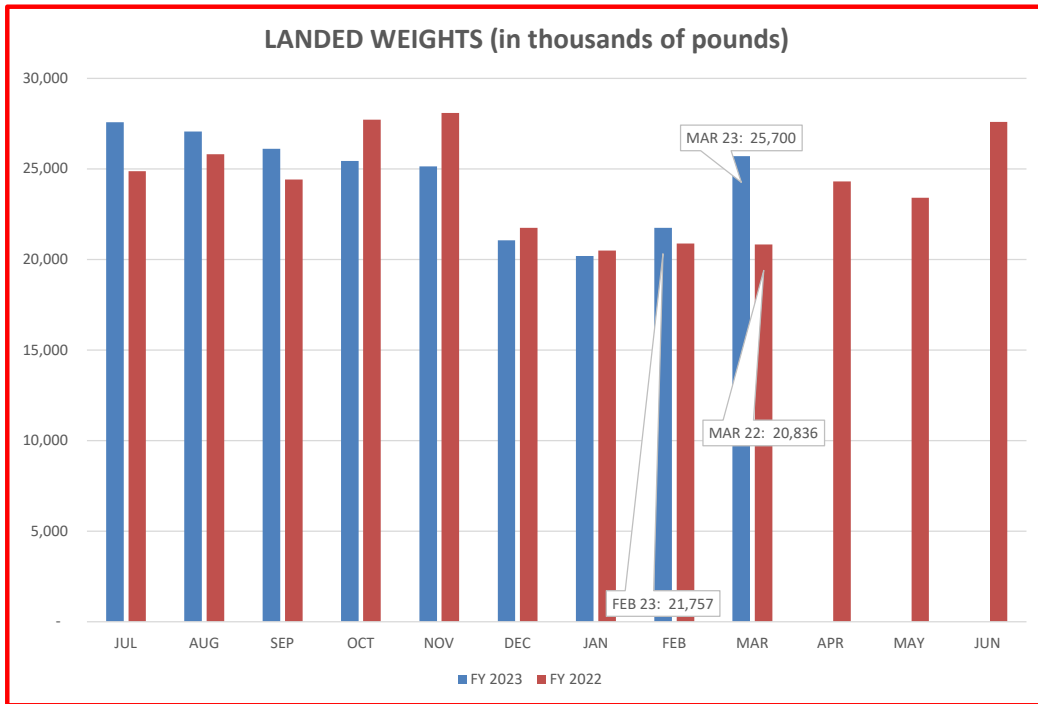
**Chart 7**



**LANDED WEIGHTS.** Chart 8 presents the Airport’s landed weights for FY 2022 to FY 2023. We expected landed weights to increase when American began up-gauging with heavier aircraft (the Mainline A319 has a Maximum Gross Landing Weight of 137,788 pounds, as compared to a Maximum Gross Landing Weight of 74,957 pounds for the Regional Embraer 175).

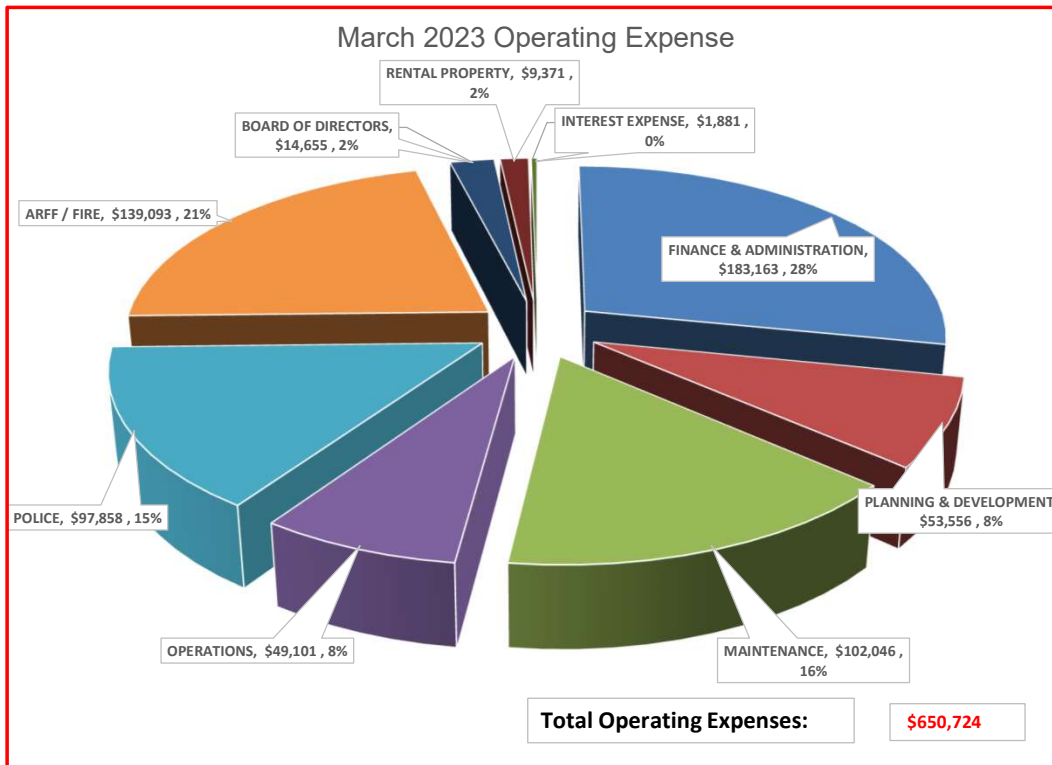
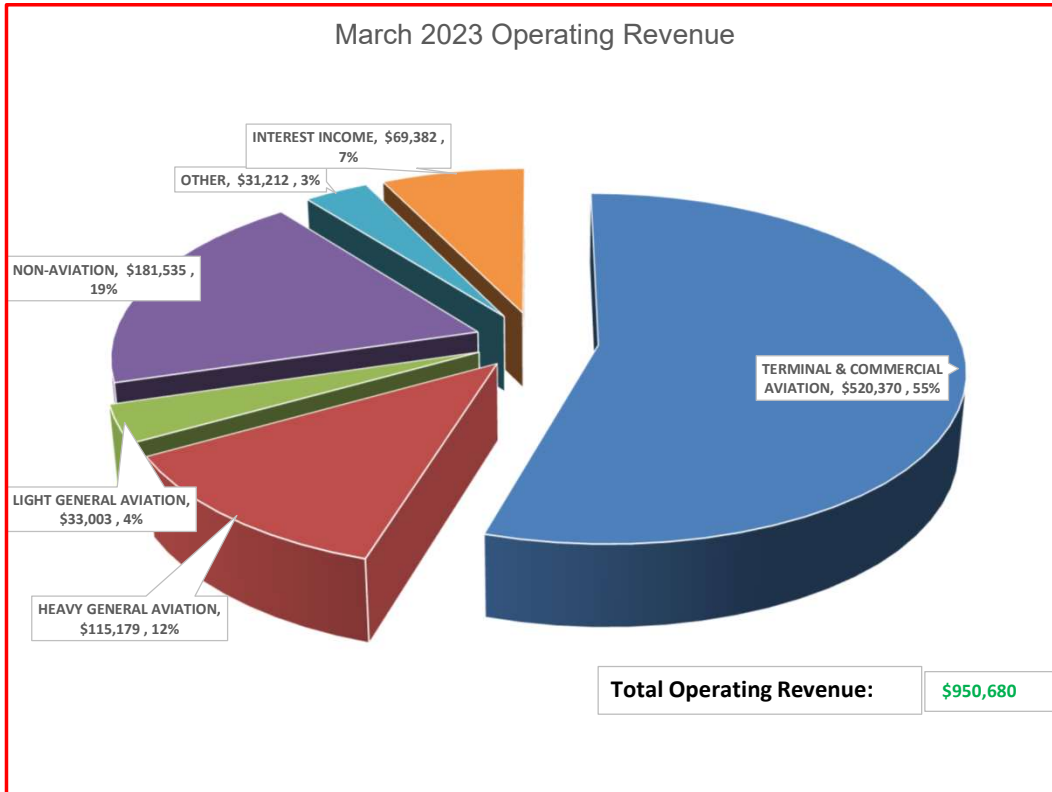
Total landed weights for March 2023 were 25,700 thousand pounds, an increase of 4,864 thousand pounds over the 20,836 landed in the comparable period in 2022, and an increase of 3,943 thousand pounds over the 21,757 thousand pounds landed in February 2023.

**Chart 8**

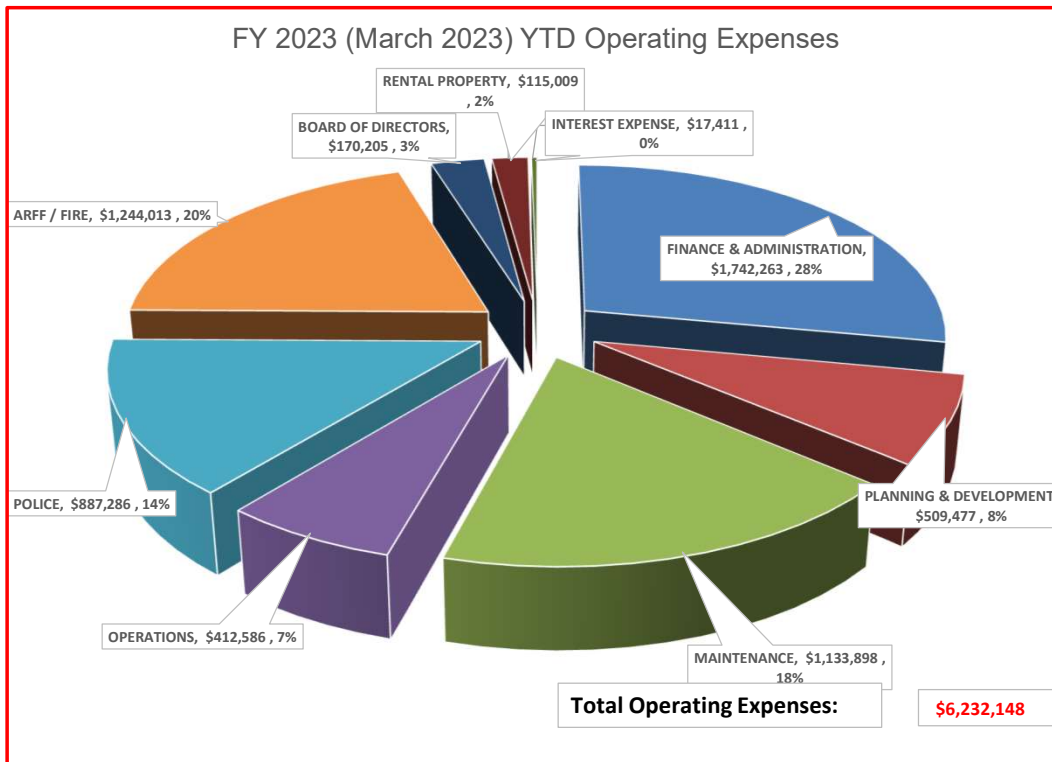
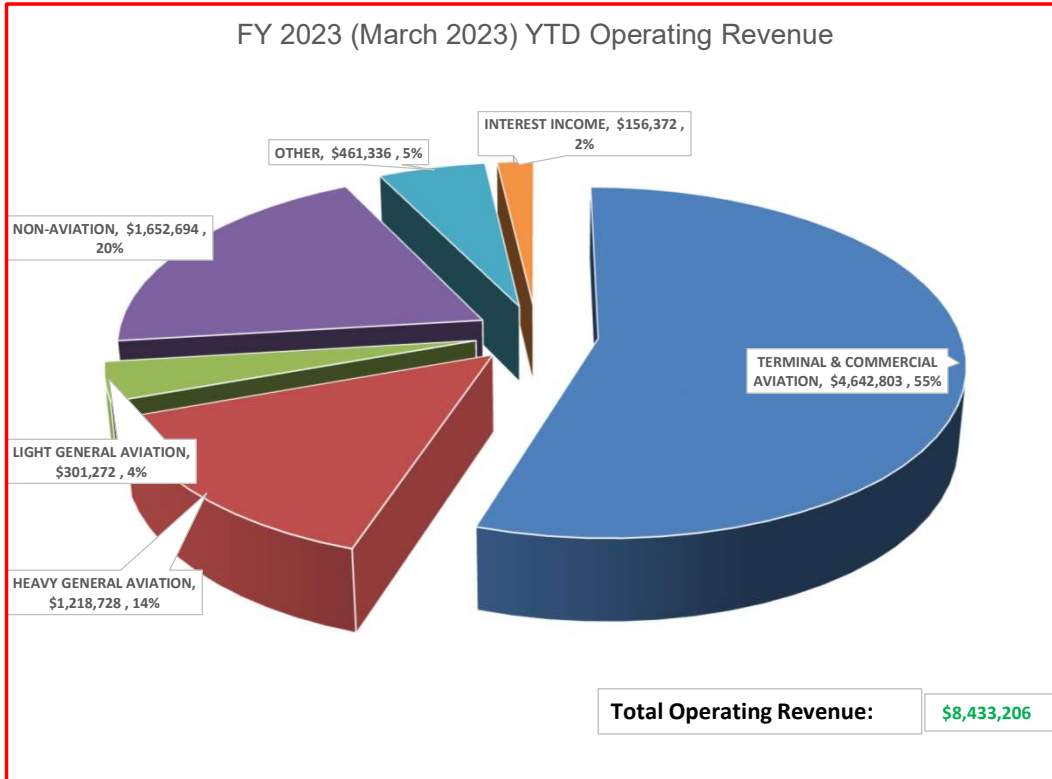




Monterey Peninsula Airport District



Monterey Peninsula Airport District



# AIRPORT DISTRICT OPERATING AND FINANCIAL PERFORMANCE SUMMARY

## Mar. 31, 2023

OPERATING STATISTICS	Mar. 31, 2023	Budget	%	Mar. 31, 2022	YTD FY 23	Budget	%	YTD FY 22
<b>AIRPORT ACTIVITY</b>								
Air Carrier Landings <sup>1</sup>	313	442	-29%	310	3,156	3,907	-19%	3,326
Landed Weight (in thousands of pounds)	25,700			20,836	220,234			214,847
Enplanements	18,520			17,914	171,275			167,760
Passengers (emp/dep)	37,377			35,633	340,436			335,257
Total Cargo (in pounds)	58,535			57,812	469,700			538,177
Commercial	1,151			1,366	12,677			13,861
General Aviation	2,476			2,812	26,169			28,960
Military	87			250	1,575			2,428
<b>TOTAL AIRCRAFT OPERATIONS</b>	<b>3,714</b>	<b>0</b>	<b>0</b>	<b>4,428</b>	<b>40,421</b>	<b>0</b>	<b>0</b>	<b>45,249</b>
<b>VEHICLE EXIT COUNT</b>								
Long Term (1) Lot	2,199			1,454	22,161			16,416
Upper Short Term (2) Lot	1,888			1,616	16,357			17,467
Lower Short Term (3) Lot	6,063			4,713	48,624			42,115
<b>TOTAL VEHICLE EXIT COUNT</b>	<b>10,150</b>	<b>0</b>	<b>0</b>	<b>7,783</b>	<b>87,142</b>	<b>0</b>	<b>0</b>	<b>75,998</b>

1: Cancelled Flight Landings: Current Month =9 (0 - Alaska /0 - Allegiant /4 - American /5 - United) FYTD = 37 (8 - Alaska /0 - Allegiant /15 - American /14 - United)

	Mar. 31, 2023	Mar. 31, 2023	Var.	Mar. 31, 2022	YTD FY 23	Budget	Var.	YTD FY 22
	ACTUAL	Budget	\$	15%	ACTUAL	Budget	\$	ACTUAL
<b>OPERATING REVENUE</b>								
<b>TERMINAL</b>								
CA Landing, RON, Apron, and Fuel Flowage Fees	\$ 87,221	\$ 98,626	\$ (11,405)	78,113	\$ 771,095	\$ 863,083	\$ (91,988)	728,533
Rents	147,032	145,044	1,988	144,724	1,304,760	1,305,396	(636)	1,313,800
TCP Operator Permits	420	450	(30)	470	4,351	4,050	301	4,701
Taxi Operator Permits & Trip Fees	2,363	3,579	(1,216)	3,172	27,762	39,526	(11,764)	37,092
TNC Permits, Trip Fees and Peer-to-Peer Rentals	16,613	13,500	3,113	14,571	150,300	122,157	28,143	122,958
Concessions	25,107	15,808	9,299	18,887	206,715	163,233	43,482	160,688
Rental Car	144,804	69,595	75,210	122,651	1,338,832	1,154,313	184,520	1,272,587
Parking	96,810	60,714	36,095	76,560	838,987	788,250	50,737	772,683
<b>HEAVY GENERAL AVIATION</b>								
GA Landing Fees	24,533	28,168	(3,635)	31,739	333,859	352,977	(19,118)	385,603
FBO Rent	58,677	60,232	(1,555)	57,780	528,093	542,088	(13,995)	520,020
Fuel Fees	31,969	27,318	4,651	33,663	356,776	362,738	(5,962)	364,833
<b>LIGHT GENERAL AVIATION</b>								
	33,003	32,845	158	32,667	301,272	295,605	5,667	287,383
<b>NON AVIATION</b>								
	181,535	182,732	(1,197)	181,644	1,652,694	1,635,310	17,384	1,655,133
<b>OTHER OPERATING REVENUE</b>								
	31,212	19,500	11,712	23,715	461,336	284,700	176,636	276,646
<b>INTEREST INCOME</b>								
	69,382	5,692	63,690	4,943	156,372	33,225	123,147	19,654
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 950,680</b>	<b>\$ 763,803</b>	<b>\$ 186,877</b>	<b>\$ 825,299</b>	<b>\$ 8,433,206</b>	<b>\$ 7,946,651</b>	<b>\$ 486,555</b>	<b>\$ 7,922,314</b>

<b>OPERATING EXPENSE</b>								
Finance & Administration	\$ 183,163	\$ 195,754	\$ (12,591)	180,571	\$ 1,742,263	\$ 1,894,742	\$ (152,479)	1,194,247
Planning & Development	53,556	60,337	(6,781)	53,676	509,477	558,355	(48,878)	275,670
Maintenance & Custodial Services	102,046	161,251	(59,205)	130,480	1,133,898	1,435,499	(301,601)	757,961
Airport Operations	49,101	51,152	(2,051)	39,482	412,586	482,205	(69,619)	259,961
Police Department	97,858	109,663	(11,805)	102,787	887,286	988,565	(101,279)	620,067
ARFF /Fire Services	139,093	160,747	(21,655)	151,865	1,244,013	1,441,212	(197,199)	905,018
Board of Directors	14,655	14,823	(168)	14,126	170,205	291,407	(121,202)	88,399
Office Rentals	9,371	8,130	1,241	12,397	115,009	104,410	10,599	86,474
Interest Expense	1,881	1,881	-	2,693	17,411	13,624	3,787	28,739
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 650,724</b>	<b>\$ 763,739</b>	<b>\$ (113,014)</b>	<b>\$ 688,077</b>	<b>\$ 6,232,148</b>	<b>\$ 7,210,019</b>	<b>\$ (977,871)</b>	<b>\$ 4,216,536</b>

<b>OPERATING INCOME / (LOSS)</b>	<b>\$ 299,956</b>	<b>\$ 64</b>	<b>\$ 299,892</b>	<b>\$ 137,222</b>	<b>\$ 2,201,057</b>	<b>\$ 736,632</b>	<b>\$ 1,464,426</b>	<b>\$ 3,705,778</b>
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<b>DISTRICT CAPITAL EXPENDITURES</b>	<b>\$ (635,725)</b>	<b>\$ (730,750)</b>	<b>\$ 95,025</b>	<b>\$ (123,916)</b>	<b>\$ (3,306,121)</b>	<b>\$ (6,331,880)</b>	<b>\$ 3,025,759</b>	<b>\$ (195,547)</b>
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<b>DEBT SERVICE - PRINCIPAL ONLY</b>	<b>\$ (4,442)</b>			<b>\$ (48,164)</b>	<b>\$ (114,661)</b>			<b>\$ (288,981)</b>
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**MONTEREY PENINSULA AIRPORT DISTRICT**

Statements of Net Position

	<b>Mar. 31, 2023 (Unaudited)</b>	<b>June 30, 2022 (Audited)</b>
<b>ASSETS:</b>		
Current assets:		
Unrestricted:		
Cash	\$ 1,323,515	\$ 2,004,131
Investments - L.A.I.F.	3,726,533	5,581,919
Investments - T-Bills	7,880,198	-
Investments - Negotiable CDs	1,059,592	768,848
Accounts receivable, net of \$10,000 allowance	603,627	763,199
Accrued Interest receivable	14,513	8,014
Leases receivable (GASB 87), current portion <sup>(1)</sup>	1,092,200	1,092,200
FAA Grant Receivable	-	4,806,805
Prepaid and other assets	508,974	183,582
	<u>16,209,152</u>	<u>15,208,699</u>
Restricted:		
Cash	2,767,185	2,392,750
Investments - Negotiable CDs	558,127	540,013
Total restricted current assets	<u>3,325,312</u>	<u>2,932,763</u>
<b>Total Current Assets</b>	<b><u>19,534,464</u></b>	<b><u>18,141,462</u></b>
Noncurrent assets:		
Leases receivable (GASB 87), net of current portion <sup>(1)</sup>	10,036,017	10,855,165
Capital assets:		
Construction-in-Process	21,200,180	14,000,068
Non-depreciable land	4,206,755	4,206,755
Depreciable capital assets, net	64,100,705	66,179,970
	<u>89,507,640</u>	<u>84,386,793</u>
	<b><u>99,543,657</u></b>	<b><u>95,241,958</u></b>
	<b><u>119,078,122</u></b>	<b><u>113,383,419</u></b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>		
Actuarial valuation of deferred outflows related to pensions <sup>(2)</sup>	6,194,423	6,194,423
Actuarial valuation of deferred outflows related to OPEB <sup>(4)</sup>	410,942	410,942
	<u>6,605,365</u>	<u>6,605,365</u>
<b>LIABILITIES:</b>		
Current liabilities:		
Accounts Payable	1,660,922	935,434
Accrued liabilities	98,849	177,401
Unearned revenues, current portion	68,674	16,826
Accrued compensated absences, current portion	34,044	34,044
Due to the City of Monterey	0	19,966
Loans payable, current portion	209,972	209,972
Funds held in trust (CFCs)	1,056,822	922,457
<b>Total Current Liabilities</b>	<b><u>3,129,284</u></b>	<b><u>2,316,100</u></b>
Long-term liabilities:		
Security deposits	460,300	442,154
Unearned revenues, net of current portion	230,044	238,921
Accrued compensated absences, net of current portion	133,616	155,573
Loans payable, net of current portion	2,123,958	2,238,619
Actuarial valuation of net pension liability <sup>(6)</sup>	6,509,179	6,509,179
Actuarial valuation of OPEB liability <sup>(7)</sup>	2,032,252	2,032,252
<b>Total Long-Term Liabilities</b>	<b><u>11,489,349</u></b>	<b><u>11,616,699</u></b>
<b>Total Liabilities</b>	<b><u>14,618,633</u></b>	<b><u>13,932,798</u></b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>		
Actuarial valuation of deferred inflows related to pensions <sup>(3)</sup>	5,159,271	5,159,271
Actuarial valuation of deferred inflows related to OPEB <sup>(5)</sup>	737,385	737,385
Deferred inflows related to leases (GASB 87) <sup>(1)</sup>	11,128,217	11,947,365
Total Deferred Inflows of Resources	<u>17,024,873</u>	<u>17,844,021</u>
<b>NET POSITION:</b>		
Net investment in capital assets	85,670,714	81,250,855
Restricted - unspent Passenger Facilities Charges	1,843,060	1,611,495
Restricted - Cash Assets	1,021,932	881,507
Unrestricted	5,504,274	4,468,108
	<u>\$ 94,039,980</u>	<u>\$ 88,211,965</u>

See Notes to Statements of Net Position.

Notes to Statement of Net Position  
As of Mar. 31, 2023

	Lease Receivable	Lease Interest	Total Lease Payments
<b>1. Lease Receivable (GASB 87)</b>			
<b>Current:</b>			
FY 2023	\$ 1,092,200	\$ 343,580	\$ 1,435,780
<b>Noncurrent:</b>			
FY 2024	305,639	129,216	434,855
FY 2025	1,046,968	277,587	1,324,555
FY 2026	1,007,337	246,749	1,254,086
FY 2027	1,043,172	215,988	1,259,160
FY 2028-FY2032	2,689,211	763,579	3,452,790
FY 2033-FY2037	1,182,766	493,643	1,676,409
FY 2038-FY2042	1,001,169	342,175	1,343,344
FY 2043-FY2047	1,099,260	181,320	1,280,580
FY 2048-FY2052	581,179	51,152	632,331
FY 2053	79,316	1,094	80,410
	<u>10,036,017</u>	<u>2,702,503</u>	<u>12,738,520</u>
	<u>\$ 11,128,217</u>	<u>\$ 3,046,083</u>	<u>\$ 14,174,300</u>

The District recognizes lease revenues by category and three categories were impacted by the implementation of GASB 87; General Aviation, Terminal Concessions and Non-Aviation revenue categories.

GASB 87 specifically excludes Regulated leases for which the District is the lessor. Terminal space, aircraft hangars, and recreational vehicle parking space future lease revenue are excluded.

**2. Deferred Outflows of Resources related to Pensions**

Pension contributions subsequent to measurement date	\$ 5,035,621
Differences between expected and actual experience	1,022,699
Adjustments due to differences in proportions	136,103
	<u>\$ 6,194,423</u>

**3. Deferred Inflows of Resources related to Pensions**

Net differences between projected and actual earnings on pension plan investments	\$ 4,297,015
Adjustments due to differences in proportions	9,981
Differences between actual contributions and the proportionate share of contributions	852,275
	<u>\$ 5,159,271</u>

The District's proportion of the net pension liability was based on the District's share of the actuarial accrued liability of the cost-sharing plan, less the District's share of the fiduciary net position.

**4. Deferred Outflows of Resources related to OPEB**

Changes in assumptions	\$ 178,572
Differences between expected and actual experience	137,447
Contributions made subsequent to the Measurement Date	94,923
	<u>\$ 410,942</u>

**5. Deferred Inflows of Resources related to OPEB**

Changes in assumptions	\$ 84,280
Differences between expected and actual experience	653,105
	<u>\$ 737,385</u>

**6. Net Pension Liability**

CalPERS - Miscellaneous Plan (6/30/2021 Measurement Date)	\$ 1,522,217
CalPERS - Safety Plan (6/30/2021 Measurement Date)	4,986,961
	<u>\$ 6,509,178</u>

**7. Total OPEB Liability**

Actives	\$ 302,431
Retirees	1,729,821
	<u>\$ 2,032,252</u>

**MONTEREY PENINSULA AIRPORT DISTRICT**  
Statement of Cash Flows

	<b>March 2023 (Unaudited)</b>	<b>FYTD 2023 (Unaudited)</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Receipts from customers	\$ 815,935	\$ 8,497,523
Payments to vendors for goods and services	333,437	(4,187,021)
Payments for employees pension and OPEB benefits	(69,044)	(629,415)
Payments to employees for services	(113,857)	(1,118,679)
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>966,471</b>	<b>2,562,408</b>
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES:</b>		
Proceeds from operating grants (CARES Act)	-	2,945,671
<b>Net cash provided by non-capital financing activities</b>	<b>-</b>	<b>2,945,671</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Proceeds from FAA Grants and Passenger Facilities Charges	897,417	9,383,675
Proceeds from Customer Facilities Charges	39,935	389,008
Acquisition and construction of capital assets	(2,294,440)	(9,298,259)
Interest paid on loans	-	(17,411)
Principal paid on loans	(4,442)	(114,661)
<b>Net cash provided (used) by capital and related financing activities</b>	<b>(1,361,530)</b>	<b>342,351</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Investment income received	95,695	146,893
Investments (purchased)	53,535	1,547,464
<b>Net cash (used) by investing activities</b>	<b>149,230</b>	<b>1,694,357</b>
Net Change in Cash and Cash equivalents	(245,829)	7,544,787
Cash and Cash Equivalents at Beginning of Period	4,336,530	4,396,882
Cash and Cash Equivalents at End of Period	<b>\$ 4,090,700</b>	<b>\$ 11,941,669</b>
<b>STATEMENT OF NET POSITION</b>		
<b>CLASSIFICATION OF CASH AND CASH EQUIVALENTS:</b>		
Unrestricted	\$ 1,323,515	\$ 1,323,515
Restricted	2,767,185	2,767,185
Total cash and cash equivalents	<b>\$ 4,090,700</b>	<b>\$ 4,090,700</b>
<b>Reconciliation of operating loss to net cash provided (used) by operating activities:</b>		
Operating Loss after Depreciation and Amortization	\$ (234,812)	\$ (2,115,315)
Adjustments to reconcile operating loss to net cash provided by operating activities:		
Depreciation and amortization	467,267	4,177,412
(Increase) decrease in:		
Accounts receivable	(101,168)	159,573
Prepaid and other current assets	77,975	(325,392)
Increase (decrease) in:		
Accounts payable	746,533	725,488
Accrued liabilities	(18,475)	(78,552)
Security deposits	(1,275)	18,146
Unearned revenues	37,080	42,971
Accrued compensated absences	(6,654)	(21,957)
Due to the City of Monterey	-	(19,966)
<b>Total Adjustments</b>	<b>1,201,283</b>	<b>4,677,723</b>
<b>Net cash provided (used) by operating activities</b>	<b>\$ 966,471</b>	<b>\$ 2,562,408</b>
<b>Non-cash capital and related financing activities:</b>		
Acquisition of capital assets in accounts payable	<b>\$ 1,502,996</b>	<b>\$ 1,502,996</b>
Accrued interest on CEC loan	<b>\$ 1,881</b>	<b>\$ 17,411</b>

MONTEREY PENINSULA AIRPORT DISTRICT  
FINANCIAL STATEMENTS UNAUDITED

	FY 2023 March ACTUAL	FY 2023 YEAR-TO-DATE ACTUAL
<b>SOURCES AND USES OF CASH -- OPERATIONS</b>		
<b>SOURCES OF CASH:</b>		
CASH RECEIVED - OPERATING REVENUE	\$ 881,298	\$ 8,276,833
CASH RECEIVED - INTEREST INCOME	69,382	156,372
CASH RECEIVED	<u>950,680</u>	<u>8,433,206</u>
<b>USES OF CASH -- OPERATIONS:</b>		
CASH (DISBURSED) - OPERATING EXPENSE	(648,843)	(6,214,737)
CASH (DISBURSED) - DEBT SERVICE (INTEREST EXPENSE)	(1,881)	(17,411)
CASH (DISBURSED) - DEBT SERVICE (PRINCIPAL REDUCTION)	(4,442)	(114,661)
CASH (DISBURSED)	<u>(655,166)</u>	<u>(6,346,810)</u>
CHANGE IN CASH POSITION FROM OPERATIONS & DEBT SERVICE	<u>295,514</u>	<u>2,086,396</u>
<b>USES OF CASH -- CAPITAL PROGRAM:</b>		
CASH (DISBURSED) - ALL CAPITAL PROJECTS (See Page 20)	(2,294,440)	(9,217,043)
CASH REIMBURSED - ALL CAPITAL PROJECTS (See Page 21)	928,393	4,574,925
CHANGE IN CASH POSITION FROM CAPITAL PROGRAM	<u>(1,366,047)</u>	<u>(4,642,117)</u>
CHANGE IN CASH POSITION FROM OPERATIONS, CAPITAL & DEBT SERVICE	<u>\$ (1,070,533)</u>	<u>\$ (2,555,722)</u>

Supplemental Information:

PAID FROM 2023 OPERATING INC:	DATE PAID	AMOUNT PAID	AMOUNT UNAMORTIZED
WORKER'S COMP PREPAID	7/1/2022	(43,405)	4,517
UAL PREPAID 07-01-2022	7/1/2022	(628,029)	(153,915)
			<u>\$ (149,398)</u>
FAA CARES, CRRSA and ARPA Grants Billed FYTD (See Page 24)			<u>\$ 3,387,467</u>

**FISCAL YEAR 2023**  
**FINANCIAL STATEMENTS UNAUDITED**  
**Construction-In-Progress**  
**Mar. 31, 2023**

<b>Project Number/AIP #</b>	<b>Project Name</b>	<b>Balance at 30-Jun-22</b>	<b>FYTD Additions</b>	<b>FYTD Placed in Service</b>	<b>Balance at Mar. 31, 2023</b>	<b>Total Project Budget</b>	<b>Percentage Physically Complete</b>
<b>CFC Funded:</b>							
2019-03	Water Distribution System	\$535,192	\$353,303		\$ 888,495	\$2,828,058	45%
<b>PFC Funded:</b>							
2020-04	CCTV and Perimeter Camera System	-	6,279		6,279	200,000	5%
<b>FAA Funded:</b>							
2020-12/AIP 73	Northside GA Apron Construction	8,516,259	596,058		9,112,317	11,000,000	99%
2020-13/AIP 72	Northeast VSR Improvements	1,912,961	103,970	(2,016,931)	-	1,946,065	100%
2021-04/AIP 76	SEP Phase 1 A1- Commercial Apron Design	2,429,001	673,282		3,102,283	3,350,000	95%
2022-01/AIP 79	SEP Phase B1/B2/B3 - ARFF Design	374,767	3,290,676		3,665,443	6,603,000	25%
2023-01	SEP Phase D1 - Terminal Design	150	4,750		4,900	3,775,000	0%
<b>District Only Funded:</b>							
2020-14	Northwest Building Abatement	203,879	-		203,879	350,000	50%
2022-02	Vehicle Replacement	27,859	53,357	(81,216)	-	n/a	n/a
2023-04	2801 Property Repairs	-	23,490		23,490	350,000	0%
2023-06	Airfield Vehicle Gates - \$100K	-	15,833		15,833	100,000	15%
2023-06	Fred Kane to Skypark Paving - \$250K	-	15,590		15,590	250,000	0%
2023-07	Terminal Building Painting	-	142,855		142,855	160,000	89%
2023-07	West Hold Room Passenger flow upgrades	-	58,004	-	58,004	165,000	0%
2023-08	SE Hangar Relocation - \$7M	-	3,960,812		3,960,812	7,000,000	0%
		<b>\$ 14,000,068</b>	<b>\$ 9,298,259</b>	<b>\$ (2,098,147)</b>	<b>\$ 21,200,180</b>	<b>\$ 38,077,123</b>	



**FISCAL YEAR 2023**  
**Airport Capital Improvements / Capital Expenditures**  
**FINANCIAL STATEMENTS UNAUDITED**  
**Mar. 31, 2023**

**Airport Improvement Programs**

District Expenditures		
AIP -- FAA Funded Expenditures		
AIP -- PFC Funded Expenditures		
AIP -- CFC Funded Expenditures		
<b>Total Capital Improvement Expenditures</b>		

Actual FY 2023		
Current Period		
\$	635,724.73	28%
	1,423,326.83	62%
	122,478.47	5%
	112,910.00	5%
<b>\$</b>	<b>2,294,440.03</b>	<b>100%</b>

Actual FY 2023		
Year-To-Date		
\$	3,306,121.48	36%
	4,942,843.34	54%
	614,775.54	7%
	353,302.40	4%
<b>\$</b>	<b>9,217,042.76</b>	<b>100%</b>

**FY 2022/23 District Capital Expenses/Budget:**

	Actual PTD	Budget PTD	Actual FYTD	Budget FYTD
2019-03 Water Distribution System	C \$ 112,909.73	-	\$353,302.73	\$ 1,051,705.00
2020-04 CCTV and Perimeter Camera System	R -	-	6,278.97	200,000.00
2020-12 Northside GA Apron Construction	R 217,499.27	-	596,058.27	440,194.00
2020-13 Northside VSR Improvement	D -	-	103,969.95	-
2020-14 Northwest Building Abatement	D -	-	-	144,425.00
2021-04 SEP Phase A1 Commercial Apron	R 234,479.07	-	673,282.07	1,398,403.00
2022-01 SEP Phase B1/B2/B3-ARFF Design	R 1,093,827.02	949,167.00	3,290,676.02	5,717,503.00
2022-02 Replacement Vehicles	D -	-	(27,859.00)	55,000.00
2023-01 SEP Phase D1 Terminal Design	R -	209,720.00	4,750.36	1,887,480.00
2023-02 Runway 28L-10R Treatment	R -	-	-	2,170,000.00
2023-03 Commercial Apron Construction	R -	-	-	-
2023-04 2801 Property Repairs	D -	-	23,489.45	175,000.00
2023-05 Fred Kane to Skypark Pavement Improvements	D 15,590.00	-	15,590.00	250,000.00
2023-06 Airfield Vehicle Gate Upgrades	D -	-	15,833.00	100,000.00
2023-07 West Hold Room Passenger Flow Upgrades	D 33,003.93	-	58,003.93	165,000.00
2023-07 Terminal Building Outside Painting	D 142,855.00	-	142,855.00	160,000.00
2023-08 Southeast Hangar Relocation	D 444,276.01	505,750.00	3,960,812.01	4,005,750.00
	<b>\$2,294,440.03</b>	<b>\$1,664,637.00</b>	<b>\$9,217,042.76</b>	<b>\$17,920,460.00</b>

R - District advances to FAA/PFC projects that will be reimbursed through grant draws; D - District only Expense projects; C - Project that will be funded using CFC funds.

**FISCAL YEAR 2023**  
**FINANCIAL STATEMENTS UNAUDITED**  
**Reimbursements of Construction-In-Progress**  
**Mar. 31, 2023**

Project Number/AIP #	Project Name	FAA	PFC	CFC	Totals
<b>Jul 2022 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System			14,950	
<b>FAA/PFC Funded:</b>					
2021-04/AIP 76	SEP Phase 1 A1- Commercial Apron Design	171,860	6,711		
		171,860	6,711	14,950	<b>\$193,521</b>
<b>Aug 2022 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System			1,402	
<b>FAA/PFC Funded:</b>					
2020-12/AIP 73	Northside GA Apron Construction		2,151		
2021-04/AIP 76	SEP Phase 1 A1- Commercial Apron Design	116,876	45,640		
		116,876	47,791	1,402	<b>\$166,069</b>
<b>Sept 2022 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System				
<b>FAA/PFC Funded:</b>					
2020-12/AIP 73	Northside GA Apron Construction	252,159	25,975		
2020-13/AIP 72	Northeast VSR Improvements	258,990			
		511,149	25,975	-	<b>\$537,125</b>
<b>Oct 2022 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System			64,185	
<b>FAA/PFC Funded:</b>					
2020-12/AIP 73	Northside GA Apron Construction	5,127			
2021-04/AIP 76	SEP Phase 1 A1- Commercial Apron Design	305,523	21,439		
2022-01/AIP 79	SEP Phase B1/B2/B3 - ARFF Design	615,670			
		926,320	21,439	64,185	<b>\$1,011,944</b>
<b>Nov 2022 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System				
<b>FAA/PFC Funded:</b>					
2020-12/AIP 73	Northside GA Apron Construction	194,123	22,379		
2020-13/AIP 72	Northeast VSR Improvements	18,863	84,352		
2022-01/AIP 79	SEP Phase B1/B2/B3 - ARFF Design	111,466	10,924		
		324,452	117,655	-	<b>\$442,107</b>
<b>Dec 2022 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System				
<b>FAA/PFC Funded:</b>					
2020-12/AIP 73	Northside GA Apron Construction		953		
2021-04/AIP 76	SEP Phase 1 A1- Commercial Apron Design	468,951	12,733		
		468,951	13,686	-	<b>\$482,637</b>
<b>Jan 2023 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System			20,983	
<b>FAA/PFC Funded:</b>					
2022-01/AIP 79	SEP Phase B1/B2/B3 - ARFF Design	378,524			
		378,524	0	20,983	<b>\$399,507</b>
<b>Feb 2023 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System			35,098	
<b>FAA/PFC Funded:</b>					
2022-01/AIP 79	SEP Phase B1/B2/B3 - ARFF Design	378,524			
		378,524	0	35,098	<b>\$413,622</b>
<b>Mar 2023 Reimbursements</b>					
<b>CFC Funded:</b>					
2019-03	Water Distribution System			118,024	
<b>FAA/PFC Funded:</b>					
2022-01/AIP 79	SEP Phase B1/B2/B3 - ARFF Design	810,369			
		810,369	0	118,024	<b>\$928,393</b>
		<b>\$4,087,025</b>	<b>\$233,257</b>	<b>\$254,642</b>	<b>\$4,574,925</b>

**FISCAL YEAR 2023**  
Schedule Of Cash and Investments  
FINANCIAL STATEMENTS UNAUDITED

	Purchase Date	Maturity Date	Value At Mar. 31, 2023	Interest Rate
<b>UNRESTRICTED:</b>				
<b>U.S. Treasury Bills - MPAD (JP Morgan custodian):</b>				
U.S. Treasury Bill - \$1,000,000 - CUSIP #912796CW7	03/3/23	05/02/23	992,383.00	4.67%
U.S. Treasury Bill - \$1,000,000 - CUSIP #912796ZG7	03/3/23	06/01/23	988,325.00	4.79%
U.S. Treasury Bill - \$2,000,000 - CUSIP #912797FR3	03/17/23	07/05/23	1,968,000.00	4.96%
U.S. Treasury Bill - \$4,000,000 - CUSIP #912796Z51	03/3/23	08/31/23	3,902,260.00	5.06%
			<u>7,850,968.00</u>	
<b>Pooled Money Investment Account - MPAD</b>				
State of California - Local Agency Investment Fund	Various	Various	3,799,335.31	2.07%
<b>Money Market Account - MPAD</b>				
JP Morgan Chase - District Reserve - Money Market Account			549,816.08	0.01%
<b>Debt Service Accounts - MPAD</b>				
JP Morgan Chase - California Energy Commission Loan Reserve			94,937.22	0.01%
<b>Royal Alliance - Certificates of Deposits and Cash Equivalents - MPAD</b>				
American Express NATL BK	04/13/22	04/15/24	200,000.00	2.25%
Capital One Bank USA New York CFT DEP ACT/365	04/13/22	04/15/25	250,000.00	2.60%
Goldman Sachs BK USA New York CTF DEP ACT/365	04/13/22	04/15/25	200,000.00	2.25%
Sallie Mae BK Salt Lake City UT CTF DEP ACT/365	06/13/19	06/13/23	125,000.00	3.30%
Sallie Mae BK Salt Lake City UT CTF DEP ACT/365	06/28/22	07/08/24	250,000.00	3.30%
Cash And Cash Equivalents	Various	Various	63,123.22	Variable
			<u>1,088,123.22</u>	
<b>General Accounts - MPAD</b>				
JP Morgan Chase - various checking accounts			679,459.86	
			14,062,639.69	
			(72,802.20)	
			(28,531.01)	
			<u>\$ 13,961,306.48</u>	

**FISCAL YEAR 2023**  
Schedule Of Cash and Investments  
FINANCIAL STATEMENTS UNAUDITED

	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Value At Mar. 31, 2023</u>	<u>Interest Rate</u>
<b>RESTRICTED:</b>				
<b>Passenger Facility Charges (PFCs) - RESTRICTED:</b>				
JP Morgan Chase - Passenger Facility Charges (PFCs)			\$ 1,284,933.22	0.01%
Royal Alliance - Certificates of Deposits and Cash Equivalents:				
American Express NATL BK	04/13/22	04/15/24	100,000.00	2.60%
Capital One Bank USA New York CFT DEP ACT/365	04/13/22	04/15/25	100,000.00	3.15%
Goldman Sachs Bk USA New York CTF DEP ACT/365	04/13/22	04/15/24	100,000.00	2.25%
Cash and Cash Equivalents	Various	Various	268,124.09	Variable
			<u><u>\$ 1,853,057.31</u></u>	
<b>Customer Facility Charges (CFCs) - RESTRICTED:</b>				
JP Morgan Chase - Customer Facility Charges (CFCs)			<u><u>\$ 1,016,932.24</u></u>	0.01%
<b>Tenant's Security Deposits - RESTRICTED:</b>				
JP Morgan Chase - Money Market Account			<u><u>\$ 460,319.74</u></u>	0.01%
<b>Airport Improvement Program - RESTRICTED:</b>				
JP Morgan Chase - AIP Checking Account			<u><u>\$ 4,999.69</u></u>	
			Sub-Total: MPAD Cash and Investments - Restricted	3,335,308.98
			Less: CDs Mar. 31, 2023 matrix pricing adjustment	<u>(10,220.00)</u>
			Sub-total: Restricted Cash and Investments	<u><u>3,325,088.98</u></u>
			<b>Total MPAD Cash and Investments:</b>	<u><u>\$ 17,286,395.46</u></u>

Monterey Peninsula Airport District  
 CARES, CRSSA and ARPA Grants, Expenditures Processed and Balances  
 Mar. 31, 2023

**CARES ACT GRANT -3-06-0159-071-2021**

Grant Date	Grant Amount	Total Draws		FY 2023		Balance
		Prior Fiscal Years		Draws		
5/13/2020	\$ 12,664,025	\$ 8,289,975	\$	3,387,467	\$	986,583

**CRSSA ACT CONCESSIONS GRANT -3-06-0159-075-2021**

Grant Date	Grant Amount			Total Draws*		Balance
3/22/2021	\$ 50,110	\$	-	\$ 50,110	\$	-

**ARPA ACT GRANT -3-06-0159-077-2021**

Grant Date	Grant Amount			Total Draws		Balance
8/12/2021	\$ 3,149,773	\$	3,149,773	\$	-	-

**ARPA ACT LARGE CONCESSIONS GRANT -3-06-0159-078-KY 2022**

Grant Date	Grant Amount			Total Draws*		Balance
12/22/2021	\$ 40,088	\$	-	\$ 40,088	\$	-

**ARPA ACT SMALL CONCESSIONS GRANT -3-06-0159-078-KY 2022**

Grant Date	Grant Amount			Total Draws*		Balance	
12/22/2021	\$ 160,351	\$	-	\$ 160,351	\$	-	
	<u>\$ 16,064,347</u>	<u>\$</u>	<u>11,439,748</u>	<u>\$</u>	<u>3,638,016</u>	<u>\$</u>	<u>986,583</u>

<b>Grant Funds General</b>	\$ 15,813,798	\$	11,439,748	\$	3,387,467	\$	986,583
<b>Grant Funds Concession</b>	250,549		-		250,549		-
<b>Grants Funds</b>	<u>\$ 16,064,347</u>	<u>\$</u>	<u>11,439,748</u>	<u>\$</u>	<u>3,638,016</u>	<u>\$</u>	<u>986,583</u>

\*Draws submitted and pending approval:  
 ARPA Concessions (200,439) (Approved on 5/4/2023)  
 (50,110)  
 Funded: \$ 3,387,467

**CARES ACT DRAWS:**

July	\$ 572,752
Aug	-
Sept	654,933
Oct	567,444
Nov	-
Dec	887,525
Jan	-
Feb	704,813
Mar	-
Apr	-
May	-
June	-
	<u>\$ 3,387,467</u>



# MONTEREY FIRE DEPARTMENT

## Report to Airport Board of Directors

April 2023

### 1. Incident Responses

Engine assigned to Fire Station 16 (Airport) responded to a total of 27 incidents during the month as follows:

- MPAD property – 4
- City of Monterey – 21
- Other Cities in Monterey Fire Jurisdiction – 0
- Auto / Mutual Aid – 2

### 2. Training

Personnel completed a total of 10.0 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): 78
- Operational (qualified to work at Airport, but live fire training not current): 34
- Technician (fully qualified to be the designated ARFF fire engineer): 12

### 3. Other

- This past month we have been working with Airport staff to refine our proposal to continue to be your fire services provider. We appreciate the dialogue with them as well as with the Board at the meetings and look forward to continuing our relationship.

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

Alarm Date / Time	Response Time	Location	Incident Type
4/3/2023 3:02 PM	0:00:00	300 Sky Park DR	Person in distress, other
4/7/2023 8:03 PM	0:02:57	100 Sky Park DR	EMS call, party transported by non-fire agency
4/7/2023 8:58 PM	0:03:14	200 Fred Kane DR	No incident found on arrival at dispatch address
4/14/2023 6:31 AM	0:04:48	200 Fred Kane DR	EMS call, excluding vehicle accident with injury

**TO:** Michael La Pier, Executive Director  
**FROM:** Operations Department  
**DATE:** May 1, 2023  
**SUBJ:** Operations Report

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The following is a summary of activity of general Airport Operations for April 2023 and planned airline activities for May 2023.

1. The following reports are attached:

- April 2023 Noise Comment Report
- Operating and Expense Reports for the Taxi (through April 2023) and TNC ground transportation systems (through March 2023)
- Commercial Flight Cancellations & Delays Report for April 2023
- Commercial Flight Schedule for May 2023

2. Below is the summary of scheduled airline activity for May 2023:

Alaska Air operated by SkyWest / Horizon

- SAN operates with varying frequencies throughout the month using the EMB 175.
- SEA varies throughout the month using the EMB 175.
- Scheduled to operate a monthly total of 92 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 18 flights (Arrivals and Departures)

United operated by SkyWest

- SFO operates twice daily using the CRJ 200 /700 and E175.
- LAX operates twice daily using the CRJ 200 / 700.
- DEN operates daily using the CRJ 200 / 700 and E175.
- Scheduled to operate a monthly total of 297 flights (Arrivals and Departures)

American operated by AA / Envoy

- PHX is scheduled to operate between two and three flights a day using the CRJ 700 /E175.
- DFW operates twice daily using the A319.
- Scheduled to operate a monthly total of 300 flights (Arrivals and Departures)

Cumulatively speaking, the airlines have increased flights by 63 (707 vs 644) compared to April 2022, an increase of 9%. The number of available seats has increased by approximately 15% (58,822 vs 51,124).

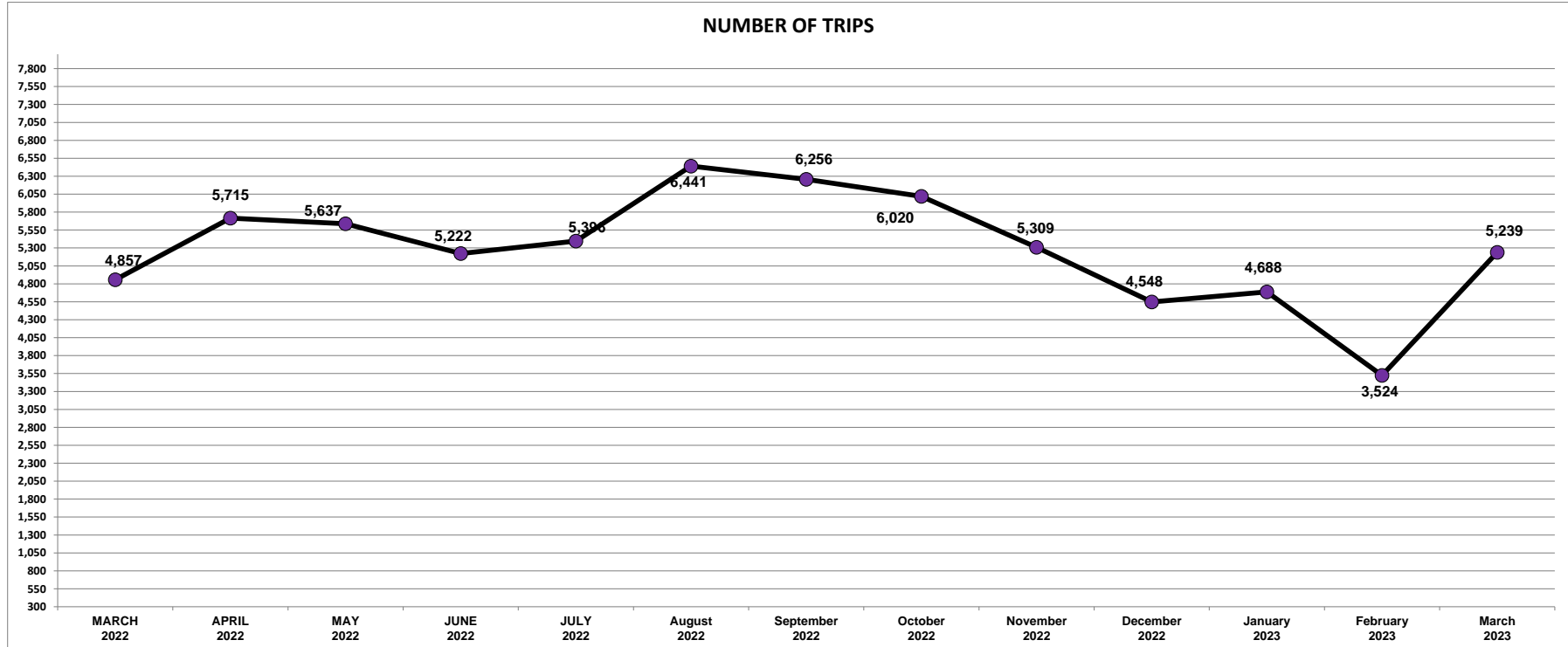
## MRY AIRPORT NOISE COMMENT LOG APRIL 2023

Name	Location (Address)	Incident Date	Incident Time	Aircraft ID	</> of Flight	Caller Comments	By	Action Taken	Notes / Weather
<b>AIR OPERATIONS CENTERED AT MONTEREY AIRPORT</b>									
1	No name given	Del Monte	4/3/2023	5:30 AM	Unknown	Unknown		MC	I explained this was a federal program that ceased some while ago. I also explained we haven't increased our hours as we've always been open 24 hours a day as per our obligations. Also explained we are not owned by the city of Monterey.
<b>AIR OPERATIONS ORIGINATING FROM ANOTHER AIRPORT</b>									
<b>MONTHLY TOTALS and COMPARISONS</b>									

	<b>April-23</b>	<b>April-23</b>	% Change	<b>Other Airport</b>	<b>UNKNOWN ORIGINS</b>
Number of Complaints:	1	8	-88%	0	0
Number of Operations:	4,946	5,576	-11%		
			% Change		
Annual Total	18	25	-28%	0	0



Transportation Network Companies (TNCs)



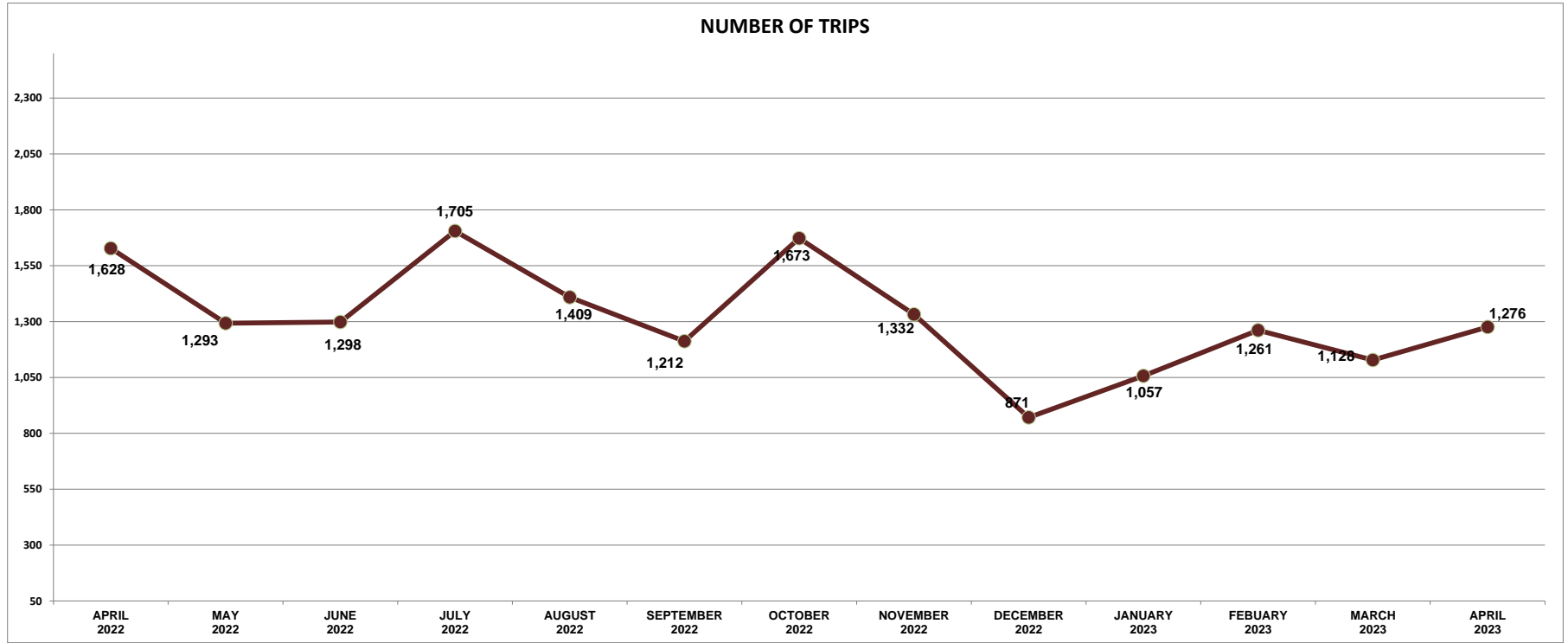
	2022 MARCH	2022 APRIL	2022 MAY	2022 JUNE	2022 JULY	2022 August	2022 September	2022 October	2022 November	2022 December	2023 January	2023 February	2023 March
NUMBER OF TRIPS	4,857	5,715	5,637	5,222	5,396	6,441	6,256	6,020	5,309	4,548	4,688	3,524	5,239
NUMBER OF TNCs	2	2	2	2	2	2	2	2	2	2	2	2	2
TNC TRIP FEES	\$ 14,571	\$ 17,145	\$ 16,911	\$ 15,666	\$ 16,188	\$ 19,323	\$ 18,768	\$ 18,060	\$ 15,927	\$ 13,644	\$ 14,064	\$ 10,572	\$ 15,717
TNC PAYMENT PENALTIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TNC - TOTAL REVENUE	\$ 14,571	\$ 17,145	\$ 16,911	\$ 15,666	\$ 16,188	\$ 19,323	\$ 18,768	\$ 18,060	\$ 15,927	\$ 13,644	\$ 14,064	\$ 10,572	\$ 15,717

Cumulative 12-Month Operating Income: \$ 191,985

Fiscal Year To Date (July 2022 - June 2023) Operating Income: \$ 142,263

13-MONTH ROLLING COMPARISON

Taxis



	2022 APRIL	2022 MAY	2022 JUNE	2022 JULY	2022 AUGUST	2022 SEPTEMBER	2022 OCTOBER	2022 NOVEMBER	2022 DECEMBER	2023 JANUARY	2023 FEBRUARY	2023 MARCH	2023 APRIL
NUMBER OF TRIPS	1,628	1,293	1,298	1,705	1,409	1,212	1,673	1,332	871	1,057	1,261	1,128	1,276
PERMITS SOLD	0	1	17	7	3	1	0	0	0	1	1	1	0
TAXI TRIP FEES	\$ 4,884	\$ 3,879	\$ 3,894	\$ 5,115	\$ 4,227	\$ 3,636	\$ 5,019	\$ 3,996	\$ 2,613	\$ 3,171	\$ 3,783	\$ 3,384	\$ 3,828
TAXI PERMIT FEES	\$0	\$50	\$850	\$350	\$75	\$25	\$0	\$0	\$100	\$100	\$100	\$100	\$100
TAXI - TOTAL REVENUE	\$ 4,884	\$ 3,929	\$ 4,744	\$ 5,465	\$ 4,302	\$ 3,661	\$ 5,019	\$ 3,996	\$ 2,713	\$ 3,271	\$ 3,883	\$ 3,484	\$ 3,928

	2022 APRIL	2022 MAY	2022 JUNE	2022 JULY	2022 AUGUST	2022 SEPTEMBER	2022 OCTOBER	2022 NOVEMBER	2022 DECEMBER	2023 JANUARY	2023 FEBRUARY	2023 MARCH	2023 APRIL
CURB MGMT CONTRACT													
SOFTWARE LICENSE/HOSTING								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEACON LICENSING	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,916	\$ 2,916	\$ 2,916	\$ 2,916	\$ 2,916	\$ 2,916
TAXI - TOTAL EXPENSE	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,916	\$ 2,916	\$ 2,916	\$ 2,916	\$ 2,916	\$ 2,916

OPERATING INCOME / (LOSS)	\$ 2,801	\$ 1,846	\$ 2,661	\$ 3,382	\$ 2,219	\$ 1,578	\$ 2,936	\$ 1,080	\$ (203)	\$ 355	\$ 967	\$ 568	\$ 1,012
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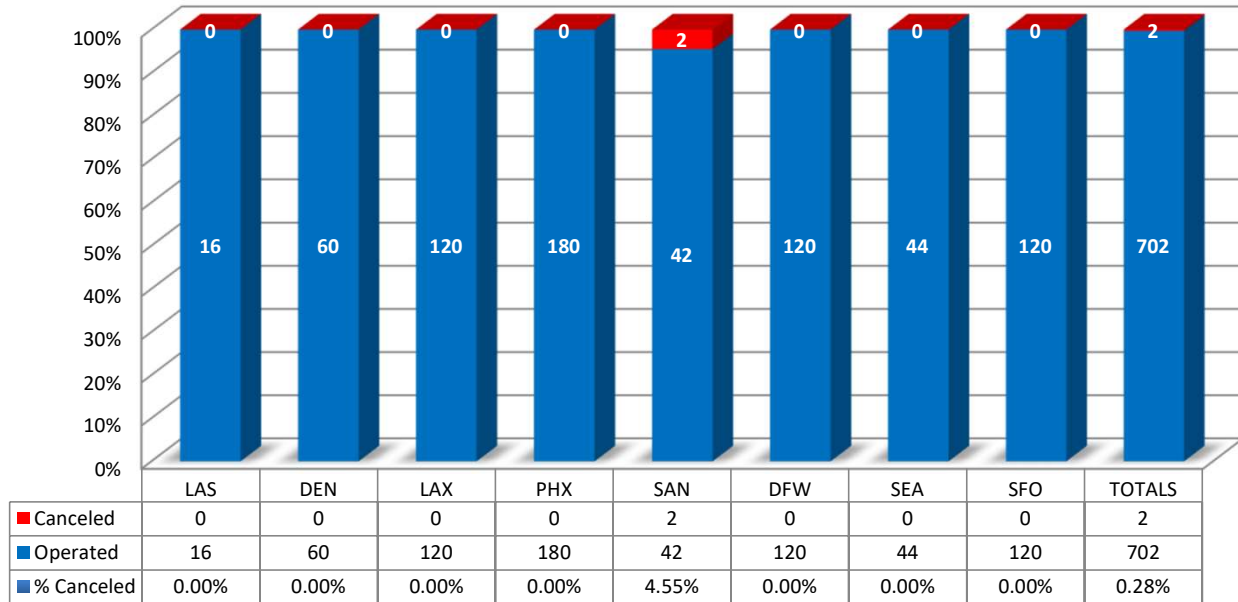
FYTD 2023 (July 2022 - June 2023) OPERATING INCOME / (LOSS) \$ 13,894

CUMULATIVE (12-MONTH) OPERATING INCOME / (LOSS) \$ 18,401

\* September 1st swap to "OBD" system

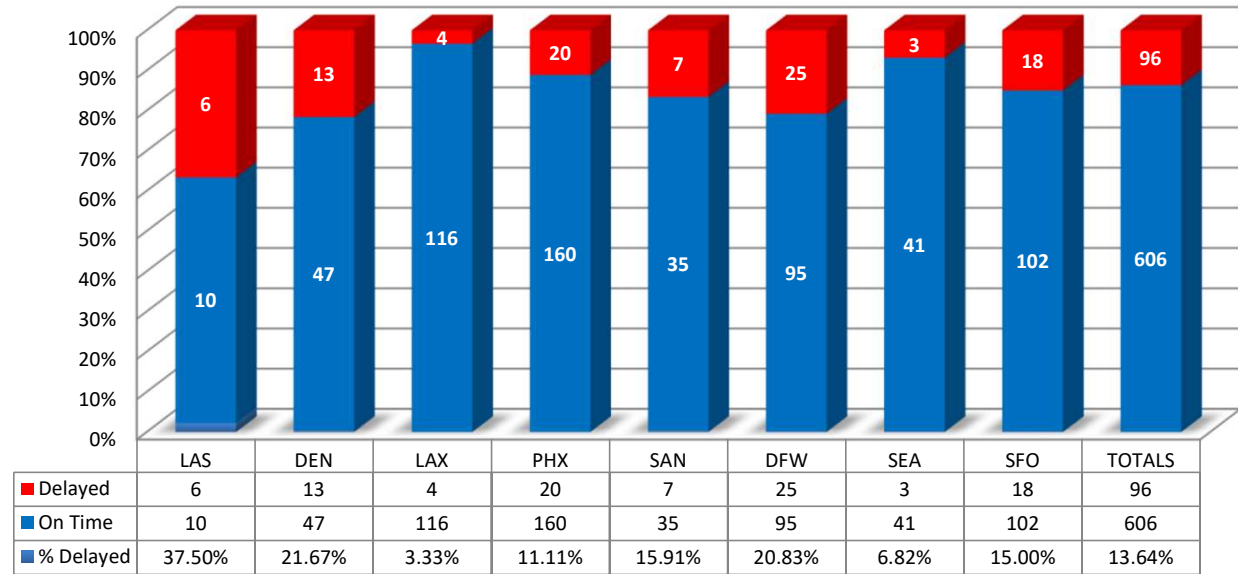
# APRIL 2023

## April Commercial Flights Operated vs. Canceled



**TOTAL CANCELED FLIGHTS: 2**

## April Commercial Flights On Time vs. Delayed



**TOTAL DELAYED FLIGHTS: 96**



# Monterey Regional Airport May 2023 Flight Schedule



		ARRIVALS					DEPARTURES						
Aircraft Type (Seats)	FROM	AIRLINE	FLIGHT	TIME	SCHD	TO	AIRLINE	FLIGHT	TIME	SCHD	Aircraft Type (Seats)		
CRJ700 (66)	LAX		5310	9:45 AM	DAILY EX 7	DFW		512	5:45 AM	DAILY	A319 (128))		
EMB175 (76)	PHX		3161	12:00 PM	DAILY	PHX		4813	6::00 AM	DAILY	EMB175 (76)		
CRJ200 (50)	SFO		5479	12:15 PM	DAILY EX 5	SFO		4759	6:30 AM	DAILY EX 1-5	CRJ200 (50)		
EMB175 (76)	SAN		2045	12:50 PM	1, 4-8,11-15	LAX		5658	10:30 AM	DAILY EX 7	CRJ700 (66)		
A319 (128))	DFW		2879	1:00 PM	DAILY	PHX		3161	12:30 PM	DAILY	EMB175 (76)		
CRJ200 (50)	DEN		5438	1:50 PM	DAILY	DEN		5778	1:00 PM	DAILY EX 5	CRJ200 (50)		
A319 (156)	LAS		18	2:10 PM	19,22,19,26,29	SEA		2047	1:30PM	1, 4-8,11-15	EMB175 (76)		
EMB175 (76)	SAN		3489	2:10 PM	15,19,21,22,25,26,28,29	DFW		2879	2:00 PM	DAILY	A319 (128))		
CRJ700 (66)	LAX		5280	2:45 PM	DAILY	SFO		4729	2:30 PM	DAILY	CRJ200 (50)		
EMB175 (76)	SEA		2046	3:40 PM	1,4-8,11-15	SEA		3471	2:50 PM	18,19,21,22,25,26,28,29	EMB175 (76)		
CRJ700 (66)	PHX		3097	3:50 PM	DAILY EX 9,16,23,27,30	LAS		15	3:00 PM	19,22,19,26,29	A319 (156)		
EMB175 (76)	SAN		3385	5:50 PM	20,23,24,27,30,31	SAN		2044	4:20 PM	1, 4-8,11-15	EMB175 (76)		
EMB175 (76)	SEA		3457	6:00 PM	18,19,21,22,25,26,28,29	SAN		3473	6:40 PM	18-31	EMB175 (76)		
EMB175 (76)	PHX		4870	6:40 PM	DAILY EX 1-4	PHX		1474	4:25 PM	DAILY EX 9,16,23,27,30	A319 (128))		
EMB175 (76)	SEA		3379	7:00 PM	20,27	LAX		5410	4:30 PM	DAILY	CRJ700 (66)		
A319 (128))	DFW		2174	9:00 PM	DAILY	SEA		3379	7:00 PM	20,27	EMB175 (76)		
A319 (156)	LAS		36	9:30 PM	1,5,8,12,15	LAS		33	10:30 PM	1,5,8,12,15	A319 (156)		
EMB175 (76)	PHX		5009	10:30 PM	DAILY								
CRJ200 (50)	SFO		5613	11:30 PM	DAILY EX 1-4								

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

**TO:** Michael La Pier, Executive Director  
**FROM:** Chris Morello, Deputy Executive Director  
**DATE:** May 1, 2023  
**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 April 2023:

➤ **ARFF Construction**

- The steel building frame erection was completed in April 2023.
- Exterior wall and roof installation began on April 25<sup>th</sup> and is weather dependent (light to no wind needed).

➤ **Camera Installation and Gate Upgrades**

- The airfield portion of the camera upgrade project was completed in April 2023. Bandit will begin the terminal component in early May.
- The gate upgrade project was completed in April 2023.

➤ **West Hold Room Upgrades**

- The furniture was ordered in mid-April and has an approximate 12-week delivery delay.

➤ **Commercial Ramp Construction**

- The Airport received three Bids on April 11, 2023 in response to the Request for Proposals. The low bid of \$41,046,883.83 was approximately 1% above the Engineer's Opinion of cost and approximately 3% below the average of the other two bidders. A grant application, based on bids, and costs associated with the program management and engineering inspections was submitted to the FAA and staff have been informed that a grant announcement should come sometime in June 2023. The recommendation of award will be to Graniterock Vanguard Joint Venture (JV) as the lowest responsible/responsive bidder.

➤ **Terminal Complex Design**

- Two grant applications, based on the costs associated with the HOK contract, PFM Plan of Finance update and Kimley-Horn program management, were submitted to the FAA and staff have been informed that a grant announcement should come sometime in June 2023.

FUNDING				EXPENDITURES				STATUS			
PROJECT #	AIP #	PFC	Total Project Budget	Spent in Prior Fiscal Years	FY 2023 Expenditures to Date	4/30/2023	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
<b><u>ACTIVE FEDERALLY-FUNDED PROJECTS:</u></b>											
1	2020-12	73	18-22-C-00-MRY	\$11,000,000	\$8,435,652	\$684,085	\$9,119,737	99%	<b>NORTHSIDE GA APRON CONSTRUCTION</b>	Grant was executed on 12/18/2020. Construction contract was awarded to Teichert at the 12/18/20 BOD meeting. Construction began on March 29, 2021.	Final engineering reports have been submitted to FAA with the primary project complete; mitigation will remain open until April 2023.
2	2020-13	72	18-22-C-00-MRY	\$1,946,065	\$1,881,783	\$135,148	\$2,016,931	100%	<b>NORTHEAST VSR IMPROVEMENTS</b>	Grant was executed on 9/10/2020. Construction contract was awarded to Teichert at the 12/18/20 BOD meeting. Construction began on March 29, 2021.	Final reports have been submitted to FAA for grant closeout.
3	2021-04	76	18-22-C-00-MRY	\$3,350,000	\$2,207,111	\$895,173	\$3,102,283	100%	<b>SEP Phase B1 Commercial Apron Design</b>	An FAA Grant Offer for Design was executed on August 2, 2021. C&S Engineering completed design and FAA gave approval to begin solicitation. The Notice to Bidders was published on February 7, 2023	The Airport received three Bids in response to the Request for Proposals that were due on April 11, 2023. The low bid of \$41,046,883.83 was approximately 1% above the Engineer's Opinion of cost and approximately 3% below the average of the other two bidders. A grant application, based on bids, was submitted to the FAA.
4	2022-01	79	18-22-C-00-MRY	\$6,603,000	\$258,771	\$3,406,672	\$3,665,443	35%	<b>SEP Phase C1/C2/C3 ARFF Design/Construction Demo/Airfield Access</b>	Mill Construction and Mar Jang Architects have completed the footprint design based on AIP eligibility and the site positioning. The AIP grant was executed on September 22, 2022. The contract for construction was approved at the September BOD meeting.	Construction began in late November and the underground utilities and site preparation were completed. The concrete pad for the building was poured the first week of March 2023. The steel frame erection was completed in April 2023. The exterior walls and roof installation began on April 25, 2023.
5	2023-01	TBD	18-22-C-00-MRY	\$3,775,000	\$0	\$4,900	\$4,900	0%	<b>SEP Phase D1 Terminal Design</b>	The initial interview panel selected two architectural firms for Board interviews on 10/21/22: HOK was the first-ranked team. The draft HOK Scope of Work was discussed at an online meeting with FAA in February 2023.	The contract for Terminal Design was approved at the April 5, 2023 meeting. Staff are working with HOK on the phase 1 schedule of activities.

FUNDING				EXPENDITURES				STATUS			
PROJECT #	AIP #	PFC	Total Project Budget	Spent in Prior Fiscal Years	FY 2023 Expenditures to Date	4/30/2023	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
6	2023-02	TBD	18-22-C-00-MRY	\$2,170,000	\$0	\$0	\$0	0%	RUNWAY 28L-10R TREATMENT	No work has started at this time.	
7	2023-03	TBD	18-22-C-00-MRY	\$44,707,180	\$0	\$0	\$0	0%	SEP Phase B2 Commercial Apron Construction	See status update above on Project 2021-04.	
<b><u>OUTSIDE FUNDED PROJECTS:</u></b>											
8	2019-03	N/A	N/A	\$2,828,058	\$520,242	\$368,253	\$888,495	45%	WATER DISTRIBUTION SYSTEM	Capacity testing was completed at both locations, 2999 Monterey Salinas Highway and 2801. The contract amendment with Kimley Horn to design the distribution system was approved at the December BOD meeting.	KHA are completing the water distribution route and project design specifications. A presentation was provided at the April 27, 2023 board meeting.
9	2023-08	N/A	N/A	\$7,100,000		\$4,403,432	\$4,403,432	15%	SOUTHEAST HANGAR RELOCATION	A purchase agreement with Monterey Fuel Company was approved at the January meeting.	Staff have been reviewing the design submittals. A construction permit for grading was provided to Avila Construction in March 2023.
<b><u>PFC FUNDED PROJECTS</u></b>											
10	2020-04	N/A	20-24-C-00-MRY	\$200,000	\$0	\$64,819	\$64,819	50%	CCTV TERMINAL AND PERIMETER SECURITY UPGRADES	After approval at the December BOD meeting, staff have begun to work with Bandit Systems to develop a schedule for construction/installation.	The first phase was completed in April 2023. The terminal installation will begin in May 2023.
<b><u>DISTRICT ONLY FUNDED PROJECTS</u></b>											
11	2020-14	N/A	N/A	\$350,000	\$203,879	\$0	\$203,879	0%	NORTHWEST BUILDING ABATEMENT	Abatement work was completed in June, 2021.	Staff are evaluating building 1105 Airport Way.
12	2022-02	N/A	N/A	\$83,000	\$27,859	\$53,357	\$81,216	100%	VEHICLE REPLACEMENT	The new maintenance truck was finally ready for pickup on September 13, 2022 and has been added to the vehicle fleet.	Project closed.

FUNDING				EXPENDITURES				STATUS			
PROJECT #	AIP #	PFC	Total Project Budget	Spent in Prior Fiscal Years	FY 2023 Expenditures to Date	4/30/2023	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
13	2023-04	N/A	N/A	\$350,000		\$23,490	\$23,490	0%	<b>2801 PROPERTY REPAIRS</b>	2801 Building A needed significant elevator updates to meet State requirements that were completed in September.	Staff are working with our consulting engineers to design the parking lot pavement improvements.
14	2023-05	N/A	N/A	\$250,000		\$15,590	\$15,590	5%	<b>FRED KANE-SKYPARK PAVEMENT IMPROVEMENTS</b>		Staff are working with our consulting engineers to design the pavement improvements.
15	2023-06	N/A	N/A	\$100,000		\$15,833	\$15,833	5%	<b>AIRFIELD VEHICLE GATE IMPROVEMENTS</b>	A contract was approved at the February 2023 Board meeting with R&S Erection Company. R&S have ordered the materials for the improvements. There is a three to five week lead time for the materials.	The project began and was completed in April 2023.
16	2023-07	N/A	N/A	\$325,000		\$218,004	\$218,004	95%	<b>TERMINAL BUILDING OUTSIDE PAINTING and WEST HOLD ROOM UPGRADES</b>	A contract was approved at the January 2023 meeting with RC Elite Painting Company. The contract with KBM Hogue for the west hold room upgrades was approved at the March 2023 Board meeting.	The terminal painting began in February 2023 and was completed the first week of April 2023. The west hold room furniture was ordered in April and has an approximate 12-week delivery schedule.





# POLICE

## DEL REY OAKS

# MONTHLY POLICE ACTIVITY REPORT

## APRIL 2023

**TO:** Michael La Pier, Executive Director  
**FROM:** Sergeant Roger Guzman  
**DATE:** MAY 2, 2023  
**SUBJECT:** Police Activity Report for APRIL 2023

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The following is a summary of significant activity in the Police Department in APRIL, 2023:

### Highlights

Del Rey Oaks Police Officers responded to approx 4 **door and gate alarms** in APRIL.

### Training

Officer Dowson provided updated training regarding MRY OPS. Sgt Guzman and Officer Dowson, and Mark Curtis meet weekly regarding MRY/DROPD operations.

### Calls for Service

1. 04/13/23 9:30 PM  
Navy Gate on Airport Rd  
Det Moore responded to a bag of narcotics located by maintenance.
2. 04/17/2023 9:45 PM Sgt Nguyen  
TSA check point: Dirk/dagger found  
TSA located illegal knife during screening, Sgt Nguyen responded and took item and generated report. Passenger questioned and admonished.
3. 04/18/23 6:18 AM Ofcr Dowson  
TSA check point: Contraband found  
Ofcr Dowson responded to TSA check point for ammunition found by TSA. Ammo booked at DROPD
4. 04/30/23 2:59 PM Ofcr Dowson  
MRY/ Terminal: Found property  
Ofcr Dowson located laptop and apple watch and contacted owners. Items put in lost and found.

END OF REPORT.