

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

February 8, 2022 - 10:00 AM

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

Due to the expiration of certain directives contained in the Governor’s Declaration of Emergency for the State of California (Executive Order N-29-20), the Board of Directors of the Monterey Peninsula Airport District will return to hold meetings at the Airport Board Room, with in-person attendance. Public comments may be made either in person or via email. 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 the alternative, written comments can be emailed to info@montereyairport.com, and should include the following subject line: “Public Comment Item # (insert the agenda item number relevant to your comment).”

The Board meetings will continue to be broadcast via Zoom video conference, however, remote public comment via Zoom will not be accepted. To view the Board meeting via Zoom video conference, please visit www.zoom.us/join and enter the following Meeting ID: 830 0284 3195. The password for this meeting is: 20220208. If you do not have access to the internet, you may also participate telephonically by calling (253) 215-8782 and entering the same Meeting ID and password.

A. CALL TO ORDER

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

B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS

None

C. PUBLIC COMMENTS

None

D. REGULAR AGENDA – ACTION ITEMS

Review 1. CARES, CRSSA and ARPA Grants, Expenditures and Balances Report

Executive Director La Pier presented an overview of the report and the status of each of the Grant balances. The Finance Committee Directors found the report outlines the status of relief grants well and to be informative.

Review 2. Report on Marketing Spend to Date by Media Outlet

Executive Director La Pier presented an overview of the report and the status of each of the budget line items. The Finance Committee Directors found the report to be informative and appreciated the update.

Review 3. Report on Business License Program

Executive Director La Pier presented an overview of the report and the status of the Business License Program. It was presented that as a newly adopted requirement, staff are working to ensure the tenants understand this regulation. The Finance Committee Directors found the report to be informative and appreciated the update.

- Review 4. Lease Assignment of Tioga Land Company for Sky Park Self Storage to Maxi Sky Park, LLC

Executive Director La Pier presented that Tioga Land Co. is selling their assets to Maxi Sky Park, LLC. The terms of the purchase, the financial information and the pro-forma financial information were all reviewed. The lease would include a new market rate of \$96,493.00 annually for the first year of tenancy and the rate would be adjusted annually by CPI, as called for in the lease.

The Finance Committee Directors said they would recommend that the Board of Directors approve the lease assignment of Tioga Land Company for Sky Park Self Storage to Maxi Sky Park, LLC.

- Review 5. Lease Agreement with Motion Products, Inc., Neenah, WI, for former Forza Motors Property

Executive Director La Pier presented the staff review of three years of financial records provided by Motion Products, Inc. covering the periods 2019, 2020 and 2021 through December. The review indicates that MPI is a profitable operation. Staff recommends a new lease be established and new lease rates, as established by Lostrom and Associates, that will generate initial annual revenues of \$90,283.20, be incorporated. Annual CPI adjustments will occur. This is a projected increase of \$31,063.20 annual net new revenues for the first year.

- Review 6. FYTD 2022 Statements

The Finance Committee reviewed the December 31, 2021, variance analysis and there were no questions or comments

- Review 7. Variance Analysis - MTD and YTD

The Finance Committee reviewed the December 31, 2021, financial statements. December 2021 combined Airport operating revenues of \$865,499, which is \$56.0K (6.9%) higher than budget (\$809,508), were reviewed. Expense line items were also reviewed. Operating expenses (\$687.4K) are under budget (\$703.9K) by \$16.K or 2.3%. It was noted that revenue and expenses are materially on budget for FY22.

- Review 8. Accounts Receivable Aged Invoice Report

The Finance Committee reviewed the accounts receivables and asked questions about specific accounts that were past due. One of the Taxi companies accounts is significantly past due, and the Airport has provided termination notice. Staff will provide an update at the next Finance Committee meeting.

There were no additional questions about accounts receivables

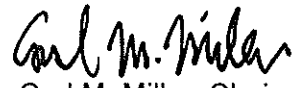
- Review 9. Grant Funds Balance

This was the same information as that provided in Item 1, there was no further discussion.

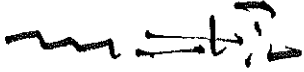
E. ADJOURNMENT

The meeting adjourned at 11:55 PM

Minutes Approved at the
Meeting of February 16, 2022


Carl M. Miller, Chair

ATTEST



Michael La Pier, AAE
District Secretary