

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

**March 11, 2015 10:00 AM
Board Room, Terminal Building - Monterey Regional Airport**

(Unless you are a public safety official, please turn off your cell phone or place it on vibrate mode during the meeting. Thank you for your compliance.)

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEM

D. PUBLIC COMMENTS

Any person may address the Monterey Peninsula Airport District Board at this time. Presentations should not exceed three (3) minutes, should be directed to an item **NOT** on today's agenda, and should be within the jurisdiction of the Monterey Peninsula Airport District Board. Though not required, the Monterey Peninsula Airport District Board appreciates your cooperation in completing a speaker request form available on the staff table. Please give the completed form to the Monterey Peninsula Airport District Secretary. Comments concerning matters set forth on this agenda will be heard at the time the matter is considered.)

E. CONSENT AGENDA – ACTION ITEMS

(10:10AM – 10:15AM Estimated)

(The Consent Agenda consists of those items which are routine and for which a staff recommendation has been prepared. A Board member, member of the audience or staff may request that an item be placed on the deferred consent agenda for further discussion. One motion will cover all items on the Consent Agenda. The motion to approve will authorize the action or recommendation indicated.)

Approve 1. Minutes of the Regular Meeting of February 11, 2015

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA – ACTION ITEMS

(10:15AM-11:30AM Estimated)

Presentation 1. Monthly Update on the Runway Safety Area (RSA) Project by Kimley-Horn and Associates

Presentation 2. Airport Master Plan Update by Coffman & Associates.

Adopt 3. Ordinance No. 915, an Ordinance regarding Flight Way Self Storage LLC and Monterey Hi-Way Self Storage LLC Lease Term Amendment

H. ACCEPTANCE OF DEPARTMENT REPORTS

(11:30AM – 12:00PM Estimated)

(The board receives department reports which do not require any action by the board)

LUNCH BREAK (12:00PM – 1:00PM Estimated)

I. BOARD COMMITTEE REPORTS

(1:00PM – 1:30PM Estimated)

(Report on meetings attended by Board Members at Monterey Peninsula Airport District's expense - AB1234)

a. Standing Committees:

- i. Local Jurisdiction Liaison Directors Miller & Searle
- ii. Budget and Finance Directors Miller & Sabo
- iii. Air Service, Marketing, Community Relations Directors Leffel & Nelson

b. Ad-Hoc Committees:

- i. Executive Search Directors Sabo & Miller
- ii. Community Affairs Directors Sabo & Leffel
- iii. Airport Property Development & Leases Directors Nelson & Miller
- iv. Noise Mitigation Director Sabo & Nelson

c. Liaison/Representatives:

- i. Local Agency Formation Commission Director Leffel Alt: Searle
- ii. Regional Taxi Authority Director Leffel Alt: GM Greer
- iii. Transportation Agency for Monterey County Director Sabo Alt: Nelson
- iv. Water Management District (Policy Advisory) Director Leffel Alt: Searle

J. CLOSED SESSION

(1:30PM – 2:00PM Estimated)

1. **CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION** (Pursuant to Government Code section 54956.9(b), the Board of Directors will meet with District Counsel, General Manager and Police Chief regarding potential litigation – one case
2. **PUBLIC EMPLOYEE APPOINTMENT, EMPLOYMENT, DISCIPLINE, OR DISMISSAL** (Government Code Section 54957) regarding the following position: General Manager

K. RECONVENE TO OPEN SESSION

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

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 Monday before the first Wednesday of the month. This agenda is subject to revision and may be amended prior to the scheduled meeting. A final Agenda will be posted outside the District Offices in the Terminal Building at the Monterey Regional Airport 72 hours prior to the 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. In order to allow the District time within which to make appropriate arrangements, please submit a written request containing a brief description of the materials requested and preferred alternative format or auxiliary aid or service desired as far as possible in advance of the meeting. Requests should be sent to the District Secretary at 200 Fred Kane Drive, Suite 200, Monterey, California 93940.

MINUTES OF THE REGULAR MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS
February 11, 2015 10:00AM, BOARD ROOM

A. CALL TO ORDER/ROLL CALL

Chair Sabo called to order the Regular Meeting of the Board of Directors. Directors Miller, Searle, and Leffel, were present. The following District officers were present: Board Secretary Posey, Auditor Merritt, General Manager Greer and District Counsel Huber. Director Nelson arrived at 1:45pm.

B. PLEDGE OF ALLEGIANCE

Director Searle Led the Pledge of Allegiance.

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEM

1. Semi-Annual Employee Recognition FY 2015 (July 1, – December 31, 2014)

<u>Name</u>	<u>Department</u>	<u>Position</u>
Alfred Porter	Public Safety	Sergeant

General Manager, Tom Greer and Police Chief, Jeff Hoyne presented Al Porter for the Semi-Annual Recognition Award.

Director Sabo announced that the Salinas Airport has been awarded the Aircraft Owners and Pilots Association (AOPA) 2015 Fly-In, scheduled for May. Director Sabo asked that the District support our sister airport and take a lead to promote the event. He also asked that a staff member from the District is appointed to be involved in the event. He indicated that Chris Chidlaw, with Chidlaw Marketing, agreed to work with local hotels for accommodations during the event. He expects the event to bring roughly 4,000 people to the region.

D. PUBLIC COMMENTS

None

E. CONSENT AGENDA – ACTION ITEMS

(The Consent Agenda consists of those items which are routine and for which a staff recommendation has been prepared. A Board member, member of the audience or staff may request that an item be placed on the deferred consent agenda for further discussion. One motion will cover all items on the Consent Agenda. The motion to approve will authorize the action or recommendation indicated.)

- Approve 1. Minutes of the Regular Meeting of January 14, 2015
- Approve 2. Minutes of the Special Meeting of January 27, 2015

Director Miller moved to approve Items E.1. & E. 2. Director Leffel seconded the motion. The motion passed unanimously.

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

None

G. REGULAR AGENDA – ACTION ITEMS

- Adopt 1. Resolution No. 1633, a Resolution Upon the Retirement of Frank Garcia Acknowledging Him for More Than Twenty-Eight Years of Distinguished and Dedicated Service to the District

General Manager, Tom Greer and Police Chief, Jeff Hoyne presented Frank Garcia to the Board.

Director Miller moved to adopt Item G.1. Director Leffel seconded the motion. The motion passed by a roll call vote of 4-0.

RESOLUTION NO. 1633

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT UPON THE RETIREMENT OF FRANK GARCIA ACKNOWLEDGING HIM FOR MORE THAN TWENTY-EIGHT YEARS OF DISTINGUISHED AND DEDICATED SERVICE TO THE DISTRICT

WHEREAS, Frank Garcia has faithfully served as an employee of the Monterey Peninsula Airport District's Police Department since May 15, 1986, providing more than twenty-eight years (approximately 60,000 hours) of commitment to the public safety of the District; and

WHEREAS, In December 2002 Frank Garcia was promoted to Sergeant. Frank's professionalism and attention to detail while serving the public is recognized throughout the district; and

WHEREAS, Frank served the district well. He has received several commendations including several letters of appreciation from the Federal Bureau of Investigation. Frank is respected throughout the airport district and the surrounding communities; and

WHEREAS, Frank's years of dedication and commitment to the success and safety of the airport district is appreciated;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Monterey Peninsula Airport District commend Frank Garcia for twenty-eight years of dedicated service to the district;

BE IT FURTHER RESOLVED, that the valuable services of Frank Garcia be memorialized by resolution on the occasion of his retirement from the Monterey Peninsula Airport District on December 30, 2014.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 11th day of February, 2015 by the following roll call vote:

AYES:	DIRECTORS:	Leffel, Miller, Searle, Sabo
NOES:	DIRECTORS:	
ABSTAIN:	DIRECTORS:	
ABSENT:	DIRECTORS:	Nelson

Adopt 2. Resolution No.1636, a Resolution Approving a Grant Agreement between the Monterey Peninsula Airport District and the Monterey Peninsula Water Management District (MPWMD) for Funding of Local Water Well Assessment Analysis

Planning Manager, Shelley Glennon presented this item to the Board.

Director Leffel moved to adopt Item G.2. Director Searle seconded the motion. The motion passed by a roll call vote of 4-0.

RESOLUTION NO. 1636

A RESOLUTION APPROVING A GRANT AGREEMENT WITH MONTEREY PENINSULA WATER MANAGEMENT DISTRICT TO CONDUCT AN ASSESSMENT/ANALYSIS

WHEREAS, Monterey Peninsula Water Management District (MPWMD) was created by the California Legislature in 1977 for the purpose of "conserving and augmenting the supplies by integrated management of ground and surface water supplies, for control and conservation of storm and wastewater, and for the promotion of the reuse and reclamation of water"; and

WHEREAS, In an effort to improve the local water supply by encouraging independent public works projects with matching financial assistance, MPWMD solicited applications from local jurisdictions and other interested parties; and

WHEREAS, the Monterey Peninsula Airport District (MPAD) submitted a grant application to the MPWMD, which said application was approved for funding by the MPWMD's Board of Directors; and

WHEREAS, the Staffs of MPWMD and MPAD have negotiated a draft grant agreement for consideration by MPAD's Board of Directors; and

WHEREAS, A Request for Proposals (RFP) for the assessment/analysis was advertised by MPAD, for which four (4) proposals were received; and

WHEREAS, after interviews were held on January 12, 2015, the District Staff selected Allterra Environmental, Inc. as the apparent lowest responsive bidder to conduct the assessment/analysis; and

WHEREAS, Staff has negotiated a draft Professional Services Agreement with Allterra Environmental, Inc. to conduct the assessment/analysis; and

WHEREAS, the proposed project is exempted from the California Environmental Quality Act (CEQA) per Sections 15262, 15301 and 15306;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT THAT: the proposed grant agreement between the MPWMD and the MPAD is hereby approved;

BE IT FURTHER RESOLVED THAT: the General Manager of the District, or his designee, is authorized and directed, for and on behalf of the Monterey Peninsula Airport District, to execute the grant agreement for the assessment/analysis if approved by the Board of Directors, and that the District Secretary or Acting District Secretary is authorized to affix thereto the official seal of said District.

ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 11th day of February, 2015 by the following roll call vote:

AYES:	DIRECTORS:	Leffel, Miller, Searle, Sabo
NOES:	DIRECTORS:	
ABSTAIN:	DIRECTORS:	
ABSENT:	DIRECTORS:	Nelson

Approve 3. Award of Contract to Allterra Environmental, Inc., for Local Water Well Assessment Analysis for Monterey Peninsula Airport District

Planning Manager, Shelley Glennon presented this item to the Board.

Director Leffel moved to approve Item G.3. Director Miller seconded the motion. The motion passed unanimously.

Pass to Print 4. Ordinance No. 915, an Ordinance regarding Flight Way Self Storage LLC and Monterey Hi-Way Self Storage LLC Lease Term Amendment

District Counsel, Scott Huber presented this item to the Board.

Director Leffel moved to approve Item G.4. Director Miller seconded the motion. The motion passed by a roll call vote 4-0.

**MONTEREY PENINSULA AIRPORT DISTRICT
ORDINANCE NO. 915**

AN ORDINANCE OF THE MONTEREY PENINSULA AIRPORT DISTRICT AUTHORIZING AND APPROVING AMENDED LEASE AGREEMENTS WITH 2965 MONTEREY HI-WAY SELF STORAGE, LLC AND FLIGHT WAY SELF STORAGE, LLC.

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

SECTION 1: The amendment to the lease agreement entitled Phase One Lease Term Amendment between Monterey Peninsula Airport District and 2965 Monterey Hi-Way Self Storage, LLC is hereby authorized and approved, subject to the conditions, provisions and considerations set forth in the agreement, including any amendments.

SECTION 2: The amendment to the lease agreement entitled Phase Two Lease Term Amendment between Monterey Peninsula Airport District and 2965 Monterey Hi-Way Self Storage, LLC is hereby authorized and approved, subject to the conditions, provisions and considerations set forth in the agreement, including any amendments.

SECTION 3: The amendment to the lease agreement entitled Phase Three Lease Term Amendment between Monterey Peninsula Airport District and Flight Way Self Storage, LLC is hereby authorized and approved, subject to the conditions, provisions and considerations set forth in the agreement, including any amendments.

SECTION 4: The agreements, including any amendments, which are the subject of this Ordinance may be further amended by the parties, as mutually agreed upon in writing, without the need for the adoption of an ordinance.

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

PASSED TO PRINT BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 11th day of February 2015, by the following roll call vote:

AYES: DIRECTORS: Leffel, Searle, Miller, Sabo
NOES: DIRECTORS:
ABSTAIN: DIRECTORS:
ABSENT: DIRECTORS: Nelson

Presentation 5. Mid-Year Review – Fiscal Year 2015 Financial Update

Accounting Manager/Controller, Jerry Merritt presented Item G.5.

Approve 6. Change to the FY 2015 Capital Plan

Accounting Manager/Controller, Jerry Merritt presented Item G.6.

Director Leffel moved to approve Item G.6. Director Miller seconded the motion. The motion passed 3-1.

Adopt 7. Resolution No.1637, a Resolution Approving the Memorandum of Understanding between Monterey Peninsula Airport District and the Police Officers Association (POA)

Special Counsel, David Prentice and Human Resources/Risk Manager, Tonja Posey presented this item to the Board.

Director Leffel moved to adopt Item G.7. Director Miller seconded the motion. The motion passed 4-0.

RESOLUTION NO. 1637

**A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN
THE MONTEREY PENINSULA AIRPORT DISTRICT AND
THE POLICE OFFICERS ASSOCIATION**

WHEREAS, The Monterey Peninsula Airport District Police Officers, represented by Police Officers' Association, is the exclusive representative for matters within the scope of representation of

employees in the classification of Police Officer, Sergeant and Lieutenant of the Monterey Peninsula Airport District (MPAD), in accord with the Meyers-Milias-Brown Act (Government Code Section 3500-3510); and

WHEREAS, the District's bargaining team, acting under the authority of the General Manager, has negotiated an agreement with the Union for the term of July 1, 2014 to June 30, 2017; and

WHEREAS, MPAD and the Police Officers' Association met, conferred and bargained to set wages, hours and other terms and conditions of employment for the Police Officers' Association to govern periods for July 1, 2014 to June 30, 2017; and these negotiations met the structured collective bargaining process required by the Meyers-Milias-Brown Act;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT THAT: 1) The Memorandum of Understanding (MOU) between the Monterey Peninsula Airport District and the Police Officers' Association is hereby approved and the General Manager is directed to execute the MOU to set wages, hours and working conditions for all employees of the Police Officers' Association for the period from July 1, 2014 to June 30, 2017; and 2) a copy of the Memorandum of Understanding referred to herein will be on file in the office of the Airport District.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 11th day of February 2015, by the following roll call vote:

AYES: DIRECTORS: Leffel, Miller, Searle, Sabo
NOES: DIRECTORS:
ABSTAIN: DIRECTORS:
ABSENT: DIRECTORS: Nelson

Presentation 8. Monthly Update on the Runway Safety Area (RSA) Project by Kimley-Horn and Associates

Planning Manager, Chris Morello and Kimley-Horn & Associates, Pearse Melvin updated the Board on the status of the RSA project.

Approve 9. Lease Extension for Rio Restaurants Corporation (Tarpy's)

District Counsel, Scott Huber and General Manager, Tom Greer presented this item. The Board asked staff to provide additional information.

Director Leffel moved to table Item G.9. Director Miller seconded the motion. The motion passed 3-1.

Discussion 10. Continued Discussion Regarding Appointment to Community Affairs Ad Hoc Committee by Chair, Disclosure of Discussion Following Adjournment of Board Meeting, and Discussion of Rules of Procedure Applicable to Committees

District Counsel, Scott Huber presented this item. Counsel Huber suggested the Board add a Noise Mitigation Ad-Hoc Committee apart from the Community Affairs Ad-Hoc Committee.

H. ACCEPTANCE OF DEPARTMENT REPORTS

(The board receives department reports which do not require any action by the board)

I. BOARD COMMITTEE REPORTS

(Report on meetings attended by Board Members at Monterey Peninsula Airport District's expense - AB1234)

a. Standing Committees:

- | | |
|--|---------------------------|
| i. Local Jurisdiction Liaison | Directors Miller & Searle |
| ii. Budget and Finance | Directors Miller & Sabo |
| iii. Air Service, Marketing, Community Relations | Directors Leffel & Nelson |

b. Ad-Hoc Committees:

- | | |
|--|---------------------------|
| i. Executive Search | Directors Sabo & Miller |
| ii. Community Affairs | Directors Sabo & Leffel |
| iii. Airport Property Development & Leases | Directors Nelson & Miller |

c. Liaison/Representatives:

- | | | |
|---|-----------------|---------------|
| i. Local Agency Formation Commission | Director Leffel | Alt: Searle |
| ii. Regional Taxi Authority | Director Leffel | Alt: GM Greer |
| iii. Transportation Agency for Monterey County | Director Sabo | Alt: Nelson |
| iv. Water Management District (Policy Advisory) | Director Leffel | Alt: Searle |

J. CLOSED SESSION

1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** (Pursuant to Government Code section 54956.8; the Board of Directors will meet with General Manager and his designee(s)

200 Fred Kane Drive, Suite 201, Monterey, CA 93940

K. RECONVENE TO OPEN SESSION

Chair Sabo reported that no action was taken in closed session.

L. DISCUSSION OF FUTURE AGENDAS

- *Drone laws and their effect on the Monterey Regional Airport*

Other items recently discussed for future agenda items:

- *Discussion of holding elections in-house*
- *Purchase of Board Laptops*
- *Leakage Study*
- *Soundproofing the Board Room / Better quality speaker(s)*

M. ADJOURNMENT

The meeting adjourned at 4:16pm.

AGENDA ITEM: G.3.
DATE: March 11, 2015

TO: Board of Directors, Monterey Peninsula Airport District
FROM: Thomas E. Greer, General Manager
Scott E. Huber, District Counsel
SUBJ: Flight Way Self Storage LLC and Monterey Hi-Way Self Storage LLC – Ordinance Adoption to Authorize Lease Term Amendment

BACKGROUND. On January 14, 2015, the Board of Directors of the Monterey Peninsula Airport District (“MPAD”) approved three ground lease amendments with Flight Way Self Storage LLC and Monterey Hi-Way Self Storage LLC (“LLCs”) for approximately 10.5 acres of property immediately contiguous to the Monterey Airport, which property is for the purpose of the development and operation of self-storage facilities.

The original leases were approved by ordinances, which contained clauses that the leases may only be amended by a subsequent ordinance. Accordingly, the proposed ordinance approves the three lease amendments, which were authorized by the Board of Directors on January 14, 2015. In addition, the proposed ordinance removes the requirement for a lease amendment to be accomplished by a subsequent ordinance.

As the Board of Directors will recall, the LLC leases were each extended by a period of 15 years. The lease term amendments, including the original leases, were attached to Staff Report J-4 as part of the January 14, 2015 Board Agenda.

On February 11, 2015, the Board approved the Ordinance to Pass to Print. It was printed on February 16, 2015 in the Monterey Herald.

IMPACT ON OPERATIONS. None

IMPACT ON OPERATING REVENUE. None

OPERATING BUDGET IMPACT. None

CAPITAL BUDGET IMPACT. None

RECOMMENDATION. By motion, approve the Ordinance 915 which authorizes the lease term amendments between Monterey Peninsula Airport District, as lessor and Flight Way Self Storage LLC and Monterey Hi-Way Self Storage LLC, as lessees. If approved, the Ordinance shall take effect in thirty (30) days.

**MONTEREY PENINSULA AIRPORT DISTRICT
ORDINANCE NO. 915**

**AN ORDINANCE OF THE MONTEREY PENINSULA AIRPORT DISTRICT
AUTHORIZING AND APPROVING AMENDED LEASE AGREEMENTS WITH 2965
MONTEREY HI-WAY SELF STORAGE, LLC AND FLIGHT WAY SELF STORAGE,
LLC.**

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

SECTION 1: The amendment to the lease agreement entitled Phase One Lease Term
Amendment between Monterey Peninsula Airport District and 2965 Monterey Hi-Way
Self Storage, LLC is hereby authorized and approved, subject to the conditions,
provisions and considerations set forth in the agreement, including any amendments.

SECTION 2: The amendment to the lease agreement entitled Phase Two Lease Term
Amendment between Monterey Peninsula Airport District and 2965 Monterey Hi-Way
Self Storage, LLC is hereby authorized and approved, subject to the conditions,
provisions and considerations set forth in the agreement, including any amendments.

SECTION 3: The amendment to the lease agreement entitled Phase Three Lease Term
Amendment between Monterey Peninsula Airport District and Flight Way Self Storage,
LLC is hereby authorized and approved, subject to the conditions, provisions and
considerations set forth in the agreement, including any amendments.

SECTION 4: The agreements, including any amendments, which are the subject of this
Ordinance may be further amended by the parties, as mutually agreed upon in writing,
without the need for the adoption of an ordinance.

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

**ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT
DISTRICT:** This 11th day of March, by the following roll call vote:

AYES:	DIRECTORS:
NOES:	DIRECTORS:
ABSTAIN:	DIRECTORS:
ABSENT:	DIRECTORS:

Signed this 11th day of March, 2015

William J. Sabo, Chair

ATTEST

Tonja Posey, Board Secretary

AGENDA ITEM: H
DATE: March 11, 2015

TO: Monterey Peninsula Airport District Board of Directors
FROM: Thomas E. Greer, General Manager
DATE: March 2, 2015
SUBJ: Monthly Report

1. I, along with Jerry Merritt, met with airline properties managers, James Seadler of American/US Airways and Jay Champion of United Airlines, to discuss current and expected rates and charges and the reallocation of space(s) for the airlines. We also reached agreement with Allegiant for the location of some of their IT equipment and storage.
2. Jennifer Hickerson and I had a conference call with Ben Bookman, Alaska Airlines, advising him of the extension of the Air Service Grant for service to the Pacific Northwest and thanking him for his letter of support. We also discussed the MRY-SAN service and the possibility of adding another daily SAN flight and a MRY-SEA flight. While they are generally pleased with the performance, they are not yet ready to discuss additional service. Jennifer will be traveling to Phoenix to participate in Mead & Hunt's Air Service Conference where she will meet face to face with representatives from Alaska, SkyWest and Southwest. She will also make a presentation to the group on our successful marketing contest we did with the Salinas Air Show last year.
3. I met with Tony Tolner to review the issue that came to the Board at the last meeting regarding his request for a lease extension in exchange for his investing \$450,000 toward remodeling the kitchen in Tarpy's. The Board had raise several questions regarding the uses on his existing leasehold as well as the extent and scope of the work being contemplated in the kitchen. I was able to ascertain that Ventana Winery left of their own volition and that he was actively trying to sublease the space to another vineyard for another tasting room. There are no plans to concert or use the space for residential purposes. Since the last meeting, the catering deal has gone away but he still wants to remodel the kitchen. Mr. Tolner will address the Board at its April meeting where he will present plans and other consideration being contemplated with the remodel.
4. I attended the MCBC Board Meeting and Luncheon, and the MCHA Annual Dinner.

AGENDA ITEM: H
DATE: March 11, 2015

TO: Thomas E. Greer, General Manager
FROM: Jennifer Hickerson, Marketing & Public Relations Coordinator
DATE: March 2, 2015
SUBJ: Air Service Development Report

The Air Carrier Service/Marketing/Community Relations Committee met March 2, 2015. The agenda for the meeting is included at the end of this report.

Air Carrier Update:

- AS - One 76-seat Q400 turboprop daily to SAN arriving MRY. The later arrival time continues – Mondays and Thursdays.
- G4 (Allegiant) – MD-83 to LAS on Sundays and Thursdays, with the addition of Friday and Monday service beginning March 27th. We anticipate this additional service to continue for a few weeks in April for the Spring Break travel season.
- AA/US – Continues two CRJ flights daily to LAX.
- US/AA – PHX service continues three times daily. In addition to the ongoing midday CRJ900 service, we will also see CRJ900 service on first-out departure and RON beginning March 5th.
- UA SFO - SFO four times a day until March 5th when it will decrease to twice daily on a CRJ200 (50-seat) or CRJ700 (70-seat). The E-120 Brasilia's that currently fly the route are being removed from service by SkyWest.
- UA LAX – LAX service will fluctuate significantly this month. On most weekdays there will be only two roundtrips. From March 2-4, there will be only one roundtrip. Service will also vary significantly on weekends. Most weekends will see three roundtrips on Saturday and two on Sunday, however on Saturday March 15th there will be four roundtrips.
- Gamblers Express Charter (operated by Republic Airlines) – This month the flight will depart MRY to Laughlin on March 27 at 4:40pm and return on April 2. We do not currently have the time of the return flight.

Air Service Planning/Reports

- Tom and I spoke with Ben Brookman to notify him of the DOT Grant extension and the opportunity to expand service to Seattle using the grant. He did not feel that they are ready to do that at this time but did like the suggestion of seasonal service to Seattle and would like us to provide them more information. Joseph is working on pulling the seasonality of Seattle and will prepare a presentation for them. We also discussed adding a second flight to San Diego. Joseph and I will meet with them at the Mead & Hunt Conference and will be planning a visit to Seattle to meet with them in the next few months.

- I am attending the Mead & Hunt Conference in Phoenix from March 3-6. During the conference, Joseph Pickering and I will be meeting with SkyWest, Alaska Airlines and Southwest.
 1. SkyWest – We are meeting with Mike Ostler, Manager of Networks Planning who was not available when we went to St. George. We will be reviewing the presentation we made in St. George with him and talking about the possibility of them flying to Salt Lake City at risk for Delta.
 2. Alaska Airlines – We will be discussing adding a second flight to SAN and flight to SEA using our DOT grant.
 3. Southwest – There was an opportunity to meet with them and although we don't expect they will ever serve MRY, we will introduce ourselves and tell them a little more about the MRY market.
- I will also be a speaker at the Mead & Hunt Conference. Joseph has asked me to talk about the California International Airshow Salinas promotions we have done in the past.

Marketing, Advertising & Promotions

Advertising

- TV – Our commercial ran on the Oscars and KSBW News.
- Movie Theaters: We ran January and February at Del Monte Theaters. We won't pick this up again until June/July for the summer movie season.
- Billboard: On Hwy 101, 2 miles north of Prunedale. The new artwork was installed but there was a flaw in the printout of the artwork. We worked with the graphic designer and Meadow Outdoor Advertising to have the billboard redone at no cost. The final artwork has been approved and the reinstallation should take place in about two weeks.

Public Relations:

- Weekly e-Newsletter: Below are the featured cities during the past five weeks:

Jan 27	Allegiant	Las Vegas
Feb 3	US Airways	Phoenix
Feb 10	United/American	Los Angeles
Feb 18	Alaska	San Diego
Feb 25	Allegiant	Las Vegas
- Social Media/Facebook: "Total Likes" continue to grow – **12,672** as of February 27, 2015.

Customer Service:

- Customer Comment Cards – see February responses attached.

Next Committee Meeting: Wednesday, April 1 at 9:00 a.m.

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

March 2, 2015 – 9:00 AM

**Board Room - Terminal Building
Monterey Regional Airport**

(Unless you are a public safety official, please turn off your cell phone or place it on vibrate mode during the meeting. Thank you for your compliance.)

A. CALL TO ORDER

B. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

C. PUBLIC COMMENTS

(Any person may address the Committee at this time. Presentations should not exceed three (3) minutes, should be directed to an item **NOT** on today's agenda, and should be within the jurisdiction of the Monterey Peninsula Airport District Board. Though not required, the Monterey Peninsula Airport District Board appreciates your cooperation in completing a speaker request form available on the staff table. Please give the completed form to the Monterey Peninsula Airport District Secretary. Comments concerning matters set forth on this agenda will be heard at the time the matter is considered.)

D. REGULAR AGENDA – ACTION ITEMS

- | | | |
|------------|----|---|
| Review | 1. | Marketing, Advertising & Promotions |
| Review | 2. | Air Service |
| Review | 3. | Community Alliance for Promotion of Inbound Flights |
| Review | 4. | Public Relations |
| Review | 5. | Customer Service Ideas, Feedback & Reports |
| Review | 6. | Instrument Landing System Status |
| Discussion | 7. | Schedule next meeting |

E. ADJOURNMENT

AGENDA DEADLINE

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

Date	Time	Pax		Airline	Flt #	Tone	Comments	Name	Address City & State
		Was	Is						
1/12				UE		W	No clocks. Announcements are too hard to hear, they talk too fast.		
1/29	950	D				W	I will never fly this airline again.	R.B.	Salinas, CA
2/1	1000			UE	5423	P	Best Airport Bar None!	G.F.	Venice, CA
2/17	1200	D		UE		W	I use MRY between 2-4 x per month. I am concerned about cost of parking. Too much.	J.C.	Santa Cruz

TO: Thomas E. Greer, General Manager
FROM: Operations Manager Griggs
DATE: March 4, 2015
SUBJ: Operations Report

The following is a summary of significant activity in the Operations Department for February 2015.

1. Oversaw nighttime closures of Runway 10R/28L for the RSA project.
2. The annual AT&T Pebble Beach Pro-Am tournament produced a good turn-out of general aviation traffic this year. There were no operational incidents to report.
3. MPAD Ops, Planning & Development Staff, Kimley-Horn and GraniteRock discussed logistical and operational challenges with the next phase of the RSA project to begin in April on the west end of Runway 10R/28L.
4. Oversaw the Allegiant Air ticket counter relocation efforts. The Allegiant Air check-in counter is now adjacent to the United counter.
5. The District has now been registered into the State Water Resources Control Board (SWRCB) SMARTs online database system. The new Storm Water Permit becomes effective July 1st.
6. Attached is the Noise Comment Report.
7. Attached is the Operating and Expense Report for the Taxi Open-Entry System.
8. Attached is the Commercial Flight Cancelations & Delay Report. In the month of February there were a total of 134 delays and 26 cancellations. Twelve (12) cancelations (6 arrivals and their subsequent departures) were attributed to the planned unavailability of the Instrument Landing System during the RSA project.
9. Attached is the Commercial Flight Schedule for March 2015.
10. Below is the summary of scheduled activity for March 2015:

Alaska Air/Horizon

- No changes from February
- Continuing to operate one daily departure to San Diego
- Scheduled to operate a total of 62 flights (Arrivals and Departures)

Allegiant Air

- One change from February
- Continuing to operate two weekly departures on Sundays and Thursdays.
- Will temporarily increase service to four days a week beginning March 27th.
- Scheduled to operate a total of 22 flights (Arrivals and Departures)

American Eagle/SkyWest

- No changes from February
- Will continue to operate two daily departures.
- Scheduled to operate a total of 124 flights (Arrivals and Departures)

United/SkyWest

- SFO service will also see major changes this month. Four times daily becomes two times daily service beginning March 5th. The E-120 Brasilias that currently fly the route are being removed from service by SkyWest, and a change in aircraft will coincide with the schedule change. For the moment we will see primarily CRJ200 service on the route, with CRJ700s showing up in the schedule as well.
- Will operate two daily SFO departures, sometimes three on weekends. Continuing to operate three daily departures to LAX.
- Scheduled to operate a total of 258 flights (Arrivals and Departures)

US Airways/SkyWest

- No significant changes from February.
- Continuing to operate three daily departures, two on Tuesdays & Wednesdays.
- The CRJ900 will operate one to two daily flights.
- Scheduled to operate a total of 178 flights (Arrivals and Departures)

Cumulatively speaking, the airlines have scheduled 292 fewer flights (644 vs. 936) as compared to last March. This is primarily due to the United Express service elimination of the Denver flight, seasonal reduction from three to two daily LAX flights flown by American Eagle, and the contraction of United Airlines SFO flights to maximize capacity using Canadair Regional Jets in lieu of Embraer turbo-props.

MRY AIRPORT NOISE COMMENT LOG FEBRUARY 2015

Name	Location (Address)	Incident Date	Incident Time	Aircraft ID	</> of Flight	Comments	By	Action Taken	Notes	
AIR OPERATIONS CENTERED AT MONTEREY AIRPORT										
1	Jason Gerontes	Del Rey Oaks	2/7/2015	10:51pm	CRJ200	landing RWY 28L	KG	Late plane woke me up. 10:50pm is a little late for flights	Informed caller that there are no restrictions for scheduled commercial service at that hour. Also informed caller that aircraft performed a circle-to-land approach on Runway 28L due to favorable wind conditions versus the traditional standard straight-in approach to Runway 10R.	
2	Mary Finnie	Coral de Tierra	2/8/2015	2:40pm	MD-83	landing RWY 28L	NG	Aircraft came so close to the ground and had to "gun it" to get back up to the right altitude. Happened twice in an hour. This has also happened in the past.	Advised complainant that Allegiant aircraft made two missed approaches to RWY 28L due to low visibility.	RWY 10R ILS not available due to prevailing winds.
3	Simon Tuffs	Pacific Grove	2/22/2015	3:55pm	MD-83	Departing RWY 28L	KG	Thank you for sending the departing Allegiant Aircraft over Pacific Grove on a bright clear day.	None. Complainant only requested a log entry.	
4										
5										
6										
AIR OPERATIONS ORIGINATING FROM ANOTHER AIRPORT										
AIR OPERATIONS OF UNKNOWN ORIGIN										
1	David Kimball	DRO	2/24/2015	6:35pm	unknown	unknown	NG	Loud engine noise near fence area and elsewhere along Rosita. Continued for 20 minutes or more.	P&D verified noise was not from RSA project.	Complainant said it didn't sound like airplane noise. Unable to verify source of noise.
2	Susie Suzanne	Monte Vista	2/27/2015	ongoing	unknown	unknown	NG	Continuous noise heard from complainant's house. Sounds similar to aircraft engine. Heard on several different days recently.	Unable to identify source of noise. No aircraft or construction correlation.	Referred complainant to City of Monterey Public Works.

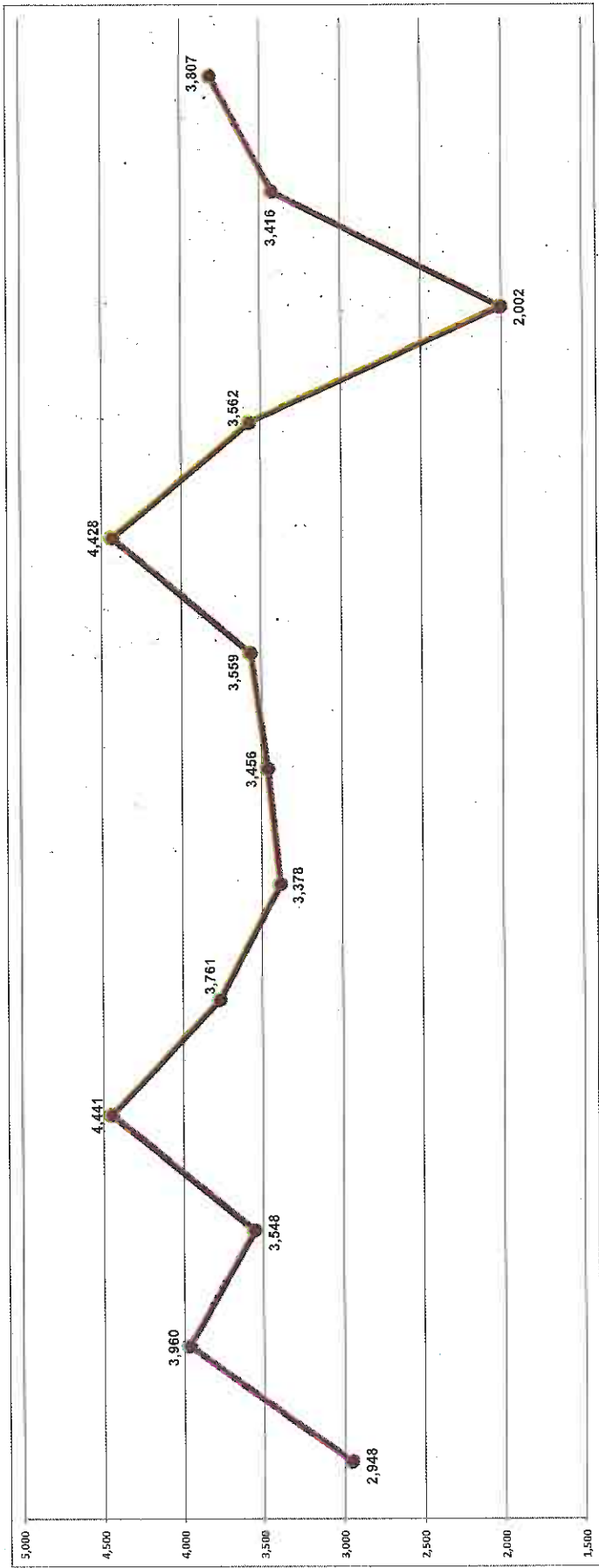
MONTHLY TOTALS and COMPARISONS

	Feb-15	Feb-14	% Change
Number of Complaints:	4	2	100%
Number of Operations:	6,335	3,846	65%
Annual Total	11	3	267%

Other Airport
0
UNKNOWN ORIGINS
0

13-MONTH ROLLING COMPARISON

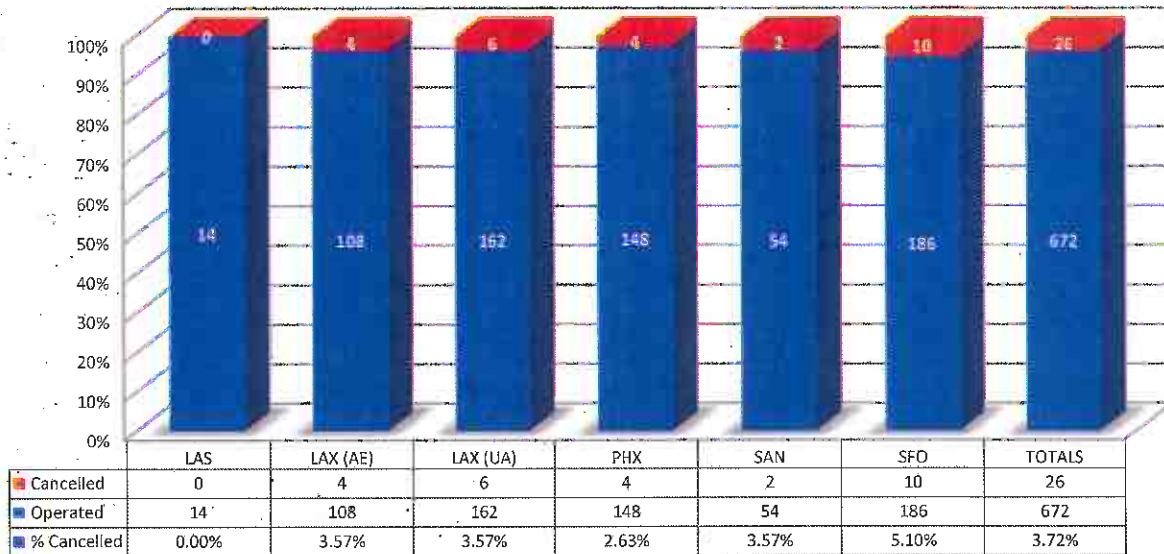
MONTHLY TOTAL TRIPS	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15
	2,948	3,960	3,548	4,441	3,761	3,378	3,456	3,559	4,428	3,562	2,002	3,416	3,807



	FEBRUARY 2014	MARCH 2014	APRIL 2014	MAY 2014	JUNE 2014	JULY 2014	AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014	JANUARY 2015	FEBRUARY 2015
NUMBER OF TRIPS	2,948	3,960	3,548	4,441	3,761	3,378	3,456	3,559	4,428	3,562	2,002	3,416	3,807
NUMBER OF CABS	135	137	138	139	142	106	113	114	117	119	122	123	124
TAXI TRIP FEES	\$ 8,844	\$ 11,880	\$ 10,644	\$ 13,323	\$ 11,283	\$ 10,134	\$ 10,368	\$ 10,677	\$ 13,284	\$ 10,686	\$ 6,006	\$ 10,248	\$ 11,421
TAXI MEDALLION FEES ¹	\$ 2,479	\$ 2,729	\$ 2,542	\$ 2,542	\$ 2,557	\$ 2,208	\$ 3,958	\$ 2,458	\$ 3,646	\$ 2,583	\$ 2,833	\$ 2,333	\$ 2,458
TAXI - TOTAL REVENUE	\$ 11,323	\$ 14,609	\$ 13,186	\$ 15,865	\$ 13,850	\$ 12,342	\$ 14,326	\$ 13,135	\$ 16,930	\$ 13,269	\$ 8,839	\$ 12,581	\$ 13,879
CURB MGMT CONTRACT	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897
EQUIPMENT DEPRECIATION	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
SOFTWARE LICENSE / HOSTING	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175
EXPENDABLE SUPPLIES	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672
TAXI - TOTAL EXPENSE	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672
OPERATING INCOME / (LOSS)	\$ (2,779)	\$ 507	\$ (916)	\$ 1,763	\$ (152)	\$ (2,330)	\$ (346)	\$ (1,537)	\$ 2,258	\$ (1,403)	\$ (5,633)	\$ (2,091)	\$ (793)
CUMULATIVE (13-MONTH) OPERATING INCOME / (LOSS)													\$ (13,651)

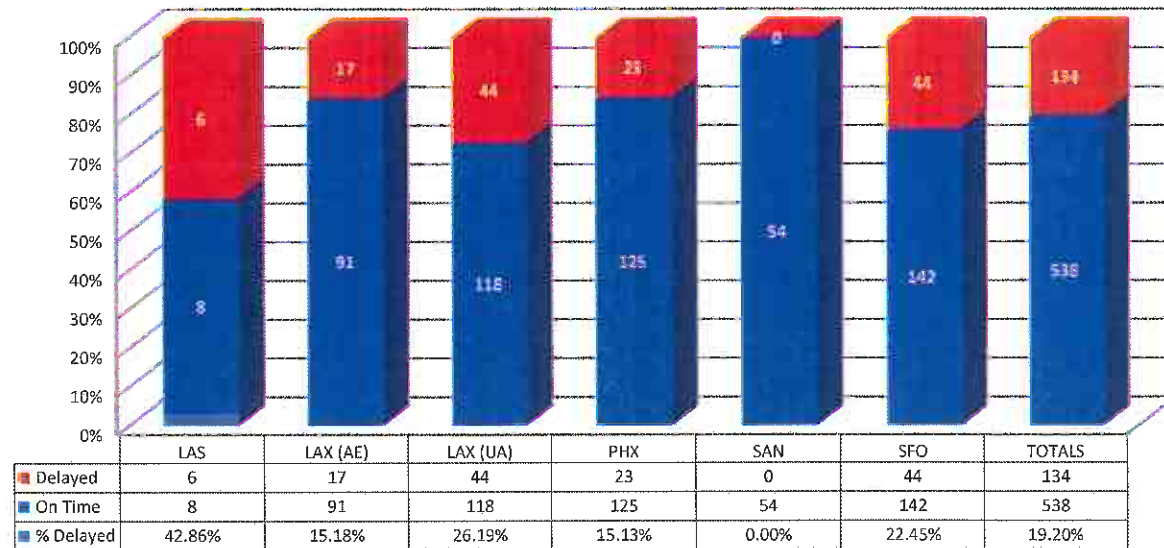
February 2015

February Commercial Flights Operated vs. Cancelled



TOTAL CANCELED FLIGHTS: 26

February Commercial Flights On Time vs. Delayed



TOTAL DELAYED FLIGHTS: 134

Monterey Regional Airport March 2015 Flight Schedule

ARRIVALS					DEPARTURES					
FROM	AIRLINE	FLIGHT	TIME	SCHD	TO	AIRLINE	FLIGHT	TIME	SCHD	
CRJ200 (50)	LAX	 5457	9:43 AM	SA & SU ONLY EXC 3/1	PHX		2743/2787	6:15 AM	DAILY	CRJ200 (50) CRJ900 (76)
EMB (27)	SFO	 5503/6283	11:00 AM	MARCH 1-4 ONLY	SFO		6346	6:00 AM	DAILY	CRJ200 (50) CRJ700 (70)
CRJ900 (76)	PHX		5532	DAILY	LAX		5316	6:45 AM 5:30 AM 7:00 AM	MAR 1-4 MAR 5-31 EXC SU	CRJ200 (50)
CRJ200 (50)	SFO	 5503/6359/ 6293	2:24 PM	DAILY	LAX		2610/2860/ 2857	7:50 AM	DAILY	CRJ200 (50)
MD80 (166)	LAS	 540	2:25 PM 11:11 AM 10:25 AM 3:03 PM 3:50 PM	SU MAR 5 MAR 12, 19, 26 MAR 27 MAR 30	SAN		2437	8:00 AM	DAILY	Q400 (76)
CRJ200 (50)	LAX	 5473	3:14 PM	MAR 8, 15, 22 ONLY	LAX		5423	10:13 AM	SA & SU ONLY EXC 3/1	CRJ200 (50)
CRJ200 (50)	PHX		2766	DAILY EXC MAR 29	SFO		5160/5609	11:25 AM	MARCH 1-4 ONLY	EMB (27)
EMB (27)	SFO		5638	MARCH 1-4 ONLY	PHX		5518	12:20 PM	DAILY	CRJ900 (76)
CRJ200 (50)	LAX		2589/2889	DAILY	SFO		5160/5503/ 6359	2:45 PM	DAILY	EMB (27) CRJ200 (50)
CRJ200 (50)	LAX	 5473/5338	5:35 PM	MARCH 5-31 EXC 3/8	LAS		541	3:10 PM 11:56 AM 11:10 AM 3:48 PM 4:35 PM	SU MAR 5 MAR 12, 19, 26 MAR 27 MAR 30	MD80 (166)
Q400 (76)	SAN		2436	DAILY EXC MO & TH	LAX		5353	3:45 PM	MAR 8, 15, 22 ONLY	CRJ200 (50)
CRJ200 (50) CRJ900 (76)	PHX		2751	DAILY	PHX		6562	4:05 PM	DAILY	CRJ200 (50)
CRJ200 (50)	LAX		2595	DAILY	SFO		5609	5:35 PM	MARCH 1-4 ONLY	EMB (27)
CRJ200 (50)	LAX	 5461	9:35 PM	DAILY	LAX		2589/2889	5:55 PM	DAILY	CRJ200 (50)
CRJ200 (50) CRJ700 (70)	SFO	 6376	11:25 PM	DAILY	LAX		5391	6:00 PM	MARCH 5-31 EXC 3/8	CRJ200 (50)

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



MONTEREY FIRE DEPARTMENT

Report to Airport Board of Directors

February 2015

1. Incident Responses

Engine assigned to Fire Station 6 (Airport) responded to a total of 27 incidents during the month as follows (see attached for breakdown of types of incidents):

- MPAD property – 6
- City of Monterey – 21
- Auto / Mutual Aid – 0

2. Training

Personnel completed 86 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): 71
- Operational (qualified to work at Airport, but no live fire training): 31
- Technician (fully qualified to be the designated ARFF fire engineer): 13

3. Other

- On February 2 Engine 6416 responded on automatic aid to Cypress for a reported vehicle fire at 1180 Monterey Salinas Highway. On arrival they found that the vehicle was parked in a carport and the fire had spread to the carport and house.
- On February 24 units responded to an Alert 2 for an inbound aircraft with a hydraulic warning indicator light. We had an excellent response time as units were at the Airport fire station for a training exercise. It turns out that it was only a sensor malfunction.
- Captain Jeff Field has started in the role of Training Officer and has his office at the Airport Fire Station. He is working on coordination of all of our training.
- During the month of March we will be sending personnel to the ARFF live fire training in Salt Lake City to ensure compliance with Part 139. We are sending one of the Division Chiefs again this year which will result in 2 of the 3 having been to this training. The third will go next year.
- We are working together with Airport Police and Operations to prepare for the May FAA inspection table top exercise.

AGENDA ITEM: H
DATE: March 11, 2015

TO: Thomas E. Greer, General Manager
FROM: Police Chief Jeff Hoyne
DATE: March 4, 2015
SUBJECT: Police Activity Report for February 2015

The following is a summary of significant activity in the Police Department during February 2015:

Highlights

- MRY PD responded to 152 door and gate alarms.
- Officers worked a total of **26.5 hours of overtime in February.**
- MRY PD Officers conducted **more than 70 business and area checks** over the course of the month of February.
- MRY PD officers responded to six outside agency assists in February which consisted of the following:
 - 2/4 @ 2100 Assisted Del Rey Oaks after they requested assistance on an arrest of a probation violation suspect.
 - 2/5 @ 2040 Assisted with airport access for a medical flight crew.
 - 2/5 @ 2155 Assisted AMR with a patient transfer for a medical flight.
 - 2/9 @ 2145 Assisted with airport access for a medical flight crew.
 - 2/12 @ 2240 Assisted AMR with a patient transfer for a medical flight.
 - 2/24 Assisted Monterey Fire with an Alert 2 on an inbound military flight. Flight landed safely.

Training

All MRY PD Officers completed:

- Monthly Lexipol Daily Training Bulletins.
- Post DVD telecourse Surviving Deadly Assaults

MRY PD Command Staff (Chief and Sergeants) completed:

- Assigned Reading in the book "Supervising the Problem Employee"

Calls for Service

1. 2/2 @ 1505 MRY Officers contacted an Uber driver attempting to make an unauthorized pick up on the airport drives. Warning issued.

2. 2/3 @ 1630 MRY Officers conducted a traffic stop of a commercial vehicle entering the AOA. The driver was cited for numerous mechanical violations.
3. 2/4 @ 1714 MRY Officers located a non-injury accident that had just occurred. The at-fault driver (who had attempted to leave the scene) was contacted and found to be driving without a license. The driver was eventually arrested for no license and two outstanding felony warrants. Report completed.
4. 2/4 @ 1720 MRY Officers arrested a female passenger from the above referenced accident for an outstanding felony warrant. Report completed.
5. MRY Officers contacted an Uber driver attempting to make an unauthorized pick up on the airport drives. Driver was cited.
6. 2/8 @ 2045 MRY Officers responded to a report of a 911 call near Airport Rd and Airport Cr. Unable to locate any problem.
7. 2/8 @ 2140 MRY Officers responded to a report of a 911 call near 1183 Airport Rd. Unable to locate any problem.
8. 2/12 @ 1740 MRY Officers checked out a suspicious vehicle in long-term parking that had been located there a long time. Vehicle check was clear and officers were unable to locate an owner (owner may have left the state permanently).
9. 2/12 @ 1740 MRY Officers responded to a report of a suspicious vehicle in Area 8. Area checked. No suspicious vehicles located.
10. 2/15 0330 MRY PD advised by Modesto PD that a MRY stolen vehicle was recovered and a suspect was in custody.
11. 2/18 @ 0850 MRY Officers responded to a minor damage accident on Olmstead way involving a Graniterock truck and a semi-trailer. Report completed.
12. 2/22 @ 0932 MRY Officers responded to Gate 5 on a report of a possible disturbance on a plane. Upon arrival officers investigated a report of a male adult who was touching a juvenile female during the flight. The investigation did not uncover any inappropriate touching or criminal activity. The report indicated the male had been drinking and was being boisterous and touching the girls arm and her head. No charges associated. Report completed.
13. 2/22 @ 1510 MRY Officers responded to the Northeast side of the airport near Area 8 on a report of a child screaming. Officers located a family whose little girl had lost sight of her family while riding her bike and became scared. Family was safe and sound.

TO: Tom Greer, General Manager, Monterey Peninsula Airport District
FROM: Jerry Merritt, District Auditor/Controller
SUBJ: Financial Summary for January 2015 & FYTD (FY 2015)

BACKGROUND. The Financial Summary for January 2015 (the seventh period of Fiscal Year 2015) is summarized by the following documents:

- **Graphic Comparisons – Actual Operating Revenue & Actual Operating Expense**
- **Airport District Operating Statistics & Financial Performance**
- **Sources / Uses of Cash**
- **Capital Expenditures**

SUMMARY. In January, operating revenue was above plan by \$13,887 (2%). TCP Operator Permits, terminal concessions, rental car concessions, parking concession, GA landing fees, fuel flowage fees, and utility charges were above plan; all other operating revenue categories were on or below plan. When reviewed on the FYTD basis, operating revenue was above plan by \$96,129 (2%). Partially due to phasing and partially due to increased offsets, operating expense was below plan by \$25,127 (-4%); below plan by \$196,795 (-4%) FYTD. Net income for January was 148% above plan; FYTD net income was 435% above plan. The net change in cash position (for January) was a negative (\$3,192); net change in cash position FYTD was a positive \$166,653.

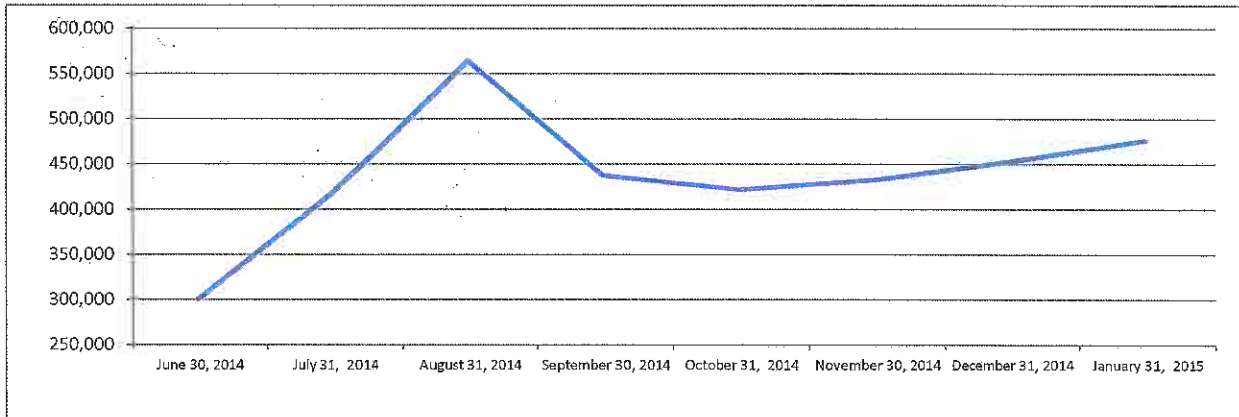
OPERATING REVENUE							
JANUARY 2015 ACTUAL	JANUARY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 638,735	\$ 624,848	\$ 13,887	2%	\$ 4,909,307	\$ 4,813,178	\$ 96,129	2%

OPERATING EXPENSE							
JANUARY 2015 ACTUAL	JANUARY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 626,050	\$ 651,177	\$ 25,127	-4%	\$ 4,549,082	\$ 4,745,877	\$ 196,795	-4%

OPERATING INCOME / (LOSS)							
JANUARY 2015 ACTUAL	JANUARY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 12,685	\$ (26,329)	\$ 39,014	148%	\$ 360,225	\$ 67,301	\$ 292,924	435%

ACCOUNTS RECEIVABLE. The accounts receivable balance on January 31, 2015, was \$476,433. This balance is 5.2% higher than the balance on December 31, 2014, and 58.5% higher than the balance on June 30, 2014. Of the accounts receivable balance, \$50,884-or 10.7% was over 60 days old. Chart 1 depicts the accounts receivable balances by month.

Chart 1



Under normal circumstances, the balance of accounts receivable at month-end will align with the dynamic (variable) operating revenue in that month, such as landing fees, fuel flowage fees, concession-based revenues, passenger facility charges (PFC). Typically, accounts receivable balances will span a range from \$300,000 to \$550,000, depending on the District's business cycle. We have a cyclic high in August; a cyclic low in January. Compared to December, January operating revenue decreased 11.9%; compared to November, January operating revenue decreased 4.0%. Chart 2 graphically presents the monthly comparison of operating revenues to accounts receivable.

Chart 2

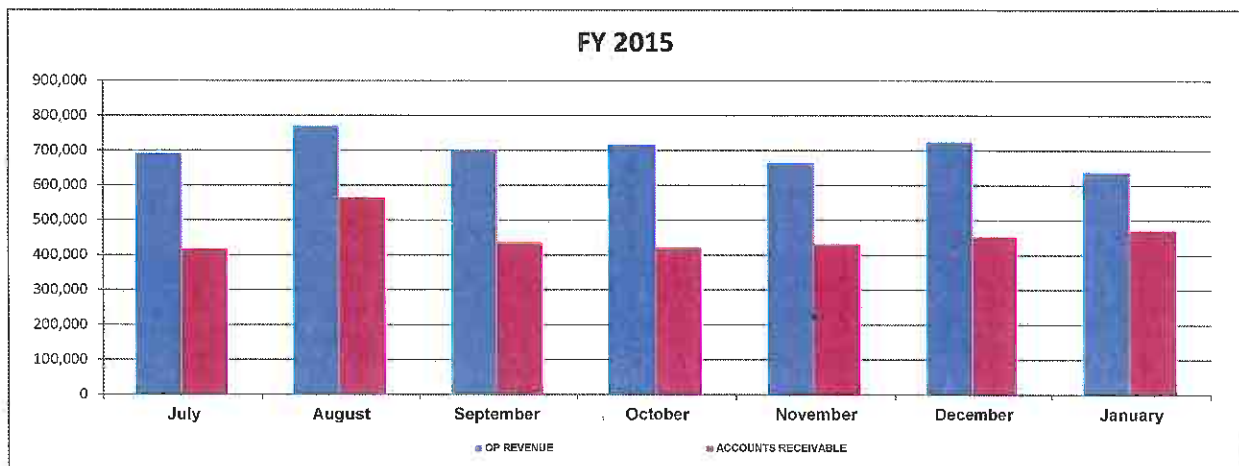
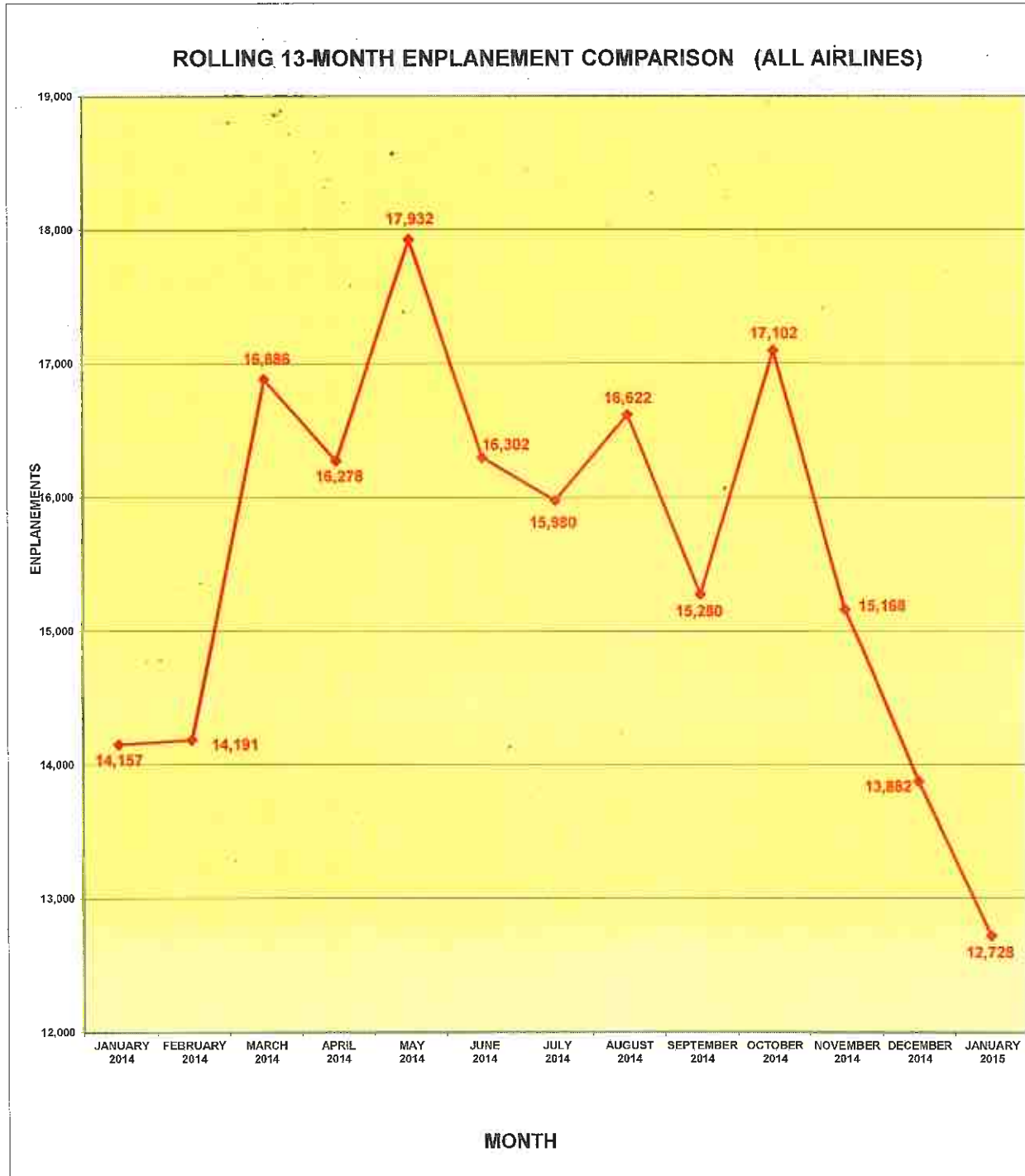
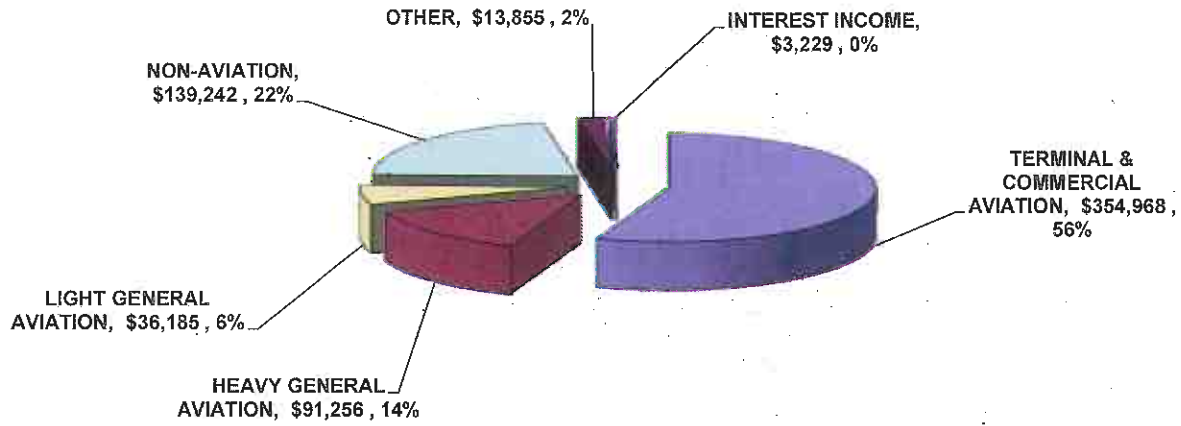


Chart 3 presents a rolling 13-month display of total enplanements which mimics the business cycle of the District. When compared to December 2014, January 2015 enplanements decreased 8.3%. When compared to January 2014, January 2015 enplanements decreased 10.1%.

Chart 3

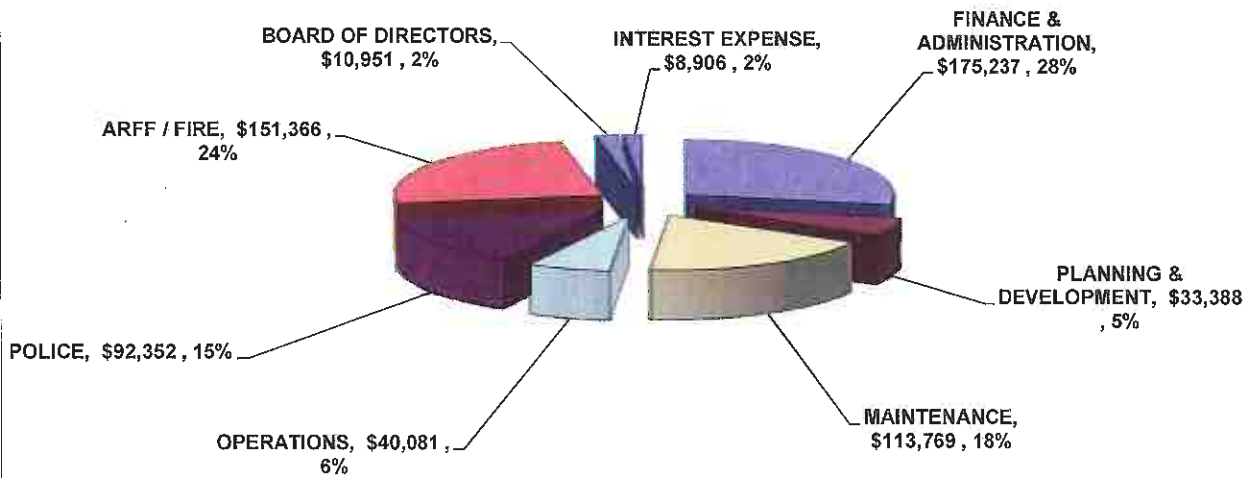


JANUARY 2015 OPERATING REVENUE



TOTAL OPERATING REVENUE: \$638,735

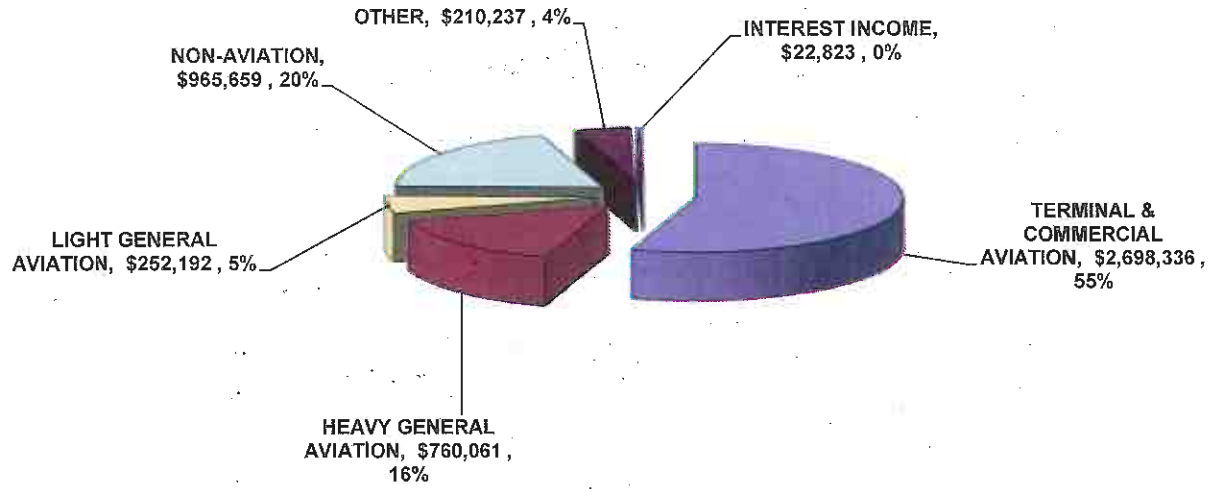
JANUARY 2015 OPERATING EXPENSE



TOTAL OPERATING EXPENSE: \$626,050

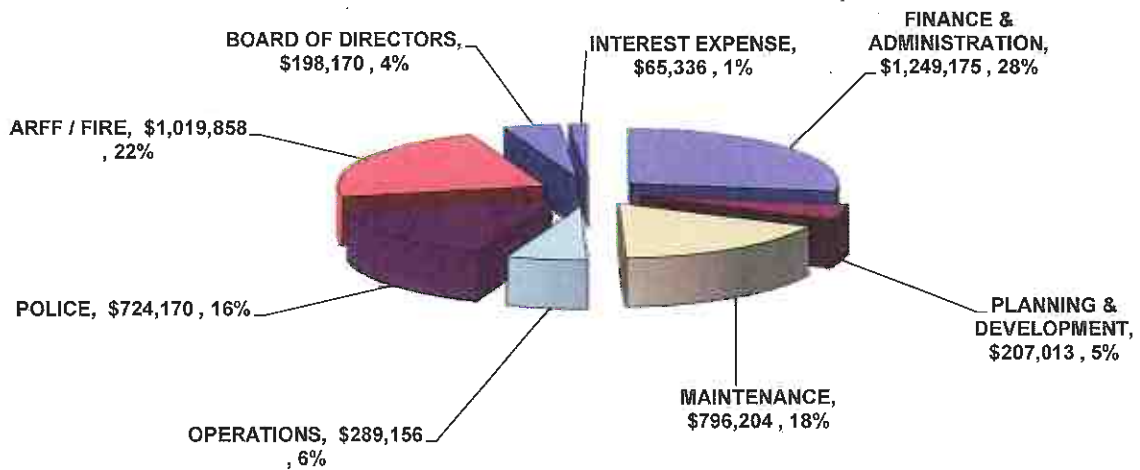
Monterey Peninsula Airport District

FY 2015 (July 14 - January 15) YTD OPERATING REVENUE



TOTAL OPERATING REVENUE: \$4,909,307

FY 2015 (July 14 - January 15) YTD OPERATING EXPENSE



TOTAL OPERATING EXPENSE: \$4,549,082

AIRPORT DISTRICT OPERATING AND FINANCIAL PERFORMANCE SUMMARY

January 31, 2015

OPERATING STATISTICS	JANUARY 15	JANUARY 14	YTD FY 15	YTD FY 14
AIRPORT ACTIVITY				
Air Carrier Landings ¹	367	453	2,795	3,283
Passengers (emp/dep)	26,490	29,371	213,133	237,347
Total Cargo (in pounds)	72,786	99,545	629,640	630,607
	440	-10%	3,052	-8%
AIRCRAFT OPERATIONS				
Commercial	1,039	1,072	9,304	8,862
General Aviation	3,222	2,967	20,564	20,661
Military	427	266	1,459	1,150
TOTAL AIRCRAFT OPERATIONS	4,688	4,285	30,317	30,673
VEHICLE EXIT COUNT				
Upper Short Term (1) Lot	2,107	1,634	14,923	14,004
Long Term (2) Lot	1,930	1,700	14,779	13,850
Lower Short Term (3) Lot	5,792	6,855	45,011	52,954
TOTAL VEHICLE EXIT COUNT	9,829	10,189	74,713	80,808

¹Cancelled Flights: January = 22 (5 - Alaska / 0 - American Eagle / 0 - Allegiant / 17 - United Express); FTD = 275 (9 - Alaska / 18 - American Eagle / 13 - US Airways / 235 - United Express)

FINANCIAL INFORMATION	JANUARY 15 ACTUAL	JANUARY 15 BUDGET	%	JANUARY 14 ACTUAL	YTD FY 15 ACTUAL	YTD FY 15 BUDGET	%	YTD FY 14 ACTUAL
BGT OPERATING REVENUE								
TERMINAL								
CA Landing, Apron & RON Fees	57,848	61,026	-9%	59,947	407,772	292,162	4%	409,536
Rents	141,394	141,403	0%	141,166	994,286	998,108	1%	963,019
TCP Operator Permits	810	790	8%	689	5,710	5,330	7%	5,864
Taxi Operator Permits & Trip Fees	12,561	13,249	-6%	13,251	92,674	98,399	-6%	100,436
Concessions	9,496	9,142	4%	9,143	87,695	88,184	-1%	88,064
Rental Car	66,449	64,314	3%	64,023	638,135	639,198	0%	634,927
Parking	65,900	60,182	10%	54,484	472,064	477,733	-1%	433,172
HEAVY GENERAL AVIATION								
GA Landing Fees	17,561	14,036	26%	13,662	187,465	186,793	18%	154,919
FBO Rent	54,325	64,898	0%	53,394	394,475	394,296	0%	373,758
Fuel Fees	15,790	15,439	21%	14,261	188,101	171,946	6%	159,490
LIGHT GENERAL AVIATION								
NON AVIATION	56,186	33,131	-8%	40,348	292,192	266,917	-9%	274,009
OTHER OPERATING REVENUE	199,242	135,739	5%	126,841	965,699	957,743	1%	868,206
INTEREST INCOME	13,856	13,246	8%	25,889	210,237	166,699	26%	182,173
	3,229	3,195	1%	3,742	22,929	22,730	0%	32,015
TOTAL BGT OPERATING REVENUE	636,765	624,948	2%	620,868	4,909,307	4,813,178	2%	4,669,567
BGT OPERATING EXPENSE								
Finance & Administration	175,267	187,961	-4%	181,165	1,249,175	1,260,178	0%	1,248,025
Planning & Development	33,398	56,029	-40%	37,604	207,013	300,404	-31%	280,772
Maintenance & Custodial Services	113,769	107,930	6%	107,987	796,204	818,464	-8%	748,429
Airport Operations	40,061	39,813	0%	43,243	269,156	306,373	-9%	289,928
Police Department	92,392	111,920	-17%	86,090	724,170	777,567	-7%	674,338
ARFF / Fire Service	151,366	144,661	5%	183,860	1,019,858	1,024,839	0%	1,172,262
Board of Directors	10,951	14,177	-23%	9,815	199,170	202,596	-2%	62,962
Interest Expense	8,906	8,906	0%	9,885	65,336	65,336	0%	72,079
TOTAL BGT OPERATING EXPENSE	626,050	651,177	-4%	658,669	4,549,092	4,746,877	-4%	4,548,806
BGT OPERATING INCOME / (LOSS)	12,685	(26,229)	148%	(37,792)	360,215	67,301	435%	120,761
DISTRICT CAPITAL EXPENDITURES	(6,683)	-	0%	436,344	37,546	72,000	-47%	811,667
DEBT SERVICE - PRINCIPAL ONLY	23,009	-	0%	21,833	159,099	-	0%	152,833



Monterey Peninsula Airport District
Airport Capital Improvements / Capital Expenditures
January 31, 2015

Airport Improvement Programs

	Actual FY 2014 Current Period	Prior Fiscal Year Current Period	Actual FY 2014 Year-To-Date	Prior Fiscal Year Year-To-Date
MPAD Expenditures	(6,698.16)	436,343.72	0.00	771,369.23
AIP -- FAA Funded Expenditures	1,142,198.35	40,006.82	13,595,239.11	283,106.93
AIP -- PFC Funded Expenditures	62,242.03	43,544.90	730,475.74	136,644.94
Total Capital Improvement Expenditures	1,197,742.22	519,895.44	14,325,714.85	1,191,121.10

Capital Acquisitions / Expenditures By Department

	Actual FY 2014 Current Period	Prior Fiscal Year Current Period	Actual FY 2014 Year-To-Date	Prior Fiscal Year Year-To-Date
Finance & Administration	0.00		0.00	
Planning & Development	0.00		0.00	
Maintenance & Custodial Services	0.00		0.00	
Airport Operations	0.00		0.00	
Police	0.00		37,546.21	40,197.40
Fire	0.00		0.00	
Total Capital Acquisition Expenditures	0.00	0.00	37,546.21	40,197.40

Consolidated

	Actual FY 2014 Current Period	Prior Fiscal Year Current Period	Actual FY 2014 Year-To-Date	Prior Fiscal Year Year-To-Date
District Expenditures	(6,698.16)	436,343.72	37,546.21	811,566.63
AIP -- FAA Funded Expenditures	1,142,198.35	40,006.82	13,595,239.11	283,106.93
AIP -- PFC Funded Expenditures	62,242.03	43,544.90	730,475.74	136,644.94
Total Capital Expenditures	1,197,742.22	519,895.44	14,363,261.06	1,231,318.50

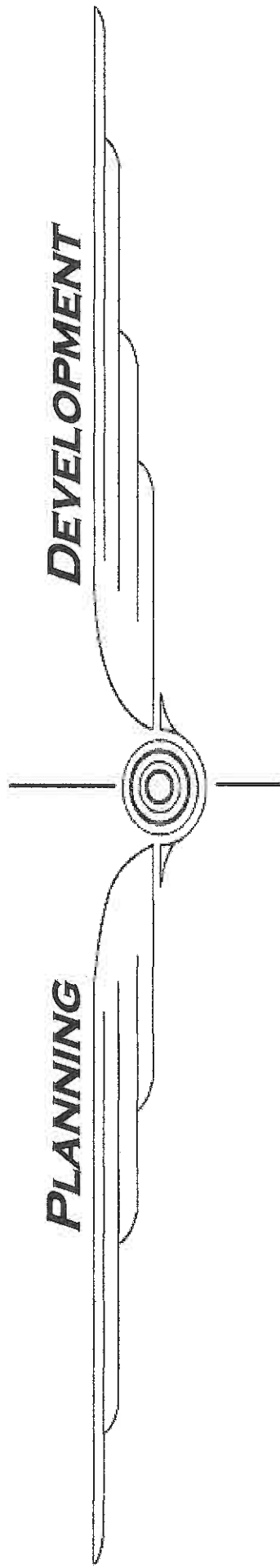
2015-01 ARFF Station Reno/Improvements (6,698.16)
 2015-02 Police Vehicle - Sedan 0.00

0.00
 37,546.21

MONTEREY PENINSULA AIRPORT DISTRICT

	FY 2015 JANUARY 2015 ACTUAL	FY 2015 YEAR-TO-DATE ACTUAL
SOURCES AND USES OF CASH -- OPERATIONS		
SOURCES OF CASH		
CASH RECEIVED - OPERATING REVENUE	\$ 635,506	\$ 4,886,484
CASH RECEIVED - INTEREST INCOME	3,229	22,823
CASH RECEIVED	<u>\$ 638,735</u>	<u>\$ 4,909,307</u>
USES OF CASH -- OPERATIONS		
CASH DISBURSED - OPERATING EXPENSE ¹	\$ 616,719	\$ 4,480,771
CASH DISBURSED - DEBT SERVICE (BOND INTEREST EXPENSE) ²	8,906	65,336
CASH DISBURSED - DEBT SERVICE (PRINCIPAL REDUCTION) ²	23,000	159,000
CASH DISBURSED	<u>\$ 648,625</u>	<u>\$ 4,705,107</u>
CHANGE IN CASH POSITION FROM OPERATIONS & DEBT SERVICE	<u>\$ (9,890)</u>	<u>\$ 204,200</u>
 ¹ Net of non-cash operating expense (OPEB)		
² Moved to Restricted Account/Disbursement will occur in December 2014 & June 2015		
USES OF CASH -- CAPITAL PROGRAM		
CASH DISBURSED - DISTRICT CAPITAL PROJECTS ³	\$ (6,698)	\$ 37,546
CASH DISBURSED	<u>(\$6,698)</u>	<u>\$37,546</u>
CHANGE IN CASH POSITION FROM CAPITAL PROGRAM	<u>\$ 6,698</u>	<u>\$ (37,546)</u>
 ³ District-funded capital plan for FY15		
CHANGE IN CASH POSITION FROM OPERATIONS, CAPITAL & DEBT SERVICE	<u>\$ (3,192)</u>	<u>\$ 166,653</u>

Monthly Capital Project Report
March 2015



Monterey Peninsula Airport District

AGENDA ITEM: H
DATE: March 11, 2015

TO: Thomas E. Greer, General Manager
FROM: Mark Bautista, Deputy General Manager, Planning & Development
DATE: February 27, 2015
SUBJ: Planning & Development Monthly Project Report

Attached is the current monthly Project Report for the Planning and Development Department. Highlights for February 2015 include:

- Work directed toward implementation of the Runway Safety Area (RSA) Project accomplished during the reporting period, including:
 - Preparation of EMAS bed for east end of Rwy 10R/28L.
 - Coordination of storage/delivery of the EMAS blocks for the RSA project.
 - Completion of construction of east end retaining walls.
 - Continuing earthwork between Hwy 68 and the east end of Rwy 10R/28L.
 - Completion of construction of soil nail walls for the vehicle service road near the east end of Rwy 10R/28L.
 - Completion of storm water system construction near Tarpy's and Hwy 68.
 - Maintenance of the project web site on the Internet.

- Work directed toward the Airport Master Plan (AMP), including:
 - Maintenance of the project web site on the Internet.
 - Preparation of review materials for the March 10, 2015 PAC meeting regarding the draft master plan concept, financial/capital improvement plan, economic benefit analysis, land use compatibility analysis; and the sustainability baseline assessment.

Staff will make a presentation at the Board Meeting on any items that arise subsequent to the publishing of the Agenda.

FUNDING			BUDGETING				EXPENDITURES			STATUS			
PROJECT#	AIP #	PFC	Prior FY Budget	FY 2015 Budget	Post FY Budget	Total Project Budget	Spent in Prior Fiscal Years	FY 2015 Expenditures to Date	2/28/2015	% Physical Complete	Project Name	Current Status	4 Week Look Ahead
ACTIVE FEDERALLY FUNDED PROJECTS:													
1	2012-01 and 2014-01	10-15-C-00-MRY 11-17-C-00-MRY 13-18-C-00-MRY	\$31,371,402	\$29,223,954	\$15,638,832	\$46,461,506	\$6,847,008	\$16,930,247	\$23,777,254	50%	RSA Runway 10R/28L - Construction; Phase 1 and 2	Schedule I, II and III are virtually complete, east end retaining walls are finished.	Installation of EMAS blocks at rwy east end will continue in the look ahead period, as will paving of east VSR. West rwy end work will commence in early April.
2	2013-02	13-18-C-00-MRY	\$690,000	\$632,008	\$162,236	\$1,094,980	\$402,727	\$313,216	\$715,942	75%	Airport Master Plan	All current working papers have been distributed to BOD; and available at MPAD website home page link (see Airport Master Plan Website). FAA has approved forecasts reviewed with the BOD.	A PAC meeting, and Public Workshop for the master plan concept/financial plan, etc. are scheduled for March 10, 2015. Coffman will present results to BOD on March 11, 2015
3	2015-03	Unk.	\$0	\$1,094,980	\$0	\$1,094,980	\$0	\$0	\$0	0%	Airport Infield Reconstruction Design	Funding anticipated to be available only during last quarter of FY 15.	No action anticipated.
ACTIVE DISTRICT FUNDED PROJECTS:													
4	2015-01	N/A	\$0	\$42,000	\$0	\$42,000	\$4,000	\$0	\$6,698	100%	ARFF Station Remediation Improvements	Construction almost complete	Completed
5	N/A	N/A	\$14,148	\$17,045	\$10,307	\$99,000	\$85,436	\$0	\$85,436	n/a	FWSS Mitigation Land Restoration	Preparation and planting is complete at the off-airport site. Signage delineating status as habitat area has been installed.	Monitoring will continue through FY 2015, and into FY 2016.

AGENDA ITEM: I a. 2.
DATE: March 11, 2015

TO: Board of Directors, Monterey Peninsula Airport District
FROM: Tom Greer, General Manager (on behalf of the Finance Committee)
SUBJ: Committee Report for Finance Committee Meeting

BACKGROUND. Since the last regular board meeting, the Finance Committee held one meeting. The agenda is presented below. Comments and notes are recorded separately (at the end of the agenda).

**SPECIAL MEETING OF THE FINANCE COMMITTEE
BOARD OF DIRECTORS
MONTEREY PENINSULA AIRPORT DISTRICT**

March 4, 2015 1:30 PM

**Boardroom, Terminal Building
Monterey Regional Airport**

(Unless you are a public safety official, please turn off your cell phone or place it on vibrate mode during the meeting.)

A. CALL TO ORDER

B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS

C. PUBLIC COMMENTS

(Any person may address the Monterey Peninsula Airport District Finance Committee at this time. Presentations should not exceed three (3) minutes, should be directed to an item **NOT** on today's agenda, and should be within the jurisdiction of the Monterey Peninsula Airport District Board. Though not required, the Monterey Peninsula Airport District Board appreciates your cooperation in completing a speaker request form available on the staff table. Please give the completed form to the Monterey Peninsula Airport District Secretary. Comments concerning matters set forth on this agenda will be heard at the time the matter is considered.)

D. REGULAR AGENDA – ACTION ITEMS

- | | | |
|------------|----|--|
| Review | 1. | January 2015 & FYTD (FY 2015) Financial Statements |
| Review | 2. | Accounts Receivable Aged Invoice Report |
| Review | 3. | Cash Position Update |
| Discussion | 4. | Update District Investment Policy |
| Discussion | 5. | District Fleet Management Policy |
| Review | 6. | Update FY 2016 Operating / Capital Plan Progress |

- | | | |
|------------|----|--|
| Review | 7. | GASB 68 Implementation & Impacts |
| Discussion | 8. | Future Agenda Items/Finance Committee Schedule |

E. ADJOURNMENT

AGENDA DEADLINE

This is the final Agenda that has been posted on the bulletin board outside the District Offices in the Terminal Building at the Monterey Peninsula Airport no less than 24 hours prior to the meeting.

Notes/comments from 03/04/2015 Finance Committee Meeting:

- Meeting called to order by Chair Sabo at 1:38 p.m.
- Meeting attended by board member Bill Sabo; staff members Tom Greer, Mark Bautista, Tonja Posey, and Jerry Merritt were present. Director Miller was unavailable.
- There were no communications or public comments
- January 2015 & FYTD (FY 2015) Financial Statements
 - ✓ Operating revenue was 2% (\$13,887) above plan for January,
 - Above plan were:
 - TCP Operator Permits,
 - Terminal Concessions,
 - Rental Car Concessions,
 - Parking Concession,
 - GA Landing Fees,
 - Fuel Flowage Fees,
 - Non-Aviation Rents, and
 - Other Operating Revenue.
 - On plan were:
 - Terminal Rents, and
 - FBO Rents
 - Below plan were:
 - Commercial Aeronautical Fees,
 - Taxi Operator Permits & Trip Fees, and
 - Light General Aviation Rents (hangar rents).
 - Discussion centered on:
 - Taxi Operator Permit & Trip Fees are not covering the District expense created by the open entry program,
 - Is it time to raise the taxi medallion fee and/or the taxi trip fee or is it time to change how the airport works within the confines of the MCRTA system?
 - changes/reductions in air carrier schedules/flights,
 - cancelled flights in January were not the major impact as in December, and

- occupancy rate:
 - of District light GA hangars, and
 - outside storage space.
 - Questions also raised were:
 - Are we losing more and more passengers to San Jose (due to a ticket price war between air carriers),
 - What part does the pilot shortage really play in the change/reduction in commercial carrier service to MRY, and
 - Can we offer “special rates/rents” to entice renters (target hangar renters)?
 - ✓ FYTD Operating Revenue was 2% (\$96,129) above plan
 - Forecast for full-year FY 2015 is that operating revenue will be slightly under plan
 - ✓ January operating expense was 4% (\$25,127) below plan
 - Staff answered questions regarding several expense lines in several departments asked by Director Sabo, specifically regarding:
 - Dues & Subscriptions (Admin),
 - Business Travel & Entertainment (Admin)
 - Utilities – Water (Admin),
 - Supplies & Materials – all categories (Maintenance)
 - Other Services (Operations), and
 - Computer / LAN & IT (Operations).
 - FC was again reminded that the District may be at risk regarding election expense (we will not have an invoice from the MC Elections Department until March/April).
 - ✓ FYTD Operating Expense was 4% (\$196,795) below plan
 - Forecast for full-year FY 2015 is that operating expense will be right on (possibly slightly below) the plan number
 - ✓ Operating income was 148% (\$39,014) above plan for January
 - ✓ Operating income FYTD was 435% (\$292,924) above plan at 01/31/2015
 - FC was reminded that the most of above plan operating income will erode as we progress through the fiscal year
 - Forecast for full-year FY 2015 is that operating income will be very close to the plan
- Accounts Receivable Aged Invoice Report
 - ✓ Reviewed the distribution of aged receivables for the month of January,
 - ✓ Reviewed the aged A/R detail as of 02/28/2015, and
 - ✓ Reviewed the specifics of the A/R on several tenants including Forza Motors (Non-Aviation Facilities) and OK Aviation (Light G/A Space)
- Cash Position Update
 - ✓ Cash position – net change was a negative \$3,192 for January, positive \$166,653 FYTD, and a
 - ✓ separate presentation/document was reviewed, and

- ✓ the FC acknowledged that a small contribution to the District's net position was being made.
- Update District Investment Policy
 - ✓ Informed the committee that the District General Counsel had not completed his review of relevant code sections and had not rendered a written opinion on investment latitude,
 - ✓ FC will move slowly regarding any changes in the District's investment policy/strategy and over the next few months (and future FC meetings) will:
 - receive District General Counsel's opinion,
 - work with Mr. Brenaman concerning options, and
 - in the interim probably edit the existing investment policy (and recommend to the board of directors).
- District Fleet Management Policy
 - ✓ Draft fleet management policy was not assembled and therefore not presented,
 - ✓ Described the goal to write and implement a comprehensive fleet management policy document for all District rolling-stock that encompasses:
 - Acquisition,
 - Marking,
 - Use,
 - Maintenance,
 - Life-cycle, and
 - Disposal.
 - This document would start a process that would cause the District to replace vehicles/rolling-stock on a routine and recurring basis (probably one (1) per year) to prevent multiple vehicle purchases one fiscal year.
 - ✓ Controller will present a draft at the next FC meeting
- Update FY 2016 Operating / Capital Plan Progress
 - ✓ Reviewed "Fiscal Year 2016 Operating & Capital Plan – Significant Dates" with the committee,
 - ✓ Director Sabo gave his recommendations on conduct of the board workshop (board workshop tentatively scheduled for Wednesday, May 13, following the regular board meeting) to unveil the FY 2016 Operating / Capital Plans.
- GASB 68 Implementation & Impacts
 - ✓ Handed out copies of "GASB Statement No. 68, Accounting and Financial Reporting for Pensions, A Summary of the Changes and Recommended Implementation Steps", a white paper written by Linda Abernethy, Partner, McGladrey, LLP,
 - ✓ MPAD directors were given the above document over a year ago,
 - ✓ Handed out a one-page synopsis prepared by the Controller
 - ✓ Answered questions
- Future Agenda Items/Finance Committee Schedule
 - ✓ The FC asked that a review of MHSS/FWSS concession revenue be presented at the next (3/4/15) FC meeting – this was not accomplished and will be presented at the next (4/1/15) FC meeting,

- ✓ Clarified with Director Sabo that the Golden Tee is paying for their utility usage (electricity, natural gas, and water) either with through direct account with the utility provider or by sub-meter (where the District reads and invoices), and
- ✓ scheduled the next FC meeting for Wednesday, April 1, at 1:30 p.m.
- Meeting adjourned by Director Sabo at 3:57 p.m.