

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

**June 9, 2017 - 2:00 PM - Board Room**

**A. CALL TO ORDER**

*Director Sabo called to order the Committee Meeting of the Board of Directors at 2:05 PM. Director Leffel, Director Sabo, Executive Director La Pier, and Deputy Executive Director of Finance and Administration Bergholz were present.*

*Presented the following documents to the Budget and Finance committee members:*

*April 2017 Financial Statements*

*April 2017 Financial Statement Variance Analysis*

*April 30, 2017 Accounts Receivable Aged Invoice Report*

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

*Reviewed final Fiscal Year 2018 operating and capital budget binders, and discussed the board of director's presentation. Identified mislabeling of two FY 17 capital projects and discussed plan to provide update copies at the board meeting.*

**C. PUBLIC COMMENTS**

*None.*

**D. REGULAR AGENDA – ACTION ITEMS**

Review 1. FYTD 2017 Financial Statements

*Reviewed overall financial performance of the airport as of April 30, 2017.*

*April 2017 combined airport operating revenues are \$31.6K (4.2%) higher than budget and \$250.9K (3.5%) higher than budget FYTD. The higher revenues are partially attributed to the continuation of an additional Los Angeles flight added by United, a return of strong general aviation landing fees and fuel sales and another exceptional month for parking services. April operating expenses (\$603.5K) are lower than budget by \$46.1K (7%). April FYTD operating expenses (\$6.287M) are \$499.6K (7.0%) lower than budget. April operating income is \$183.4K which is \$77.8K or 74% higher than budget (\$105.6K). FYTD operating income is \$1.192M which is \$750.5K or 170% higher than budget (\$441.4K).*

Review 2. April 2017 Financial Statement Variance Analysis

Reviewed **Revenues:**

*CA Landing Fee*

*GA Landing Fee*

*Taxi Operator Permits and Trip fees*

*TNC Permits and Trip Fees*

*Rental Car Concessions*

*Parking Concession  
Fuel Flowage Fees\**

*\* Combined Monterey Jet Center and Del Monte Aviation exceeded budget by selling an additional 46,121 gallons of Jet A and LL 100 fuel.*

*Facility / Space Rents  
R V Storage  
Self-Storage Concession*

**Expenses:**

**Finance and Administration**

*Salaries & Wages  
CalPERS Health Insurance  
Umbrella Liability Insurance Expense  
Business Travel & Entertainment  
Telephone+*

*+ In April AT&T Centrex discount program was cancelled resulting in a 300% increase in telephone line services. We have signed a new discounted AT&T contract and are waiting for the retroactive adjustment to be applied.*

*District Legal Counsel++*

*++ Legal fees paid to Cota and Cole LLP for tenant evictions and MOU negotiations.*

*Marketing  
Air Service Development  
Public Relations  
Utilities - Sewage / Waste Water*

**Planning & Development:**

*None*

**Maintenance & Custodial Services:**

*CalPERS Health Insurance  
Airfield Repair & Maintenance #  
Terminal Repairs & Maintenance*

**Airport Operations:**

*Salaries & Wages*

**Police Department:**

*Salaries & Wages  
Salary Wage Reimbursement~*

*~ TSA has suspended all reimbursements until further notice.*

*LC 4850 Wages~~*

*~~ Officer on sick leave was officially converted to 4850 disability in April. Payroll and tax will be recognized in the following months. 4850 pay is expected to continue until October, 2017.*

*Employer SSI  
CalPERS Retirement  
CalPERS Health Insurance  
General Supplies & Materials  
Telephone*

**ARFF / Fire Services:**

*None*

**Board of Directors:**

*None*

**Other Income and Expense:**

*Grants – FAA  
Passenger Facility Charges  
Depreciation and Amortization Expense*

*No additional questions on revenues or expenses.*

Review            3.    Accounts Receivable Aged Invoice Report / Cash Position Updated

*The April 30<sup>th</sup> accounts receivable balance is \$432.4K. Of this balance, \$308K has been collected and the remaining \$124K consists mostly of receivables from the major airlines, US Treasury, Monterey Highway Self Storage and Lyft. Three accounts are in collections and one filed bankruptcy—risk to the Airport is approximately \$4K.*

Discussion      4.    Future Agenda Items/Finance Committee Schedule

*The next meeting was scheduled for July 10, 2017 at 10:00 AM. In the Board Room.*

**E. ADJOURNMENT**

*The meeting adjourned at 4:30 PM.*

Minutes Approved at the Regular  
Meeting of July 12, 2017



Matthew Nelson, Chair

ATTEST

Michael La Pier, AAE  
District Secretary