

MINUTES OF THE SPECIAL MEETING OF THE BUDGET & FINANCE COMMITTEE OF THE  
MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS January 6, 2017  
10:00 AM, BOARD ROOM

**A. CALL TO ORDER**

*Director Sabo called to order the Special Meeting of the Board of Directors at 10:00 AM. Chair 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:*

*November 2016 Financial Statement*

*November 2016 Financial Statement Variance Analysis*

*November 30, 2016 Accounts Receivable Aged Invoice Report*

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

*Executive Director La Pier has completed meetings with department managers to review the fiscal year to date revenues and departmental expenses, and request manager input on the remaining fiscal year budget objectives. The mid-year budget review will commence in early January and is expected to be completed in late February.*

**C. PUBLIC COMMENTS**

*None.*

**D. REGULAR AGENDA – ACTION ITEMS**

Review 1. FYTD 2017 Financial Statements

*Reviewed overall financial performance of the District as of November 30, 2016. District revenues continue to be slightly above budget (1%) and expenses are below budget (16%).*

Review 2. October 2016 Financial Statement Variance Analysis

Reviewed **Revenues:**

*GA Landing Fee*

*Taxi Operator Permits and Trip fees*

*TNC Permits and Trip Fees*

*Rental Car Concessions*

*Parking Concessions*

*Facility / Space Rents\**

*\* Both Midcal Heating and Sheet Metal (\$1,346) and Richard Hilgers (\$499) became tenants in FY 2017. These tenants were not included in the FY 2017 budget and are driving most of the increased rents.*

*Self-Storage Concession*

**Expenses:**

**Finance and Administration:**

Salaries and Wages, Benefits, etc. \*\*  
CalPERS Health Insurance\*\*

*\*\* MPAD's staff accountant retired in November and received vacation, sick pay and health benefits through December 2017. All of these expenses were recognized in November. Also the change in staffing from in lieu pay to health benefits covered employees has increased the cost of health insurance*

Flexible Spending Account (FSA)  
Temporary Personnel  
Business Travel & Entertainment  
Art Program  
Annual Audit / Accounting  
Administration & Finance  
Marketing  
Public Relations  
Air Service Development  
Utilities - Sewage / Waste Water

**Planning & Development:**

Salaries & Wages

*One staff member is on maternity leave and MPAD receives reimbursement of CA SDI payment in lieu of paying the employees full salary during the leave. This favorable variance will increase as the staff member continues maternity leave past the SDI coverage period.*

**Maintenance & Custodial Services:**

Salaries & Wages  
CalPERS Health Insurance  
Flexible Spending Account (FSA)  
Seminars & Conferences  
Airfield Repair & Maintenance  
Terminal Repairs & Maintenance

*In November the Terminal Repairs includes: repairs to MPAD office heaters, a boiler and bathroom fixtures by Val's Plumbing (\$3.2K). The remaining unfavorable variance was created by a variety of small repairs and service expenses. MPAD will be replacing a \$15K HVAC system covering the Planning and Development offices in January or February.*

Rental Space Repairs

**Airport Operations:**

*Salary & Wages*

*One employee received a payout of 40 hours of management leave which was offset by employee FMLA leave.*

**Police Department:**

*Salary and Wages*

*MPAD continues to operate the airport with 5 police officers instead of 7 per the budget. Chief Hoyne continues to covered some of the full-time staffing gaps and uses part-time staff as well. One officer is out on sick leave/disability and another resigned. MPAD is currently recruiting for another full time officer.*

*LC 4850 Wages*

*An officer out on sick leave/disability received 4850 pay in error. This expense was partially corrected in November. The remaining YTD unfavorable 4850 balance (\$754) will be resolved when the employee's disability evaluation is completed.*

*Overtime (OT) Pay*

*Holiday Pay*

*CalPERS Retirement*

*Flexible Spending Account (FSA)*

*Personnel Recruitment & Pre-Employment Expense*

*District Vehicle Repair & Maintenance*

**ARFF / Fire Services:**

*None*

**Board of Directors:**

*Board Member Election Expense*

*Election Expense savings due to unopposed reelection of incumbent directors*

*Other Income and Expense:*

*Grants – FAA*

*Depreciation and Amortization Expense*

*No additional questions on revenues or expenses.*

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

*Review of accounts over 60 pass due were reviewed. Three RV tenants are significantly past due and MPAD is considering terminating the tenant's leases. MPAD continues to apply revised collections and tracking processes that should improve collections and communications.*

Discussion 4. Future Agenda Items/Finance Committee Schedule

*The next meeting was scheduled for January 6, 2016 at 10:00am. In the Board of Directors Conference Room*

**E. ADJOURNMENT**

*The meeting adjourned at 12:30 pm.*

Minutes Approved at the Regular  
Meeting of February 8, 2017



Matthew Nelson, Chair

ATTEST



Michael La Pier, AAE  
District Secretary