

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

**May 3, 2022 - 9:00 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.

Due to recent increase in the transmission of the Omicron variant of the Coronavirus, and, as a result of the directives issued by the State of California and the Monterey County Public Health Officer intended to prevent the transmission of the coronavirus, the Airport may utilize the procedures outlined in AB361 to utilize alternative measures related to the conduct of remote meetings and remote comments by members of the public.

Members of the public may participate in the Board meeting via Zoom video conference. 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: **876 8114 6771**. The password for this meeting is: **20220503**. 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.

**REMOTE PUBLIC COMMENTS**

To make a public comment, the following options are available:

1. Before the Meeting via Email: Written comments can be emailed to [info@montereyairport.com](mailto:info@montereyairport.com). 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.
2. During the Meeting via Oral Comments: 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.

Public comments may also be made in person. 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.

**A. CALL TO ORDER**

*The meeting of the Budget & Finance Committee of the Monterey Peninsula Airport District Board of Directors was called to order at 9:08 AM. Directors Sabo and Leffel, Executive Director La Pier, Deputy Director Morello, and Executive Deputy Director Bergholz were present.*

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

*None.*

**C. REGULAR AGENDA – ACTION ITEMS**

Introduction 1. H.R. Services

*Executive Director La Pier introduced Gary Puckett with Barrett Business Services, Inc. (BBSI). Mr. Puckett shared information about BBSI’s services and financial position. Director Sabo and Leffel both asked questions about how BBSI services are provided and what staffing would be assigned to the Airport. Mr. Puckett focused his discussions on the risk management services and labor law compliance and emphasized that BBSI has a local office that would be available to support the Airport.*

*Both Directors Sabo and Leffel expressed concerns about Mr. Puckett’s presentation and BBSI’s lack of experience with special districts, government entities and CalPERS benefits and related contractual*

requirements. They also expressed concerns that BBSI's contract was not available for review. Executive Director La Pier this was an introductory meeting, and the service level agreement was not final; it is in the process of being prepared.

Review            2. Rates and Charges Schedule – FY 2023

The fiscal year (FY) 2023 proposed rates and charges schedule was presented to the Directors. Staff shared that there were no additions or changes to the FY23 rates and charges except for a change to the fees for the annual business license. The business license fee was set at \$1,000 in the FY22 rates and charges schedule and was reduced to \$500 at Board direction. Staff implemented the business licenses in January 2022 and is charging tenants the revised fee. The Airport has licensed 27 tenants and is working with the remaining tenants to help them complete the licensing process.

Director Leffel asked if the Airport was making money on the new business license program. Staff explained that, as usual when implementing a new program, expenses will initially exceed income. Once the business license program is fully implemented it should be easier and more cost effective to maintain.

Director Sabo asked why the FY23 rates and charges weren't increased for airlines and other tenants. Executive Director La Pier explained that due to the financial and staffing pressures on airlines and service providers now wasn't the time to increase rates and charges. He also explained that the Airport will still have positive earnings in FY23 without making changes to rates and charges.

Review            3. New Staff Positions FY – 2023

Executive Director La Pier presented the new Public Relations Manager and Social Media Manager job descriptions and shared copies of the existing Maintenance Worker and Operations, Strategy, and Development Executive Assistant positions.

Both Directors Sabo and Leffel asked questions about the new job descriptions and suggested possible edits to clarify the intended duties for each. Director Sabo asked why the Maintenance Worker and Operations, Strategy, and Development Executive Assistant positions should be filled. Executive Director La Pier explained that most of the Airport customer and tenant activities occur on the weekends and there is a need to have maintenance staff available on site during those periods. He also explained that the Operations, Strategy, and Development Executive Assistant position is currently vacant and there was a growing need for Staff to be available for badging and receptionist duties.

Both Directors Sabo and Leffel expressed various concerns about the job titles and descriptions and the expense of filling the positions. Director Sabo indicated he could not support the new positions. Director Leffel supported the new positions with changes to the job descriptions as discussed.

Review            4. Salary Schedule – 2023

Executive Director La Pier presented the proposed FY 2023 Salary Schedule. The salary ranges for all approved positions will remain the same. The salary ranges for the new Public Relations Manager and Social Media Manager job descriptions were included in the proposed Salary Schedule.

Director Sabo expressed concern with the salary range for the Public Relations Manager and thought it was too low to attract qualified candidates. No other questions or comments were asked about the FY 2023 Salary Schedule.

Review 5. 2023 Budget to FY 2022 Amended Budget Summary

*Director Sabo asked about the increase of 9% in commercial airline revenues. Staff explained the process for researching airline flight schedules that are published online and the use of Landrum and Brown to provide their recommendations for airline flight schedules and enplanements. Executive Director La Pier asked for the FY23 budget to include the published airline flight schedule and enplanements at 75% capacity.*

*Director Sabo expressed concern about the \$600K decrease in budgeted operating net income. Executive Director La Pier and Staff explained that during the 2020 COVID pandemic two positions were laid-off and two others were left unfilled, and expenses were reduced to minimize operating losses. The FY23 budget includes staffing and expenses that were previously reduced plus the inclusion of the new Public Relations and Social Media job descriptions. The Social Media position is new, but it will be filled by existing Confidential Executive Assistant Staff.*

Review 6. 2023 Budget to FY 2022 Budget Summary

*There were no specific questions or comments about the 2023 Budget to FY 2022 Budget Summary.*

Review 7. Comparative FY 2023 Budget, FY 2022 Forecast (amended) Budget and FY 2022 Budget Detail

*There were no specific questions or comments about the Comparative FY 2023 Budget, FY 2022 Forecast (amended) Budget and FY 2022 Budget Detail.*

Presentation 8. Operating Budget Fiscal Year 2023

*There were no specific questions or comments about the Operating Budget Fiscal Year 2023 slide deck presentation.*

**D. ADJOURNMENT**

*The meeting was adjourned at 12:32 PM.*

Approved at the  
Meeting of May 18, 2022



Carl M. Miller, Chair

ATTEST



Michael La Pier, AAE  
District Secretary