

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

July 8, 2015 10:00 AM

**Board Room, 2nd Floor of the Airport Terminal Building
200 Fred Kane Dr. Suite #200
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 ITEMS

1. Introduction of New Employee

<u>Name</u>	<u>Department</u>	<u>Position</u>
Brandon Segovia	Public Safety	Police Officer

2. Police Chief Award Presentation

3. [Report to Board by Director Miller: AAAE Conference, Philadelphia](#)

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

(10:15AM – 10:20AM 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 Special Meeting of June 3, 2015](#)

- Approve 2. [Minutes of the Regular Meeting of June 17, 2015](#)
- Adopt 3. [A Resolution No. 1645 of the Monterey Peninsula Airport District Authorizing the Position of Executive Director and Affirming the Powers and Duties Pertaining to the Position of Executive Director](#)

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA – ACTION ITEMS

(10:20AM-12:00PM Estimated)

- Presentation 1. Transportation Security Administration Appreciation for the years of partnership with DHS / TSA
- Presentation 2. Monthly Update on the Runway Safety Area (RSA) Project by Kimley-Horn and Associates

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

H. CLOSED SESSION

(1:00PM – 2:00PM Estimated)

- 1. **REAL PROPERTY NEGOTIATIONS** (Government Code Section 54956.8) the Board will meet with Real Property Negotiators, General Manager and District Counsel, regarding the property identified as portions of Assessor’s Parcel Number 013-221-020-000 consisting of approximately 1.2 acres.
- 2. **POTENTIAL LITIGATION** (Government Code Section 54956.9(d)) the Board will meet with the General Manager and District Counsel regarding potential litigation – one case.
- 3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Government Code Section 54957 (b)) the Board will meet with the General Manager and District Counsel to consider the evaluation of performance of a public employee related to the following position: General Manager.

I. RECONVENE TO OPEN SESSION

(2:00PM – 3:00 PM Estimated)

- Presentation 3. Airport Master Plan Update by Coffman & Associates.
- Adopt 4. [A Resolution No. 1644 of the Monterey Peninsula Airport District Authorizing and Directing the Chair to Execute the Landlord’s Consent to Assignment Related to 2965 Monterey Hi-Way Self, LLC and Flight Way Self Storage, LLC](#)
- Adopt 5. [Resolution No. 1646, A Resolution of the Board of Directors of the Monterey Peninsula Airport District upon the Retirement of Thomas E. Greer, AAE General Manager](#)
- Adopt 6. [Resolution No. 1647, A Resolution of the Board of Directors of the Monterey Peninsula Airport District for the 2015 Election of Directors to the Special District Risk Management Authority Board of Directors \(SDRMA\)](#)

N. 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.

**Report to the Board, attendance at AAAE 87th Annual Conference
June 7-10, 2015, Philadelphia, PA**

ATTACHMENTS

[1 Conference Agenda](#)

[2 AAAE press release 3/13/15 TNC tracking and billing](#)

General Manager Tom Greer and Directors Mary Ann Leffel, Matt Nelson and Carl Miller attended the AAAE 87th Annual Conference, June 7 to 10, 2015, in Philadelphia, Pennsylvania. The conference was large; with over 1500 delegates attending and close to 150 exhibitor companies. During the conference I attended a chapter meeting (SWAAE), a meeting just for airport commissioners, there were three (3) general sessions and six (6) concurrent training sessions (where attendees could choose between a total of 30+ training topics). The conference also allowed directors to meet with several of our contractors and vendors and discuss the future at MRY. See attached agenda.

For purposes of this report, I'll focus on just a few topics that are of interest/relevance to Monterey Airport (MRY). There was much discussion concerning Increasing the Passenger Facility Charge (PFC), Fully Funding the Airport Improvement Program (AIP) Trust-Fund, The future of Transportation Network Companies (TNC) at MRY and other airports, a TSA discussion following a negative report of their screening effectiveness, and the impact and future of MRY due to the pilot shortage on the regional carriers.

PFC Increase:

Everyone affiliated with the airport industry agrees that one is desperately needed. AAAE and ACI are still lobbying for the current PFC of \$4.50 be increased to \$8.50, then indexed for inflation. The Airline industry, through their lobbying association, Airlines for America (A4A) (previously known as Air Transport Association - ATA), has been actively opposed to any tax increase. A4A is small, 11 members consisting of the remaining major air carriers and large freight carriers, but they have outspent AAAE and ACI in Washington many times over. AAAE CEO doesn't believe that we will be able to increase the PCF at this time (see API/FAA for further discussion and recommendations).

A4A was able to score a victory last year by changing the law that requires the taxes/fees (PFC, API, Security, etc) to be included in the listed fare price. Congress mandated this several years ago and A4A lobbied heavily to change this to a system not unlike the way hotels advertise their rates.

API and FAA funding:

There are no immediate efforts for the Congress to fix and overhaul FAA funding. The focus seems to be on revamping the funding for highways and bridges which are in desperate need of repairs. Look for yet another Continuing Resolution to extend existing FAA funding methodology.

Recommendation: MRY continue to monitor the efforts of our AAAE and ACI lobbyists and be ready to assist (letters and additional funding) when asked.

The future of Transportation Network Companies (TNC) (Uber, etc) at MRY:

Transportation Network Companies (TNC) like Uber and Lift are a big hit with their growing customer base, are here to stay, and may eventually replace the traditional taxi cab. The growth of TNC went from nonexistence to a huge business in just 18 months. Most airports have seen revenue leakage due to these companies, but because they use regular vehicles, tracking their activity remains problematic. Many of these companies originated in the bay area so seems only fitting that a solution would also originate there. Enter SFO and AAE who have joined forces and developed a tracking program and revenue billing and collection system as first reported by General Manger Greer at our February 2015 board meeting. Please view the 3 minute video at <https://www.youtube.com/watch?v=v4NTk6jDsu8> and read the attached AAE press release.

Recommendation: MRY explore contracting with AAE to monitor and bill TNCs for their activity at our airport.

TSA and Related Issues:

Over the years the TSA LEO reimbursements went from about \$50 to \$20 per hour. According to AAE lobbyist Joel Bacon, there are no immediate plans to reduce the reimbursements any further. Should this become an issue later, AAE will notify airports to lobby congress.

There has been a lot of media coverage on the “Red Team” report of TSA screening ineffectiveness. Although the details of this report are still classified, it appears that the private companies that operate at some airports (like SFO, see below) only performed marginally better. The report showed an over reliance on current screening technology, which has many shortfalls. It is suspected that as a result of this investigation the existing TSA turnstile rate will slow down, which could have a major impact at larger airports. Look for no major impacts at MRY.

The Screening Partnership Program (SPP) was created in 2004 and allows an airport to employ private screeners as opposed to federal TSA employees. There are currently 18 airports participating in SPP: San Francisco International Airport; Kansas City International Airport; Greater Rochester International Airport; Sioux Falls Regional Airport; Jackson Hole Airport; Tupelo Regional Airport; Key West International Airport; Charles M. Schultz-Sonoma County Airport; Roswell International Air Center; and nine airports in Montana: Bert Mooney Airport; Bozeman Yellowstone International Airport; Dawson Community Airport; Glacier Park International Airport; Havre City-County Airport; L. M. Clayton Airport; Sidney-Richland Municipal Airport; Wokal Field/Glasgow International Airport; and Yellowstone Airport.

I spoke with the director of Jackson Hole airport (JAC), who reports that their screeners are airport employees and the airport is reimbursed by TSA. This is a large source of extra revenue for JAC, but some of the other airports listed above say there is no financial benefit to SPP. Jackson Hole screening system existed prior to 9/11/01 and was grandfathered in when TSA was created. The other airports participating in SPP report that they have no say on the new screeners and TSA selects and pays the contractors directly. Apparently TSA does not consider airport employees for this function.

Because of the “Red Team” report, some republicans in congress are renewing their desire to privatize much of TSA. Some have been disappointed that more airports have not joined SPP. Some members of Congress are even lobbying airports directly to “opt” out of TSA screening. At present there are no financial benefits for SPP at MRY, and has the further potential to expose the District/Board to community backlash should an incident occur due to inadequate screening.

A Commercial Pilot Shortage for the Foreseeable Future. How to Fix the Problem?:

As reported last year, a large factor in the loss of service at some airports (including MRY) and some cancellations are due to new Congressional regulations that came about following the Colgan Air Flight 3407 that crashed in New York State on February 12, 2009 killing all 49 aboard and one on the ground. As a result, Congress now requires all pilots in command and co-pilots must have a minimum of 1,500 hours of flying time. This has mainly impacted the regional air carriers (smaller airlines like Sky West, Mesa Air, etc. that fly in and out of smaller airports). Congress also required reduced flight and duty hours that have had an impact on all carriers, but especially the regional/affiliate air carriers. This resulted in a large number of pilots not being able to fly, causing cancellations and removing some service. Efforts to lobby Congress to amend these requirements have so far failed. Under current requirements it can take up to 4 years and upwards of \$100,000 to receive your Airline Transport Pilot (ATP) Certificate and fly as an airline pilot.

Last year some critics pointed out that this is not a pilot shortage problem, but a pay problem. In the recent past, some pilots working for regional carriers would start out as low as \$2,000 a month. However, things have improved since last year for the regional pilots and pay has increased. Some regional carriers are also reimbursing pilots for student loans or giving grants in exchange for employment commitments. However, it will take years to train enough pilots to meet current needs. What concerns many regional carriers are an estimated 18,000 pending pilot retirements from the major airlines over the next 10 years. Major airlines traditionally hire a majority of their pilots from the regional carriers. Currently, there are only approximately 18,000 pilots that work for the regional carriers.

Recommendations: The regional carriers have identified the problem and are taking a long term approach to fixing it, which could mean continued downsizing for the next few years. Some regional airports have joined a new regional carrier lobby association, The Regional Air Service Alliance, to lobby Congress directly. It is strongly recommended that MRY consider membership.

Air Service Development and MRY. Price versus Reliability:

This pilot shortage has resulted in some of MRY's lost service. Our air service development contractor Mead and Hunt reports that the shortages have caused Sky West to reduce their at risk flights (not directly subsidized by a major carrier) from 17% to 9% of their total flights, a reduction of almost 50%.

There is also an industry shift away from the smaller 28 seats turbo jets and 50 seats CRJ 200, as witnessed at MRY. The preferred size of aircraft is now a 70-76 seat CRJ, however 25% to 33% of USA non-hub airports do not have the passenger demand that supports this size of aircraft.

The major carriers (United, American, Delta and South West) control 80% of the domestic seats in the USA and traditionally operate out of large, medium and small hub airports. It is interesting to note that Delta is the only major carrier that is looking to expand into smaller markets like MRY. They reportedly have purchased some older 50 seat RJ's and 110 seat Boeing 717's. Delta is also looking to expand service at Seattle International Airport (SEA). Perhaps an opportunity exists to reach out to Delta to consider MRY/SEA service and take advantage of our soon to expire \$500,000 air service development grant to the Pacific north-west.

As reported last year there appears to be a changing dynamic at regional airports. Several years ago price was the main reason why most travelers chose a medium to large hub airport over a

regional airport like MRY. Now the reason appears to be shifting from price to reliability. One example is Alliance Municipal Airport (AIA) in Nebraska. In the first quarter of 2014, 235 flights out of 517 flights were canceled primarily due to pilot shortages. MRY is fortunate that SkyWest and Horizon are our predominate carriers as they have some of the highest reliability ratings.

Conclusion:

During the closing banquet on 06/10/15, the departing 2014/2015 AAAE Chairman Randall D. Berg, A.A.E., Director of Airport Operations at Salt Lake City publicly acknowledged Tom Greer for his many positive impacts on the airport industry and wished him well in his upcoming retirement. He thanked Tom not only for his 40 plus years of service to the airport industry, but also for giving him an opportunity by hiring him at Burbank Airport and being a mentor to him and so many others. Tom received a standing ovation.

Overall, the conference was very informative and of great value to MRY. It is recommended that the district continue to participate in future conferences and support AAAE lobbying efforts.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carl M. Miller". The signature is written in black ink and is positioned above a horizontal line.

Carl Miller

Director

Monterey Peninsula Airport Board of Directors

200 Fred Kane Drive, Suite 200, Monterey, California 93940

Attachment 1 Agenda

Sunday, June 7	AAAE 87th Conference and Exhibition June 7th to 10th, 2015
8 a.m.-6:30 p.m.	Delegate and Exhibitor Registration
8 a.m.-3 p.m.	Exhibitor Set-Up
8-9 a.m.	AAAE Academic/Student Chapters Workshop: Session One (View Session Information)
9-10:15 a.m.	AAAE Chapter Meetings
9-12 p.m.	AAAE Accreditation/Certification Multiple Choice Exam
9 a.m.-5 p.m.	AAAE Accreditation Final Interviews
10:30 a.m.-12 p.m.	AAAE Executive Business Meeting <i>(open to all AAAE Airport Members)</i>
10:30 a.m.-12 p.m.	AAAE Academic/Student Chapters Workshop: Session Two (View Session Information)
12-1 p.m.	Lunch for Airport and Academic Members Only
12-1:30 p.m.	AAAE Corporate Committee Meeting
1:15-2:45 p.m.	AAAE Committee Meetings
	<ul style="list-style-type: none"> • Academic Relations • Airline Economics and Air Service • Finance and Administration • General Aviation
1:30-2:30 p.m.	Airport Board Members and Commissioners Session
2-3 p.m.	Exhibitors Meeting
2-3 p.m.	First-Time Conference Attendee Orientation Session <i>Make the most of your first annual conference. There are multiple opportunities for networking, education, and exploring the trade show floor - we'll point you in the right direction!</i>
2:45-3:15 p.m.	Refreshment Break <i>Sponsored by:</i>
3-3:30 p.m.	AAAE Academic/Student Chapters Mentor and Mentee Ice Break

3:15-4:45 p.m.	Concurrent Sessions (View Session Information)
	<ul style="list-style-type: none"> • Safety Management Systems: A Fresh Perspective • Wheels Up for FAA Reauthorization • Federal Funding Requirements: Strategies and Techniques for Success • Advocating for Your Airport: From the Halls of Congress to the Local Town Hall • A New Take on Customer Service and the Passenger Experience • First Impressions Matter
5-6:30 p.m.	Exhibit Hall Grand Opening and Corporate Appreciation Reception
5-6:30 p.m.	AAAE Silent Auction Open
Monday, June 8	
7:30 a.m.-5 p.m.	Delegate and Exhibitor Registration
7:30-9 a.m.	AAAE Committee Meetings
	<ul style="list-style-type: none"> • Diversity • Foundation • Operations/Safety/Planning/Emergency Management • Transportation Security Services
8 a.m.-3:30 p.m.	Exhibit Hall Open
8 a.m.-3:30 p.m.	AAAE Silent Auction Open
8-9 a.m.	Breakfast with Exhibitors
8:30-10 a.m.	AAAE Student Chapters Workshop (View Session Information)
8:30-10 a.m.	Faculty Advisor Workshop (View Session Information)
9-10:15 a.m.	Refreshment Break with Exhibitors
9:30-10:15 a.m.	Innovation Theater Presentation: Airport Operations from Paperpad to iPad in a Week
10:15-11 a.m.	Official Conference Opening Ceremonies
11 a.m.-12 p.m.	General Session I
Keynote Speakers:	Mary Matalin and James Carville (View Bios)
12-1:30 p.m.	Lunch with Exhibitors
12-3:30 p.m.	Visit with Exhibitors and Hall Activities
1:15-1:45 p.m.	Innovation Theater Presentation: Cable Management System for Airports
1:45-3:15 p.m.	2015 National Airports Conference Planning Meeting
1:45-3:15 p.m.	AAAE Academic/Student Chapters Workshop: Session Three (View Session Information)
2:15-2:45 p.m.	Innovation Theater Presentation: Movable Glass Wall: Enhancing Passenger Experience

	and Concession Merchandising
2:30-3:30 p.m.	Refreshment Break with Exhibitors
3-3:30 p.m.	Innovation Theater Presentation: Self-Serve Kiosks Reduce Queues, Speed Passenger Processing
3:30-5 p.m.	Concurrent Sessions (View Session Information)
	<ul style="list-style-type: none"> • High-Tech and High Performance: Best Practices in Ramp and Apron Operations • One-on-One with the FAA Office of Airports • Emerging Trends in Airline Use & Lease Agreements • Safe and Sound Practices for Compliance and Preparedness • Marketing Best Practices Roundtable • Setting the Stage
6:30 -9 p.m.	Monday Night Event: "The Right to Enjoy" - Party in the Park Philly Style! <i>Hosted by Philadelphia International Airport</i>
Tuesday, June 9	
8 a.m.-2:30 p.m.	Delegate and Exhibitor Registration
8 a.m.-2:30 p.m.	Exhibit Hall Open
8 a.m.-1 p.m.	AAAE Silent Auction Open
8-9 a.m.	Breakfast with Exhibitors
8-9 a.m.	AAAE Committee Meetings
	<ul style="list-style-type: none"> • Environmental Services • Facilities and Technical Services • Industrial Aviation/Military Relations • Training
9-10 a.m.	U.S. Contract Tower Association (USCTA) General Membership Meeting
9-10:30 a.m.	Visit with Exhibitors and Refreshment Break
9-10:30 a.m.	AAAE Academic/Student Chapters Workshop: Session Four (View Session Information)
9:45-10:15 a.m.	Innovation Theater Presentation: Practical Use of Ground-Based Radar and Thermal Imaging for Perimeter Security and Wildlife Hazard Management
10:30-11:45 a.m.	General Session II
Keynote Speaker:	The Honorable Anthony Foxx (View Bio) Secretary, U.S. Department of Transportation
12-1 p.m.	Lunch with Exhibitors <i>Sponsored by:</i>
12:30-1 p.m.	Innovation Theater Presentation: Creating Business Value Via Innovative Airport Loyalty

	and Airport Lounge Programs
1-4 p.m.	Philadelphia International Airport Tours (Learn More)
1-5 p.m.	AAAE Accreditation Proctored Essay Examination
1:30-2 p.m.	Innovation Theater Presentation: Hearing Assistance in Airports - The How and Why of Hearing Loops
2:30-4 p.m.	Concurrent Sessions (View Session Information)
	<ul style="list-style-type: none"> • Learning from Experience: Interactive Session on Incident Response and Emergency Preparedness • Helping Airports Meet Air Service Challenges • Creative Approaches to Non-Aeronautical Revenue Development • Navigating Regulatory Challenges to a Viable Solution • Social Media Relevancy (Two Part Session) <ul style="list-style-type: none"> ○ Part 1: Focusing on What's Right, Not What's Hot ○ Part 2: Evolution of Social Media in Aviation • Assume the Position
2:30-6 p.m.	Exhibit Teardown and Move Out
4:15-5:30 p.m.	General Aviation Airports Interactive Workshop <i>Bring your key take-a-ways from the previous GA sessions (on advocacy, safety, security, and regulations) and work with subject matter experts to create an action plan for your GA airport. Stay for the GA reception immediately following the workshop.</i>
5:30-6:30 p.m.	General Aviation Airports Networking Reception
Wednesday, June 10	
8 a.m.-3:15 p.m.	Delegate Registration
7:45-9 a.m.	AAAE Executive Business Breakfast and AAAE Corporate Cup Presentations (<i>All delegates welcome</i>)
9-9:30 a.m.	General Session III
Keynote Speaker:	The Honorable Edward G. Rendell (View Bio) Former Governor of Pennsylvania
9:30-10:30 a.m.	Concurrent Sessions (View Session Information)
	<ul style="list-style-type: none"> • Saving Lives and Money • Roundtable with TSA Officials • Funding Your CIP Program • Welcome to the GA Airport of the Future • Building a Community of Advocates • We're Outta Here
9:30-10:30 a.m.	The Insider's Guide to Final Accreditation <i>This session is for all airport professionals seeking an insider perspective on the</i>

	<i>accreditation process. Receive hands-on advice from recently accredited members as well as tips on how to pass the written paper and the final interview examination from the Board of Examiners.</i>
10:30-11 a.m.	Refreshment Break
10:30-11 a.m.	Student Research/Capstone Project Poster Display
11 a.m-12 p.m.	Concurrent Sessions (View Session Information)
	<ul style="list-style-type: none"> • Winter Operations: Technology and Best Practices • Paying for ATC Modernization: Is Change in the Air? • Finding Funding for Special Facilities • Striving for Financial Self-Sufficiency • How App-Based Transportation Technologies are Changing Ground Transportation Options • Welcome, Aloha, Beinvenidos
12-2 p.m. Keynote Speaker:	AAAE Awards Luncheon The Honorable Christopher A. Hart Chairman, National Transportation Safety Board
2:15-3:15 p.m.	Concurrent Sessions (View Session Information)
	<ul style="list-style-type: none"> • Emerging Aviation Security Technologies • Passenger Facilitation: Balancing Security and Efficiency with Less Resources • Why Your Airport's Credit Rating Matters • Innovation in Revenue Generation • Stop and Listen: Making the Most of Customer Feedback • Lucy, I'm Home!
6-7 p.m.	Chair's Reception
7-9 p.m.	87 th Annual Conference Final Banquet
9-10:30 p.m	Dessert Reception



Press Release

App-Based Ground Transportation Tracking System a Model for Airports Nationwide

For Immediate Release - March 13, 2015

Alexandria, VA - The American Association of Airport Executives (AAAE) and San Francisco International Airport (SFO) have announced the establishment of a system that tracks app-based ground transportation (ABT) transactions in the airport environment within a designated GPS "geo-fence" area for fee calculation, roadway planning, and facility improvement efforts.

AAAE will be providing this service under contract with SFO for Uber, Lyft, Sidecar and other ABT providers. The system was developed by SFO and licensed through AAAE for use at airports across the country.

"AAAE delivers service, innovation and results for our members," AAAE President and CEO Todd Hauptli stated. "We congratulate San Francisco on its groundbreaking efforts with app-based transportation companies and we are proud to bring this elegant revenue tracking solution to airports all across the country." He continued, "This is a win-win approach for airports to prevent continued revenue leakage and for users and providers of app-based ground transportation services."

"We are proud to be an industry leader, by creating a solution for tracking app-based ground transportation," said SFO Airport Director John L. Martin. "We appreciate the partnership with the AAAE to make this system available to airports across the United States."

Airports interested in utilizing this new service should contact AAAE Executive Vice President Carter Morris at (703) 824 0504 or Carter.Morris@aaae.org.

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ABOUT AAAE: Founded in 1928, [AAAE](http://aaae.org) is the world's largest professional organization representing the men and women who work at public-use commercial and general aviation airports. AAAE's 5,000-plus members represent some 850 airports and hundreds of companies and organizations that support the airport industry. Headquartered in Alexandria, Va., AAAE serves its membership through results-oriented representation in Washington, D.C., and delivers a wide range of industry services and professional development opportunities, including training, conferences, and a highly respected accreditation program.

CONTACT:

[Adam Snider](mailto:Adam.Snider@aaae.org)

Director of Public Affairs
(703) 824-0500, Ext. 195

MINUTES OF THE SPECIAL MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS
June 3, 2015 1:30PM, BOARD ROOM

A. CALL TO ORDER/ROLL CALL

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

B. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEM

Director Leffel announced that the Monterey County Business Council (MCBC) will host its Third Annual Monterey Bay Regional Critical Conversation at Monterey's Casa Munras Hotel on Thursday, June 18th, 2015 from 9:30 a.m. to 2:00 p.m.

C. PUBLIC COMMENTS

None

D. CLOSED SESSION

1. **REAL PROPERTY NEGOTIATIONS** (Government Code Section 54956.8) the Board will meet with General Manager and District Counsel, regarding the property identified as 100 Sky Park Drive, Monterey, CA 93940.
2. **PUBLIC EMPLOYEE APPOINTMENT** (Government Code Section 54957) the Board will meet with Labor Negotiators and District Counsel to consider the appointment, and/or employment of a public employee related to the following position: Executive Director.

E. RECONVENE TO OPEN SESSION

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

F. REGULAR AGENDA – BOARD WORKSHOP

Jerry Merritt, Accounting Manager/Controller presented Items F.1 – F.7. A copy of the full financial presentation and audio file is available at the District's office.

- | | | |
|------------|----|-----------------------------------------------|
| Review | 1. | April 2015 & FYTD Financial Review & Forecast |
| Review | 2. | Overview – FY 2016 Operating Plan Assumptions |
| Review | 3. | Draft FY 2016 Rates & Charges |
| Review | 4. | Draft FY 2016 Salary Schedule |
| Review | 5. | Draft FY 2016 Operating Plan |
| Review | 6. | Draft FY 2016 Capital Plan |
| Discussion | 7. | Way Forward / Adoption Schedule |

G. ADJOURNMENT

The meeting adjourned at 4:40.

MINUTES OF THE ADJOURNED REGULAR MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS
June 17, 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 Nelson were present. The following District officers were present: Board Secretary Posey, Auditor Merritt, General Manager Greer and District Counsel Huber. Director Leffel arrived at 10:07a.m.

B. PLEDGE OF ALLEGIANCE

Director Miller Led the Pledge of Allegiance.

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

General Manager Greer thanked staff for their work at the Joint Chamber Mixer that the District hosted on June 16, 2015.

Director Miller indicated that he attended the 87th Annual AAAE Conference in Philadelphia. During the closing reception the current President of AAAE recognized and honored Tom Greer, General Manager, for his forty plus (40+) years of dedication in the Aviation industry.

Director Miller also stated that he will follow-up with a report about the conference.

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 May 13, 2015

Approve 2. Minutes of the Special Meeting of May 18, 2015

Director Milled moved to approve Items E.1 and E.2. Director Sabo seconded the motion. The motion passed unanimously.

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA – ACTION ITEMS

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

Kevin Flynn, Kimley Horne & Associates, and Chris Morello, Project Manager, presented Item G.1. to the board.

Kevin Flynn acknowledged and thanked Ron Taylor and Bob Hamilton for their hard work and dedication to the RSA project.

- Presentation 2. Summary of Change: Comparison of the Final FY 2016 Operating/Capital Plan and the Draft Plan Presented at the June 3, 2015, Budget Workshop

Jerry Merritt, Accounting Manager/Controller, presented Item G.2.

The recommended rates and charges were reviewed; there are no changes. Staff recommends that these rates and charges be implemented on July 1, 2015.

The staff recommends that the 1% increase be extended to all unrepresented employees on July 1. Changes to the salary schedule have been made to show the base compensation, automobile allowance and technology allowance for the Executive Director.

After review, only four (4) operating revenue categories were modified. RON Fees were modified due to an Alaska scheduling change effective November 1, 2015. May 2015 concession revenue was received from Avis, Budget, Republic Parking and Monterey Highway Self-Storage/Flight Way Self-Storage. Operating revenue was reduced due to the changes shown below.

After review, there were modifications to operating expense categories in only one department – Finance & Administration. These adjustments (reductions and increases) were based on the review of the Executive Director’s contract and a review of utility expenses. Changes made to operating expenses in Finance & Administration are presented below.

- Adopt 3. Resolution No. 1639, A Resolution Authorizing and Approving the Adjustment of Rates and Charges at the Monterey Peninsula Airport District for Fiscal Year 2016

Director Leffel moved to adopt Resolution No. 1639. Director Searle seconded the motion. The motion passed by a roll call vote 5-0.

RESOLUTION NO. 1639

A RESOLUTION AUTHORIZING AND APPROVING THE ADJUSTMENT OF RATES AND CHARGES AT THE MONTEREY REGIONAL AIRPORT FOR FISCAL YEAR 2016

WHEREAS, periodic adjustment of rates and fees is appropriate in order to achieve the District’s goal of recovering the cost of operating and maintaining the Airport from rents, fees and charges paid by tenants and users of Airport facilities in fair proportion to their respective use, and

WHEREAS, the District has set its airside rates in accordance with the airfield residual cost recovery methodology, and

WHEREAS, the District has set its terminal area rental rates in accordance with the terminal compensatory cost recovery methodology,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT, the following rate and fee schedule (SEE ANNEX A) shall be implemented effective July 1, 2015.

1.0 Aviation & Aviation Related Rates and Fees.

1.1 Landing Fees.

1.1.1 Air Carriers. Provided a signed agreement between an air carrier and the District exists and except as exempted from landing fees by the provisions of Section 1.1.5 of this Resolution, there shall be paid to the District a landing fee for all air carrier operations (including unscheduled charter operations) landing at the Airport (SEE ANNEX A). The landing fee is assessed per thousand pounds of certificated gross landing weight. Air carriers operating without a signed agreement will pay a landing fee equal to two (2) times the established rate.

1.1.2 Freight Forwarding/Cargo Carriers. Except as exempted from landing fees by the provisions of Section 1.1.5 of this Resolution, there shall be paid to the District a landing fee for all freight forwarding/cargo carrier operations (including unscheduled charter operations) landing at the Airport (SEE ANNEX A). The landing fee is assessed per thousand pounds of certificated gross landing weight or per landing.

1.1.3 General Aviation Aircraft. Except as exempted from landing fees by the provisions of Sections 1.1.3.1 and 1.1.5 of this Resolution, there shall be paid to the District a landing fee for all general aviation aircraft operations involving aircraft having a certificated gross landing weight of six thousand pounds (6,000 lbs) or greater landing at the Airport (SEE ANNEX A). The landing fee is assessed per thousand pounds of certificated gross landing weight.

1.1.3.1 Based Aircraft Exemption. All general aviation aircraft based at the Monterey Regional Airport shall be exempt from the landing fees set forth in Section 1.1.3 of this Resolution. General aviation aircraft based at the Airport shall be deemed to include general aviation aircraft for which monthly hangar rentals or tie-down fees are being paid to the District or to a fixed base operator holding a valid lease or rental agreement with the District for the conduct of fixed base operations at the Airport. In addition, general aviation aircraft owned or leased by such a fixed base operator shall be deemed to be general aviation aircraft based at the Airport.

1.1.4 Helicopters. Except as exempted from landing fees by the provisions of Sections 1.1.4.1 or 1.1.5 of this Resolution, there shall be paid to the District a landing fee for all helicopter operations landing at the Airport (SEE ANNEX A). The landing fee for helicopters is assessed per landing.

1.1.4.1 Based Helicopter Exemption. All helicopters based at the Monterey Regional Airport shall be exempt from the landing fees set forth in Section 1.1.4 of this Resolution. Helicopters based at the Airport shall be deemed to include helicopters for which monthly hangar rentals or tie-down fees are being paid to the District or to a fixed base operator holding a valid lease or rental agreement with the District for the conduct of fixed base operations at the Airport. In addition, helicopters owned or leased by such a fixed base operator shall be deemed to be helicopters based at the Airport.

1.1.5 General Exemptions. Aircraft landing at the Airport due to mechanical failure or other in-flight emergency shall be exempt from the landing fees set forth in this Resolution. Military aircraft or aircraft operated by the state or federal government shall be exempt from the landing fees set forth

in this Resolution. Medical emergency/medical evacuation aircraft shall be exempt from the landing fees set forth in this Resolution.

1.2 Remain-Over-Night (RON) Fee.

1.2.1 Air Carriers. Provided a signed agreement between an air carrier and the District exists, there shall be paid to the District a RON fee for all air carrier aircraft (including unscheduled charter aircraft) that remain over night at the Airport (SEE ANNEX A). The RON fee is assessed per thousand pounds of certificated gross landing weight. Air carriers operating without a signed agreement will pay a landing fee equal to two (2) times the established rate.

1.2.2 Freight Forwarding / Cargo Carriers. There shall be paid to the District a RON fee for all freight forwarding/cargo carrier aircraft (including unscheduled charter aircraft) that remain overnight at the Airport (SEE ANNEX A). The RON fee is assessed per thousand pounds of certificated gross landing weight.

1.3 Apron Fee.

1.3.1 Air Carriers. Provided a signed agreement between an air carrier and the District exists, there shall be paid to the District an apron fee for all air carrier aircraft (including unscheduled charter aircraft) that park on the terminal ramp at the Airport (SEE ANNEX A). The apron fee is assessed per thousand pounds of certificated gross landing weight. Air carriers operating without a signed agreement will pay a landing fee equal to two (2) times the established rate.

1.3.2 Freight Forwarding / Cargo Carriers. There shall be paid to the District an apron fee for all freight forwarding/cargo carrier aircraft (including unscheduled charter aircraft) that park on the terminal ramp at the Airport (SEE ANNEX A). The apron fee is assessed per thousand pounds of certificated gross landing weight.

1.4 Gate Fee. Provided a signed agreement between an air carrier and the District exists, there shall be paid to the District a gate fee for non-scheduled (including charter) air carrier aircraft that use the Airport terminal facilities (SEE ANNEX A). The gate fee is assessed per thousand pounds of certificated gross landing weight. Air carriers operating without a signed agreement will pay a landing fee equal to two (2) times the established rate.

1.5 Security Fee. There shall be paid to the District a security fee for all air carrier aircraft (including unscheduled charter aircraft) that use the Airport terminal facilities (SEE ANNEX A). The security fee is assessed per enplaned passenger.

1.6 Hangar Rentals. There shall be paid to the District rents for District owned and maintained aircraft hangars (SEE ANNEX A). The hangar rent is assessed by type and location of hangar, except as may otherwise be provided in a contractual agreement between the District (lessor) and a lessee.

1.7 Aircraft Tie-downs. There shall be paid to the District rents for District owned and maintained aircraft tie-down spaces (SEE ANNEX A). The tie-down rent is assessed by aircraft type and location of tie-down, except as may otherwise be provided in a contractual agreement between the District (lessor) and a lessee.

1.8 Fuel Dispensing / Fuel Flowage Fees. There shall be paid to the District a fuel dispensing or fuel flowage fee for each gallon of fuel dispensed at the Airport (SEE ANNEX A). The fuel dispensing or flowage fee is assessed by number of gallons dispensed and by type of fuel.

2.0 Terminal Area Rents.

2.1 Terminal Building and Adjacent Area Rentals. There shall be paid to the District rents for space in and around the Airport terminal (SEE ANNEX A). These rents are paid by square foot (sq. ft.) or space basis (per month) except as may otherwise be provided in a contractual agreement between the District (lessor) and a lessee.

2.2 Concessionaires. There shall be paid to the District fees for the use of space and the conduct of business in and around the Airport terminal. These fees may be assessed by square foot (sq. ft.) or space basis (per month), or may be assessed as a percentage of gross receipts, or a combination provided in a contractual agreement between the District (lessor) and a lessee or concessionaire.

3.0 Non-Aviation Rents. There shall be paid to the District rents for non-aviation space and facilities on the Airport (SEE ANNEX A). These rents are assessed on a square foot (sq. ft.) or space basis (per month) except as may otherwise be provided in a contractual agreement between the District (lessor) and a lessee.

4.0 Future Rate Adjustments. The District may implement changes in rates and charges from time-to-time through the adoption of future rates and charges resolutions. During the period following the adoption of this Resolution and until the effective date of a subsequent rates and charges resolution, District leases and rental agreements may provide for adjustments to rates and charges based on changes in consumer price or other indices.

5.0 Severability. If any provision, clause, sentence or paragraph of this Resolution or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision or application and to this end, the provisions of this Resolution are declared severable.

6.0 Effective Date. This Resolution shall take effect on July 1, 2015.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: this 17th day of June, 2015, by the following roll call vote:

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

Adopt 4. Resolution No. 1640, A Resolution Authorizing and Approving the Fiscal Year 2016 Salary Schedule Listing Salary Ranges and Pay Steps for the Monterey Peninsula Airport District

Director Leffel moved to adopt Resolution No. 1640. Director Searle seconded the motion. The motion passed by a roll call vote 5-0.

**RESOLUTION NO. 1640
A RESOLUTION AUTHORIZING AND APPROVING
THE FISCAL YEAR 2016 SALARY SCHEDULE LISTING SALARY RANGES
AND PAY STEPS FOR THE MONTEREY PENINSULA AIRPORT DISTRICT**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: That the compensation of all employees of the Monterey Peninsula Airport District as set forth and prescribed in the 2016 Salary Schedule, Listing Salary Ranges and Pay Steps, is hereby approved and adopted. A copy of said schedule is attached hereto and made a part of by reference as though the same were set forth in full herein.

AND BE IT FURTHER RESOLVED: That there be filed in the office of said District, said Salary Schedule in accordance with and designated "Monterey Peninsula Airport District Fiscal Year 2016 Salary Schedule" listing salary ranges and pay steps.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 17th day of June, 2015 by the following roll call vote:

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

Adopt 5. Resolution No. 1641, A Resolution Authorizing and Approving the Operating Budget and Capital Budget of the Monterey Peninsula Airport District for Fiscal Year 2016

Director Leffel moved to adopt Resolution No. 1641. Director Nelson seconded the motion. The motion passed by a roll call vote 4-1.

**RESOLUTION NO. 1641
A RESOLUTION AUTHORIZING AND APPROVING THE OPERATING BUDGET AND CAPITAL BUDGET OF THE MONTEREY PENINSULA AIRPORT DISTRICT FOR FISCAL YEAR 2016**

WHEREAS, the estimates submitted to the Board of Directors of the Monterey Peninsula Airport District entitled "Monterey Peninsula Airport District, County of Monterey, State of California, Budget - Fiscal Year 2016," and now on file in the offices of the District are hereby approved and adopted as the budget of the District for the Fiscal Year 2016, and

WHEREAS, the revenues of the District for the Fiscal Year 2016 are hereby appropriated as set forth and segregated in the operating budget and the capital budget, and

WHEREAS, all annual salaries, compensations, allowances and operating expenses for the Fiscal Year 2016 as set forth in the operating budget shall be payable in such time, form and manner as is prescribed by the Monterey Peninsula Airport District Act and by Resolution No. 1424, a Resolution Establishing Fiscal Control Policies and Procedures for the Monterey Peninsula Airport District, are hereby approved, and

WHEREAS, all capital expenditures for the Fiscal Year 2016 as set forth in the capital budget shall be payable in such time, form and manner as is prescribed by the Monterey Peninsula Airport District Act and by Resolution No. 1424, a Resolution Establishing Fiscal Control Policies and Procedures for the Monterey Peninsula Airport District, are hereby approved,

WHEREAS, all debt service expenditures, interest and principal, for the Fiscal Year 2016 are identified and shall be payable in such time, form and manner as prescribed by contract or covenant, are hereby approved, and

WHEREAS, all motions and resolutions and parts of motions and resolutions insofar as they are in conflict with this resolution are hereby repealed,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT, the operating plan and capital plan presented in the budget for Fiscal Year 2016 are hereby established and designated as in the budget and shall take effect on July 1, 2015.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 17th day of June, 2015 by the following roll call vote:

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

Presentation 6. Concept of Non-Aviation Property Development / Rehabilitation

Director Nelson excused himself from this item and left the Board Room.

Tom Greer, General Manager introduced Mahoney & Associates and EMC Planning Group who both presented Item G.6.

Adopt 7. Resolution No. 1642, A Resolution Approving the Employment Agreement for Executive Director Between the Monterey Peninsula Airport District and Michael La Pier

Director Nelson was called back to the Board Room.

Director Leffel moved to adopt Resolution No. 1642. Director Miller seconded the motion. The motion passed by a roll call vote 5-0.

RESOLUTION NO. 1642

A RESOLUTION OF THE MONTEREY PENINSULA AIRPORT DISTRICT APPROVING THE EMPLOYMENT AGREEMENT FOR EXECUTIVE DIRECTOR BETWEEN THE MONTEREY PENINSULA AIRPORT DISTRICT AND MICHAEL LAPIER

BE IT HEREBY RESOLVED by the Monterey Peninsula Airport District as follows:

1. The Chair is hereby authorized and directed to execute an employment agreement between the Monterey Peninsula Airport District and Michael La Pier, Executive Director. The Agreement is contingent upon La Pier's successful completion of a background check, credit check, Security Identification Display Area (SIDA) check for full airport access, and drug screening.
2. The Board Secretary shall attest to the adoption of this Resolution.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 17th day of June, 2015, by the following roll call vote:

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

Discussion / Action 8. Establish a Procedure to Respond to the 2014/15 Grand Jury Report

District Counsel, Scott Huber, presented Item G.8. The Board established an ad hoc committee and appointed Director Leffel and Chair Sabo to work with Staff to develop responses for the full Board to consider at a future meeting.

Adopt 9. Resolution No. 1643, A Resolution Approving the Transfer of the Lease Agreement with Del Monte Aviation (DMA) and MPAD and the Lease Agreement between Monterey Jet Center (MJC) and MPAD to Monterey Fuel Company (MFC)

Director Miller thanked Mr. Robert B. Buck, Del Monte Aviation and John E. Van Valkenburgh for being excellent Fixed Based Operators.

Director Nelson moved to adopt Resolution No. 1643. Director Leffel seconded the motion. The motion passed by a roll call vote 5-0.

RESOLUTION NO. 1643

A RESOLUTION TO APPROVE THE TRANSFER OF THE LEASE AGREEMENT WITH DEL MONTE AVIATION (DMA) AND MPAD AND THE LEASE AGREEMENT BETWEEN MONTEREY JET CENTER (MJC) AND MPAD TO MONTEREY FUEL COMPANY (MFC)

WHEREAS, Monterey Airpark Associates, LLC, has been a tenant of the Monterey Peninsula Airport District (MPAD) under a lease dated July 17, 1996, as amended from time to time since that date, a portion of which leasehold has been subleased to Monterey Jet Center, LLC, a California Limited Liability Company as described in the Exhibits to that sublease;

WHEREAS, Del Monte Aviation, LLC (DMA, herein) has been a tenant of MPAD under a lease dated November 1, 1994, as amended from time to time since that date, which leasehold is comprised of two non-adjacent areas, as described in such lease and commonly known as "west" and "east".

WHEREAS, both MJC and DMA acknowledge that each company is aware of the current On-Airport Land Use Plan, including the effect implementation of the Plan may have on the "East" portion of DMA's lease. DMA and MJC accept the eventual implementation of the Plan, subject to appropriate compensation to DMA, and agree to conduct good faith negotiations as to implementation of the Plan as it was disclosed to DMA and MJC in May, 2015 and described in Exhibits A-1, A-2, B, and C of the Plan;

WHEREAS, due to the cooperative efforts of both MJC and DMA over many years through the Monterey Fuel Company, LLC (MFC, herein)the Airport's customers have experienced significant improvements in the quality and safety of services provided by each company;

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. **REAL PROPERTY NEGOTIATIONS** (Government Code Section 54956.8) the Board will meet with Real Property Negotiators, General Manager and District Counsel, regarding the property identified as 2965 Monterey-Salinas Highway, Monterey, CA 93940.
2. **POTENTIAL LITIGATION** (Government Code Section 54956.9(d)) the Board will meet with the General Manager and District Counsel regarding potential litigation – one case.

K. RECONVENE TO OPEN SESSION

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

L. PENDING REQUESTS FOR FUTURE AGENDA ITEMS

- *Purchase of Board Laptops*
- *Leakage Study*
- *Soundproofing the Board Room / Better quality speaker(s)*

M. 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.)

N. ADJOURNMENT

The meeting adjourned at 5:03p.m.

AGENDA ITEM: E. 3.
DATE: July 8, 2015

TO: Monterey Peninsula Airport District Board of Directors
FROM: Scott E. Huber, District Counsel
SUBJ: Adoption of Resolution No. 1645 for Executive Director Position and Authority

BACKGROUND. The Board has entered into an employment agreement for the position of Executive Director. The enabling act of the Monterey Peninsula Airport District contemplates certain positions within the airport. Specifically, the enabling act authorizes the position of general manager. The Board has elected to follow the trend among airports and to proceed with utilizing the title of executive director for its chief officer. Accordingly, this action is necessary to ensure that the executive director has all of the required authority to accomplish the tasks required of the position.

STAFF ANALYSIS. Following the announcement of the general manager related to his retirement from the airport, the Board recently concluded a nationwide search for a replacement. The Board entered into an agreement with ADK to conduct the nationwide search. During the discussions with ADK, the Board elected to utilize the title “executive director” for the position, instead of the title “general manager.”

Section 8 of the enabling act provides that the “board of directors may create ... all offices and employments other than those created by this act, [and] fix the compensation, powers, and duties of those offices...” Because the enabling act and ordinances of the Monterey Peninsula Airport District refer to the top position as “general manager,” it is necessary to formally recognize the position of executive director and to confirm that the authority of the executive director position is the same as that of a general manager.

The Board will consider approval of a resolution that recognizes the position of executive director and provides for the authority of that position.

FISCAL IMPACT: None.

RECOMMENDATION: Adopt Resolution No. 1645 that recognizes the position of executive director and provides for the authority of that position.

ATTACHMENTS: Resolution No. 1645

**MONTEREY PENINSULA AIRPORT DISTRICT
RESOLUTION NO. 1645**

A RESOLUTION OF THE MONTEREY PENINSULA AIRPORT DISTRICT AUTHORIZING THE
POSITION OF EXECUTIVE DIRECTOR AND AFFIRMING THE POWERS AND DUTIES
PERTAINING TO THE POSITION OF EXECUTIVE DIRECTOR

BE IT HEREBY RESOLVED by the Monterey Peninsula Airport District as follows:

1. The position of Executive Director is hereby recognized and created.
2. Pursuant to Section 8 of the Enabling Act, the Executive Director shall have the same rights, powers, duties, and authority as the position of General Manager, as outlined in the Enabling Act and the Ordinances of the Monterey Peninsula Airport District, as may be updated from time to time.
3. The District Secretary shall attest to the adoption of this Resolution.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 8th day of July, 2015 by the following roll call vote:

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

Signed this 8th day of July, 2015

William Sabo, Chair

APPROVED AS TO FORM:

ATTEST:

Scott E. Huber, District Counsel

Tonja Posey, District Secretary

AGENDA ITEM: I. 4.

DATE: July 8, 2015

TO: Board of Directors, Monterey Peninsula Airport District
FROM: Thomas E. Greer, General Manager
Scott E. Huber, District Counsel
SUBJ: Execution of Landlord's Consent to Assignment for Flight Way Self Storage LLC and Monterey Hi-Way Self Storage LLC

BACKGROUND. The Monterey Peninsula Airport District ("MPAD") entered into three ground leases 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 LLCs obtained loan for the construction of the improvements on the property. The self-storage facilities have been constructed and are operational.

As a result of a dispute between the owners and controlling members of the LLCs, one of the owners initiated litigation that resulted in the Court authorizing a buy-out or forced sale of certain interests within the LLCs. The controlling members of the LLCs, as determined by the Court, have attempted to refinance the underlying loan, and they have received approval from their lender, 1st Capital Bank. Staff has been informed by the LLCs that the outstanding loan is currently \$4,000,000. The new loan that is requested by the LLCs will have a balance of up to \$8,000,000. As part of the refinance, 1st Capital Bank requires the attached Landlord's Consent to Assignment be executed by the Airport.

It should be noted that in the event of default by the LLCs, the Airport has some minimal additional responsibilities regarding notice of the default. In exchange, the Airport has the ability to collect rent and other fees due pursuant to the Leases from 1st Capital Bank, or it can declare the Leases void through an unlawful detainer action. It should also be noted that the Airport will have absolutely no liability to 1st Capital Bank in the event that the LLCs fail to repay the loan or otherwise fail to comply with its terms.

The Board will consider approval of the attached Landlord's Consent to Assignment.

FINANCIAL IMPACT: None.

RECOMMENDATION: Adopt the resolution authorizing the execution of the Landlord's Consent to Assignment for Flight Way Self Storage LLC and Monterey Hi-Way Self Storage LLC.

ATTACHMENTS: Resolution No. 1644
[Landlord's Consent to Assignment](#)

**MONTEREY PENINSULA AIRPORT DISTRICT
RESOLUTION NO. 1644**

A RESOLUTION OF THE MONTEREY PENINSULA AIRPORT DISTRICT AUTHORIZING AND DIRECTING THE CHAIR TO EXECUTE THE LANDLORD'S CONSENT TO ASSIGNMENT RELATED TO 2965 MONTEREY HI-WAY SELF STORAGE, LLC AND FLIGHT WAY SELF STORAGE, LLC

BE IT HEREBY RESOLVED by the Monterey Peninsula Airport District as follows:

1. The Chair is hereby authorized and directed to execute the documents entitled "Landlord's Consent to Assignment" related to the refinance of the loan between 2965 Monterey Hi-Way Self Storage, LLC, Flight Way Self Storage, LLC, and 1st Capital Bank. A copy of the Landlord's Consent to Assignment is attached hereto as Exhibit "A".
2. The District Secretary shall attest to the adoption of this Resolution.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 8th day of July, 2015 by the following roll call vote:

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

Signed this 8th day of July, 2015

William Sabo, Chair

APPROVED AS TO FORM:

ATTEST:

Scott E. Huber, District Counsel

Tonja Posey, District Secretary

CONSENT TO MORTGAGE OF LEASEHOLD INTEREST

This Consent to Mortgage of Leasehold Interest ("Consent") into this 8th day of July, 2015 by, between and among the Monterey Peninsula Airport District ("Lessor"), whose address is 200 Fred Kane Drive, Suite 200, Monterey, California 93940; 2965 Monterey Hi-Way Self-Storage, LLC ("Lessee"), whose address is 2965 Monterey Salinas Highway, Monterey, CA 93940; and 1st Capital Bank ("Lender") , whose address is 5 Harris Court, Building N-3 Monterey, CA 93940 with reference to the following facts and objectives:

A. Lessor is the owner of those certain premises (the "Premises") more fully described in that Amended and Restated Phase One (1) Lease Agreement entered into between Lessor and Lessee effective September 1, 2003 (the "Agreement") and Lessor is the owner of those certain premises (the "Premises") more fully described in that Phase Two (2) Lease Agreement entered into between Lessor and Lessee effective September 1, 2003 (the "Agreement") By virtue of said Lease, Lessee enjoys a leasehold interest in the Premises.

B. Lessee and Lender have entered into, or are about to enter into, an agreement whereby Lender has acquired or will acquire a security interest in Lessee's leasehold interest in the Premises.

C. Lessor is willing to consent to the encumbrance of Lessee's leasehold interest in the Premises on the following terms and conditions.

NOW, THEREFORE, Lessor, Lessee and Lender agree as follows:

1. Lease Defaults. Should Lessee fail to pay rent or other monetary charges when due, Lessor agrees not to terminate the Lease Agreement without giving Lender written notice of the default and an opportunity to cure the default within ten (10) days from service of the notice. Should Lessee abandon or vacate the Premises or should Lessee fail to perform any other provision of the Lease Agreement, Lessor agrees not to terminate the Lease Agreement without giving Lender written notice of the default and an opportunity to cure the default within thirty (30) days from service of the notice. If the default is one that cannot reasonably be cured by Lender within thirty (30) days, but is reasonably curable by Lender within some longer period, then Lessor shall not terminate the Lease Agreement so long as acts to cure the breach or default are commenced within thirty (30) days from service of the notice and are thereafter diligently continued by Lender. If the default is one that cannot reasonably be cured by Lender (such as insolvency, bankruptcy or other judicial proceeding against Lessee), Lessor will not terminate the Lease Agreement so long as Lessor receives all sums due under the Lease Agreement and Lender commences foreclosure proceedings within sixty (60) days from service of written notice of the default.

2. Foreclosure. Lender shall have the right to realize on the security afforded by the Lessee's leasehold interest in the Premises by exercising foreclosure proceedings or power of sale or other

remedy afforded in law or in equity or by the security agreement between Lessee and Lender (hereinafter the "Trust Deed") and to (a) transfer, convey or assign the title of Lessee to the leasehold estate vacated by the Lease Agreement to any purchaser at any foreclosure sale conducted pursuant to a power of sale contained in the Trust Deed or pursuant to a court order and (b) acquire and succeed to the interest of Lessee under the Lease Agreement by virtue of any foreclosure sale whether the foreclosure sale be conducted pursuant to a court order or pursuant to a power of sale contained in the Trust Deed; provided in each instance, however, that no use of the Premises may be made by any non-party to this Agreement without the prior written consent of Lessor, which consent shall not unreasonably be withheld. The foregoing provisions notwithstanding, Lessors may withhold its consent if it determines that the use would not be in the public interest (e.g., would result in excessive increases in noise or traffic which could be measured under standard noise or traffic criteria, or would result in an increase of risk for the Lessor).

3. Lender's Operation of Business. Lender shall have the right to do any act or thing required of Lessee under the Lease Agreement, and any such thing or act done and performed by Lender shall be effective to prevent a forfeiture of Lessee's rights under the Lease Agreement as if done by Lessee itself. Lender shall have no obligation to make payments under the Lease Agreement to Lessor except with respect to the period of time within which Lender exercises dominion and control of the Premises, or to cure an existing default under the Lease Agreement. If Lender later forecloses or otherwise vacates the Premises, Lender will have no further obligation for the payment of rent to Lessor, except for the period of time when the Lender was in possession of the leasehold interest in the Premises. Whether or not Lender enters into possession of the Premises for any purpose, Lessee will remain fully liable for all obligations under the Lease Agreement.

4. Voluntary Termination. So long as Lender holds a security interest in Lessee's leasehold interest in the Premises, Lessor and Lessee shall not modify or cancel the Lease Agreement by mutual agreement without the written consent of Lender, which shall not be unreasonably withheld.

5. Notice. Any notice to any party hereunder shall be effective from the date of deposit in the United States mail, postage prepaid and addressed to the party at the address appearing above.

6. Disposition of Insurance Proceeds. Lessor agrees that insurance proceeds payable to Lessee as a result of damage or destruction to the building or improvements erected on the subject premises shall be delivered to an independent third party acceptable to the Lessor, Lessee and Lessee's mortgage lender, to hold and apply toward their construction of the building and improvements on the subject premises.

This Consent is binding upon Lessor and Lessee and the successors and assigns of each and inures to the benefit of Lender and its successors and assigns.

LESSOR: MONTEREY PENINSULA AIRPORT DISTRICT

By: _____ Date: _____

Thomas E. Greer, AAE
General Manager

ATTEST

Tonja Posey
District Secretary

LESSEE: 2965 Monterey HI-Way Self Storage, LLC

MEMBERS:

| Perry and Barbara Miller Family Limited Partnership, a California Limited Partnership

By: _____ Date: _____

Perry D. Miller, General Partner

By: _____ Date: _____

Barbara R. Miller, General Partner

| **MANAGING MEMBER:**

Bordonaro & Miller Management Corporation, a California Corporation

By: _____ Date: _____

Perry D. Miller, Director and President

| **LENDER: 1st CAPITAL BANK, N.A**

By: _____ Date: _____

Dale Diederick, EVP and Chief Credit Officer

RESOLUTION NO. 1646

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT UPON THE RETIREMENT OF THOMAS E. GREER, AAE GENERAL MANAGER

WHEREAS, Thomas E. Greer began his career with the Monterey Peninsula Airport District on April, 8, 2002, as Assistant General Manager. He was promoted to General Manager December 1, of 2003. Tom has served the Airport District for over thirteen years; and

WHEREAS, Several of the accomplishments during his tenure at the Airport District include: the Terminal remodel, Baggage Claim relocation and new baggage belt, Transportation Security Administration (TSA) screening moved to a central location, contract for Fire Services with the City of Monterey, and currently, the Runway Safety Area (RSA) Project and the Airport Master Plan Project.; and

WHEREAS, Tom has held numerous positions on Industry Boards and Associations. He was elected Chairman of The American Association of Airport Executives (AAAE) in 2003 and served on the Board of that Association for over 10 years. He was elected to the Board of Directors of the Airports Council International/North America in 2005. Tom earned the designation as an Accredited Airport Executive (AAE) in 1977; and

WHEREAS, Tom has received numerous industry awards and honors for his contribution to the airport management profession, including: AAAE's Leadership Award, 2000, The Chair's Award for 2008, and in 2005, he received one of the Association's most prestigious awards, The Distinguished Service Award. He was President of the Southwest Chapter of AAAE in 1986-87. He was named Airport Manager of the Year in 1988 and received the Chapter's Award of Distinction in 2003.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Monterey Peninsula Airport District commend Thomas E. Greer for his thirteen plus years of dedicated service to the district; and

BE IT FURTHER RESOLVED, that the valuable services of Thomas E. Greer be memorialized by resolution on the occasion of his retirement from the Monterey Peninsula Airport District on July 31, 2015.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 8th day of July, 2015 by the following roll call vote:

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

Signed this 8th day of July, 2015

William Sabo, Chair

ATTEST

Tonja Posey
District Secretary

AGENDA ITEM: I. 6.
DATE: July 8, 2015

TO: MPAD, Board of Directors
FROM: Thomas E. Greer, General Manager
SUBJ: 2015 Election of Directors to the Special District Risk Management Authority (SDRMA)

Attached you will find the Official Election Resolution Ballot for the Special District Risk Management Authority 2015 Board of Directors Election. Please review the information in the packet and prepare to discuss and make a motion for adoption at the board meeting.



SPECIAL DISTRICT FIRE MANAGEMENT AUTHORITY

2015 BOARD OF DIRECTORS ELECTION

OFFICIAL ELECTION RESOLUTION BALLOT ENCLOSED

This is an official election packet that contains items that require ACTION by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Resolution Ballot (Action Required)
- Candidate's Statements of Qualifications (4)
- Self-addressed, Stamped Envelope



SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2015.

On May 6, 2015, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 Establishing Guidelines for Director Elections. The Election Committee confirmed that four (4) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot MUST be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 25, 2015 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2016 and terminate on December 31, 2019.
6. Important balloting and election dates are:

August 25, 2015 - Deadline for members to return the signed Official Election Resolution Ballot

August 26, 2015 - Ballots are opened and counted

August 27, 2015 - Election results are announced and candidates notified

September 23, 2015 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 28-29, 2015 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2016 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. 1647

**A RESOLUTION OF THE GOVERNING BODY OF THE
Monterey Peninsula Airport District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Monterey Peninsula Airport District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN
Director/President, Groveland Community Services District
ED GRAY (INCUMBENT)
Director/President, Chino Valley Independent Fire District
R. MICHAEL WRIGHT
Director/President, Los Osos Community Services District
SANDY SEIFERT-RAFFELSON (INCUMBENT)
District Clerk, Herlong Public Utility District

ADOPTED this 8 day of July, 2015 by the Monterey Peninsula Airport District by the following roll call votes listed by name:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Robert Swan
District/Agency Groveland Community Services District
Work Address P.O. Box 350, Groveland, CA 95321
Work Phone 209-962-7161 Home Phone 209-962-6535

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

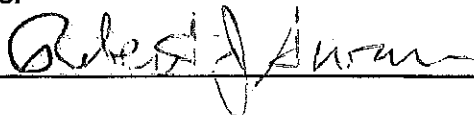
**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

In my work career in the semiconductor industry, I managed business operations and organizations with annual budgets in the range of ten to twenty million dollars, so I have a good working knowledge of budgeting and accounting principles. My academic background (BS in Physics, MS in Computer Science) and work experience have given me a solid understanding of statistical modeling and economic cost-benefit analysis.

What is your overall vision for SDRMA? (Response Required)

SDRMA has a well-defined role in providing comprehensive insurance coverage to member agencies. Clearly, continuing this function is central to its future operations. I would like to see continued expansion of the educational and loss-prevention aspects of the operation, as these are the keys to improving cost-effectiveness. However, as an insurance entity, prudent financial management is of paramount importance, and functional expansion must be thoughtfully controlled.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4-9-15

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Ed Gray
District/Agency Chino Valley Independent Fire District
Work Address 14011 City Center Drive, Chino Hills, CA 91709
Work Phone 909 902-5260 Home Phone 909 9627-4821

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

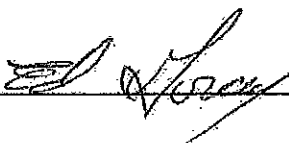
My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

What is your overall vision for SDRMA? (Response Required)

I see SDRMA as continuing its journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

3-30-2015

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate R MICHAEL WRIGHT
District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT
Work Address 2122 9th STREET, LOS OSOS CA 93402
Work Phone 805-528-9370 Home Phone 805-234-4513

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA. I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD. I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

LICENSED PROPERTY CASUALTY INSURANCE AGENT
SINCE 1977, OVER 730 HOURS OF INSURANCE
CONTINUING EDUCATION
I ALSO HOLD A 6 AND 63 SECURITIES LICENSE.

What is your overall vision for SDRMA? (Response Required)

THE OVERALL VISION OF THE SDRMA IS TO
PROVIDE THE BEST POSSIBLE COVERAGE AND SERVICE
TO ITS MEMBERS AND TO ADD EDUCATE THEIR MEMBERS
TO ALERT THEM TO COST EFFECTIVE SAFETY PROGRAMS
TO SAFE GUARD THEIR EMPLOYEES HEALTH AND WELFARE

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature R. Michael Wright

Date April 20, 2015

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA

Nominee/Candidate: Sandy Seifert-Raffelson
District/Agency: Herlong Public Utility District
Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2nd loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SRLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 10 years and have 25 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minium and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance coursework through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I have helped my small District obtain their District of Transparency and currently we are working on the District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also my District is currently working on a consolidation through LAFCo with another small District to better serve our small community. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and have all of the Special Districts in the State utilizing their quality insurance and support at a price all California Special Districts can afford.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature: _____

Sandy Siefert-Raffelsen

Date: _____

4/2/15

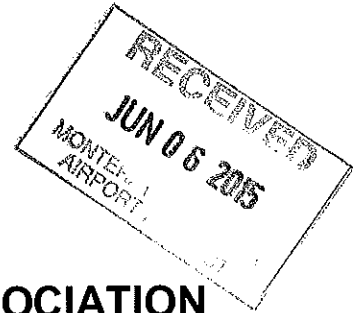
AGENDA ITEM: I. 7.
DATE: July 8, 2015

TO: MPAD, Board of Directors
FROM: Thomas E. Greer, General Manager
SUBJ: 2015 California Special District Association Board Elections

Attached you will find the mail in ballot information for the 2015 California Special District Association Board Elections. Please review the information in the packet and prepare to discuss and make a motion for adoption at the board meeting.



**California Special
Districts Association**
Districts Stronger Together



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2015 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat A. Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat A and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

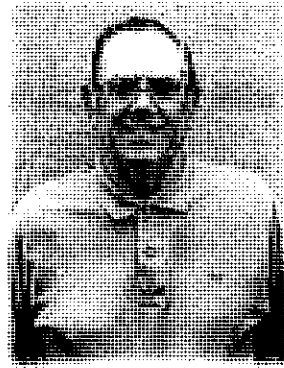
If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2015 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@cdda.net with any questions.

Hello!

My Name is Dr. Robert L. "Bob" Blair,



I am one of the candidates running for Seat A in the Coastal Network of the California Special Districts Association.

Why should you elect me over the other aspiring CSDA Candidates?

1. I have prior experience. I served on the CSDA Board as a representative of Region 4 from 2002 to 2004. During that time, I served on the committee that returned the ERAF money to the Cities, Counties, & Special Districts.
2. I hold a Doctor of Pharmacy Degree from the University of California Medical Center in San Francisco (UCSF) and an AA degree from San Francisco City College. I also hold two valid Pharmacy licenses (California & Nevada).
3. I have been married to my wife Eileen for over 60 years. Together we have raised three very successful adult children: Lisa, Lodene & James.
4. I served on the NCSD Board of Directors from 1994 to 2004. In 2012, I ran a successful campaign, was the top vote getter by a large margin, and returned to the NCSD for 4 more years.
5. I have a strong longtime personal relationship with our current 35th District Assemblyman Katcho Achadjian. Katcho and I both ran for local office in San Luis Obispo County in 1994.
6. I never missed a meeting when I represented CSDA Region 4 in 2002-2004. I will give you 100% of my time, if you give me your Vote in this coming election.
7. I have been involved in Water, Land use, and planning at the State & Local levels for some 35 years. Please let me put my many talents and experience to work for all the people of Coastal Network.

Please vote to put "Dr. Bob back on the job". Thank you.

Sincerely,



Dr. Robert L. "Bob" Blair
Director Nipomo Community Service District

Active member of:

San Luis Obispo Sheriff Advisory Council
Nipomo Chamber of Commerce
CA Sheriff's Association

My Fellow CSDA Members,

I am requesting your support for my election as representative to the California Special Districts Association (CSDA), Board of Directors for the Coastal Network.

As the current Chairperson of the Board of Directors for the Pleasant Valley Recreation and Park District (PVRPD), I support CSDA's on-going efforts to offer educational classes and informative conferences and their active monitoring of legislative and policy proposals that greatly affect District operations. Through my involvement with CSDA I actively serve on the Fiscal and Audit Committees and Legislative Feedback group and have previously served on the By-laws and Elections Committee.



Elaine Magner

If elected, I will work with the other Board Members and CSDA staff to increase memberships, lower membership fees and other expenses, and continue to enhance the service provided to the member agencies.

I have been on the PVRPD Board of Directors since February 2008. I have served as Board President twice, serve on the Personnel and Finance committees and am PVRPD's representative to the Ventura County Special Districts Association (VCSDA) and CSDA. I was honored by VCSDA by being named the 2014 Director of the Year. I worked in Public Service for 31 years in law enforcement Human Resources. Additionally, I worked as a contract investigator for the Department of Justice for 10 years following my retirement. My experience on the Pleasant Valley Recreation and Park District (PVRPD) Board of Directors and my work as a public servant has provided me with a solid foundation of experience and prepared me to represent your District's interests on the CSDA Board of Directors.

I would appreciate the opportunity to serve as a Coastal Network representative on the CSDA Board of Directors and respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director
Pleasant Valley Recreation and Park District

CSDA BOARD OF DIRECTORS 2015 ELECTION



**COASTAL
NETWORK**

SEAT A
term ends 2018

Please vote for only one.

Robert Blair
Nipomo Community Services District

Elaine Magner
Pleasant Valley Recreation & Park District

All fields must be completed for ballot to be counted.

** incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by 5pm, August 7, 2015. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

Technology: How Is It Changing Your Game?

SWAAAE **69th** Annual
SUMMER CONFERENCE
July 26-29, 2015 | San Jose, CA



Saturday, July 25

6-9pm - Board & Conference Committee Dinner
(By Invitation Only)

Sunday, July 26

8am-12pm - SWAAAE Board Meeting

11am-5pm - Registration

12-5pm - Golf Tournament, Moffett Field

4-7pm - Exhibitor Set-Up

6-8pm - Welcome Reception, Marriott Hotel

Monday, July 27

7:30-8:30am - Breakfast with Exhibitors – Learning/
Networking Opportunity

8:30-8:45am - Opening Ceremonies

8:45-9:45 am - Session #1: Legislative Update

9:45-10:15 am - Break with Exhibitors – Learning/
Networking Opportunity

10:15-11am - Keynote Address

11am-12pm - Session #2: Innovative Travel Technologies:
How Corporations Move their People and Planes

12-1:30pm - Lunch on Your Own

1:30-2:30pm - Session #3: Enabling Technologies for
Future-Proofing Airports

2:30-3pm - Break with Exhibitors – Learning/
Networking Opportunity

3-4pm - Session #4: Security Technologies – Lessons
Learned

4-4:30pm - General Membership Meeting and Elections

4:30-5pm - Corporate Membership Meeting

6-9pm - Evening Social Event, Tech Museum

Tuesday, July 28

7:30-8:30am - Breakfast with Exhibitors – Learning/
Networking Opportunity

8:30-9:30am - Session #5: Social Media – Enhancing
Customer Communication

9:30-10:30am - Session #6: UAS: New FAA Regulations
and Airport Policies

10:30-11am - Break with Exhibitors – Learning/
Networking Opportunity

11am-12pm - Session #7: Cutting Edge Sustainability:
A Roundtable Discussion of Sustainability Innovation

12-1:30pm - Lunch on Your Own

1:30-2:30pm - Session #8: Super Series Cup -
Planning for Special Events

2:30-3pm - Break with Exhibitors – Learning/
Networking Opportunity

3-4pm - Session #9: The Mobile Path to Purchasing

4-4:15pm - Conference Wrap Up

6-7pm - President's Reception, Marriott Hotel

7-9pm - President's Banquet, Marriott Hotel

Wednesday, July 29

8-10am - Breakfast & General Membership Meeting &
AAAE Update

10-11am - 2016 Conference Committee Meetings

12pm - Off-site Tour

[About Us](#)[Membership](#)[Member Benefits](#)[Events](#)[Industry News & Resources](#)[Sign In](#)[Remember Me](#)[Forgot your password?](#)[Not a member?](#)[Calendar](#)[more](#)**7/26/2015 » 7/29/2015**SWAAAE's 69th Annual
Summer Conference - San
Jose, CA**7/24/2016**SWAAAE's 70th Annual
Summer Conference - Las
Vegas, NV

2015 Summer Conference Fees

More in this Section...

Share |

69th Annual Summer Conference

SAN JOSE - CALIFORNIA
July 26, 2015 - July 29, 2015

	Before June 20	After June 20
Full Registration Member (includes banquet)	\$435	\$535
Full Registration Non-Member (includes banquet)	\$545	\$645
One Day Registration Member (banquet not included)	\$210	\$210
One Day Registration Non-Member (banquet not included)	\$320	\$320
Qualified Student Registration (banquet not included)	\$90	\$90
Qualified Non-Member Student Registration (banquet not included)	\$110	\$110
Qualified Student Group (Includes five (5) individual Student registrations, banquet not included)	\$380	\$380
Exhibitor	\$1,100	\$1,100
Executive Emeritus (includes banquet)	\$215	\$215
Golf Tournament	\$100	\$100
Evening Event at The Tech Museum (adult guests only; kids are free)	\$75	\$75
Banquet Tickets	\$115	\$115

NOTE: Cancellation Policy: Participants are eligible for a full refund if the registration is canceled more than 21 days in advance of the start date of the event. Cancellations made 21 days or less than the start date of the event are eligible for a refund less 30% of all fees paid, not to exceed \$150 administrative processing fee. Cancellation notification should be sent to info@swaaae.org. Refunds will be processed no more than 30 days following a request.

[Return to Conference Homepage](#)

2015 ANNUAL
CONFERENCE
 SEPTEMBER 21-24
CSDA
 Monterey, CA
 15



hotel
 #CSDA
 Today

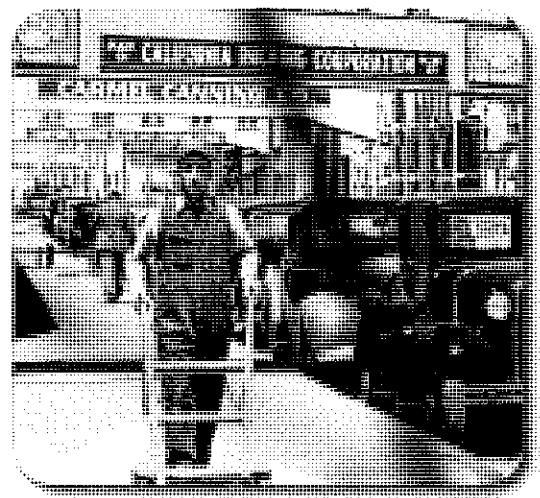


Hotel & Location
 Monterey Marriott Hotel
 350 Calle Principal
 Monterey, CA 93940
 877.901.6632

Room reservations are available at the Marriott Monterey at the CSDA rate of \$169 plus tax single or double occupancy, which includes complimentary wireless guestroom internet access. Call 877-901-6632 and ask for the California Special Districts Association rate. **The first night room and tax becomes non-refundable if a reservation is cancelled after the cut-off date of September 4, 2015.**

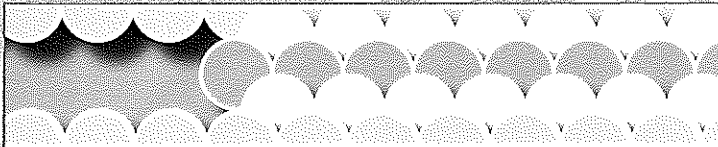
what
 TO DO!

Just 100 miles south of San Francisco, Monterey's breathtaking scenery, rich history, world-renowned attractions and outdoor adventures invite one to grab life by the moments! Monterey is a dramatic setting for endless choices of activities all within minutes of convenient, charming overnight accommodations. Monterey is named a Top North American Golf Destination and the 2013 Top Ten Wine Travel Destination in the World. The Monterey Bay National Marine Sanctuary is home to favorite marine life that can be observed in one of the most amazing natural environments found anywhere in the United States.
www.seemonterey.com



WORKSHOPS, EVENTS & TOURS - Sept. 21

pre-registration/payment required for these events



8:00 a.m. – 3:45 p.m.

So You Want to Be A General Manager?

\$100 includes continental breakfast and lunch.

A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on: the journey, roles and skill sets of a general manager; identifying general manager opportunities, including positioning yourself for executive recruitment; developing positive relations with the board, staff and peer agency executives; and leadership practices. Limited class size, register early!

Sponsored by CSDA and the Special District Leadership Foundation (SDLF)

9:00 a.m. – 3:00 p.m.

Building Confidence in Public Speaking

CPS HR CONSULTING

\$225 Member • \$375 Non-member

This workshop is designed to help employees improve their public speaking skills in a supportive and non-threatening environment. As a result of this workshop, students will learn how to: deal with nervousness about speaking in public; improve their presentation skills; prepare the best introduction for their audiences; fine tune their messages; deal with difficult questions; and develop a positive outlook for their next public speaking opportunities.

SDLA

9:00 a.m. – 3:00 p.m.

Special District Leadership Academy Module I: Governance Foundations - Earn SDRMA CIPs

\$225 Member • \$375 Non-member

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.


12:00 – 3:00 p.m.

Communication Strategies for Board Members & General Managers

BHI MANAGEMENT CONSULTING


\$125 Member • \$175 Non-member

Communication is the fluid of any organization. Poor communications can grind the "heels" of an agency to a halt and are cause for most of the greatest challenges in the work of public agencies. This is why this particular pre-conference workshop is critical for both districts that know they have organizational challenges and those who know enough to believe that good communications are an absolute best practice. The class will deal with the most commonly overlooked and complicated areas of public agency communications. This class is a must for both board members and GMs/administrators who want to drive their agency to the top and avoid unnecessary trouble.



Special District Administrator (SDA) Exam

9:00 – 11:00 a.m.
Special District Leadership Foundation
(optional – must be scheduled prior to conference)

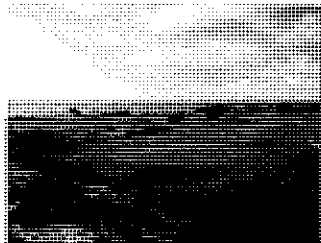
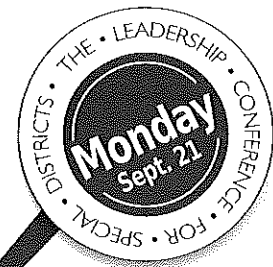


What are SDRMA Credit Incentive Points?

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase reducing SDRMA member's annual contribution amount.

"The CSDA Conference is the most valuable annual conference of all the ones we attend. If you are a special district, this is the only place to learn everything you need to know that relates to special district governance, trends, issues and legislation. Kudos to CSDA for a job well done."

Kimberly Thorner, SDA
Olivenhain Municipal Water District



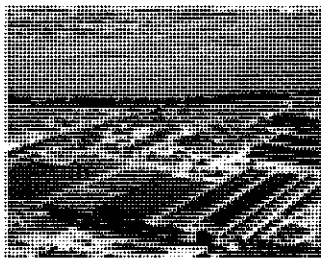
10:00 a.m. – 3:00 p.m.
CSDA Annual Golf Tournament
 PACIFIC GROVE GOLF LINKS
 \$95 includes golf with cart, lunch, and prizes!
 Transportation to/from on your own
 Join special district elected officials, staff and business affiliates at this optional fun event.
 Great golf skills are not necessary!



10:00 a.m. – 3:00 p.m.
Elk Horn Slough Safari™ and Moss Landing Harbor District Tour
 \$48 per person includes transportation to/from the hotel.
 Elkhorn Slough Safari™ is an exciting way to visit Elkhorn Slough, where you will see a fantastic variety of wildlife such as playful sea otters, curious harbor seals, sea lions, and hundreds of species of birds. The tour will provide excellent opportunities to view and photograph wildlife close at hand. These two-hour boat cruises include an in-depth look at various aspects of slough ecology, fascinating history, and birding in the company of a naturalist guide.



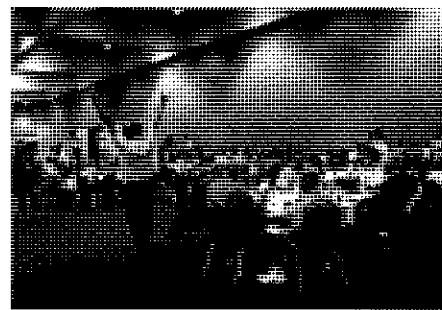
12:00 – 3:00 p.m.
Pure Water Monterey
 MONTEREY PENINSULA WATER MANAGEMENT DISTRICT AND MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY
 \$45 includes transportation and lunch.
 Pure Water Monterey is a multi-benefit, integrated, regional solution that will provide a water recycling model for other regions in California. Using proven, advanced, multi-stage treatment to provide a safe, reliable and sustainable drinking water supply that will comply with or exceed strict state and federal drinking water standards, the project will reduce water taken from the Carmel River and the Seaside Basin. In doing so, it will help meet regulatory orders and enhance water supply reliability by diversifying local water sources. Visit www.purewatermonterey.org for more information.



4:00 – 5:00 p.m.
District NetWorks Meetings
 Designed by local special district leaders to connect and interact with other leaders from throughout the state, come take part in one of our six District NetWorks meetings. No matter where you are in the state, you belong to a district network. Share challenges, solutions and opportunities with your neighboring districts. Learn how you can take part in CSDA's Grassroots Advocacy efforts, meet your new public affairs field coordinator; connect with special district leaders and grow your network!
 Visit www.csdanet/about-csda/district-networks/ for more information.

CSDA Annual CONFERENCE BEGINS

5:30 – 7:30 p.m.
President's Reception with the Exhibitors
(all registered attendees welcome)
 Join us as we network with business professionals who provide all types of goods and services to special districts. Enjoy appetizers and refreshments as you meet with CSDA's current Board President Steve Perez and board members from around the state.



Entertainment will feature a CSDA Annual Conference & Exhibitor Showcase favorite - guitarist John Sherry.

Conference Keynote Presenters

PETER SHEAHAN & MICHAEL BAZZELL



Opening Keynote Presentation

Peter Sheahan, Founder and CEO of ChangeLabs™ and author of six books, including the international bestsellers *FLIP* and *Generation Y*.

FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage

The fact that special districts face major change is not new to anyone. The more important question is what do we need to do in the face of this change? Whether you are dealing with legislation, new technology

related to service delivery, or changing constituent expectations - it is crucial that as a leader you take the time to understand the changes and have an approach designed to generate a constructive outcome.

In Peter Sheahan's case-study rich session, he will explore best practices from multiple industries that have experienced similar transformative change, and unpack the key insights from those who benefited from the change compared to those that became victims to it. Specifically, he will discuss:

- The role our assumptions, biases, and beliefs play in blinding us to new opportunities.
- The need to take manageable, intelligent risks to enable new approaches.
- The importance of building a narrative to shape stakeholder perception and drive influence.
- Embracing collaboration to drive transformation through partnerships and community engagement.

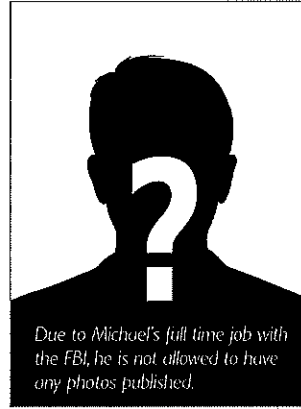
Peter Sheahan will be presenting

Tuesday, September 22

9:00 – 10:45 a.m.

Opening Keynote Presentation

FLIP! Creative Strategies for Turning Challenges into Opportunity, and Change into Advantage



Due to Michael's full time job with the FBI, he is not allowed to have any photos published.

SDRMA General Session, Safety Awards, Keynote Presentation

Michael Bazzell

Computer Security Specialist & Privacy Consultant, author of *Hiding from the Internet: Eliminating Personal Online Information and Personal Digital Security: Protecting Yourself from Online Crime*

Hiding from the Internet

This presentation will demonstrate the need to protect yourself from the numerous data brokers who make millions of dollars from your private life. Among other techniques, you will learn to: remove your personal information from public databases and people search websites; create free anonymous mail addresses, email addresses, and telephone numbers; control your privacy settings on social networks and remove sensitive data, use a credit freeze to eliminate the worry of financial identity theft and fraud; and change your future habits to promote complete privacy and anonymity.

Sponsored by
Special District Risk Management Authority (SDRMA)



Michael Bazzell will be presenting

Wednesday, September 23

9:00 – 10:45 a.m.

SDRMA General Session, Safety Awards and Keynote Presentation
Hiding from the Internet

"I had a great experience. The education and information gathered will help me make better and more informed decisions for the citizens in my special district."

Henry Miller, Trustee
Temecula Public Cemetery District

Recognitions and Scholarships
TWO GREAT EVENTS AT CONFERENCE



"My overall impression was that the event was very well organized. Probably the best I have ever attended."

George Emerson, Director
Goleta Sanitary District

Submit for Awards!

RECOGNIZE YOUR PEERS

Do you have a board member, staff member, local chapter or program you feel deserves recognition?

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations. Visit conference.csdanet.net for more information. If you have any questions regarding the awards or process, please contact Charlotte Lowe, executive assistant, toll-free at 877.924.2732 or by email at charlottel@csda.net. Additional information and forms can be found at www.conference.csdanet.net.

Deadline for submissions is Friday, August 7, 2015. All applicants will be notified prior to the Annual Conference as to the winner. Winners will be awarded at the CSDA Annual Conference & Exhibitor Showcase during the Awards Luncheon on Wednesday, September 23.

CSDA Annual Awards Luncheon will be held

Wednesday, September 23

12:30 – 2:00 p.m.

Awards include: Board President, General Manager and Chapter of the Year; the prestigious William Hollingsworth Award of Excellence, Special District Leadership Foundation (SDLF) awards and more!



"As a new member, we couldn't be more pleased with the CSDA Annual Conference & Exhibitor Showcase."

Felix Hernandez III, General Manager
Bodega Bay Public Utility District

Fundraising for Scholarships

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs.

SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority. SDLF offers a number of scholarships for districts, designed to help special district elected/appointed officials and staff participate in the Foundation's programs and other educational offerings. These scholarships include: Dr. James Kohnen Scholarship, John Yeakley Special District Administrator Scholarship and the Education Allowance Fund. More information can be found at www.sdlf.org

Taste of the City

BBQ, Blues & Brews will be held

Wednesday, September 23

6:00 – 8:00 p.m.



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

7:30 a.m. – 6:00 p.m.

Exhibitor Showcase Open

7:30 – 8:45 a.m.

Continental Breakfast with the Exhibitors (RAFFLE)



9:00 – 10:45 a.m.

Opening Keynote Presentation

Peter Sheahan, Founder and CEO of ChangeLabs™ and author of six books, including the international bestsellers *FLIP* and *Generation Y*. **FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage**

11:00 a.m. – 12:00 p.m. (BREAKOUT SESSIONS)

Required Ethics AB 1234 Compliance Training (part 1)
MEYERS NAVE

This two-part training covers general ethics principles and state laws related to: personal financial gain by public servants; conflict of interest, bribery and nepotism; gift, travel and mass-mailing restrictions; honoraria; financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; the Political Reform Act; the Brown Act open meeting law and the California Public Records Act. *Must attend both sessions in order to receive your certificate.*

Ongoing Drought and California's New Sustainable Groundwater Management Act Creates New Challenges for Local Agencies

KRONICK, MOSKOVITZ, TIEDEMAN & GIRARD

With ongoing drought and last year's passage of the Sustainable Groundwater Management Act (SGMA), California special districts are being forced to navigate uncharted legal and technical territory. This session will provide the latest updates on drought management and provide a comprehensive review of the SGMA, which sets an aggressive multi-year timeline for local agencies in groundwater basins throughout the State to coordinate and develop groundwater management plans to achieve sustainability.

The 3 Cs: Using Communications, Consistency and Cooperation to Benefit Your District

DAVID ARANDA

Districts of all shapes and sizes face the difficult task of being efficient, effective leaders for the community. Gain an understanding of how three simple words carry a powerful punch in allowing your district and the board, management and staff to service excellence.

(BREAKOUT SESSIONS CONTINUED)

Smooth Sailing: Navigating an Audit by the State or Federal Government

ALESHIRE & WYNDER LLP

Following an audit from the State Controller on two special districts, the Controller has called for more oversight of California special districts. The controller cited serious failures of the audited districts with respect to financial internal control procedures, comparing such failures to the serious failures in Bell. Learn what they are looking for and how best to navigate through an audit successfully.

New Developments in the Brown Act: What Special Districts Need to Know

LIEBERT CASSIDY WHITMORE

Agencies must know how to comply with the complex set of laws found in the Brown Act, which governs how boards must meet in public. In this session, we will go over common mistakes districts make with the Brown Act, including the intricacies involved with closed sessions, administrative decisions, litigation and settlements. This workshop will also explain the new amendments to the Brown Act addressing transparency, which can pose a challenge for districts.

Design-Build Delivery and Beyond—Alternate Delivery or Alternate Reality in CA Public Works Construction

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Law has been revised in the past several months to allow, under certain conditions, local agencies and public entities to contract using the design-build method. The goal of this workshop is to educate about the design-build delivery method and the qualifications and legal requirements to implementing such a project in the state of California. Design-build is recognized as an alternative to traditional design-bid-build and this workshop will educate the audience as to the pros and cons of choosing design-build over other delivery methods.

Lunch with the EXHIBITORS

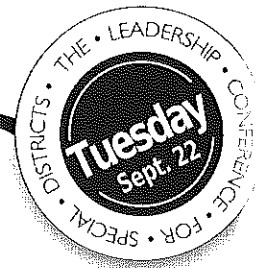


12:00 – 1:45 p.m.

Lunch with the Exhibitors

(all registered attendees welcome)

Attend lunch in the exhibit hall where a deli buffet will be served along with the chef's award winning clam chowder.



2:00 – 3:15 p.m. (BREAKOUT SESSIONS)

Required Ethics AB1234 Compliance Training (part 2)

MEYERS NAVE

Description can be found on Tuesday, Sept. 22 in the 11:00 am time slot. *Must attend both sessions in order to receive your certificate.*

Water and Sewer Rates: From Defensibility to Tailor-Made Rate Design
NBS

Setting fair and defensible water and sewer rates requires utility managers to carefully balance a number of competing requirements and objectives. This session will cover how to go through the rate-setting process and develop a defensible rate structure.

Public Records Pitfalls and How to Avoid Them

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Come away with an understanding of the basic requirements of the California Public Records Act. The discussion will focus on practical approaches to difficult situations public officials and employees may face in responding to requests for information and records from the public, particularly when controversial or potentially damaging information is requested.

CEQA: What Special Districts Need to Know in 2015 and Beyond

BEST BEST & KRIEGER LLP AND DUDEK AND ASSOCIATES

Most actions taken by special districts need to comply with CEQA. But in the fast-changing world of CEQA litigation, it is difficult to keep up. This panel will address recent changes to CEQA from legislation and 2015 cases.

CalPERS: Strategic Issues Update

CalPERS

Deputy Executive Officer of External Affairs Robert Glazier will share an update on key pension, health, and investment issues that will help guide the way special districts plan for retirement and health care. This session will include a description of CalPERS business functions, customer service and opportunities to engage at all levels before, during and after a policy is set.

Peak GM Performance: Three Perspectives

BHI MANAGEMENT CONSULTING

This seminar presents the results of a broad survey that asks just that question, "What Makes a Great General Manager?" The survey, sent to over 2,000 special district individuals throughout the country, will be presented by Brent Ives and David Aranda of BHI Management Consulting. They will relate their findings to their organizational consultancy with districts in California.

3:30 – 4:30 p.m. (BREAKOUT SESSIONS)

Advanced Media Relationships: When the Going Gets Tough, Step it Up!

COMMUNICATION ADVANTAGE

This session will help special districts elevate their public outreach and media relations skills beyond merely answering questions and stating the facts. We will explore strategically planning messaging for longer-term issues, projects and crises, and proven techniques to handle controversial issues.

Furious 7 (Hundred). A Fast Class on FPPC Compliance

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

The attendee will learn the various ethics and conflict of interest requirements, including legal prohibitions and mandated disclosure obligations under California Law. This breakout will be useful for public officials and employees who are required to file Form 700s.

Negotiating with Employee Organizations – How to Avoid Disasters

BEST BEST & KRIEGER LLP

A summary of legislative changes related to public sector labor relations over the past year and a review of recent decisions from the Public Employment Relations Board affecting how special districts must interact with employee organizations.

Is Your District as Good as it Could Be? What Your Board and Staff Can Do to be Even Better

RAUCH COMMUNICATION CONSULTANTS

How your board, manager and staff can work together as a team to improve every aspect of your district through smart planning, clear internal communication and adherence to proper roles and relationships.

Payments for State Mandates & What Programs are Still Available

NICHOLS CONSULTING

With the State's fiscal outlook improving, the State began making payments for the outstanding programs in October 2014. More programs are expected to be paid this fall with additional and final payments possible in 2016. At this session attendees will learn what payments have been made, what they represent and what payments are likely to be paid in the fall of 2015 and 2016.

Mix & Mingle in the EXHIBIT Hall

4:30 – 6:00 p.m.

Mix & Mingle in the Exhibit Hall: Grand Prize Drawings

(all registered attendees welcome)

Connect with exhibitors in the exhibit hall for a cocktail and appetizer before you head out to dinner. Be sure to enter for one more chance to win one of our fabulous prizes!



Entertainment by jazz duet Dizzy Burnett and Grover Coe, covering jazz, blues, and popular standards with pizzazz.

8:15 – 9:00 a.m.

SDRMA Sponsored Full Plated Breakfast



9:00 – 10:45 a.m.

SDRMA General Session, Safety Awards, and Keynote Presentation Michael Bazzell, Computer Security Specialist & Privacy Consultant, author of *Hiding from the Internet: Eliminating Personal Online Information and Personal Digital Security*; *Protecting Yourself from Online Crime*
Hiding from the Internet

11:00 a.m. – 12:15 p.m.

CSDA Finance Corporation Board and Annual Meeting

11:00 a.m. – 12:15 p.m. (BREAKOUT SESSIONS)

Liability - What Exactly is a Dangerous Condition of Public Property?

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)
This workshop will discuss the legal issues relating to the public entity's statutory duty regarding premises/operations liability exposures. Is every condition dangerous? Does there have to be a physical "defect" to be dangerous? What is a trivial defect? We will discuss current California law and recent court decisions affecting public entity liability.

Rock the Vote without Rocking the Boat: Election Laws

ATKINSON, ANDELSON, LOYA, RUUD & ROMO
This topic covers laws applicable to special district elections, including but not limited to the restriction on the use of district resources for campaigning, validation actions, and ballot measure elections. It will cover the latest cases and statutes that impact such elections.

Informing Solid Board Decisions

KAMPA COMMUNITY SOLUTIONS LLC
This session will provide district board members and managers with the tools necessary to optimize the amount and type of agenda-supporting information provided to the board and public in advance of each meeting so they can prepare to make knowledge-based decisions while providing a solid public record to increase transparency and accountability.

Stop Fraud Before it Starts: Internal Controls and Fraud Prevention for Those Charged With Governance

ROGERS ANDERSON MALODY & SCOTT LLP
This session will cover internal controls and fraud prevention. Attendees will become familiar with internal controls and the control environment, policies and procedures and the evaluation of internal controls, learn causes of fraud and preventing fraud, and learn common types of fraud.

(BREAKOUT SESSIONS CONTINUED)

Building Relationships in the Capitol: A Panel Discussion
CSDA

Do new laws imposed at the Capitol keep impacting your district's budget and operations? How can your district start impacting the State Capitol? Learn some simple steps for building successful relationships with decision-makers in the Capitol and how those relationships can benefit your district! You will be sure to come away from this session with some new dos and don'ts and tips and tricks. We will cover everything from the basics to the more advanced efforts, like branding your district in the Capitol and identifying surrogates.

Affordable Care Act – Planning to Deal with the Pay-or-Play Penalties Effective 1/1/15

HANSON BRIDGETT LLP
Effective 2015, significant tax penalties will apply to large employers who do not offer qualifying health coverage to substantially all full-time employees. Join us for a comprehensive overview of the employer-shared responsibility rules, and what you need to do to comply with the new law to avoid these penalties. Learn what you need to know about how these rules may affect both the financial and administrative aspects of your business operations. We will also discuss the new information reporting requirements that apply beginning in 2016 for coverage offered in 2015.

Strategies to Lower Both Your OPEB and Pension Liabilities
PARS

This session will address the latest funding strategies and trends to reduce both OPEB and pension liabilities. Our expert panel will address questions your district needs to know such as: How can my district reduce its retiree health care obligations? What benefit and funding strategies should my district consider? What options do I have available to lower my pension liabilities and improve my NPL (GASB 68)?

CSDA Annual AWARDS LUNCHEON



12:30 – 2:00 p.m.

CSDA Annual Awards Luncheon

(all registered attendees welcome)

Join us as we celebrate the best of special districts with awards including: Board President, General Manager and Chapter of the Year; the prestigious William Hollingsworth Award of Excellence, Special District Leadership Foundation (SDLF) awards and more!



2:15 – 3:30 p.m. (BREAKOUT SESSIONS)

Building Better Buildings: What to do Before you Begin Construction

CSDA FINANCE CORPORATION, LIEBERT CASSIDY WHITMORE AND WARD YOUNG ARCHITECTURE & PLANNING

Join finance, legal and architecture experts who will help you plan for a successful building project. Attendees will learn: how to select an architect; the process for design; about arranging financing sources and entering into finance agreements; preparing for bidding; an overview of the bidding process including authorization from the board to obtain bids and the notice to proceed; and contractor requirements. Don't put on your hard hat until you attend this session!

Liability – Employment Law Update

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will discuss the current status of California Employment Law. Between the Legislature and the courts, employment law is subjected to constant change. We will discuss pregnancy disability leave laws; the good faith interactive process; reasonable accommodations and protected leave (FMLA/CFRA).

Workers' Compensation – The Clock is Ticking

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will discuss the specific statutory time limits involving the notification of a workers' compensation claim and the provision of medical treatment and disability benefits to the injured employee. When does Temporary Disability start? And when does it stop? How long do Permanent Disability payments last?

Financial Leadership: A Guide to Special District Fiscal Health

JAMES MARTA & COMPANY LLP, CPAs

Special district best practices identify specific policies and procedures as contributing to improved special district management. This session aims to promote and facilitate positive change rather than merely codify current accepted practice. We will discuss and share current and best practices for: accounting, auditing and financial reporting, budgeting and fiscal policy, long-term fiscal management, reserves, information technology, and financial leadership. This session is designed to be interactive so participants can share what works and what doesn't given current economic conditions, staffing and management.

SB 854: Administration of Prevailing Wage Requirements on Public Projects

CONTRACTOR COMPLIANCE AND MONITORING

SB 854 is requiring new contract clauses, new registration of public works projects by agencies, new requirements for contractors and new rules and regulations relating to the implementation and delivery of certified payrolls. The DIR will roll out its new eCPR program in May with lots of "new improvement" throughout the year. Come learn about the new requirements and best practices in managing new prevailing wage obligations for agencies.

Can't We All Just Get Along? Keys to Understanding and Working with Your LAFCo

CALAFCo AND MONTEREY LAFCo

Do you ever wonder who LAFCo really is and why they make the decisions they do? As a special district are you represented on your region's LAFCo and a part of that decision-making process? Join us for this fun and informative session in which you will be given the keys to understanding and working with your LAFCo. We will discuss LAFCo authority (the can-do and the cannot-do), share insights on why decisions are made the way they are, and explore the changing landscape of LAFCos and special districts.

Onboarding the Board: Properly Preparing New Board Members for Service

BHI MANAGEMENT CONSULTING

New board members need a good start. Proper and comprehensive orientation to public service, decision making, communications, roles and responsibilities and authorities is crucial as they begin their service to the public. The instructor will provide you with what you ought to know as a new board member, as well as what you should do as an agency to properly prepare for effectively onboarding your new members.

"This conference gave me insight and solutions to issues that my district is seeking to overcome."

Al Morrissette
Phelan Pinon Hills Community Services District



2014 Chapter President of the Year Presented by Brent Ives to Kathleen Contos Hedberg.



2014 Innovative Program Award Presented by Marty Boyer (left) to Administrative Support Supervisor Becky Aguilar, Monterey Regional Waste Management District.



Brent Ives prepares to announce the 2014 Chapter President of the Year award during the Annual Awards Luncheon.

3:45 – 4:45 p.m. (BREAKOUT SESSIONS)

Brown Act Update – Can We Talk?

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)

This workshop will focus on how and when board members communicate in order to comply with the Brown Act. Is every communication, regardless of the form or type, subject to the Brown Act? Is an agenda really necessary? Is every document a public record? What is a privileged statement?

GASB Reporting Requirements and Their Impact on Your Special District

MANN URRUTIA NELSON CPAs

The governmental accounting and financial reporting landscape gets more complex each year. Some of the more complex GASB pronouncements have been issued in recent years can have a major impact on your district's finances. This course will provide you with an update of GASB requirements and provide relevant steps you can take to minimize their impact on your district.

Welcome to the Fishbowl: An Interactive Government Ethics Workshop

HANSON BRIDGETT LLP

Come take a turn in the hot seat, try to stump your friends or just watch the show as we take a trip through Ethicsland and the unpredictability of local government. Join us as we practice applying rules concerning conflicts of interest, government transparency and more! This is not your grandma's ethics training.

(BREAKOUT SESSIONS CONTINUED)

Special District Financing and Ballot Measures from A to Z

RICHARDS WATSON GERSHON

Economically-challenging environments call for effective financing solutions. A team of professionals will walk you through the various types of special district financing measures, including special ballot measures, and provides insight into the legal challenges and pitfalls to avoid, as you work through the process of seeking needed revenue to support your work.

Coaching for Performance

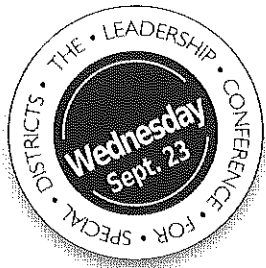
CPS HR CONSULTING

The three keys to successful leadership are knowing your people, getting results and establishing a positive work environment. Coaching is the leadership competency that creates development and growth within all three keys. Coaching is a process that enables learning and development to occur and performance to improve. We will explore this process and how you can improve performance and overcome barriers.

Get the Most Out of Your Board Committees

KAMPA COMMUNITY SOLUTIONS, LLC

Using committees of the board can be one of the most effective time management strategies to keep regular board meetings focused and on task. Committees inform the decisions of the full board by engaging the public in discussions, providing a venue for sharing thoughts and ideas in a less formal setting, and reviewing options and staff recommendations. This session will provide methods to guide management and the board in establishing proven effective committees, defining their roles and responsibilities, and creating operating procedures that really work.



SDLF

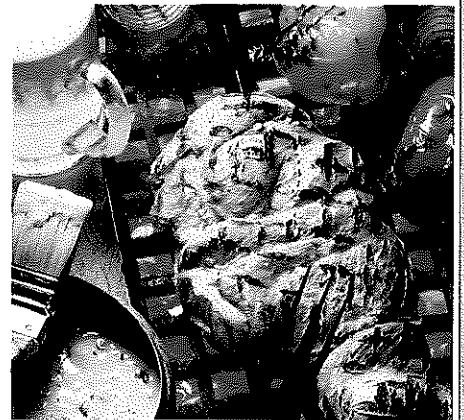
Special District Leadership Foundation (SDLF)
TASTE OF THE CITY

6:00 – 8:00 p.m.

BBQ, Blues & Brews

Join us for an evening of all things awesome...BBQ, Blues and Brews! Sample local BBQ and craft brews while we enjoy the band Bleu, featuring a soulful set list of vintage blues, gospel and Americana music.

This party has a purpose. Attendees at this reception will have the opportunity to participate in the SDLF silent auction to raise funds for scholarships for the Special District Leadership Foundation programs. A special wine raffle will also be held at 7:30 p.m. Be sure to purchase tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully-stocked - almost a \$1,000 value. You must be present to win!



8:30 – 10:00 a.m. (BREAKOUT SESSIONS)

Community Engagement without Breaking the Bank
SCI CONSULTING GROUP

Positive, consistent engagement forms the basis for strong ongoing community support of special districts. There are easy ways to make outreach and education part of the standard operating procedures without hurting a budget.

Chapter Roundtable Discussion

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.

Generations in the Workplace

PLACER COUNTY WATER AGENCY

For the first time in history, four and perhaps five generations may be working side-by-side in our organizations. The differing values, beliefs and perspectives that result from this multi-generational workforce can create challenges among employees and for managers. This session will explain generational differences and provide strategies to recruit, retain and engage a productive and motivated workforce.

Disruptive Behavior at Board Meetings: Balancing the Constitutional Rights of Citizens with the Duty to Conduct Meetings in an Orderly Manner

COTA COLE LLP

Board members and district staff are occasionally required to address the disruptive behavior of citizens during board meetings. In addressing disruptive behavior, districts must carefully balance their duty to preserve order and decorum with the constitutional rights of their citizens. This session will address what pitfalls to avoid in dealing with disruptive parties and what the more legally defensible options are for maintaining order at meeting.

Drought Discourse: A Panel Discussion:

KAMPA COMMUNITY SOLUTIONS (MODERATOR), CALIFORNIA STATE WATER RESOURCES CONTROL BOARD – DIVISION OF FINANCIAL ASSISTANCE, METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA AND CALIFORNIA WATER COMMISSION
Join us for a lively panel discussion regarding all things related to the California drought. Learn more about emergency drought legislation, including where the money is dedicated, how to apply for it, and how agencies can be successful in the application process, how drought conditions are affecting all types of special districts, new conservation requirements and more.

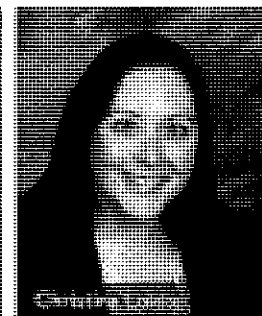
Uh-Oh! How to Steer the Ship Back to Safety in Emergency Situations
MEYERS NAVE

Natural disasters, political dramas, personnel issues, and capital projects gone awry are just some possibilities that could plunge a district into emergency mode. We'll provide the tools to navigate these crises with composure, in both short- and long-terms.

10:15 a.m. – 12:00 p.m. (CLOSING BRUNCH)

**2015 Legislative Update:
The Impact on Your Special District**

CSDA's advocacy team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2015, as well as a sneak peak of what to expect in 2016. This year included major proposals on property taxes, new "green" local revenue opportunities, mandates, mandates, and the continued implementation of public employee pension reforms. Get all the latest legislative results and learn what they mean for special districts going forward.



"These conferences are a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers."

Joe Barget, SDA
Vandenberg Village Community Services District

2015 Conference

SCHEDULE AT A GLANCE

MONDAY, SEPTEMBER 21, 2015	
Registration	8:00 a.m. - 5:00 p.m.
So You Want to Be A General Manager?*	8:00 a.m. - 3:45 p.m.
SDLF: Special District Administrator (SDA) Exam	9:00 - 11:00 a.m.
Building Confidence in Public Speaking*	9:00 a.m. - 3:00 p.m.
Special District Leadership Academy Module I: Governance Foundations*	9:00 a.m. - 3:00 p.m.
Communication Strategies for Board Members and General Managers*	12:00 - 3:00 p.m.
CSDA Annual Golf Tournament*	10:00 a.m. - 3:00 p.m.
Elk Horn Slough Safari™ and Moss Landing Harbor District Tours*	10:00 a.m. - 3:00 p.m.
Pure Water Monterey Tour*	12:00 - 3:00 p.m.
District NetWorks Meetings	4:00 - 5:00 p.m.
President's Reception with the Exhibitors	5:30 - 7:30 p.m.
TUESDAY, SEPTEMBER 22, 2015	
Registration	7:30 a.m. - 5:00 p.m.
Exhibitor Showcase Open	7:30 a.m. - 6:00 p.m.
Continental Breakfast with the Exhibitors	7:30 - 8:45 a.m.
Opening Keynote Presentation: Peter Sheahan - FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage	9:00 - 10:45 a.m.
Breakout Session Options	11:00 a.m. - 12:00 p.m.
Lunch with the Exhibitors	12:00 - 1:45 p.m.
Breakout Session Options	2:00 - 3:15 p.m.
Breakout Session Options	3:30 - 4:30 p.m.
Mix and Mingle in the Exhibit Hall + Grand Prize Drawing	4:30 - 6:00 p.m.
Exhibit Hall Closes	6:00 p.m.
WEDNESDAY, SEPTEMBER 23, 2015	
Registration	All day
SDRMA sponsored full plated breakfast	8:15 - 9:00 a.m.
SDRMA General Session, Safety Awards and Keynote Presentation: Michael Bazzell - Hiding from the Internet	9:00 - 10:45 a.m.
CSDA Finance Corporation Board Meeting	11:00 a.m. - 12:15 p.m.
Breakout Session Options	11:00 a.m. - 12:15 p.m.
CSDA Annual Awards Luncheon	12:30 - 2:00 p.m.
Breakout Session Options	2:15 - 3:30 p.m.
Breakout Session Options	3:45 - 4:45 p.m.
SDLF Taste of the City Event: BBQ, Blues and Brews	6:00 - 8:00 p.m.
THURSDAY, SEPTEMBER 24, 2015	
Registration	8:00 a.m. - 12:00 p.m.
Breakout Session Options	8:30 - 10:00 a.m.
Closing Brunch: 2015 Legislative Update	10:15 a.m. - 12:00 p.m.

* pre-registration/payment required



2015 Conference ATTENDEE REGISTRATION FORM

one form per attendee, please print

Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at conference.csdanet
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership contact Cathrine Lemaire at cathrine@csda.net or call toll-free 877-924-2732.

Registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions and all Breakout Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- SDFL "Taste of the City" Reception on Wednesday
- Closing Brunch on Thursday

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Emergency Contact:			
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
Conference Registration Fees		Early Bird (on or before Aug. 14)	Regular (after Aug. 14)
<input type="checkbox"/> CSDA Member - Full Conference		\$550.00	\$600.00
<input type="checkbox"/> Non-member - Full Conference		\$750.00	\$800.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$260.00	\$300.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$260.00 each day	\$275.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$375.00 each day	\$435.00 each day
Separate Registration Fees		Member	Non-member
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 21		\$225.00	\$375.00
<input type="checkbox"/> Pre-Conference Workshop: Building Confidence in Public Speaking - Sept. 21		\$225.00	\$375.00
<input type="checkbox"/> Pre-Conference Workshop: Comm. Strategies for Board Members & Gen. Man. - Sept. 21		\$125.00	\$175.00
<input type="checkbox"/> Pre-Conference Workshop: So You Want to Be A General Manager? - Sept. 21		\$100.00 (includes breakfast and lunch) (limited to 20 attendees)	
<input type="checkbox"/> Tour: Moss Landing Harbor District and Elkhorn Slough Safari™ - Sept. 21		\$ 48.00 (includes transportation) (limited to 21 attendees)	
<input type="checkbox"/> Tour: Pura Water Monterey, Monterey Peninsula Water Management District and Monterey Regional Water Pollution Control Agency - Sept. 21		\$ 45.00 (includes transportation and lunch)	
<input type="checkbox"/> CSDA Golf Tournament - Sept. 21		\$ 95.00 (includes lunch)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 23		\$ 40.00	
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Sept. 23		\$ 55.00	
TOTAL			
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA not later than August 28, 2015. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 28, 2015. Substitutions are acceptable and must be done in writing no later than September 4, 2015. Please submit any cancellation notice or substitution request to sharon@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

AGENDA ITEM: J
DATE: June 17, 2015

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

DEPARTMENT REPORTS

Tom Greer, General Manager
General Manager's Monthly Report

Jennifer Hickerson, Marketing & Public Relations Coordinator
Air Service Development Report

Ken Griggs, Operations Manager
Operations Report

Monterey Fire Department
June 2015 Monthly Report

Jeff Hoyne, Police Chief
Police Activity Report for June 2015

Jerry Merritt, District Auditor/Controller
Financial Summary for May 2015 & FYTD (FY 2015)

Mark Bautista, Deputy General Manager, Planning & Development
P & D Monthly Project Report

AGENDA ITEM: J
DATE: July 8, 2015

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

1. I attended the AAAE Annual Conference in Philadelphia, PA along with Board Members Miller, Nelson and Leffel. Director Miller will make a complete report on the trip.
2. I met with Robin Hunt, Assistant Manager, FAA Western Pacific Region – Airports and James Lomen, the new Manager of the San Francisco ADO. Staff briefed them on the status of ongoing and proposed projects.
3. This being my last regular Board Meeting, I suppose some written advisement of my pending retirement as of July 31st is in order. I want to take the opportunity to publically thank the Board for allowing me to serve as your General Manager for the last twelve and a half years. I will have more to say at the Board meeting.

AGENDA ITEM: J
DATE: July 8, 2015

TO: Thomas E. Greer, General Manager
FROM: Jennifer Hickerson, Marketing & Public Relations Coordinator
DATE: July 1, 2015
SUBJ: Air Service Development Report

The Air Carrier Service/Marketing/Community Relations Committee will meet on July 6, 2015. The agenda for the meeting is included at the end of this report.

Marketing, Advertising & Promotions

Advertising:

- Billboard: On Hwy 101, 2 miles north of Prunedale.
- Television: We are running ads on Giants Baseball, Warriors Basketball and KSBW News.
- New Commercial: Chris has been working on a new commercial. We will wrap up filming on 7/6 and production will begin. The theme of this commercial is picking up family and friends at the airport.

Air Carrier Update:

- AS – One 76-seat Q400 turboprop daily to SAN arriving MRY.
- G4 (Allegiant) – LAS service continues Thursdays and Sundays.
- AA/US – Continues two CRJ flights daily to LAX.
- US/AA – PHX service continues three times daily except 7/3 & 7/4, when the last departure of the day will not operate.
- UA SFO – SFO service continues at three times a day.
- UA LAX – LAX service continues at three times a day.
- Gamblers Express Charter (operated by Republic Airlines) – We do not have a schedule for this month.

Air Service Development:

- Alaska Airlines announced new non-stop service to Los Angeles (LAX) beginning on 11/5 using a Q400.

Public Relations:

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

May	27	US Airways	Scottsdale
Jun	9	Alaska	Los Cabos
Jun	22	US Airways	Phoenix
Jun	30	Alaska	Los Angeles

- Social Media/Facebook: “Total Likes” continue to grow – **13,134** as of July 1, 2015.
- Chamber Mixer – We hosted a Monterey/Salinas Chamber Mixer on June 23rd in conjunction with the California Rodeo Salinas. We had a very good turn out and received many compliments.
- 75th Anniversary – 2016 is the 75th Anniversary of Monterey Peninsula Airport District. Staff is working with the Air Service and Marketing Committee to come up with a plan for promoting and celebrating our 75th Anniversary.

Customer Service:

- [Customer Comment Cards](#) – see June responses attached.

Next Committee Meeting: TBD

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

July 6, 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 |
| Discussion | 3. | Leakage Study |
| Review | 4. | Community Alliance for Promotion of Inbound Flights |
| Review | 5. | Public Relations |
| Review | 6. | Airport 75 th Anniversary |
| Review | 7. | Customer Service Ideas, Feedback & Reports |
| Discussion | 8. | 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 Was	Airline	Flt #	Tone	Comments	Name	Address City & State
6/6	1630	D	AE	2861	N	The agent ignored me in line saying I was in wrong line. He was rude in his attitude.	M.S.	
					N	Instead of repetitive unpleasant negative news, can you play soothing music with captions of tv?		
6/9	1655	D	UE	6346	N	Clerk at check inw a rude and appeared to not know what she was doing.	C.H.	Seaside, CA
6/11	1100	D	US		P	Love this airport. Thank you!	E.G.	Scottsdale
6/17		D	US		N	Start acting like an airport and make sure every flight leaves on time. Crew didn't know whats going on.	B.E.	PG, CA
6/17		D	US		N	Had to wait on plan for 2 hours w/o moving and had to get off. We missed connection.	R.H.	PG, CA
6/21	2030	A	AA	2436	N	Had to wait 40 minutes to deplane due to lack of staff.	C.B.	Pinta FL
6/23		D	US		P	Staff was pleasant and proactive in dealing with delay. TSA were fun and helpful.	K.M.	Seaside, CA
6/28		D	US		C	Need charging stations in baggage claim area.	A.R.	Myrtle Beach, SC
6/28		D			P	Paula was most helpful in gettig my husband off plane on aisle chair.	K.C.	Tuscon, AZ

TO: Thomas E. Greer, General Manager
FROM: Operations Manager Griggs
DATE: July 1, 2015
SUBJ: Operations Report

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

1. Upgraded the Access Control and Monitoring Systems (ACAMS) server to increase storage capacity of camera video and badge tracking information.
2. Attended a webinar with GateKeeper to learn about software features involving tracking mechanisms for Transportation Network Companies (Uber, Lyft etc.).
3. Issued Taxi and TCP permit renewals for the 2015/2016 ground transportation year. The number of cabs obtaining renewals have decreased this year.
4. Attached is the [Noise Comment Report for June](#).
5. Attached is the [Operating and Expense Report for the Taxi Open-Entry System](#).
6. Attached is the [Commercial Flight Cancellations & Delays Report](#). In the month of June there were a total of 127 delays and 17 cancellations.
7. Attached is the [Commercial Flight Schedule for July 2015](#).
8. Below is the summary of scheduled activity for July 2015:

Alaska Air flown by Horizon

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

Allegiant Air

- No changes from June
- Continues service twice a week on Thursdays and Sundays
- Scheduled to operate a total of 16 flights (Arrivals and Departures)

American Eagle flown by SkyWest

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

United flown by SkyWest

- SFO service increases to three times daily beginning July 2nd
- Will operate three daily SFO and LAX flights each
- Scheduled to operate a total of 362 flights (Arrivals and Departures)

US Airways flown by SkyWest/Mesa

- No significant changes from May
- Continuing to operate three daily departures
- The CRJ900 will continue to operate the midday flight
- Scheduled to operate a total of 184 flights (Arrivals and Departures)

Cumulatively speaking, the airlines have scheduled 132 fewer flights (748 vs. 880) as compared to last May. This is primarily due to the United Express service elimination of the Denver flight, the reduction from three to two daily LAX flights flown by American Eagle, and the contraction of United Express SFO flights to maximize capacity using Canadair Regional Jets (50 and in some cases 76 seats) in lieu of Embraer 120s (27 seats) turbo-props.

MRY AIRPORT NOISE COMMENT LOG JUNE 2015

Name	Location (Address)	Incident Date	Incident Time	Aircraft ID	</> of Flight	Comments	By	Action Taken	Notes		
AIR OPERATIONS CENTERED AT MONTEREY AIRPORT											
1	Robert Egnew	New Monterey	ongoing	ongoing	multiple	landing RWY 10R		Complainant lives on a hill near DLI and planes consistently fly over his house at 150 feet on approach to RWY 10R. Wants to have approach procedure changed.	NG	Referred to Flight Standards District Office.	Call forwarded from MRY ATCT.
2	Lori Sheehan	San Benancio	Over the last few weeks	multiple	multiple	landing RWY 28L		Last couple of weeks, steady stream of arriving aircraft overhead. What has changed?	KG	Provided information on the FAA's NextGen technology changes at MRY.	Explained that different aircraft utilize different approaches. Explained that MPAD is continuing to work with FAA regarding 28L approaches.
3	Hope Tinney	San Benancio	Over the last few weeks	multiple	multiple	landing RWY 28L		Last couple of weeks, steady stream of arriving aircraft overhead. What has changed?	KG	Provided information on the FAA's NextGen technology changes at MRY.	Explained that different aircraft utilize different approaches. Explained that MPAD is continuing to work with FAA regarding 28L approaches.
4	Barbara Lovero	Pasadera	Over the last few weeks	Late afternoon/early evening	multiple air carriers	landing RWY 28L		Air carriers are too close to my house and are off course. Why can't approach follow Hwy 68?	NG	Provided information on the FAA's NextGen technology changes at MRY.	Explained that different aircraft utilize different approaches. Explained that MPAD is continuing to work with FAA regarding 28L approaches.
5	Douglas Flaherty	CONA	6/24/2015	11:53 AM	Cessna 421	departing RWY 28L		Aircraft made an early right turn and flew over complainant's house at 400 ft.	NG	ATCT advised early turn due to fog along the coast.	Complainant believed pilot should have filed an IFR flight plan because aircraft is IFR capable.
6	Douglas Flaherty	CONA	6/28/2015	11:07 AM	Beech Baron	departing RWY 28L		Aircraft made an early right turn and flew over complainant's house at 400 ft.	KG	Unknown reason why pilot elected to turn prematurely	
6	Gordon Smith	North Monterey - just north of NPS	6/29/2015	3:55 PM	Gulfstream III	departing RWY 28L		Aircraft flew directly over complainant's house. Complainant was under the impression that departures could not turn before NPS.	NG	ATCT identified aircraft in question. Aircraft was following the Monterey 1 IFR departure.	ATCT advised that new Monterey 1 procedure authorizes right turn after 1000 feet unless otherwise advised.
7											
8											

AIR OPERATIONS ORIGINATING FROM ANOTHER AIRPORT

0	**NONE**									
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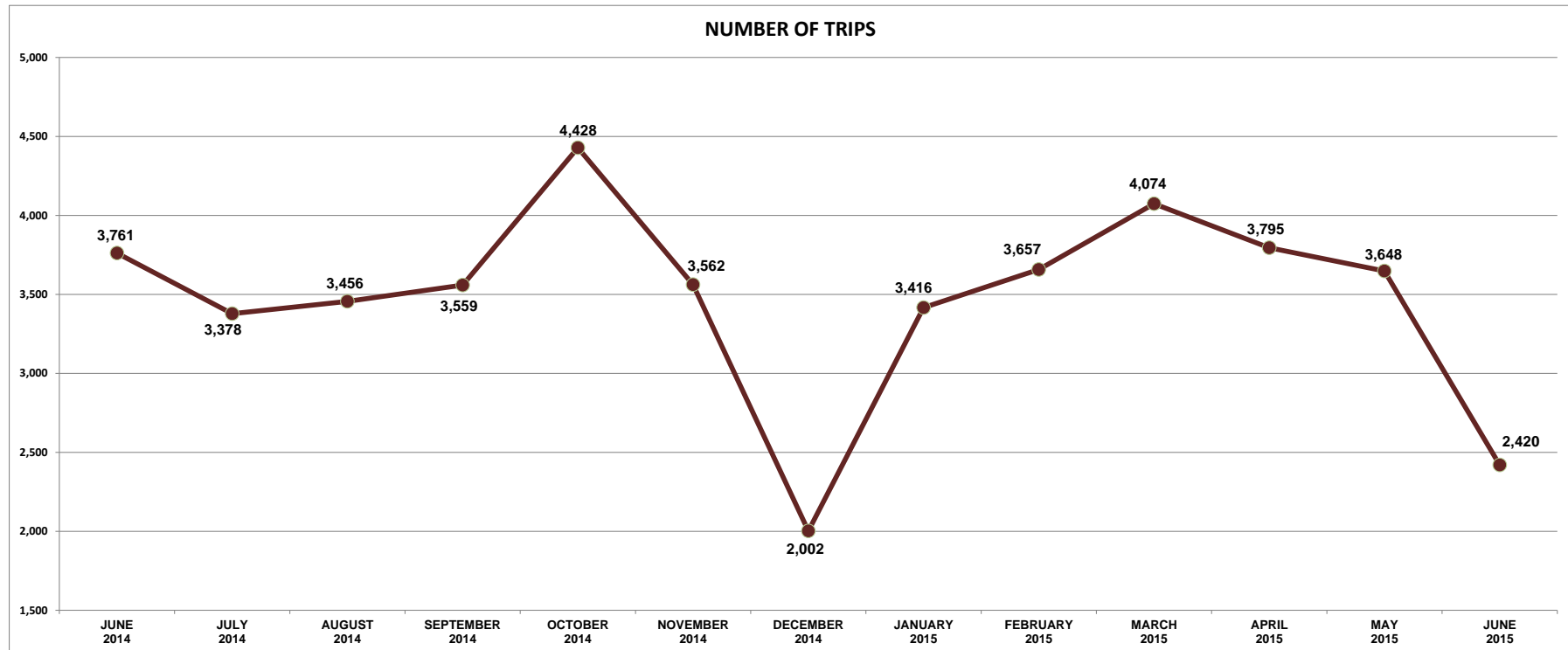
AIR OPERATIONS OF UNKNOWN ORIGIN

0	**NONE**									
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MONTHLY TOTALS and COMPARISONS

	Jun-15	Jun-14	% Change	Other Airport	UNKNOWN ORIGINS
Number of Complaints:	7	3	133%	0	0
Number of Operations:	6,052	4,409	37%		
			% Change		
Annual Total	32	18	78%	0	0

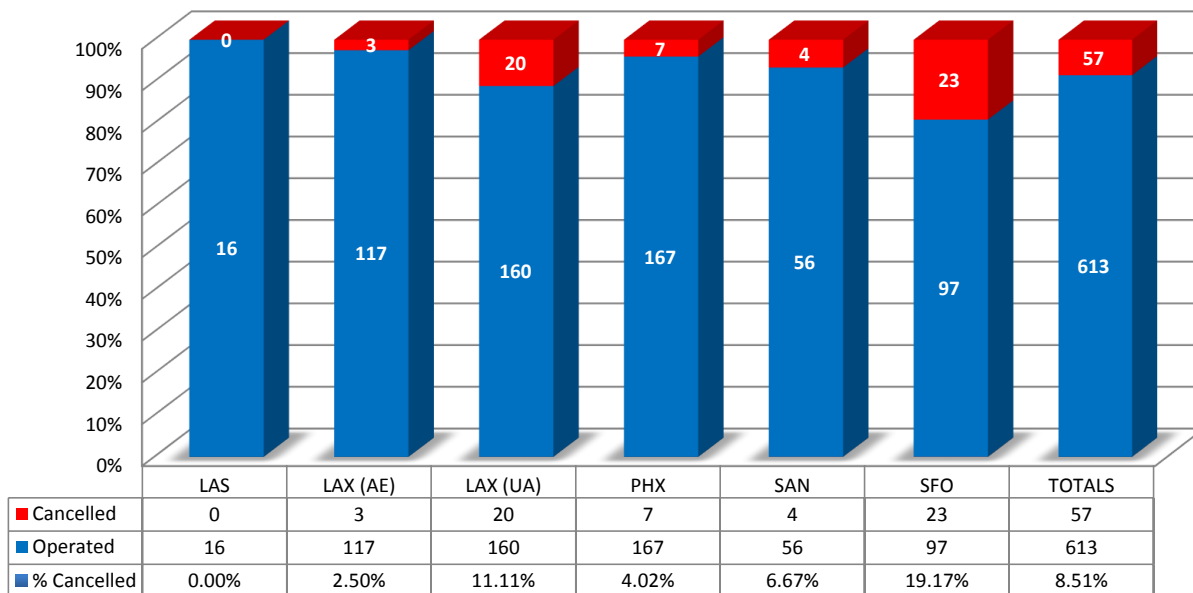
13-MONTH ROLLING COMPARISON



	2014 JUNE	2014 JULY	2014 AUGUST	2014 SEPTEMBER	2014 OCTOBER	2014 NOVEMBER	2014 DECEMBER	2014 JANUARY	2015 FEBRUARY	2015 MARCH	2015 APRIL	2015 MAY	2015 JUNE
NUMBER OF TRIPS	3,761	3,378	3,456	3,559	4,428	3,562	2,002	3,416	3,657	4,074	3,795	3,648	2,420
NUMBER OF CABS	142	106	113	114	117	119	122	123	124	127	128	128	129
TAXI TRIP FEES	\$ 11,283	\$ 10,134	\$ 10,368	\$ 10,677	\$ 13,284	\$ 10,686	\$ 6,006	\$ 10,248	\$ 10,971	\$ 12,222	\$ 11,385	\$ 10,944	\$ 7,260
TAXI MEDALLION FEES¹	\$ 2,667	\$ 2,208	\$ 3,958	\$ 2,458	\$ 3,646	\$ 2,583	\$ 2,833	\$ 2,333	\$ 2,458	\$ 2,743	\$ 2,271	\$ 2,208	\$ 2,271
TAXI - TOTAL REVENUE	<u>\$ 13,950</u>	<u>\$ 12,342</u>	<u>\$ 14,326</u>	<u>\$ 13,135</u>	<u>\$ 16,930</u>	<u>\$ 13,269</u>	<u>\$ 8,839</u>	<u>\$ 12,581</u>	<u>\$ 13,429</u>	<u>\$ 14,965</u>	<u>\$ 13,656</u>	<u>\$ 13,152</u>	<u>\$ 9,531</u>
CURB MGMT CONTRACT	\$ 10,327	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 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	\$ -	\$ -
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													
TAXI - TOTAL EXPENSE	<u>\$ 14,102</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 13,072</u>	<u>\$ 13,072</u>
OPERATING INCOME / (LOSS)	\$ (152)	\$ (2,330)	\$ (346)	\$ (1,537)	\$ 2,258	\$ (1,403)	\$ (5,833)	\$ (2,091)	\$ (1,243)	\$ 293	\$ 584	\$ 80	\$ (3,541)
CUMULATIVE (13-MONTH) OPERATING INCOME / (LOSS)													\$ (15,259)

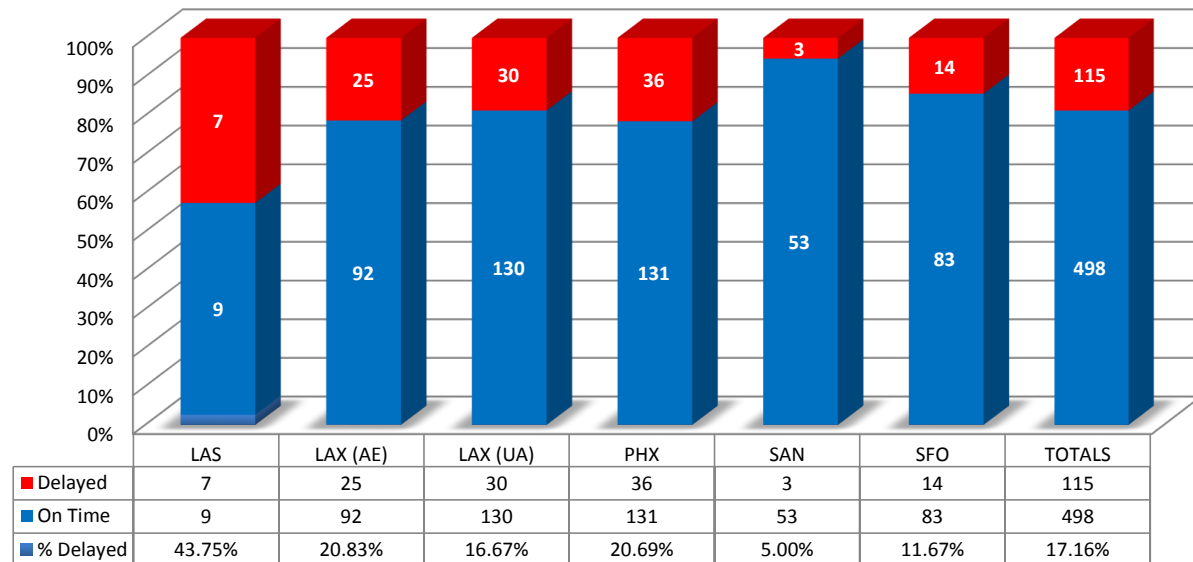
JUNE 2015

June Commercial Flights Operated vs. Cancelled





























TOTAL CANCELLATIONS: 57

June Commercial Flights On Time vs. Delayed



TOTAL DELAYED FLIGHTS: 112

Monterey Regional Airport July 2015 Flight Schedule

ARRIVALS					DEPARTURES					
FROM	AIRLINE	FLIGHT	TIME	SCHD	TO	AIRLINE	FLIGHT	TIME	SCHD	
MD80 (166)	LAS	 540	10:20 AM 12:37 PM 8:27 AM	JULY 2, 5,9,12,23,26,30 JULY 16 JULY 19	SFO		6346	5:46 AM 6:00 AM	SU-FR SA EXC JULY 5	CRJ200 (50)
CRJ200 (50)	SFO	 6267	11:40 AM	DAILY EXC JULY 1	PHX		2986	6:15 AM	DAILY	CRJ200 (50)
CRJ900 (76)	PHX	 5581	11:45 AM	DAILY	LAX		5316	6:47 AM 6:00 AM	SU-FR SA EXC JULY 5	CRJ200 (50)
CRJ200 (50)	LAX	 5457/5324	12:45 PM 10:10 AM	MO-FR SA-SU	LAX		2907/2911	7:40 AM 7:20 AM	JULY 1-5 JULY 6-31	CRJ200 (50)
CRJ200 (50)	PHX	 2960	3:31 PM	DAILY	SAN		2437	8:00 AM	DAILY	Q400 (76)
CRJ200 (50)	SFO	 5609	4:35 PM	DAILY EXC JULY 1	LAS		541	11:05 AM 1:22 PM 9:12 AM	JULY 2, 5,9,12,23,26,30 JULY 16 JULY 19	MD80 (166)
CRJ200 (50)	LAX	 2861	5:30 PM	DAILY	SFO		5487	12:09 PM	DAILY EXC JULY 1	CRJ200 (50)
CRJ200 (50)	LAX	 5338	7:00 PM 6:40 PM	MO-FR SA-SU	PHX		5624	12:20 PM	DAILY	CRJ900 (76)
Q400 (76)	SAN	 2436	7:45 PM	DAILY	LAX		5355/5371	1:20 PM 10:39 AM	MO-FR SA-SU	CRJ200 (50)
CRJ200 (50)	PHX	 2980	9:54 PM	DAILY EXC JULY 3-4	PHX		2960	4:05 PM	DAILY EXC JULY 3-4	CRJ200 (50)
CRJ200 (50)	LAX	 2887	10:16 PM	DAILY	LAX		5355/5391	5:05 PM	DAILY	CRJ200 (50)
CRJ200 (50)	LAX	 5331/5356	10:47 PM 11:27 PM 11:14 PM	MO-FR SA SU	LAX		2861	6:00 PM	DAILY	CRJ200 (50)
CRJ200 (50)	SFO	 6376	11:20 PM	DAILY EXC JULY 4	SFO		5172	7:29 PM 7:14 PM	SU-FR SA EXC JULY 5	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

June 2015

1. Incident Responses

Engine assigned to Fire Station 6 (Airport) responded to a total of 18 incidents during the month as follows (see attached for breakdown of types of incidents):

- MPAD property – 4
- City of Monterey – 12
- Auto / Mutual Aid – 2

2. Training

Personnel completed a total of 106.5 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

- We recently promoted 3 personnel to the rank of Captain including Engineer Cosimo Tilly, Firefighter Jason Smith (former MPAD FD), and Firefighter Neal Hurd

Monterey Fire Department

Incident Type Report (Summary)

**Alarm Date Between {06/01/2015} And
{06/30/2015} and Station = "6"**

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
3111 Medical Call No Aid Given	2	11.11%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	2	11.11%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	5.56%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	5.56%	\$0	0.00%
	6	33.33%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	5.56%	\$0	0.00%
442 Overheated motor	1	5.56%	\$0	0.00%
	2	11.11%	\$0	0.00%
5 Service Call				
520 Water problem, Other	1	5.56%	\$0	0.00%
531 Smoke or odor removal	1	5.56%	\$0	0.00%
553 Public service	2	11.11%	\$0	0.00%
	4	22.22%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	1	5.56%	\$0	0.00%
622 No Incident found on arrival at dispatch address	1	5.56%	\$0	0.00%
	2	11.11%	\$0	0.00%
7 False Alarm & False Call				
744 Detector activation, no fire - unintentional	3	16.67%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	1	5.56%	\$0	0.00%
	4	22.22%	\$0	0.00%

Total Incident Count: 18

Total Est Loss:

\$0

AGENDA ITEM: J
DATE: July 8, 2015

TO: Thomas E. Greer, General Manager
FROM: Police Chief Jeff Hoyne
DATE: June 30, 2015
SUBJECT: Police Activity Report for June 2015

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

Highlights

- MRY PD responded to **206 alarms in June.**
- Officers worked a total of **6.75 hours of overtime in June.**
- MRY PD Officers conducted **more than 120 business and area checks** over the course of the month of June.
- MRY PD Officers responded to three outside agency assists in June which consisted of the following:
 - 6/10 @ 2142 Assisted AMR with a patient/crew transfer for a medical flight.
 - 6/25 @ 0200 Assisted Del Rey Oaks PD on a stand-by detail while a female DUI suspect was processed.

Training

All MRY PD Officers completed:

- Monthly Lexipol Daily Training Bulletins.
- NIMS/ICS 100 LE Certification
- NIMS/ICS 700 Certification
- Review of "Consent to Search" Article published by the California Peace Officer Association

MRY PD Command Staff (Chief and Sergeants) completed:

- ICS/NIMS Certification for supervisory staff
- Sergeant Porter and Sergeant Dowson completed the 24 hour *Critical Incident Response for Law Enforcement Supervisors and Managers* course
- Chief Hoyne completed the 136 hour California POST Re-Qualification Course at the South Bay Regional Public Safety Training Consortium in San Jose to be eligible for peace officer certification in California.

Calls for Service

1. 6/2 @ 1035 MRY officers responded to the ticket counters on a report of a passenger engaged in a verbal disturbance with ticketing agents. Subject completed his business as officers stood by to keep the peace. The subject left the airport with no further incident.
2. 6/2 @ 1043 MRY officers responded to a report of a cold burglary detail at Hi Way 68 Self Storage. An unknown suspect(s) entered the unit between March and June and stole numerous contractor tools. No sign of forced entry to the unit which was locked with a padlock. Scene was processed for evidence and possible latent prints recovered. Follow-up pending. Case report completed.
3. 6/3 @ 0930 MRY officers responded to a report of a vehicle that crossed the SIDA area without proper markings. Investigation through the review of security videos and the access control system assisted in identifying a suspect who was found to be an AOA badge holder, without SIDA access. The subject was contacted and interviewed. Subject issued strike notice and required to undergo further TSA mandated SIDA training.
4. 6/3 @ 1300 Sergeant Porter investigated a door alarm from a door left open by an Envoy employee. The subject was identified, contacted, and issued a strike violation.
5. 6/5 @ 0640 MRY officers responded to the checkpoint on a report of ammunition in carry-on luggage. Ammunition seized. Report completed.
6. 6/5 @ 0945 MRY officers responded to a report of a stolen rental vehicle at the Hertz rental car counter. Follow-up continuing. Report completed.
7. 6/5 @ 0955 MRY PD took a report from an airport badge holder in reference to their airport badge being stolen from their vehicle in a vehicle burglary in another jurisdiction. Report completed.
8. 6/10 @ 1716 MRY officers responded to the Taxi-stand on a report of a taxi driver causing a disturbance and swearing at the taxi-starter. Report completed and internal complaint filed.
9. 6/12 @ 2030 MRY officers responded to a report of an open window at 1110 Airport Rd. A building check revealed that the building was vacant and all other entry points secure. Building secured. No sign of criminal activity.
10. 6/13 @ 2330 Officer Wheelus conducted a traffic stop on a vehicle while on routine patrol on Fairgrounds Ave. The driver was found to be DUI. Del Rey Oaks assisted with processing the arrest. Report completed.
11. 6/15 @ 0641 MRY officers responded to a report of a burglary alarm at 401 Skypark. The unit was found to be secure. No sign of criminal activity.
12. 6/15 @ 0923 Sergeant Porter was conducting a SIDA area inspection when he contacted a DMA employee without their SIDA badge. The employee was issued a strike notice. Report completed.
13. 6/16 @ 1515 MRY PD officers contacted a taxi driver operating without a permit. The driver was cited.

14. 6/18 @ 1000 MRY PD took a report of an airport employee who lost their airport badge. Report completed.
15. 6/22 @ 1920 MRY officers responded to the checkpoint on a report of ammunition in carry-on luggage. Ammunition seized. Report completed.
16. 6/23 @1750 MRY officers contacted a habitual violator of the TCP/Taxi ordinances on a report of soliciting a fare. The subject was contacted, interviewed, and a warning was issued. Report completed.
17. 6/25 @ 0200 MRY officers responded to assist Del Rey Oaks PD on a stand-by detail as a female DUI suspect was processed.
18. 6/26 @ 1920 MRY officers responded to a burglary alarm at Hi-Way 68 Self Storage. Unit was found to be secure. No sign of criminal activity.

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

BACKGROUND. The Financial Summary for May 2015 (the eleventh 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 May, operating revenue was above plan by \$2,759 (0%). Rental car concessions, GA landing fees and fuel flowage fees 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 \$121,017 (2%). Partially due to phasing and partially due to increased offsets, operating expense was below plan by \$31,144 (-5%); below plan by \$370,076 (-5%) FYTD. Net income for May was 55% above plan; FYTD net income was 145% above plan. The net change in cash position (for May) was a negative \$47,112; net change in cash position FYTD was a positive \$424,542.

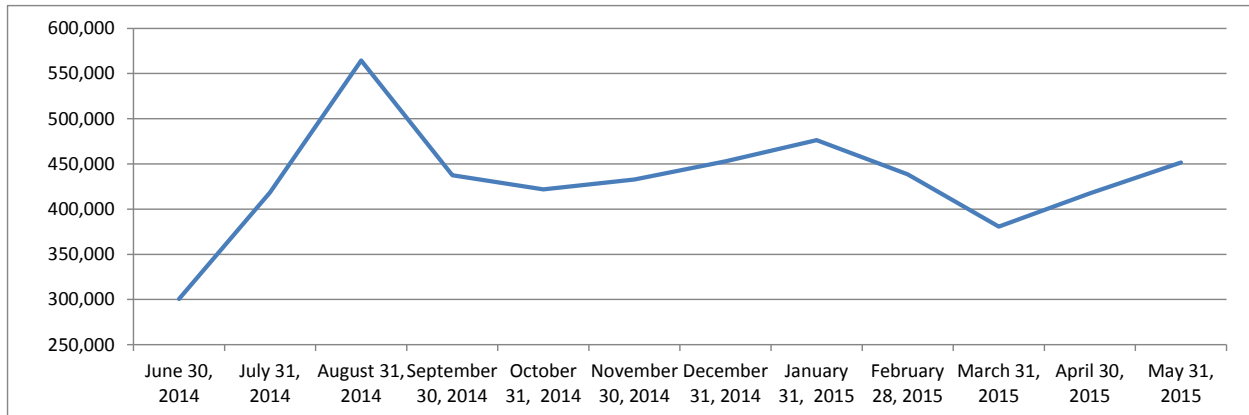
OPERATING REVENUE							
MAY 2015 ACTUAL	MAY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 687,185	\$ 684,426	\$ 2,759	0%	\$ 7,660,028	\$ 7,539,011	\$ 121,017	2%

OPERATING EXPENSE							
MAY 2015 ACTUAL	MAY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 591,352	\$ 622,496	\$ 31,144	-5%	\$ 6,831,245	\$ 7,201,321	\$ 370,076	-5%

OPERATING INCOME / (LOSS)							
MAY 2015 ACTUAL	MAY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 95,833	\$ 61,930	\$ 33,903	55%	\$ 828,783	\$ 337,690	\$ 491,093	145%

ACCOUNTS RECEIVABLE. The accounts receivable balance on May 31, 2015, was \$451,671. This balance is 8.2% higher than the balance on April 30, 2015, and 50.3% higher than the balance on June 30, 2014. Of the accounts receivable balance, \$20,832 or 4.6% 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 April, May operating revenue decreased 6.4%; compared to March, April operating revenue increased 1.3%. Chart 2 graphically presents the monthly comparison of operating revenues to accounts receivable.

Chart 2

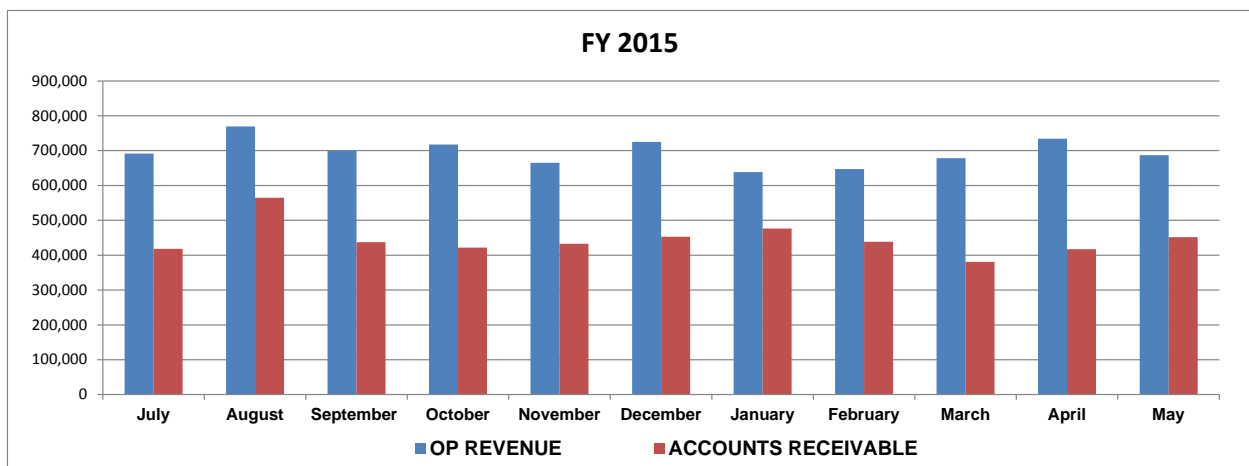
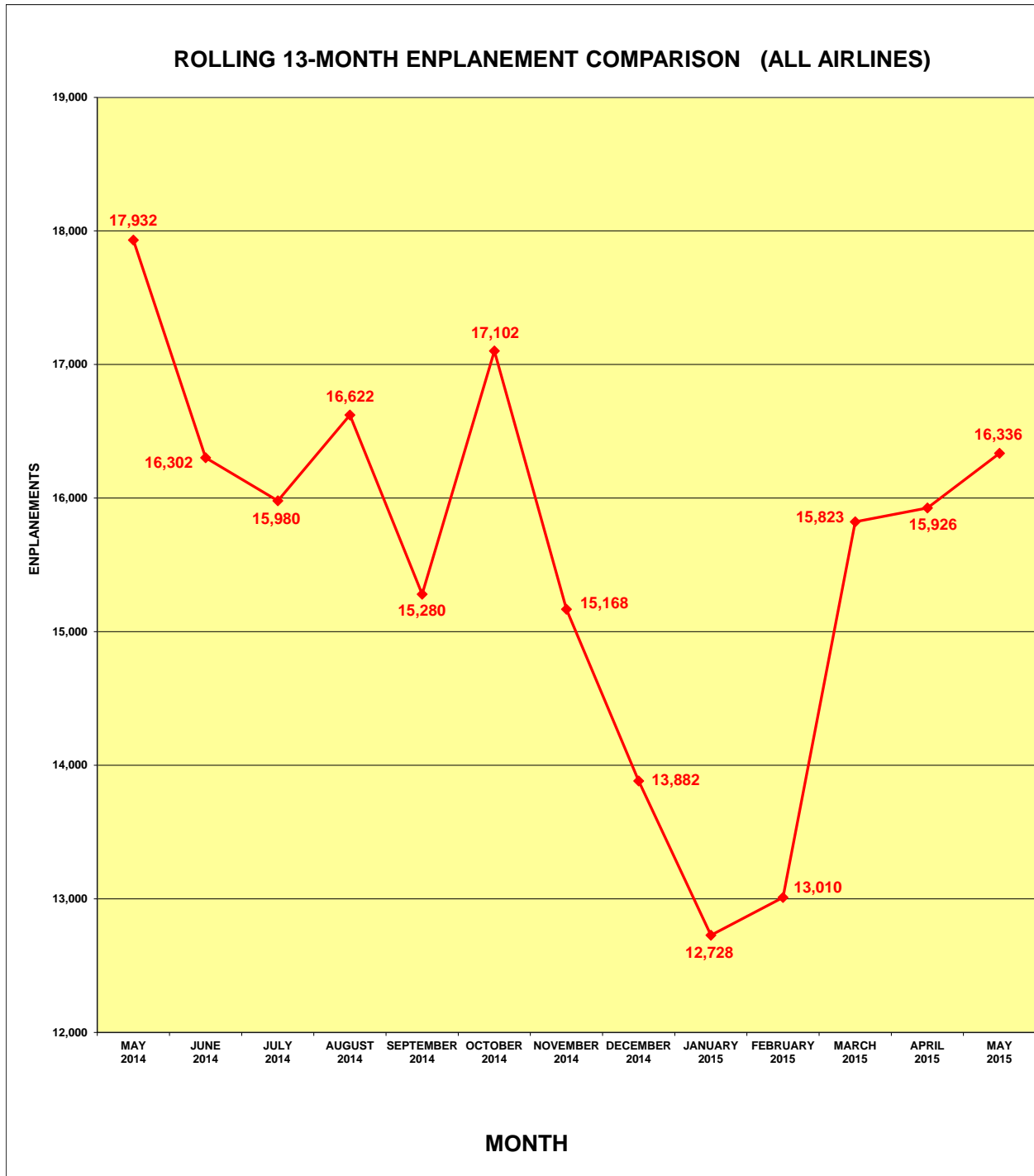
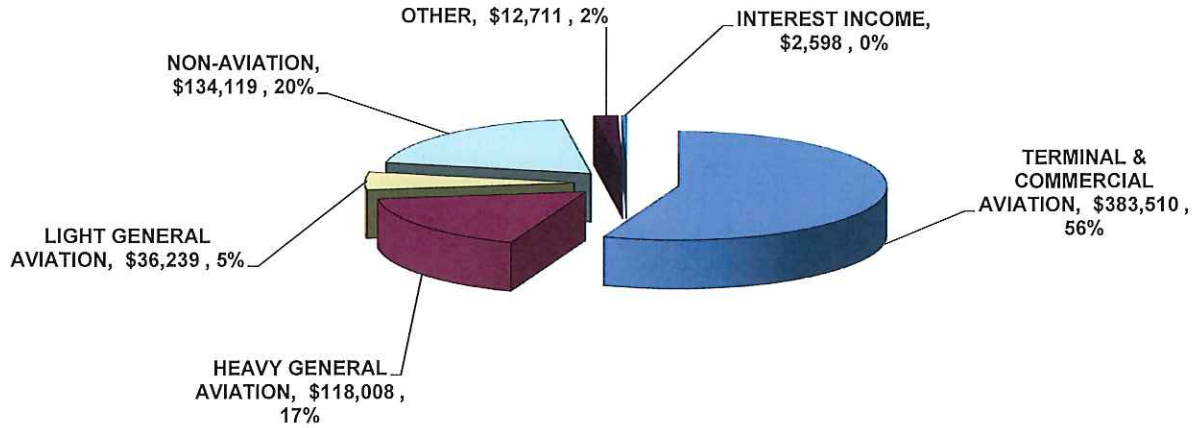


Chart 3 presents a rolling 13-month display of total enplanements which mimics the business cycle of the District. When compared to April 2015, May 2015 enplanements increased 2.6%. When compared to May 2014, May 2015 enplanements decreased 8.9%.

Chart 3

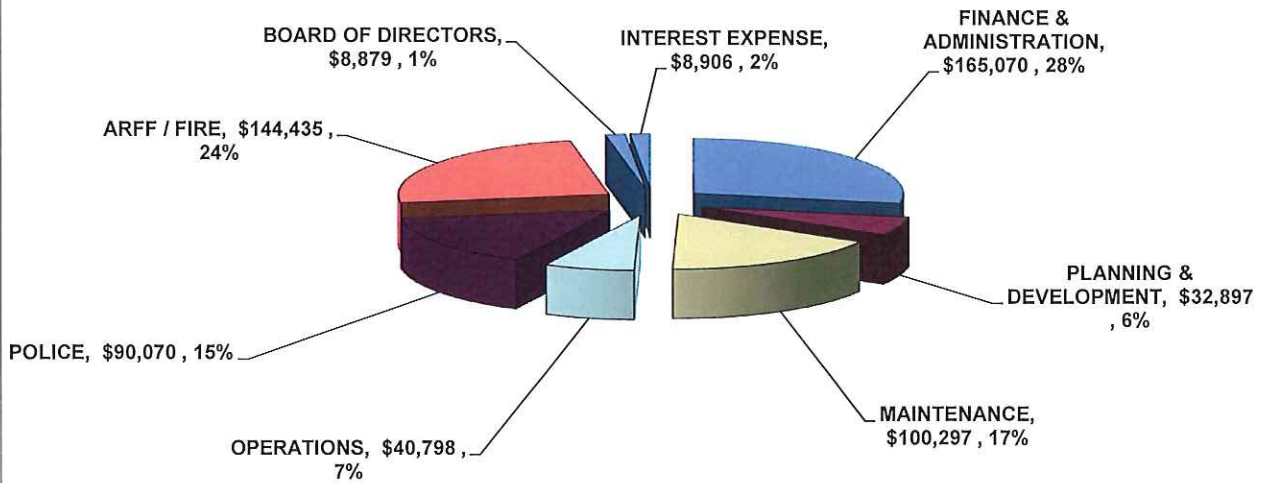


MAY 2015 OPERATING REVENUE



TOTAL OPERATING REVENUE: \$687,185

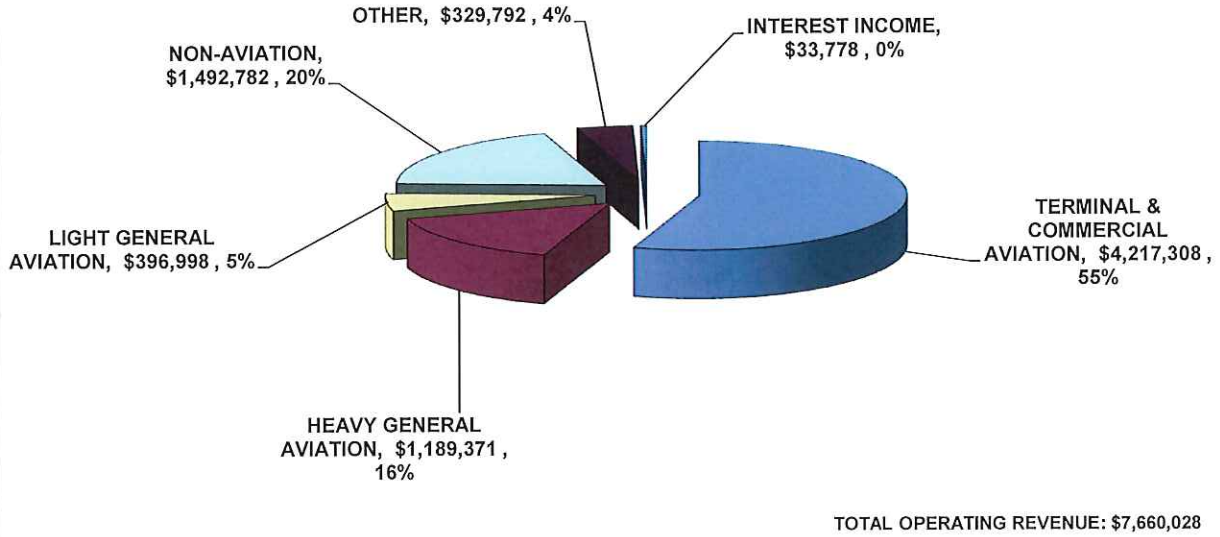
MAY 2015 OPERATING EXPENSE



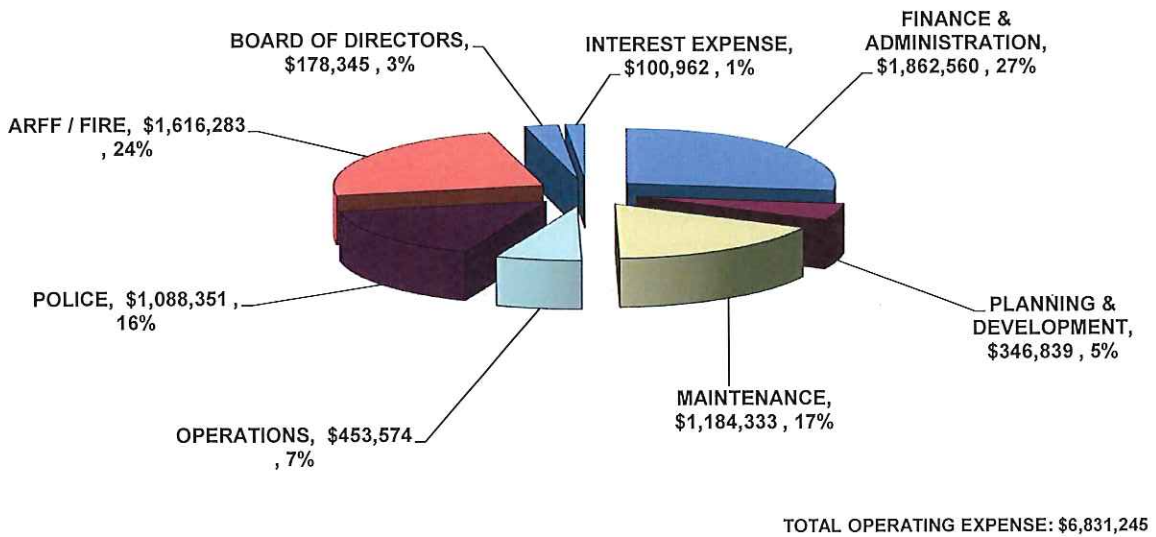
TOTAL OPERATING EXPENSE: \$591,352

Monterey Peninsula Airport District

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



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



AIRPORT DISTRICT OPERATING AND FINANCIAL PERFORMANCE SUMMARY

May 31, 2015

OPERATING STATISTICS	MAY 15			MAY 14			YTD FY 15			YTD FY 14		
AIRPORT ACTIVITY												
Air Carrier Landings ¹	346	440	-21%	460	4,151	4,757	-13%	5,048				
Passengers (emp/dep)	32,183			35,121	334,652			366,484				
Total Cargo (in pounds)	86,826			112,622	954,479			1,032,567				
AIRCRAFT OPERATIONS												
Commercial	1,104			1,324	12,549			13,612				
General Aviation	3,842			3,154	36,143			31,528				
Military	273			284	2,653			2,185				
TOTAL AIRCRAFT OPERATIONS	5,219			4,762	51,345			47,325				
VEHICLE EXIT COUNT												
Upper Short Term (1) Lot	2,096			2,116	23,041			21,878				
Long Term (2) Lot	2,157			2,483	23,907			22,830				
Lower Short Term (3) Lot	6,426			7,312	69,311			80,640				
TOTAL VEHICLE EXIT COUNT	10,679			11,911	116,259			125,348				

¹Cancelled Flights: May = 17 (1 - Alaska / 0 - Allegiant / 0 - American Eagle / 4 - US Airways / 12 - United Express); FYTD = 342 (14 - Alaska / 0 - Allegiant / 26 - American Eagle / 23 - US Airways / 279 - United Express)

FINANCIAL INFORMATION	MAY 15			MAY 14			YTD FY 15			YTD FY 15			YTD FY 14		
	ACTUAL	BUDGET	%	ACTUAL	ACTUAL	BUDGET	%	ACTUAL	BUDGET	%	ACTUAL	BUDGET	%	ACTUAL	
BGT OPERATING REVENUE															
TERMINAL															
CA Landing, Apron & RON Fees	59,511	60,942	-2%	59,987	636,094	628,452	1%	640,044							
Rents	141,125	141,403	0%	140,153	1,560,923	1,554,833	0%	1,524,041							
TCP Operator Permits	650	730	-11%	689	8,510	8,375	2%	8,621							
Taxi Operator Permits & Trip Fees	13,152	16,431	-20%	15,865	147,939	154,207	-4%	155,481							
Concessions	11,347	11,291	0%	10,836	139,149	137,427	1%	136,843							
Rental Car	91,905	89,961	2%	90,469	982,350	961,055	2%	954,574							
Parking	65,820	70,371	-6%	64,266	742,343	749,700	-1%	679,877							
HEAVY GENERAL AVIATION															
GA Landing Fees	33,161	24,737	34%	26,870	298,042	251,939	18%	248,760							
FBO Rent	54,925	54,898	0%	53,394	604,175	603,878	0%	587,334							
Fuel Fees	29,922	24,501	22%	26,405	287,154	266,341	8%	249,946							
LIGHT GENERAL AVIATION															
	36,239	38,131	-5%	33,527	396,998	420,191	-6%	417,062							
NON AVIATION															
	134,119	135,335	-1%	132,533	1,492,782	1,493,722	0%	1,393,370							
OTHER OPERATING REVENUE															
	12,711	12,300	3%	14,614	329,792	272,866	21%	291,528							
INTEREST INCOME															
	2,598	3,395	-23%	3,672	33,778	36,025	-6%	46,985							
TOTAL BGT OPERATING REVENUE	\$ 687,185	\$ 684,426	0%	\$ 673,280	\$ 7,660,028	\$ 7,539,011	2%	\$ 7,334,465							
BGT OPERATING EXPENSE															
Finance & Administration	165,070	158,014	4%	191,221	1,862,560	1,856,221	0%	1,918,793							
Planning & Development	32,897	37,402	-12%	37,967	346,839	456,854	-24%	436,663							
Maintenance & Custodial Services	100,297	104,492	-4%	139,641	1,184,333	1,245,797	-5%	1,191,800							
Airport Operations	40,798	44,138	-8%	40,780	453,574	475,779	-5%	459,049							
Police Department	90,070	111,825	-19%	100,165	1,088,351	1,212,537	-10%	1,055,450							
ARFF / Fire Service	144,435	144,496	0%	150,469	1,616,283	1,611,818	0%	1,784,983							
Board of Directors	8,879	13,223	-33%	10,776	178,345	241,354	-26%	107,070							
Interest Expense	8,906	8,906	0%	9,885	100,962	100,961	0%	111,621							
TOTAL BGT OPERATING EXPENSE	\$ 591,352	\$ 622,496	-5%	\$ 680,905	\$ 6,831,245	\$ 7,201,321	-5%	\$ 7,065,429							
BGT OPERATING INCOME / (LOSS)	\$ 95,833	\$ 61,930	55%	\$ (7,625)	\$ 828,783	\$ 337,690	145%	\$ 269,036							
DISTRICT CAPITAL EXPENDITURES	\$ 120,369	\$ -	0.0%	\$ 18,207	\$ 157,916	\$ 72,000	119.3%	\$ 1,149,631							
DEBT SERVICE - PRINCIPAL ONLY	\$ 23,000			\$ 21,833	\$ 251,000			\$ 240,167							

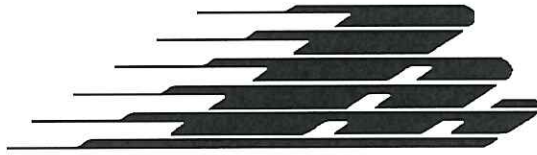
MONTEREY PENINSULA AIRPORT DISTRICT

	FY 2015 MAY 2015 ACTUAL	FY 2015 YEAR-TO-DATE ACTUAL
SOURCES AND USES OF CASH -- OPERATIONS		
SOURCES OF CASH		
CASH RECEIVED - OPERATING REVENUE	\$ 684,587	\$ 7,626,251
CASH RECEIVED - INTEREST INCOME	2,598	33,778
CASH RECEIVED	<u>\$ 687,185</u>	<u>\$ 7,660,028</u>
USES OF CASH -- OPERATIONS		
CASH DISBURSED - OPERATING EXPENSE ¹	\$ 582,021	\$ 6,725,609
CASH DISBURSED - DEBT SERVICE (BOND INTEREST EXPENSE) ²	8,906	100,962
CASH DISBURSED - DEBT SERVICE (PRINCIPAL REDUCTION) ²	23,000	251,000
CASH DISBURSED	<u>\$ 613,927</u>	<u>\$ 7,077,570</u>
CHANGE IN CASH POSITION FROM OPERATIONS & DEBT SERVICE	<u>\$ 73,258</u>	<u>\$ 582,458</u>
USES OF CASH -- CAPITAL PROGRAM		
CASH DISBURSED - DISTRICT CAPITAL PROJECTS ³	\$ 120,369	\$ 157,916
CASH DISBURSED	<u>\$120,369</u>	<u>\$157,916</u>
CHANGE IN CASH POSITION FROM CAPITAL PROGRAM	<u>\$ (120,369)</u>	<u>\$ (157,916)</u>
CHANGE IN CASH POSITION FROM OPERATIONS, CAPITAL & DEBT SERVICE	<u>\$ (47,112)</u>	<u>\$ 424,542</u>

¹Net of non-cash operating expense (OPEB)

²Moved to Restricted Account/Disbursement will occur in December 2014 & June 2015

³District-funded capital plan for FY15



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

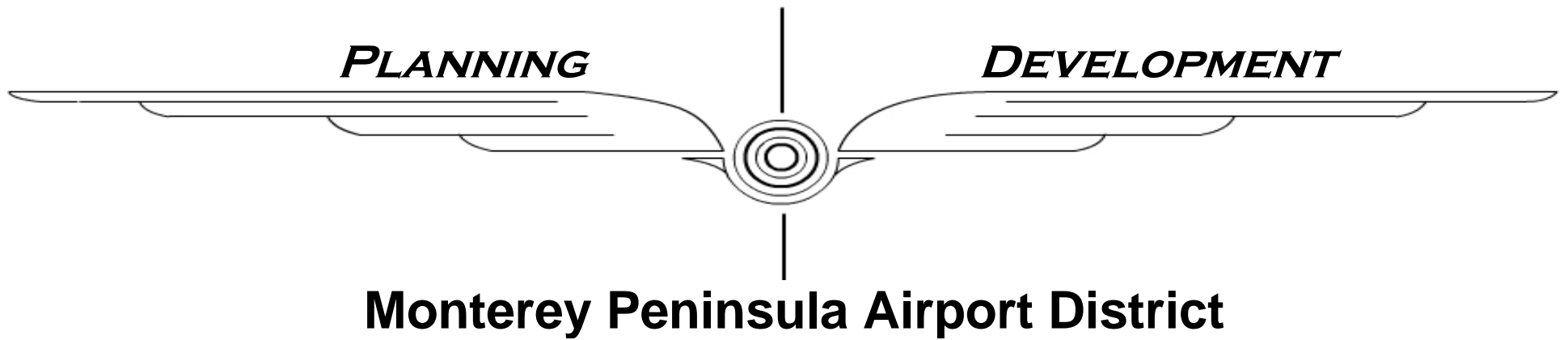
<u>Airport Improvement Programs</u>	Actual FY 2015		Prior Fiscal Year		Actual FY 2015		Prior Fiscal Year	
	Current Period		Current Period		Year-To-Date		Year-To-Date	
MPAD Expenditures	0.00	0.0%	18,206.88	6.8%	0.00	0.0%	1,109,433.32	36.2%
AIP -- FAA Funded Expenditures	1,427,963.29	95.0%	235,050.30	87.2%	24,276,726.92	94.9%	1,728,108.16	56.5%
AIP -- PFC Funded Expenditures	75,701.45	5.0%	16,272.57	6.0%	1,299,390.73	5.1%	223,107.51	7.3%
Total Capital Improvement Expenditures	1,503,664.74	100%	269,529.75	100%	25,576,117.65	100%	3,060,648.99	100%

<u>Capital Acquisitions / Expenditures By Department</u>								
Finance & Administration	81,225.36	67.5%			81,225.36	51.4%		
Planning & Development	0.00				0.00			
Maintenance & Custodial Services	39,144.10	32.5%			39,144.10	24.8%		
Airport Operations	0.00				0.00			
Police	0.00				37,546.21	23.8%	40,197.40	100%
Fire	0.00				0.00			
Total Capital Acquisition Expenditures	120,369.46	100%	0.00	0%	157,915.67	100%	40,197.40	100%

<u>Consolidated</u>								
District Expenditures	120,369.46	7.4%	18,206.88	6.8%	157,915.67	0.6%	1,149,630.72	37.1%
AIP -- FAA Funded Expenditures	1,427,963.29	87.9%	235,050.30	87.2%	24,276,726.92	94.3%	1,728,108.16	55.7%
AIP -- PFC Funded Expenditures	75,701.45	4.7%	16,272.57	6.0%	1,299,390.73	5.0%	223,107.51	7.2%
Total Capital Expenditures	1,624,034.20	100%	269,529.75	100%	25,734,033.32	100%	3,100,846.39	100%

2015-02 Police Vehicle - Sedan	0.00				37,546.21			
2015-04 Pick-Up Truck - Maintenance	39,144.10				39,144.10			
2015-05 Electric Vehicle - 2015 Kia Soul EV	40,612.68				40,612.68			
2015-06 Electric Vehicle - 2015 Kia Soul EV	40,612.68				40,612.68			

Monthly Capital Project Report
July 2015



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	6/30/2015	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
ACTIVE FEDERALLY FUNDED PROJECTS:														
1	2012-01 and 2014-01	58, 61	10-15-C-00-MRY 11-17-C-00-MRY 13-18-C-00-MRY 14-19-C-00-MRY	\$6,847,008	\$29,223,954	\$15,007,846	\$51,078,808	\$6,847,008	\$25,172,675	\$32,019,683	70%	RSA Runway 10R/28L - Construction; Phase 1 and 2	Schedule I, II and III are completed. Schedule IV is scheduled for completion by August 18, 2015.	Construct new Twy A connector and Twy E modifications, work outside existing RSA on relocated water line, new VSR, and associated MSE block walls construction.
2	2013-02	59	13-18-C-00-MRY	\$690,000	\$632,008	\$162,236	\$1,094,980	\$402,727	\$483,360	\$886,086	92%	Airport Master Plan	Draft Plan has been distributed to PAC; and is available at MPAD website home page link (see Airport Master Plan Website).	Final PAC and public workshop meetings are scheduled for July 7, 2015. Update on work progress will be presented at the July 8, 2015 BOD meeting.
3	2015-03	Unk.	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.	Environmental review underway (biological survey).
ACTIVE DISTRICT FUNDED PROJECTS:														
4	2015-01	N/A	N/A	\$0	\$42,000	\$0	\$42,000	\$4,000	\$0	\$6,698	100%	ARFF Station Remodel Improvements	Construction almost complete.	Completed.
5	N/A	N/A	N/A	\$14,148	\$17,045	\$10,307	\$99,000	\$85,436	\$85,436	\$85,436	n/a	FWSS Mitigation Land Restoration	Preparation and planting is complete at the off-airport site.	Monitoring will continue through FY 2015, and into FY 2016.

AGENDA ITEM: J
DATE: July 8, 2015

TO: Thomas E. Greer, General Manager
FROM: Mark Bautista, Deputy General Manager, Planning & Development
DATE: June 30, 2015
SUBJ: Planning & Development Monthly Project Report

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

- Work directed toward implementation of the Runway Safety Area (RSA) Project accomplished during the reporting period, including:
 - Worked with ESCO/Zodiac to advance delivery date of EMAS for the west end portion of the project to late October 2015.
 - Executed change order with GRC to advance the RSA completion date from December 31, 2015 to early November 2015 (i.e., RSA, itself, will be complete, but work outside the RSA will continue for a short period thereafter).
 - Successful coordination with the FAA to advance the publication date of the Rwy 10R ILS flight procedures from February 7, 2016 to December 10, 2015.
 - Continued installation of MSE block walls on the west end of Rwy10R/28L.
 - Construction work on new Twy Alpha connector for west end of Rwy 10R/28L.
 - Construction work on drainage improvements for west end of Rwy 10R/28L.
 - Construction work on navaid electrical work for west end of Rwy 10R/28L.
 - Maintenance of the project web site on the Internet.

- Work directed toward the Airport Master Plan (AMP), including:
 - Posting the Draft Final Airport Master Plan document to the project website, including updates to all previously published draft material, where appropriate, and the following new material:
 - Appendix D, Sustainability Plan – Part 2: Sustainability Management Plan
 - Appendix B, Environmental Overview – Part 2: Environmental Evaluation
 - Appendix H –Airport Layout Plan
 - Scheduling the 6th, and last, meeting of the Planning Advisory Committee (PAC) for July 7, 2015.
 - Scheduling the 5th Public Information Workshop on the AMP for July 7, 2015.
 - Maintenance of the project web site on the Internet.

- Submission of Grant Application for electric maintenance utility cart to the Monterey Bay Unified Air Pollution Control District.

- Submission of Grant Application to the FAA for the environmental assessment for the Infields Rehabilitation Project.

AGENDA ITEM: K. a. ii.
DATE: July 8, 2015

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

BACKGROUND. Since the last regular board meeting, the Budget & 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 BUDGET & FINANCE COMMITTEE
BOARD OF DIRECTORS
MONTEREY PENINSULA AIRPORT DISTRICT**

July 1, 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. | May 2015 & FYTD (FY 2015) Financial Statements |
| Review | 2. | Accounts Receivable Aged Invoice Report |
| Update | 3. | Cash Position Update |
| Update | 4. | Amend Adopted Capital Plan for FY 2015 |
| Update | 5. | Update - Fleet Management & Investment Policies |
| Discussion | 6. | 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 07/01/2015 Finance Committee Meeting:

- The meeting was called to order by Chair Sabo at 1:42 p.m.
- The meeting was attended by board members Bill Sabo and Carl Miller; staff members Mark Bautista and Jerry Merritt were present.
- There were no communications or public comments.
- May 2015 & FYTD (FY 2015) Financial Statements:
 - ✓ Director Sabo requested that the “SUMMARY” paragraph be expanded to include brief explanations of “one-off” revenues and/or expenses (for the month being reviewed)
 - ✓ Operating revenue was 0% or \$2,759 above plan for May,
 - Categories of operating revenue above plan were:
 - Rental Car Concessions,
 - GA Landing Fees, and
 - Fuel Flowage Fees
 - All other categories of operating revenue were on or below plan
 - ✓ FYTD Operating Revenue was 2% or \$121,017 above plan
 - forecast for full-year FY 2015 is that operating revenue will be well above plan
 - ✓ May operating expense was 5% (\$31,144) below plan
 - staff answered questions regarding several expense lines in several departments asked by Director Sabo, specifically regarding:
 - Office Supplies & Materials (Admin),
 - Business Travel & Entertainment (P&D),
 - Terminal Repairs & Maintenance (Maintenance), and
 - General Supplies & Materials (Police)
 - ✓ FYTD Operating Expense was 5% or \$370,076 below plan
 - forecast for full-year FY 2015 is that operating expense will be well below plan at fiscal year end
 - ✓ Operating income was 55% or \$33,903 above plan for May
 - ✓ Operating income FYTD was 145% (\$491,093) above plan at 05/31/2015
 - full-year FY 2015 operating income will be well above plan at fiscal year end
- Accounts Receivable Aged Invoice Report:
 - ✓ reviewed the distribution of aged receivables for the month of May,
 - ✓ reviewed the aged A/R detail as of 06/30/2015, and
 - ✓ discussion centered around:

- Allegiant,
 - American, and
 - possible changes to notice/collection procedures.
- Cash Position Update:
 - ✓ cash position – net change was a negative \$47,112 for May, positive \$424,542 FYTD,
 - ✓ the FC noted that all District capital acquisitions (in FY 2015) were covered by net income from operations, and
 - ✓ the FC acknowledged that a contribution to the District's net position was being made.
- Amend Adopted Capital Plan for FY 2015
 - ✓ The FY 2015 Capital Plan will requirement amendment to add the changes authorized by the board of directors during the fiscal year that include:
 - ✓ one pick-up truck, and
 - ✓ two electric cars.
 - ✓ The resolution to amend the FY 2015 Capital Budget will be on the agenda for the Regular Meeting in August 2015 (8/12/2015).
- Update – Fleet Management & Investment Policies:
 - ✓ informed the committee that the fleet management policy was being reviewed by the Advisory Services arm of MGO,
 - ✓ the contract to review the fleet management policy is a not-to-exceed \$2,500 contract,
 - ✓ the plan is to review their assessment of the fleet management policy at the next FC meeting (8/5/2015),
 - ✓ once the Advisory Services arm of MGO completes the review of the fleet management policy, we will have them review the District's investment policy under similar contract terms, and
 - ✓ the timing of the investment policy review is unknown at this time.
- Future Agenda Items/Finance Committee Schedule:
 - ✓ scheduled the next FC meeting for Wednesday, August 5, at 1:30 p.m.,
- Meeting adjourned by committee chair Sabo at 3:50 p.m.