

# MINUTES OF THE REGULAR MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS

August 17, 2022 - 9:00 AM

## NOTICE REGARDING A RETURN TO IN-PERSON PUBLIC PARTICIPATION AT MONTEREY PENINSULA AIRPORT DISTRICT BOARD MEETINGS

Due to the expiration of certain directives contained in the Governor's Declaration of Emergency for the State of California (Executive Order N-29-20), the Board of Directors of the Monterey Peninsula Airport District will return to hold meetings at the Airport Board Room, with in-person attendance.

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

Should the Board implement the measures outlined in AB 361, members of the public may participate in the Board meeting via Zoom video conference. Please visit [www.zoom.us/join](https://www.zoom.us/join) and enter the following Meeting ID: **831 7098 4092**. If you do not have access to the internet, you may also participate telephonically by calling (253) 215-8782 and entering the same Meeting ID. Members of the public who wish to provide comment on an item on the agenda may do so during the meeting prior to the item being considered by the Board, as outlined below.

### REMOTE PUBLIC COMMENTS

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

1. Before the Meeting via Email: Written comments can be emailed to [info@montereyairport.com](mailto:info@montereyairport.com). Include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)." Written comments should be received by 8:00 AM on the day of the meeting. All submitted comments will be provided to the Board for consideration and will be compiled as part of the record.
2. During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press \*9. The Secretary to the Board will call speaker names and unmute speaker microphones. You will have up to 3 minutes to provide your oral comments, pursuant to Board policy.

Public comments may also be made in person. Members of the public may attend the Board Meeting in person and request to speak to the Board when the Chair calls for public comment.

### A. CALL TO ORDER/ROLL CALL

*Chair Miller called to order the regular meeting of the Monterey Peninsula Airport District Board of Directors at 9:03 AM. Directors Pick, Sawhney, Leffel, and Sabo were present. Director Sawhney attended by Zoom videoconference. The following staff were present: Executive Director La Pier, District Counsel Huber, Acting District Secretary Adams, Deputy Executive Director Bergholz, and Deputy Director of Strategy & Development Morello. Deputy Executive Director Bergholz attended by Zoom videoconference.*

### B. PLEDGE OF ALLEGIANCE

*Director Pick led the Pledge of Allegiance.*

### C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

*Executive Director La Pier announced the aha! airlines jet at the terminal gate this morning was a charter, and not a new regular service.*

### D. PUBLIC COMMENTS ON NON-AGENDA ITEMS

*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 Air Carrier Service - Marketing - Community Relations Committee Meeting of July 14, 2022   |
| Approve | 2. Minutes of the Regular Board Meeting of July 20, 2022   |
| Approve | 3. Minutes of the Special Board Meeting of July 26, 2022   |
| Approve | 4. Minutes of the Special Board Meeting of August 2, 2022  |
| Approve | 5. Minutes of the Air Carrier Service – Marketing – Community Relations Committee Meeting of August 08, 2022   |
| Approve | 6. Minutes of the Budget and Finance Committee Meeting of August 9, 2022   |
| Approve | 7. Update to Administrative and Personnel Policy Manual  |
| Adopt   | 8. Resolution No. 1816-7, A Resolution of the Board of Directors of the Monterey Peninsula Airport District Making Findings and Determinations Pursuant to AB 361 or Virtual Meetings and Authorizing Virtual Board Member and Other District Meetings |

*Chair Miller asked to pull Item E.7 from the Consent Agenda. Director Leffel made a motion to approve Consent Agenda Items E.1 – E.6 and E.8. Director Pick seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

## **F. DEFERRED CONSENT AGENDA - ACTION ITEMS**

*Chair Miller stated he pulled Item E.7 from the Consent Agenda to make sure that all Directors were happy with the changes. District Counsel Huber stated he had not received any additional comments since the last meeting and the changes from the last meeting are in track changes mode in the packet. Director Sabo asked if the Finance Department had reviewed the document. District Counsel Huber answered Finance has seen it and he did not receive any negative comments.*

*Director Pick made a motion to approve Consent Agenda Item E.7, Update to Administrative and Personnel Policy Manual. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 5-0.*

## **G. REGULAR AGENDA - ACTION ITEMS**

- |         |  |
|---------|--|
| Approve | 1. Proclamation in Recognition of Hagerty and Broad Arrow Group for their Inaugural Motorlux Monterey Car Week Kickoff Event and Inaugural Monterey Jet Center Auction |
|---------|--|

*Executive Director La Pier introduced item G.1 stating there are new owners to the Monterey Car Week Kickoff Event, and this is their first event at the airport. In addition, there is an inaugural Jet Center Classic Car auction that will preview the evening of the event. District Counsel Huber added they will*

acknowledge the airport and it is a ceremonial event so we will fill out CA Form 802 and include it on the website, as we have in the past.

Director Sabo made a motion to approve the Proclamation in Recognition of Hagerty and Broad Arrow Group for their Inaugural Motorlux Monterey Car Week Kickoff Event and Inaugural Monterey Jet Center Auction. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

## Presentation 2. Route Data Report

Executive Director La Pier introduced Amanda Aufer, Social Media Specialist, who gave a Staff presentation on the data gleaned from activity on [www.montereyairport.com](http://www.montereyairport.com). The data detailed top domestic and international air service destination locations searched for by the website users. Directors asked various questions and discussed the data and its relevance, as well as some of the current digital marketing efforts. Directors individually suggested ideas for utilizing a recently created year end overview entitled "Leaving Turbulent Times Behind".

## Approve 3. HR Services Contract

Executive Director La Pier introduced Item G.3 stating the agreement had been sent to BBSI, Inc. and their legal representatives had requested some changes. District Counsel Huber stated he reviewed the changes requested and they were not material. The redline document tracks the changes that would be accepted into the document if approved.

Director Sabo expressed concern about legal liability language since BBSI will be advising us on legal matters. District Counsel Huber referred to Exhibit "A" and the ensuing discussion brought to light that the document was not in its final form when circulated to BBSI's legal representatives. Chair Miller stated we would table this item to a future meeting.

## Approve 4. Director Request to Attend NBAA Leadership Conference, Charlotte, NC, February 27, 2023 as Representative of the Airport

Executive Director La Pier stated Director Sawhney requested Item G.4 and turned the floor over to her. Director Sawhney stated she was absent from the June meeting where other Directors received approval to attend association conferences in FY 2023, so this is her first request. Directors discussed the request. Director Leffel made a motion to approve the request for Director Sawhney to attend NBAA Leadership Conference, Charlotte, NC, February 27, 2023 as a representative of the airport. Director Pick seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

## **H. BOARD COMMITTEE REPORTS AND ACCEPTANCE OF DEPARTMENT REPORTS**

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

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

### Standing Committees:

- |   |                            |
|---|----------------------------|
| i. Budget and Finance                           | Directors Sabo & Leffel    |
| ii. Air Service, Marketing, Community Relations | Director Miller & Pick     |
| iii. Airport Property Development and Leases    | Directors Sawhney & Miller |

### b. Ad-Hoc Committees:

- |                               |                            |
|-------------------------------|----------------------------|
| i. Local Jurisdiction Liaison | Director Leffel and Miller |
|-------------------------------|----------------------------|



c. Liaison/Representatives:

i. Local Agency Formation Commission	Director Leffel	Alt: Sawhney
ii. Regional Taxi Authority	Director Leffel	Alt: Sawhney
iii. Transportation Agency for Monterey County	Director Sabo	Alt: Sawhney
iv. Special Districts Association Liaison	Director Leffel	Alt: Miller
v. Association of Monterey Bay Area Governments	Director Sawhney	Alt: Sabo

*Director Sabo reported for the Finance Committee. Director Leffel added the auditors presented an audit plan. The audit begins August 22<sup>nd</sup>.*

*Directors discussed Staff Reports. Executive Director La Pier gave an update on the FAA approvals for the ARFF building and the open Public Relations position.*

*Director Sawhney reported for the Lease Committee.*

*Director Pick reported for the Air Service Committee.*

*There was no Local Jurisdiction meeting to report.*

*Director Leffel reported the August LAFCO meeting is next Monday, August 22, 2022.*

*There was no TAMC meeting to report.*

*There was no Special Districts meeting to report.*

*Director Sabo reported he attended the AMBAAG meeting in Director Sawhney's absence but there was nothing to report that impacted the airport.*

*Director Sawhney was excused from the meeting and Chair Miller announced a break at 11:09 AM.*

*The meeting reconvened at 11:25 AM.*

**I. CLOSED SESSION**

- 1. ANNUAL GOAL SETTING** [Government Code Section 54957(b)]. The Board will meet with the Executive Director and District Counsel to consider the annual goal setting related to the following position: Executive Director.

*The Board of Directors entered closed session at 11:29 AM.*

**J. RECONVENE TO OPEN SESSION**

*The meeting reconvened at 1:45 PM. There was no reportable action taken during closed session.*

**K. PENDING REQUESTS FOR FUTURE AGENDA ITEMS**

- *Updates to MPAD Governance Manual and Board Operating Rules and Procedures to Reflect Legal Counsel Review*

*District Counsel Huber stated this item is now in progress. It was dependent on the approval of the Administrative and Personnel Manual.*

**L. DISCUSSION OF FUTURE AGENDAS**

*Director Sabo suggested we add Strategic Planning Session to the Pending Requests for Future Agenda Items, pursuant to the agreed upon Executive Director goals. Director's Miller and Leffel agreed.*

**M. ADJOURNMENT**

*The meeting adjourned at 1:47 PM.*

Approved at the  
Meeting of September 27, 2022



Carl M. Miller, Chair

ATTEST



Michael La Pier, AAE  
District Secretary