

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

June 16, 2023 – 1:30 PM

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

Due to the expiration of the COVID-19 California State of Emergency, the Monterey Peninsula Airport District will return to holding meetings at the Airport Board Room, with in-person attendance. 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. In general, remote comments will not be allowed, except as outlined in the limited circumstances below.

The Monterey Peninsula Airport District will continue to broadcast the Board Meetings via Zoom video conference for viewing by the public. To view the Board meeting via Zoom video conference, please visit [www.zoom.us/join](http://www.zoom.us/join) and enter the following Meeting ID: **813 2619 5481**. The password for this meeting is: **20230616**. If you do not have access to the internet, you may listen telephonically by calling (253) 215-8782 and entering the same Meeting ID and password.

In the event that a Board Member utilizes the procedure outlined in AB 2449 to attend a meeting, only then will remote public comments be allowed. Under those circumstances, 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.

Members of the public who desire to make a public comment can send an email to [info@montereyairport.com](mailto:info@montereyairport.com) and 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.

### **A. CALL TO ORDER**

*The meeting of the Budget & Finance Committee of the Monterey Peninsula Airport District was called to order at 1:33 PM. Directors Leffel & Sabo, Executive Director La Pier, Deputy Executive Director Morello, Controller Wilson, and Acting Board Secretary Adams were in attendance.*

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

*None.*

### **C. PUBLIC COMMENTS**

*None.*

### **D. REGULAR AGENDA – ACTION ITEMS**

Review 1. Resolution No. 1849, A Resolution Approving the Bid for the Commercial Apron Construction and Authorizing Execution of a Contract with Graniterock Vanguard, JV

*Deputy Executive Director Morello introduced Item D.1 and explained that Graniterock Vanguard, JV is a joint venture. Graniterock is a local company and will invoice the project; Vanguard will provide the concrete because it is such a large amount.*

*Deputy Executive Director Morello reviewed the components of the staff report. She reported three proposals were received at the bid submittal deadline. The proposals were opened in a public forum and bid amounts were read aloud as outlined in the proposal documents. C&S Engineers, Inc. reviewed the proposals for consistency, completeness and accuracy, and requirements requested in the Notice to Bidders.*

*Director Sabo asked about the FAA rules on comps. Deputy Executive Director Morello answered that the independent fee estimate (IFE) must be within 10% under or over. She added the grant is programmed but hasn't come out yet. Executive Director La Pier stated the first grant is for \$20 million and we expect another in the next Federal fiscal year.*

*Directors discussed the project, the role of the engineers and the project managers, and who would be liable for potential cost overruns under different scenarios.*

*Executive Director La Pier indicated the biggest impact during construction will be on the parking and there will be extra project management staff on-site to manage that.*

*Directors Sabo and Leffel both supported Resolution No. 1849.*

Review            2. Amendment to the Professional Services Agreement with C&S Engineers Inc. to Provide Design Support Services for the Safety Enhancement Program (SEP) Taxiway A Relocation – Phase B2 Commercial Apron Construction Observations

*Deputy Executive Director Morello introduced Item D.2 noting Monterey Peninsula Airport District already has a contract with C&S Engineering. This amendment is for design support, and it is included in the AIP grant agreement.*

*Director Sabo asked why design support was not part of the original design contract. Executive Director La Pier answered this is to support their design during the construction phase. Deputy Executive Director Morello added that the completed design is needed in order to estimate how much it will cost to manage construction.*

*Directors Sabo and Leffel both supported approving the amendment to the Professional Services Agreement with C&S Engineers Inc.*

Review            3. Amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc. to Provide Project Management Services in Support of the Safety Enhancement Program (SEP) Taxiway A Relocation – Phase B2 Commercial Apron Construction Observations

*Deputy Executive Director Morello stated Kimley-Horn is the project manager for the Safety Enhancement Program (SEP). This is Phase 6, and it requires them to be onsite for the next 18-24 months monitoring for F.A.A. standards. This is included in the AIP grant and the bid was only 1% off of the IFE.*

*Directors discussed the onsite role of Kimley-Horn, and both supported the amendment to the Professional Services Agreement with Kimley-Horn and Associates, Inc.*

Review            4. Resolution No. 1850, A Resolution Ratifying the Emergency Authorization and Allowing Expenditure of Funds for the Purchase of an EV Maintenance Truck

*Director Sabo asked if there were any grants available for this purchase. Deputy Executive Director Morello answered we are investigating possibilities. She noted this will occur in the 2023 Fiscal Year budget and we are purchasing locally from CarMax.*

*Both Directors Leffel and Sabo supported Resolution No. 1850.*

Review            5. FYTD 2023 Statements

Controller Wilson reviewed the April 2023 results. Expenses were down and budget expectations were exceeded. Enplanements in April were 23,296 and on track to hit 240,000 by the end of the fiscal year.

Executive Director La Pier reported United Airlines will be increasing the size of some of the planes out of MRY and seats available will continue to increase in FY 2024.

Controller Wilson reported all CARES Act funds have been received.

Review 6. Variance Analysis - MTD and YTD

Director Sabo stated his concern about water usage. Deputy Executive Director Morello reported whenever there is a construction project the water usage goes up due to dust control requirements. The usage is high, but it is billed back to the contractor.

Directors discussed the water, gas, and electric usage, as well as metering and monitoring of meters.

Director Sabo asked why PR expenses are over budget. Executive Director La Pier answered PR consultant services were not budgeted. The expense was budgeted in salaries in FY 2023 and will be properly budgeted in FY 2024.

Director Sabo asked why landings are below budget. Executive Director La Pier answered landings were budgeted based on advance schedules that did not materialize as expected. However, capacity is up and enplanements trail capacity.

Review 7. Accounts Receivable Aged Invoice Report

Director Sabo asked why the percent increase in Accounts Receivable vs. Revenues. Executive Director La Pier answered some is a timing issue. By the end of the month most Accounts Receivable had been collected. We will write off the one abandoned RV storage as uncollectible.

Director Sabo asked why GA Landing Fees are down. Executive Director La Pier answered it was due to the weather in the earlier months of 2023.

Review 8. Grant Funds Balance

No discussion.

Discuss 9. General Discussion

Controller Wilson enumerated four changes to the FY 2024 budget that were made after the Budget Workshop. They included a slight increase in budgeted expense for police services, an increase in the social media budget for software that provides "social listening" and alerts when MRY is being talked about, an increase in liability insurance, and the addition of cyber insurance.

Controller Wilson pointed out there is also \$400k in District cash that is called out in the CIP budget to be included in the AARF project. Deputy Executive Director Morello stated this amount was included in last year's total for the project and the project is not finished. There may be a few items not eligible for grant funds, but we don't anticipate needing the majority of the \$400k.

Executive Director La Pier excused himself from the meeting at 3:40 PM due to a prior appointment.

Directors discussed Project 2022-01, Safety Enhancement Project Phase C1/C2/C3- ARFF Design/Construction/Demo/Airfield Access.

**E. ADJOURNMENT**

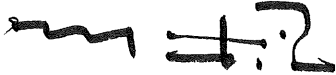
*The meeting adjourned at 3:45 PM.*

*Approved at the  
Meeting of July 19, 2023*



*Mary Arin Leffel, Chair Pro Tem*

**ATTEST**



*Michael La Pier, AAE  
District Secretary*