

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

November 16, 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 9:02 AM. Directors Pick, Sawhney, Leffel, and Sabo were present. Director Pick attended by Zoom videoconference. The following staff were present: Executive Director La Pier, District Counsel Huber, Acting District Secretary Adams, Deputy Director of Strategy & Development Morello, and Controller Wilson.*

### B. PLEDGE OF ALLEGIANCE

*Director Sabo led the Pledge of Allegiance.*

### C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

*Deputy Director Morello reported on the recent Art at the Airport Reception which celebrated the unveiling of the "Grand Gatherings" exhibit. The exhibit depicts six different iconic events on the Monterey Peninsula and members of those event management teams attended the reception. Deputy Director Morello introduced Kathy Kopp, the curator of the exhibit, and expressed the Airport's appreciation for her talents. Board members echoed their thanks and congratulations on a job well done to Ms. Kopp.*

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

None.

**E. CONSENT AGENDA - ACTION ITEMS**

- |         |   |
|---------|---|
| Approve | 1. Minutes of the Air Carrier Service - Marketing - Community Relations Committee Meeting of October 17, 2022   |
| Approve | 2. Minutes of the Regular Board Meeting of October 19, 2022   |
| Approve | 3. Minutes of the Special Board Meeting of October 21, 2022   |
| Approve | 4. Minutes of the Special Board Meeting of November 4, 2022   |
| Approve | 5. Minutes of the Budget and Finance Committee Meeting of November 8, 2022  |
| Approve | 6. Minutes of the Air Carrier Service – Marketing – Community Relations Committee Meeting of November 08, 2022  |
| Approve | 7. Minutes of the Airport Property Development & Leases Committee Meeting of November 9, 2022   |
| Adopt   | 8. Resolution No. 1816-10, 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 |

*Director Leffel made a motion to approve Consent Agenda Items 1-8. Director Sabo seconded the motion. The motion carried by a roll call vote of 5-0.*

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

None.

**G. REGULAR AGENDA - ACTION ITEMS**

*Chair Miller skipped to Regular Agenda Item G.3 to accommodate Director Pick's schedule.*

- |       |   |
|-------|---|
| Adopt | 3. Resolution No. 1832, A Resolution Authorizing and Approving the Creation of the Position of Deputy Executive Director, Eliminating the Positions of Deputy Director Strategy and Development and Deputy Executive Director Finance and Administration, and Amending the Fiscal Year 2023 Salary Schedule as Amended September 27, 2022 by Resolution No. 1830, Listing Salary Ranges for the Monterey Peninsula Airport District |
|-------|---|

*Executive Director La Pier introduced Resolution No. 1832, stating items from the last meeting have been addressed: the title has been changed to Deputy Executive Director, and the job description articulates that this position will perform the duties of interim Acting Executive Director during the Executive Director's extended absence. Executive Director La Pier stated the HR consultant reviewed the job description and had no changes.*

*Director Sawhney asked if this position had a car allowance. Executive Director La Pier stated it did not. Director Sawhney noted none was listed on the Salary Schedule and yet Note 2 referred to Executive Management Positions. District Counsel Huber stated Note 2 on the Salary Schedule could be modified for clarity. The way it reads now allows for possible future additions. However, he suggested Note 2 be changed to read "Indicated Salary Rates Do Not Include Automobile Allowance for the Executive Director in the Amount of \$750 per month".*

*Director Leffel made a motion to adopt Resolution No. 1832, with the modification to the Salary Schedule as noted above. Director Pick seconded the motion.*

*Directors discussed the organizational structure of the Airport and expressed a desire by the Board to better understand the long-term future staffing needs. There was a discussion about the Board's role and authority as it related to Organizational Charts. District Counsel Huber explained the Board approves the Position Creation and Job Description, the Salary Schedule, and the Budget.*

*Director Miller asked if this was a reclassification or an open position. District Counsel Huber answered it was a reclassification.*

*The motion carried by roll call vote of 4-1 with Director Sawhney abstaining.*

Receive        1. Bierman Hydrogeologic Well Report Presentation

*Executive Director La Pier introduced the subject and stated there is no Staff Report because there is no action needed; this is a report out. He turned the floor over to Deputy Director Morello who stated we intend to have the scope of work for a water delivery system ready for the Board next month. She introduced Pearse Melvin, Kimley-Horn, who gave a report on the recent well tests at 2801 Monterey Salinas and 2999 Monterey Salinas Highway. The report included specifics on gallons per minute, water quality, and recovery of drawdown. It was noted that the first expectation is to use 2801 well water as a source of non-potable water for the rental car wash facility and, with the higher-than-expected flow rate, it is possible it would be used as non-potable water for other facilities on the Airport. Directors asked if it would be possible to utilize either source as potable water. Mr. Melvin gave an overview of the process that would be necessary before we would know.*

*No action taken.*

*Chair Miller excused Director Pick at 9:45 AM saying he would be rejoining when he was able.*

Approve        2. Professional Service Agreement Between Monterey Peninsula Airport District and Chris Chidlaw dba Chidlaw Marketing for Public Relations and Community-Media Outreach Services

*Executive Director La Pier introduced Item G.2 stating the position of Public Relations Specialist has been advertised since it was created and there have not been any applicants with the appropriate skillset apply. As an alternative to filling the position of Public Relations Specialist, Staff proposes to contract the services of a Public Relations Specialist with Chidlaw Marketing.*

*Executive Director La Pier introduced Chris Chidlaw, of Chidlaw Marketing, who gave a presentation on a proposal for contract services that would combine his current Marketing / Advertising Consultant arrangement with the added services related to Public Relations. He stated his proposal includes Buzz PR services for press release circulation reach and social media monitoring.*

*Director Leffel asked the terms of the existing contract with Chidlaw Marketing and how advertisements were paid. Mr. Chidlaw stated there is no agreement; it is a month-to-month retainer for consulting*

*services and ad placement, plus invoices he gets from the media. He gets a percentage of the ad placement from the media outlet as a commission; the commission is paid by the media outlet.*

*There was a discussion about the pricing structure and the contract wording. District Counsel Huber noted page 8 paragraph 20 of the agreement states that this agreement contains the entire understanding between the parties and that all prior agreements are merged into this Agreement and are of no further force. He further stated that Exhibit B could be amended to add that the District shall pay for all advertising placed by Consultant, with prior written approval of the District and that District understands and agrees that Consultant may receive a commission for advertising placement from media outlets.*

*Directors asked questions of Mr. Chidlaw regarding the specifics of his services. Director Sawhney expressed her concern at the approach to contract out these services instead of hiring an internal full-time person.*

*Director Leffel made a motion to approve the Professional Service Agreement Between Monterey Peninsula Airport District and Chris Chidlaw dba Chidlaw Marketing for Public Relations and Community-Media Outreach Services. Chair Miller seconded the motion. Counsel Huber asked to clarify if the motion included the amendment to Exhibit B proposed above. Director Leffel answered no.*

*Director Sabo asked Director Leffel to amend the motion to include the addition to Exhibit B that adds that the District shall pay for all advertising placed by Consultant, with prior written approval of the District and that District understands and agrees that Consultant may receive a commission for advertising placement from media outlets. Director Leffel agreed to amend her motion as stated. Chair Miller agreed to second the amended motion. The motion carried 3-2 by roll call vote with Director Pick absent and Director Sawhney voting no.*

Adopt            3. Resolution No. 1832, A Resolution Authorizing and Approving the Creation of the Position of Deputy Executive Director, Eliminating the Positions of Deputy Director Strategy and Development and Deputy Executive Director Finance and Administration, and Amending the Fiscal Year 2023 Salary Schedule as Amended September 27, 2022 by Resolution No. 1830, Listing Salary Ranges for the Monterey Peninsula Airport District

*Item G.3 was considered and adopted prior to Item G.1.*

*A break was taken from 10:59 AM to 11:10 AM.*

Adopt            4. Resolution No. 1833, A Resolution Appointing A New Chief Financial Officer of the Association Which Controls the Common Area of the Properties Located at 2801 Monterey Salinas Highway, Monterey, CA Thereby Amending Resolution No. 1759

*Executive Director La Pier introduced Item G.4 stating an appointment is necessary due to the retirement of the previous Chief Financial Officer of the Association which controls the Common Area of the properties located at 2801 Monterey. Staff recommends Mark Wilson, Controller, to fill the position.*

*Directors discussed the reason for the Association and the obligations required with keeping it.*

*Director Leffel made a motion to adopt Resolution No. 1833, A Resolution Appointing A New Chief Financial Officer of the Association Which Controls the Common Area of the Properties Located at 2801 Monterey Salinas Highway, Monterey, CA Thereby Amending Resolution No. 1759.*

*Director Pick rejoined the meeting at 11:27 AM.*

*Director Sabo seconded the motion. The motion carried by a roll call vote of 4-1 with Director Pick abstaining.*

Adopt            5. Resolution No. 1834, A Resolution Amending and Approving an Update to MPAD Governance Manual, Director Remuneration and Expense Reimbursement Policy, and Employee Travel Policy Memorandum

*District Counsel Huber introduced Item G.5 stating a revision to the MPAD Governance Manual has been contemplated due to statute changes, changes in Policy and Procedures, and the change to the General Manager's title to Executive Director; the revisions do not add or remove anything. He stated the Governance Manual refers to the Director Remuneration and Expense Reimbursement Policy and the Employee Travel Policy Memorandum, and changes are proposed to those documents to update them in the same manner. Those documents were all provided in "track changes" mode. The document MPAD Finance & Accounting Policies was included as reference but was updated in 2018 and there are no proposed changes to that document.*

*Directors asked questions of District Counsel Huber and suggested further changes to the documents.*

*There was a discussion about the organizational chart and a suggestion that it be included with future new position job descriptions so the Board would have a better understanding of the whole when they are contemplating adding positions.*

*Chair Miller proposed changing the way the Chair is selected saying we now can implement a District order to the appointments instead of the Chair Pro Temp being appointed at the prerogative of the Chair, although there tends to be a rotation order followed out of tradition. Directors discussed the idea.*

*Directors came to consensus on additions and subtractions to the documents.*

*There was a suggestion the Controller should review the MPAD Finance & Accounting Policies and recommend changes (if any) to the Finance Committee.*

*Action was tabled. It was agreed District Counsel Huber would incorporate newly agreed upon changes and put this Item on the Consent Agenda at the next regular Board meeting.*

*Chair Miller stated there would be a 10-minute break, after which the meeting would resume in Closed Session and the remainder of the open agenda would be continued after Closed Session. A break was taken at 1:20 PM.*

## **I. CLOSED SESSION**

1. **REAL PROPERTY NEGOTIATIONS** [Government Code Section 54956.8]. The Board will meet with Real Property Negotiators, Executive Director and District Counsel, regarding the properties identified as APN 013-221-020-000.
2. **QUARTERLY GOAL UPDATE** [Government Code Section 54957(b)]. The Board will meet with the Executive Director and District Counsel to consider the quarterly goal update related to the following position: Executive Director.

*Directors entered Closed Session at 1:30 PM.*

## **J. RETURN TO OPEN SESSION**

*The Board returned to Open Session at 4:26 PM. Chair Miller reported Director Sawhney had been excused at 3:45 PM and Director Pick was absent from Closed Session. There was no reportable action from Closed Session.*

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

### **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    |

*Directors discussed Staff Reports.*

*Director Sabo reported for Budget and Finance Committee.*

*Chair Miller reported for the Air Service Committee.*

*Chair Miller reported for Lease Committee.*

*There was no Local Jurisdiction meeting.*

*There was no Regional Taxi Authority meeting.*

*Director Leffel reported on the LAFCO Budget & Finance Committee meeting and noted there was no LAFCO board meeting in November.*

*Director Sabo reported on the TAMC meeting.*

*Director Leffel reported Special Districts November and December meetings were cancelled.*

*Chair Miller reported for Director Sawhney on the AMBAG meeting, stating their next meeting will be in January.*

## **I. CLOSED SESSION**

3. **REAL PROPERTY NEGOTIATIONS** [Government Code Section 54956.8]. The Board will meet with Real Property Negotiators, Executive Director and District Counsel, regarding the properties identified as APN 013-221-020-000.



4. **QUARTERLY GOAL UPDATE** [Government Code Section 54957(b)]. The Board will meet with the Executive Director and District Counsel to consider the quarterly goal update related to the following position: Executive Director.

*Closed Session was moved up in the agenda order to just after Open Session Item G. 5.*

**J. RETURN TO OPEN SESSION**

*Return to Open Session immediately followed Closed Session just after Open Session Item G. 5.*

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

*None.*

**L. DISCUSSION OF FUTURE AGENDAS**

*None.*

**M. ADJOURNMENT**

*The meeting adjourned at 5:05 PM.*

*Approved at the  
Meeting of December 14, 2022*



*Carl M. Miller, Chair*

ATTEST



*Michael La Pier, AAE  
District Secretary*