

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

**October 8, 2014 10:00 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/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

1. Introduction of New Employee

<u>Name</u>	<u>Position</u>	<u>Department</u>
Shelley Glennon	Planning Manager/Environmental	Planning & Development

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

(10:20AM – 10:30AM 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 Adjourned Meeting of September 17, 2014

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA – ACTION ITEMS

(10:30AM-11:30AM Estimated)

- Presentation 1. Update on the Runway Safety Area (RSA) Project by Kimley-Horn and Associates
- Adopt 2. Resolution No.1626, a Resolution to Declare Equipment to be Surplus Property and Dispose of Surplus Property by Donation to the Monterey County Sheriff's Office
- Discussion 3. Discussion of Electronic Communications

H. ACCEPTANCE OF DEPARTMENT REPORTS

(11:30AM – 12:00PM Estimated)

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

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

I. BOARD COMMITTEE REPORTS

(1:00PM –1:30PM Estimated)

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

a. Standing Committees:

- i. Air Carrier Service/Marketing/Community Relations Directors Nelson & Leffel
- ii. Finance Directors Miller & Sabo
- iii. Local Jurisdiction Liaison Directors Miller & Searle

b. Ad-Hoc Committees:

- i. Personnel Directors Miller & Nelson

c. Liaison/Representatives:

- i. Local Agency Formation Commission Directors Leffel & Searle
- ii. Transportation Agency for Monterey County Directors Sabo/Nelson (alt)
- iii. Water Management District (Policy Advisory) Directors Leffel/Searle (alt)
- iiii. Regional Taxi Authority Director Leffel/GM Greer (alt)

J. CLOSED SESSION

(1:30PM – 2:30PM Estimated)

1. **CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54957.6) Police Officers Association (POA)

Agency designated representatives: David Prentice, Cota-Cole LLP and Tonja Posey

2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** Pursuant to Government Code Section 54957(b)

The Board will meet with the General Manager and District Council to consider the evaluation of performance of a public employee related to the following position: General Manager."

K. RECONVENE TO OPEN SESSION

L. 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.)

M. 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.

MINUTES OF THE ADJOURNED MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS
September 17, 2014 10:00AM, BOARD ROOM

A. CALL TO ORDER/ROLL CALL

Chair Miller called to order the Adjourned Meeting of the Board of Directors. Directors Sabo, Searle and Nelson were present. The following District officers were present: General Manager Greer, Board Secretary Posey, Auditor Merritt and District Counsel Huber. Director Leffel arrived at 10:13am.

B. PLEDGE OF ALLEGIANCE

Director Searle led the Pledge of Allegiance

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

Director Nelson indicated that he was contacted by Robert Russell, Principal and Co-Founder of TPO asking why the District did not offer a Request for Proposal (RFP) process for the selection of an Executive Search firm for General Manager Greer's recruitment.

D. PUBLIC COMMENTS

Dan Presser, Four Winds Travel announced his candidacy for a seat on the District's Board of Directors.

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 August 13, 2014

Approve 2. Minutes of the Special Meeting of August 20, 2014

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

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

None

G. REGULAR AGENDA – ACTION ITEMS

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

This item was moved to the second item to be addressed.

Kevin Flynn, Kimley-Horn and Associates presented this item, giving the Board an update on the progress of the RSA project.

- Approve 2. Amendment to the Retirement Incentive Agreement between Monterey Peninsula Airport District and Tom Greer, General Manager.

This item was moved to the first item to be addressed.

Director Sabo moved to approve Items G.2. Director Leffel seconded the motion. The motion passed by a roll call vote 5-0.

AYES: DIRECTORS: *Leffel, Nelson Searle, Sabo, Miller*
NOES: DIRECTORS: *None*
ABSTAIN: DIRECTORS: *None*
ABSENT: DIRECTORS: *None*

- Approve 3. Agreement for Executive Search Services

Director Nelson indicated that he missed a meeting and was not aware that this item would be placed on this agenda for approval and asked the Board to consider a Request for Proposal (RFP).

Chair motioned to table this item. Director Nelson seconded the motion. The motion passed unanimously.

Robert Russell, Principal and Co-Founder of TPO addressed the Board indicating that his firm has seventeen (17) years of consulting services with the District, handling recruitment, labor negotiations, training, etc. Mr. Russell also indicated that his firm has institutional knowledge of the district and the local area. He asked the Board for an opportunity to respond to a proposal.

Dan Presser, Four Winds Travel urged the District to do an RFP and indicated that he supports hiring a local firm.

Director Nelson moved to direct staff to prepare a RFP for an Executive Search Services firm. The motion passed by a roll call vote of 3 – 2.

AYES: DIRECTORS: *Leffel, Nelson, Searle*
NOES: DIRECTORS: *Sabo, Miller*
ABSTAIN: DIRECTORS: *None*
ABSENT: DIRECTORS: *None*

H. ACCEPTANCE OF DEPARTMENT REPORTS

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

I. BOARD COMMITTEE REPORTS

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

a. Standing Committees:

- i. Air Carrier Service/Marketing/Community Relations Directors Nelson & Leffel
- ii. Finance Directors Miller & Sabo

- | | |
|--|---------------------------------------|
| <ul style="list-style-type: none"> iii. Local Jurisdiction Liaison | <p>Directors Miller & Searle</p> |
| <ul style="list-style-type: none"> b. <u>Ad-Hoc Committees:</u> | |
| <ul style="list-style-type: none"> i. Personnel | <p>Directors Miller & Nelson</p> |
| <ul style="list-style-type: none"> c. <u>Liaison/Representatives:</u> | |
| <ul style="list-style-type: none"> i. Local Agency Formation Commission | <p>Directors Leffel & Searle</p> |
| <ul style="list-style-type: none"> ii. Transportation Agency for Monterey County | <p>Directors Sabo/Nelson (alt)</p> |
| <ul style="list-style-type: none"> iii. Water Management District (Policy Advisory) | <p>Directors Leffel/Searle (alt)</p> |
| <ul style="list-style-type: none"> iiii. Regional Taxi Authority | <p>Director Leffel/GM Greer (alt)</p> |

J. CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION** (Pursuant to Government Code section 54956.9(b), the Board of Directors will meet with District Counsel, General Manager, Deputy General Manager, Planning & Development and District Consultants regarding potential litigation – one case

2. **CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54957.6) Police Officers Association (POA)

Agency designated representatives: David Prentice, Cota-Cole LLP and Tonja Posey

K. RECONVENE TO OPEN SESSION

Chair Miller reported no action was taken in closed session.

L. DISCUSSION OF FUTURE AGENDAS

- *Master Plan Update*
- *Noise Abatement Procedures*

M. ADJOURNMENT

The meeting adjourned at 2:30pm.

AGENDA ITEM: G-2
DATE: October 8, 2014

TO: Monterey Peninsula Airport District Board of Directors
FROM: Thomas E. Greer, General Manager
SUBJ: Resolution No. 1626 A Resolution to Declare Equipment to be Surplus Property and Dispose of Surplus Property by Donation to the Monterey County Sheriff's Office

BACKGROUND. At some point between 1995 and 2003, the District took possession of a portable x-ray inspection system. The exact date of delivery is unknown. The exact historical cost is unknown, although the alleged cost was in the \$30,000 range. A search of District records reveals: 1) no record of a District expenditure to purchase the equipment, 2) no evidence of receiving a grant to fund the purchase, and 3) the equipment was not included in the District's property records.

Equipment description:

- RTR-4 Portable Digital X-Ray Imaging System (Science Applications International Corporation aka SAIC)
Components:
 - RTR-4 Wireless System Master, serial# 42565,
 - Black Pelican 1450 Case – Power/Transceiver RTR-4 Portable Digital X-Ray Imaging System,
 - RTR-4 X-Ray Receiver Wireless w/battery,
 - RTR-4 Notebook System, serial# 6088704-03,
 - Golden Engineering Polaroid X-Ray Source Tray, serial# 0953, and
 - 2 Polaroid Radio Graphic 8"x10" Film Cassettes, serial# 1312

No one knows how to set-up and operate the portable x-ray system. As far as we can determine, the system has never been used at the airport (or any other location).

STAFF ANALYSIS. SAIC no longer exists (having been acquired by Leidos). Police Sergeant Frank Garcia established contact with Dana Emmons of Leidos and was able to establish several facts and ask questions.

- Leidos manufactures and sells an updated variant of the same portable digital x-ray equipment today,
- Leidos will sell us the new equipment to replace this old equipment and with a 20% discount, the cost today would be in the neighborhood of \$23,827 (before sales tax and shipping), and
- Leidos has no interest in our old equipment and would not purchase.

Sergeant Garcia reached out to the Monterey County Sheriff's Office and asked if the MCSO bomb squad would be interested in the equipment. After several telephone conversations, a member of the MCSO bomb squad visited the airport and inspected the equipment. The MCSO bomb squad is very interested in the equipment and would accept the equipment as a transfer/donation.

The District can dispose of this equipment through multiple means. Once declared surplus equipment, the District can:

- auction, or
- donate to another public entity.

Due to the age of the equipment and the fact that the District has no personnel trained to operate this equipment, the equipment should be declared surplus. Once the equipment is declared surplus, the District should dispose of the equipment.

The equipment is dated, but still very usable. The District can donate/transfer the portable digital x-ray system (at no cost) to the Monterey County Sheriff's Office Bomb Squad. The MCSO Bomb Squad has personnel trained to maintain, operate and employ this type of equipment; the portable x-ray system can be used by the MCSO as intended and offer additional security to the population of Monterey County.

IMPACT ON OPERATING REVENUE. None

IMPACT ON OPERATING EXPENSE. None.

IMPACT ON OPERATIONS. None.

STRATEGIC PLAN. 6.3 Develop and maintain relationships within communities within the region by attending meetings and contributing to local projects, programs and initiatives.

RECOMMENDATION. Staff recommends that the Board of Directors adopt Resolution No. 1626 and declare the aforementioned District equipment to be surplus property and to donate the surplus property to the Monterey County Sheriff's Office.

AGENDA ITEM: G-2
DATE: October 8, 2014

RESOLUTION NO. 1626

**A RESOLUTION TO DECLARE EQUIPMENT TO BE SURPLUS PROPERTY
AND DISPOSE OF SURPLUS PROPERTY BY DONATION TO THE
MONTEREY COUNTY SHERIFF'S OFFICE**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: That the equipment identified as "RTR-4 Portable Digital X-Ray Imaging System", to include all components, that is property of the Monterey Peninsula Airport District, is declared to be surplus property. District property identified as surplus shall be disposed of in a manner consistent with the District's Enabling Act, Sec. 3.(d) Property, Sec. 3.(j) Disposal of Property, and California Government Code Section 37350.

AND BE IT FURTHER RESOLVED: That the surplus property identified as "RTR-4 Portable Digital X-Ray Imaging System" be donated to and transferred to the Monterey County Sheriff's Office, and upon acceptance by the Monterey County Sheriff's Office will become property of the Monterey County Sheriff's Office.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 8th day of October, 2014 by the following roll call vote:

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

Signed this 8th day of October, 2014

Carl M. Miller, Chair

ATTEST

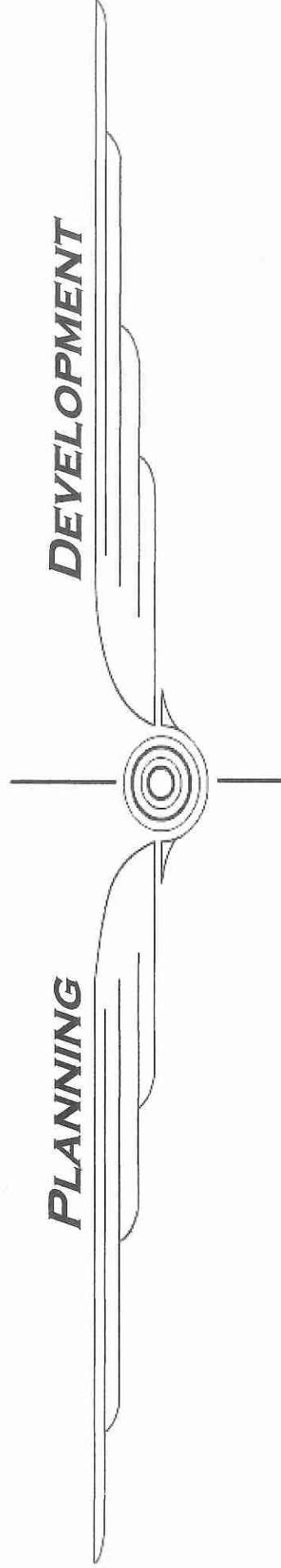
Tonja Posey
District Secretary

AGENDA ITEM: H
DATE: October 8, 2014

TO: Monterey Peninsula Airport District Board of Directors
FROM: Thomas E. Greer, General Manager
DATE: October 8, 2014
SUBJ: Monthly Report

1. I attended the Annual Conference of the Association of California Airports (ACA) in South Lake Tahoe. The program was heavily focused on State Legislative issues, Compliance and Land Use issues. The most valuable aspect of the Conference was the access to FAA personnel who were in attendance.
2. I was on vacation during the week of September 15th.
3. I attended the in-briefing for the U.S. Thunderbirds upon their arrival at MRY. Much activity associated with their presence on the airport.
4. I attended the joint Salinas – Monterey Chamber Mixer for the Air Show at Del Monte Aviation.
5. I was ask to meet with the Special Districts Committee of the 2014/15 Monterey County Grand Jury on Thurs. afternoon, Sept. 25, The meeting lasted a little more than an hour, forty five minutes and mainly covered operational issues, delays/cancelations and ticket price disparity between Monterey and San Jose & San Francisco.
6. I am scheduled to attend the AAAE, National Airports Conference in Portland. As of this writing I have not yet attended the Conference, I will include a report in the next Managers Report.

Monthly Capital Project Report
October 2014



Monterey Peninsula Airport District

AGENDA ITEM: H
DATE: October 8, 2014

TO: Thomas E. Greer, General Manager
FROM: Mark Bautista, Deputy General Manager, Planning & Development
DATE: September 30, 2014
SUBJ: Planning & Development Monthly Project Report

Attached is the current monthly Project Report for the Planning and Development Department. Highlights for September 2014 include:

- Work directed toward implementation of the Runway Safety Area (RSA) Project accomplished during the reporting period, including:
 - On-going production of blocks of EMAS for the RSA project.
 - Continuing construction of retaining walls.
 - Continuing earthwork between Hwy 68 and the east end of Rwy 10R/28L.
 - Completion of storm water drainage improvements near the retaining walls at the east end of Rwy 10R/28L.
 - Continuing construction of soil nail walls for the vehicle service road near the east end of Rwy 10R/28L.
 - Maintenance of the project web site on the Internet.
- Work directed toward the Airport Master Plan (AMP), including:
 - Approval of the draft forecasts by the Federal Aviation Administration (FAA).
 - Preliminary consultant work on identifying alternatives to meet the needs identified in the draft Demand/Capacity Analysis and Facility Requirement chapters provided to the PAC and BOD members, and published on the project web site.
 - Maintenance of the project web site on the Internet.
- Development of a Request for Proposals (RFP) for analysis of future use of the five (5) wells on the Airport formerly used by the Corps. of Engineers. Completion of the RFP process will result in a draft contract for the work being presented to the BOD for approval. The grant agreement for the funding of the analysis between the Monterey Peninsula Water Management District (MPWMD) and MPAD will be presented to the BOD at the same time as the consultant contract. With BOD concurrence, MPAD Staff previously applied for a MPWMD grant to accomplish the work.
- Publishing by Google Maps of an MRY map, including airport business locations.

I will make a presentation at the Board Meeting on any items that arise subsequent to the publishing of the Agenda.

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	9/30/2014	% Physical Complete	Project Name	Current Status	4 Week Look Ahead
ACTIVE FEDERALLY FUNDED PROJECTS:													
1	2012-01 and 2014-01		\$31,371,402	\$29,223,954	\$15,638,832	\$46,461,506	\$6,847,008	\$4,120,451	\$10,967,458	15%	RSA Runway 10R/28L - Construction; Phase 1 and 2	The contract has been fully executed with Graniterock; the first Notice To Proceed (NTP) has been issued. Keyway excavation, drainage system construction and structural geogrid construction for the first retaining wall is completed.	Construction of retaining walls remains underway.
2	2013-02		\$690,000	\$632,008	\$162,236	\$1,094,980	\$402,727	\$119,348	\$522,074	65%	Airport Master Plan	All current working papers have been distributed to BOD; and available at MPAD website home page link (see Airport Master Plan Website). FAA has approved forecasts reviewed with the BOD.	Work on Alternatives element continues through 4-week period. One-on-one review/input scheduled with BOD for 10/13.
3	2015-03		\$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.	No action anticipated.
ACTIVE DISTRICT FUNDED PROJECTS:													
4	2015-01	N/A	\$0	\$42,000	\$0	\$42,000	\$4,000	\$0	\$6,698	20%	ARFF Station Remodel Improvements	Awaiting the results of coordination between the City of Monterey and the Finance & Admin Dept.	Construction anticipated to be completed during 4 week look ahead period.
5	N/A	N/A	\$14,148	\$17,045	\$10,307	\$99,000	\$85,436	\$0	\$85,436	91%	FW/SS Mitigation Land Restoration	Preparation and planting is complete at the off-airport site. Signage delineating status as habitat area has been installed.	Monitoring will continue through FY 2014 and into FY 2015.

TO: Tom Greer, General Manager, Monterey Peninsula Airport District
FROM: Jerry Merritt, District Auditor/Controller
SUBJ: Financial Summary for August 2014 & FYTD (FY 2015)

BACKGROUND. The Financial Summary for August 2014 (the second 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 August, operating revenue was above plan by \$20,059 (3%). Terminal concessions, rental car concessions and hangar rents were below plan; all other categories met or exceeded plan for August. When reviewed on the FYTD basis, operating revenue was on plan. Primarily due to phasing (planned but not executed), operating expense was below plan by \$23,736 (-4%); below plan by \$69,614 (-5%) FYTD. Net income for August was 45% above plan; FYTD net income was 76% above plan. The net change in cash position (for August) was a positive \$119,014; net change in cash position FYTD was a positive \$116,918.

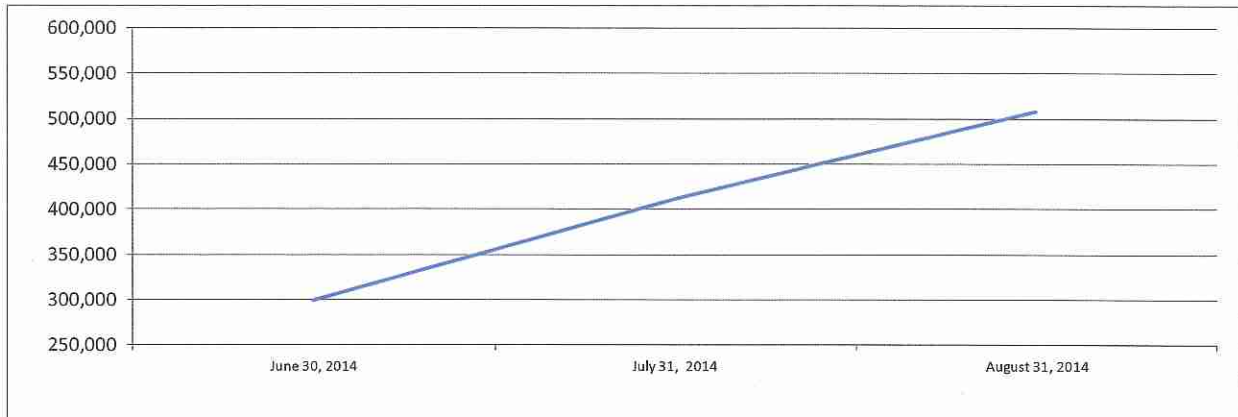
OPERATING REVENUE							
AUGUST 2014 ACTUAL	AUGUST 2014 PLAN	VARIANCE		FISCAL YTD 2014 ACTUAL	FISCAL YTD 2014 PLAN	VARIANCE	
		\$	%			\$	%
\$ 768,480	\$ 748,421	\$ 20,059	3%	\$ 1,453,528	\$ 1,453,731	\$ (203)	0%

OPERATING EXPENSE							
AUGUST 2014 ACTUAL	AUGUST 2014 PLAN	VARIANCE		FISCAL YTD 2014 ACTUAL	FISCAL YTD 2014 PLAN	VARIANCE	
		\$	%			\$	%
\$ 627,724	\$ 651,460	\$ 23,736	-4%	\$ 1,293,127	\$ 1,362,741	\$ 69,614	-5%

OPERATING INCOME / (LOSS)							
AUGUST 2014 ACTUAL	AUGUST 2014 PLAN	VARIANCE		FISCAL YTD 2014 ACTUAL	FISCAL YTD 2014 PLAN	VARIANCE	
		\$	%			\$	%
\$ 140,756	\$ 96,961	\$ 43,795	45%	\$ 160,401	\$ 90,990	\$ 69,411	76%

ACCOUNTS RECEIVABLE. The accounts receivable balance on August 31, 2014, was \$508,256. This balance is 23.4% higher than the balance on July 31, 2014, and 69.1% higher than the balance on June 30, 2014. Of the accounts receivable balance, \$34,102 or 6.7% 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 July, August operating revenue increased 12.2%; compared to June, August operating revenue increased 17.6%. Chart 2 graphically presents the monthly comparison of operating revenues to accounts receivable.

Chart 2

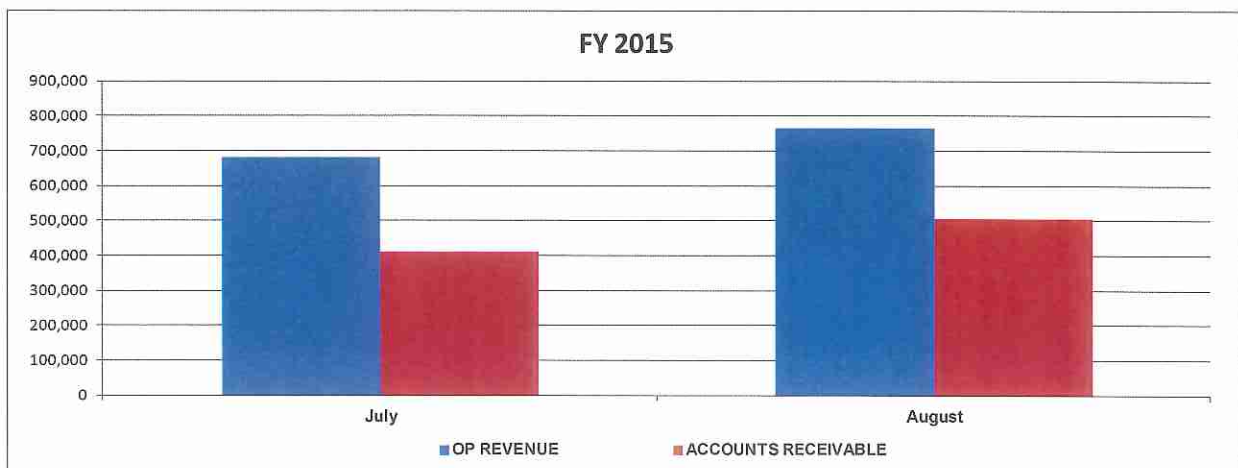
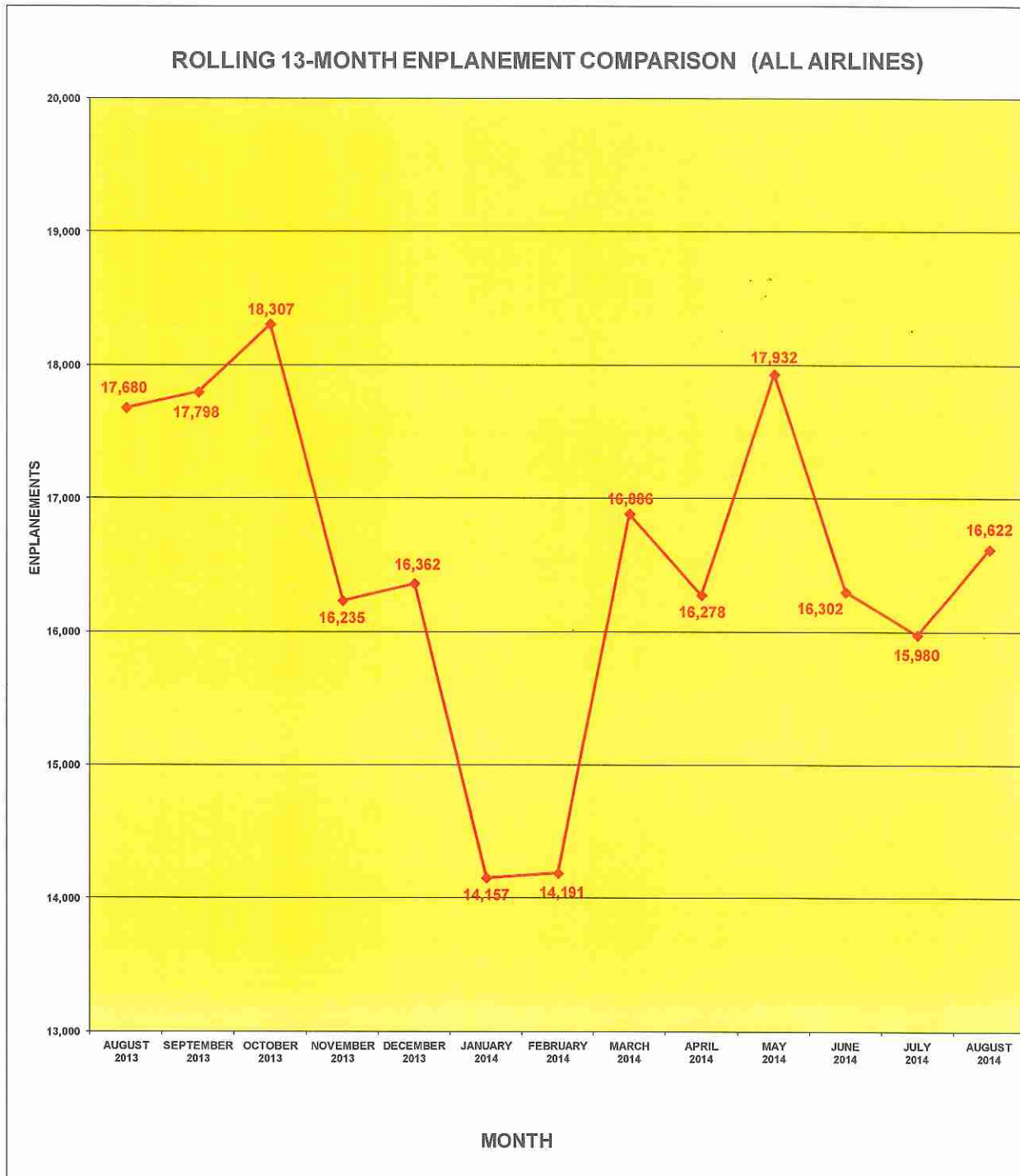
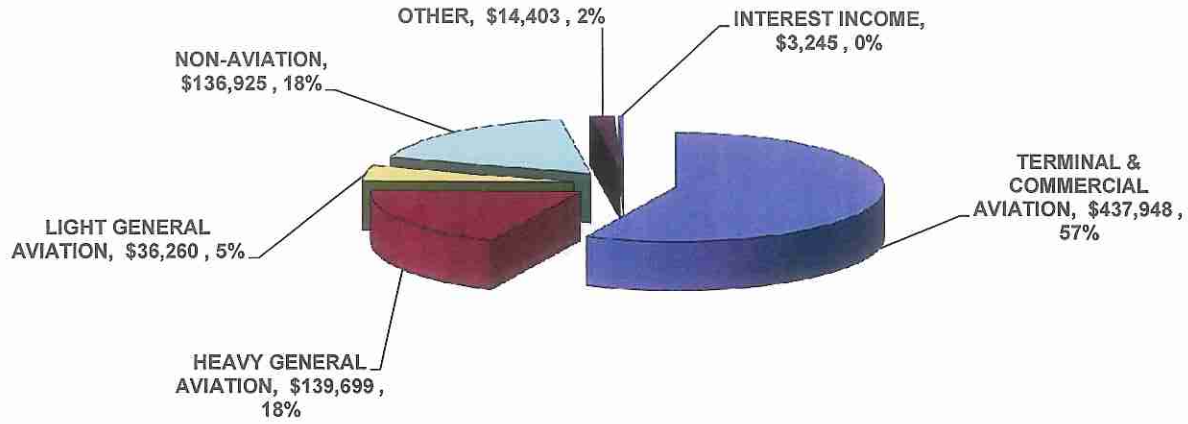


Chart 3 presents a rolling 13-month display of total enplanements which mimics the business cycle of the District. When compared to July 2014, August 2014 enplanements increased 4.0%. When compared to August 2013, August 2014 enplanements decreased 6.0%.

Chart 3

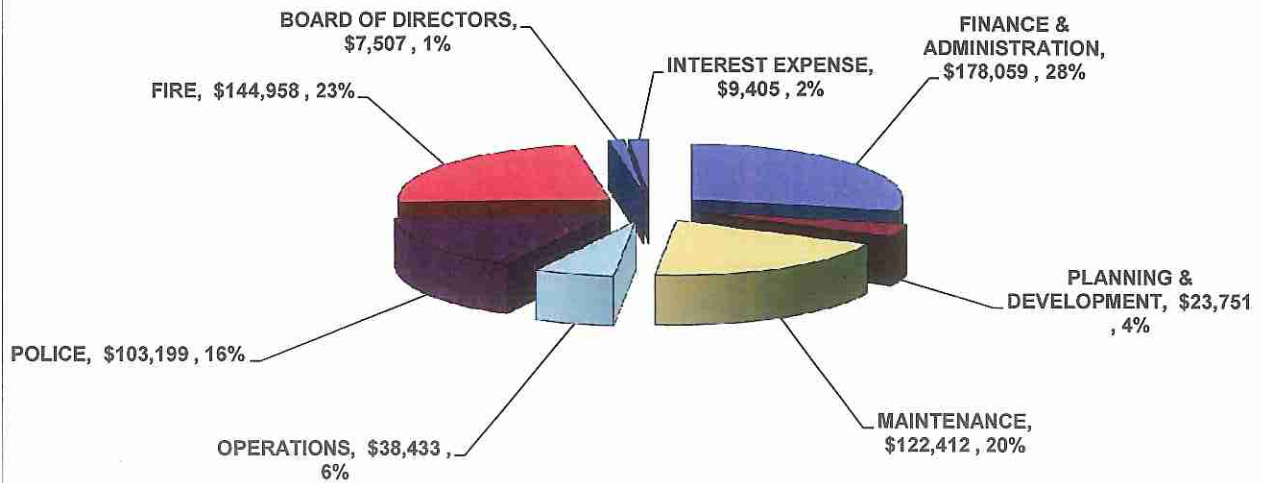


AUGUST 2014 OPERATING REVENUE



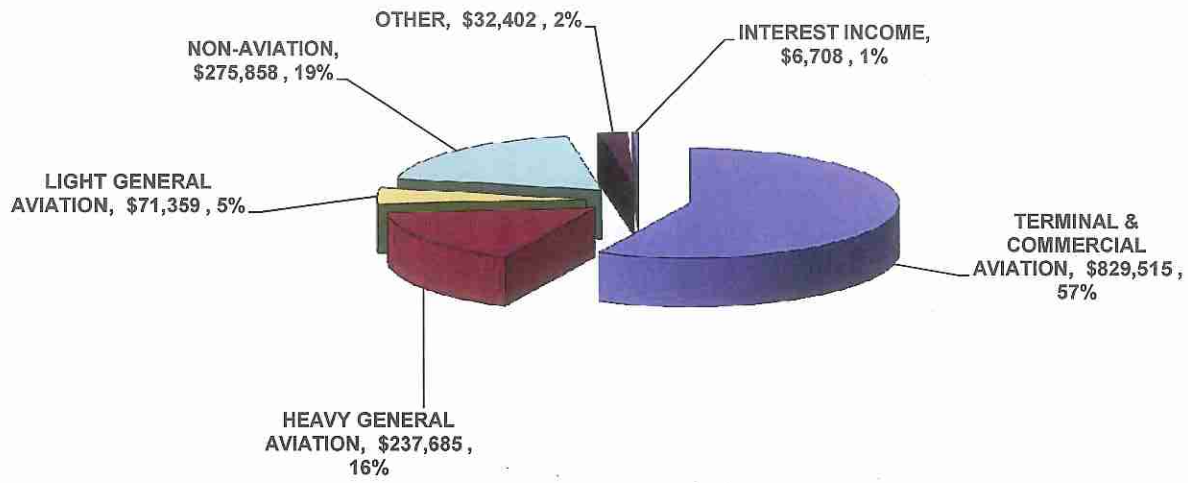
TOTAL OPERATING REVENUE: \$768,480

AUGUST 2014 OPERATING EXPENSE



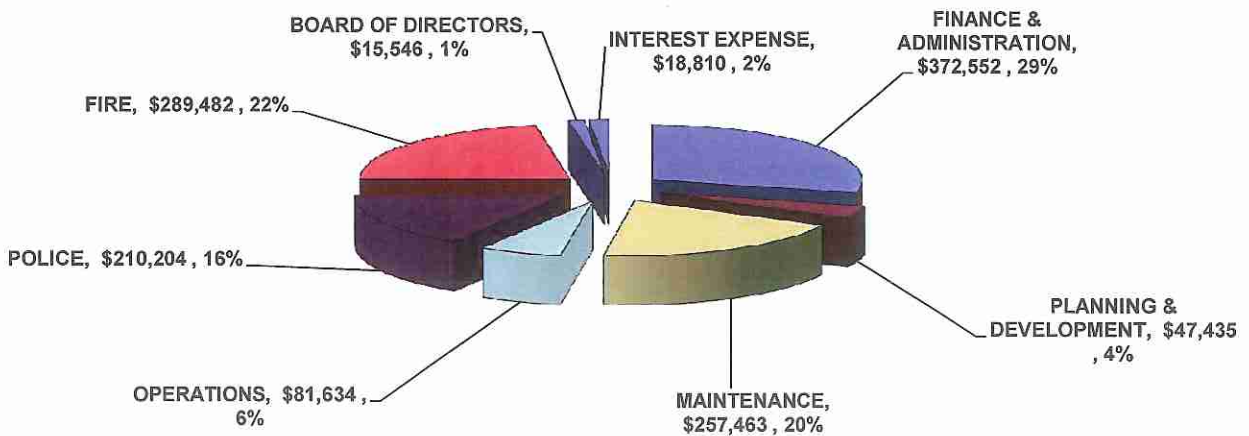
TOTAL OPERATING EXPENSE: \$627,724

FY 2015 (July 14 - August 14) YTD OPERATING REVENUE



TOTAL OPERATING REVENUE: \$1,453,528

FY 2015 (July 14 - August 14) YTD OPERATING EXPENSE



TOTAL OPERATING EXPENSE: \$1,293,127

AIRPORT DISTRICT OPERATING AND FINANCIAL PERFORMANCE SUMMARY

August 31, 2014

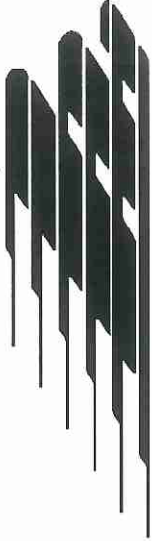
OPERATING STATISTICS	AUGUST 14	AUGUST 13	YTD FY 15	YTD FY 14
AIRPORT ACTIVITY				
Air Carrier Landings ¹	433	494	846	990
Passengers (emp/dep)	33,284	35,728	65,515	73,150
Total Cargo (in pounds)	112,902	82,314	206,338	156,759
AIRCRAFT OPERATIONS				
Commercial	1,436	1,541	2,534	2,757
General Aviation	3,578	3,478	6,507	6,529
Military	227	158	412	295
TOTAL AIRCRAFT OPERATIONS	5,241	5,177	9,453	9,581
VEHICLE EXIT COUNT				
Upper Short Term (1) Lot	2,276	2,230	4,377	4,530
Long Term (2) Lot	2,068	1,878	4,161	3,950
Lower Short Term (3) Lot	6,952	8,276	14,072	17,023
TOTAL VEHICLE EXIT COUNT	11,296	12,384	22,610	25,503

¹Cancelled Flights: August = 18 (0 - Alaska / 0 - Allegiant / 6 - American Eagle / 3 - US Airways / 63 - United Express)

FINANCIAL INFORMATION	AUGUST 14	AUGUST 13	YTD FY 15	YTD FY 14
	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	BUDGET	BUDGET	BUDGET	BUDGET
	%	%	%	%
BGT OPERATING REVENUE				
TERMINAL				
CA Landing, Apron & RON Fees	61,397	59,847	121,973	120,844
Rents	140,804	135,820	281,945	273,694
TCP Operator Permits	1,250	899	1,900	1,588
Taxi Operator Permits & Trip Fees	15,076	15,213	27,419	29,058
Concessions	11,501	11,642	21,709	22,642
Rental Car	140,681	141,331	246,649	252,714
Parking	67,239	59,278	127,921	121,029
HEAVY GENERAL AVIATION				
GA Landing Fees	42,536	35,298	64,869	55,750
FBO Rent	54,925	53,394	109,850	106,788
Fuel Fees	42,238	35,895	62,966	56,048
LIGHT GENERAL AVIATION				
NON AVIATION	36,260	38,453	71,359	77,927
OTHER OPERATING REVENUE	136,925	127,394	275,858	261,849
INTEREST INCOME	14,403	13,846	32,402	35,338
	3,245	6,625	6,708	13,556
TOTAL BGT OPERATING REVENUE	\$ 768,480	\$ 734,872	\$ 1,453,528	\$ 1,428,825
BGT OPERATING EXPENSE				
Finance & Administration	178,059	181,907	372,552	360,996
Planning & Development	23,751	48,374	47,435	87,440
Maintenance & Custodial Services	122,412	97,296	257,463	205,728
Airport Operations	38,433	40,669	81,634	78,960
Police Department	103,199	99,848	210,204	205,191
Fire Department	144,958	132,163	289,482	266,519
Board of Directors	7,507	8,569	15,546	16,966
Interest Expense	9,405	10,366	18,810	20,731
TOTAL BGT OPERATING EXPENSE	\$ 627,724	\$ 619,191	\$ 1,293,127	\$ 1,242,531
BGT OPERATING INCOME / (LOSS)	\$ 140,756	\$ 115,681	\$ 160,401	\$ 186,294
DISTRICT CAPITAL EXPENDITURES				
	-	-	-	-
	37,460	-	72,000	5,460
DEBT SERVICE - PRINCIPAL ONLY	\$ 22,167	\$ 20,667	\$ 44,333	\$ 41,333

MONTEREY PENINSULA AIRPORT DISTRICT

	FY 2015 AUGUST 2014 ACTUAL	FY 2015 YEAR-TO-DATE ACTUAL
SOURCES AND USES OF CASH -- OPERATIONS		
SOURCES OF CASH		
CASH RECEIVED - OPERATING REVENUE	\$ 765,235	\$ 1,446,820
CASH RECEIVED - INTEREST INCOME	3,245	6,708
CASH RECEIVED	\$ 768,480	\$ 1,453,528
USES OF CASH -- OPERATIONS		
CASH DISBURSED - OPERATING EXPENSE ¹	\$ 617,894	\$ 1,273,467
CASH DISBURSED - DEBT SERVICE (BOND INTEREST EXPENSE) ²	9,405	18,810
CASH DISBURSED - DEBT SERVICE (PRINCIPAL REDUCTION) ²	22,167	44,333
CASH DISBURSED	\$ 649,465	\$ 1,336,610
CHANGE IN CASH POSITION FROM OPERATIONS & DEBT SERVICE	\$ 119,014	\$ 116,918
 ¹ Net of non-cash operating expense (OPEB)		
² Moved to Restricted Account/Disbursement will occur in December 2014 & June 2015.		
USES OF CASH -- CAPITAL PROGRAM		
CASH DISBURSED - DISTRICT CAPITAL PROJECTS ³	\$ -	\$ -
CASH DISBURSED	\$0	\$0
CHANGE IN CASH POSITION FROM CAPITAL PROGRAM	\$ -	\$ -
 ³ District-funded capital plan for FY15		
CHANGE IN CASH POSITION FROM OPERATIONS, CAPITAL & DEBT SERVICE	\$ 119,014	\$ 116,918



Monterey Peninsula Airport District
Airport Capital Improvements / Capital Expenditures
August 31, 2014

Airport Improvement Programs

	Actual FY 2014 Current Period	Prior Fiscal Year Current Period	Actual FY 2014 Year-To-Date	Prior Fiscal Year Year-To-Date
MPAD Expenditures	0.00	0.00	0.00	5,460.00
AIP -- FAA Funded Expenditures	1,651,790.32	20,229.00	3,059,556.65	47,291.00
AIP -- PFC Funded Expenditures	89,756.34	65,555.00	165,380.07	77,666.88
Total Capital Improvement Expenditures	1,741,546.66	85,784.00	3,224,936.72	130,417.88

Capital Acquisitions / Expenditures By Department

Finance & Administration	0.00		0.00	
Planning & Development	0.00		0.00	
Maintenance & Custodial Services	0.00		0.00	
Airport Operations	0.00		0.00	
Police	0.00		0.00	
Fire	0.00		0.00	
Total Capital Acquisition Expenditures	0.00	0.00	0.00	0.00

Consolidated

District Expenditures	0.00	0.00	0.00	5,460.00
AIP -- FAA Funded Expenditures	1,651,790.32	20,229.00	3,059,556.65	47,291.00
AIP -- PFC Funded Expenditures	89,756.34	65,555.00	165,380.07	77,666.88
Total Capital Expenditures	1,741,546.66	85,784.00	3,224,936.72	130,417.88

TO: Thomas E. Greer, General Manager
FROM: Operations Manager Griggs
DATE: October 2, 2014
SUBJ: Operations Report

The following is a summary of significant activity in the Operations Department for September 2014.

1. Facilitated two nightly closures of Runway 10R/28L for the RSA project.
2. Coordinated with various lines of FAA business, the need to show the Runway 28L navigational system operational when the tower closes each night to assist pilots with an additional alternate navigational system during the ILS shut down period. Publications depicted the Runway 28L DME/LOC unavailable and a NOTAM was only authorized from a specialized FAA department located in Oklahoma City to bypass this procedure.
3. Attended the AAAE Parking & Landside Management Conference in Phoenix. I sat on a panel with the subject "Managing Taxicab Operations" and presented an overview of our unique open-entry taxicab operation to the conference attendees.
4. Attended the Monterey-Salinas Chamber Mixer at the Del Monte Aviation hangar.
5. Coordinated with the California Airshow Volunteers ground logistics involving the USAF Thunderbirds staging at MRY for the California International Airshow. All activities and associated safety and security protocols were followed without incident.
6. Attached is the Operating and Expense Report for the Taxi Open-Entry System.
7. Attached is the Commercial Flight Cancellations & Delay Report. In September there were a total of 146 delays and 55 cancellations. 37 cancellations and 28 delays were attributed to the planned outage of the Instrument Landing System for the RSA project between September 9th and 24th.
8. Attached is the Commercial Flight Schedule for October 2014.
9. Below is the summary of scheduled activity for October 2014:

Alaska Air

- No changes from September
- 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 September
- Continuing to operate two weekly departures on Sundays and Thursdays.
- Scheduled to operate a total of 18 flights (Arrivals and Departures)

American Eagle/SkyWest

- No changes from September
- Continuing to operate three daily departures, two on Saturdays.
- Scheduled to operate a total of 178 flights (Arrivals and Departures)

United/SkyWest

- No changes from September
- Continuing to operate seven daily departures (4-SFO, 3-LAX).
- Scheduled to operate a total of 434 flights (Arrivals and Departures)

US Airways/SkyWest

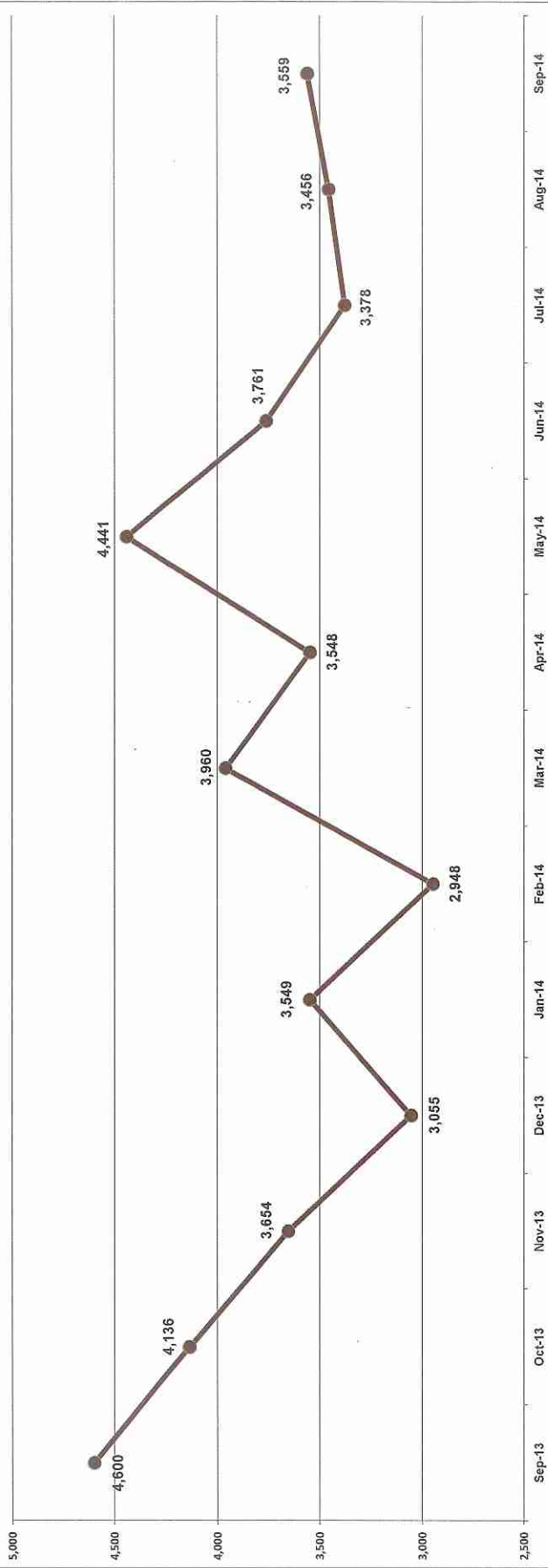
- The CRJ 900 with 9 first class seats has returned to MRY for the duration of the year with one daily flight effective Oct. 2nd.
- Continuing to operate three daily departures, two on Saturdays.
- Scheduled to operate a total of 178 flights (Arrivals and Departures)

Cumulatively speaking, the airlines have scheduled 120 fewer flights (870 vs. 990) as compared to last October. This is primarily due to the United Express service reduction to/from San Francisco, and the elimination of the Denver flight.

13-MONTH ROLLING COMPARISON

MONTHLY TOTAL TRIPS	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14
	4,600	4,136	3,654	3,055	3,549	2,948	3,960	3,548	4,441	3,761	3,378	3,466	3,559

MONTHLY TOTAL TRIPS



	SEPTEMBER 2013	OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013	JANUARY 2014	FEBRUARY 2014	MARCH 2014	APRIL 2014	MAY 2014	JUNE 2014	JULY 2014	AUGUST 2014	SEPTEMBER 2014
NUMBER OF TRIPS	4,600	4,136	3,654	3,055	3,549	2,948	3,960	3,548	4,441	3,761	3,378	3,456	3,559
NUMBER OF CABS	129	131	134	134	135	135	137	138	139	142	105	112	113

	SEPTEMBER 2013	OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013	JANUARY 2014	FEBRUARY 2014	MARCH 2014	APRIL 2014	MAY 2014	JUNE 2014	JULY 2014	AUGUST 2014	SEPTEMBER 2014
TAXI TRIP FEES	\$ 13,800	\$ 12,408	\$ 10,962	\$ 9,165	\$ 10,647	\$ 8,844	\$ 11,880	\$ 10,544	\$ 13,323	\$ 11,283	\$ 10,134	\$ 10,368	\$ 10,677
TAXI MEDALLION FEES ¹	\$ 3,229	\$ 2,979	\$ 3,104	\$ 2,479	\$ 2,604	\$ 2,479	\$ 2,729	\$ 2,542	\$ 2,542	\$ 2,667	\$ 2,188	\$ 3,938	\$ 2,459
TAXI - TOTAL REVENUE	\$ 17,029	\$ 15,387	\$ 14,066	\$ 11,644	\$ 13,251	\$ 11,323	\$ 14,609	\$ 13,186	\$ 15,865	\$ 13,950	\$ 12,322	\$ 14,306	\$ 13,136

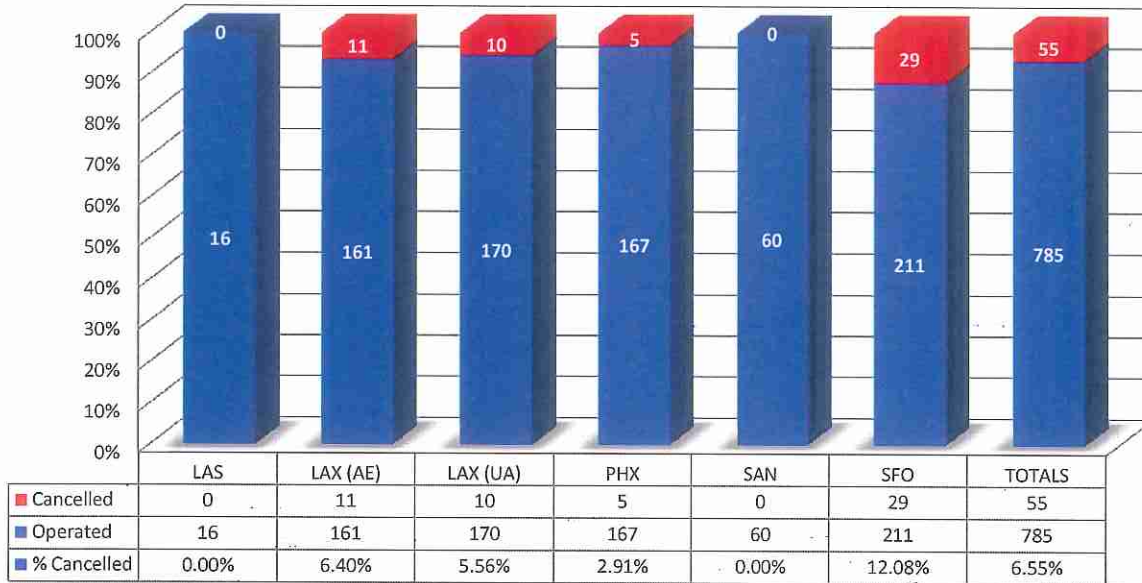
	SEPTEMBER 2013	OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013	JANUARY 2014	FEBRUARY 2014	MARCH 2014	APRIL 2014	MAY 2014	JUNE 2014	JULY 2014	AUGUST 2014	SEPTEMBER 2014
CURB MGMT CONTRACT	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,897	\$ 10,327	\$ 10,327
SOFTWARE LICENSE / HOSTING	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
EXPENDABLE SUPPLIES	\$ 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
TAXI - TOTAL EXPENSE	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,102	\$ 14,672	\$ 14,102	\$ 14,102

OPERATING INCOME / (LOSS)	\$ 2,927	\$ 1,285	\$ (36)	\$ (2,458)	\$ (851)	\$ (2,779)	\$ 507	\$ (916)	\$ 1,763	\$ (152)	\$ (2,351)	\$ 204	\$ (966)
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CUMULATIVE (13-MONTH) OPERATING INCOME / (LOSS)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ (3,823)
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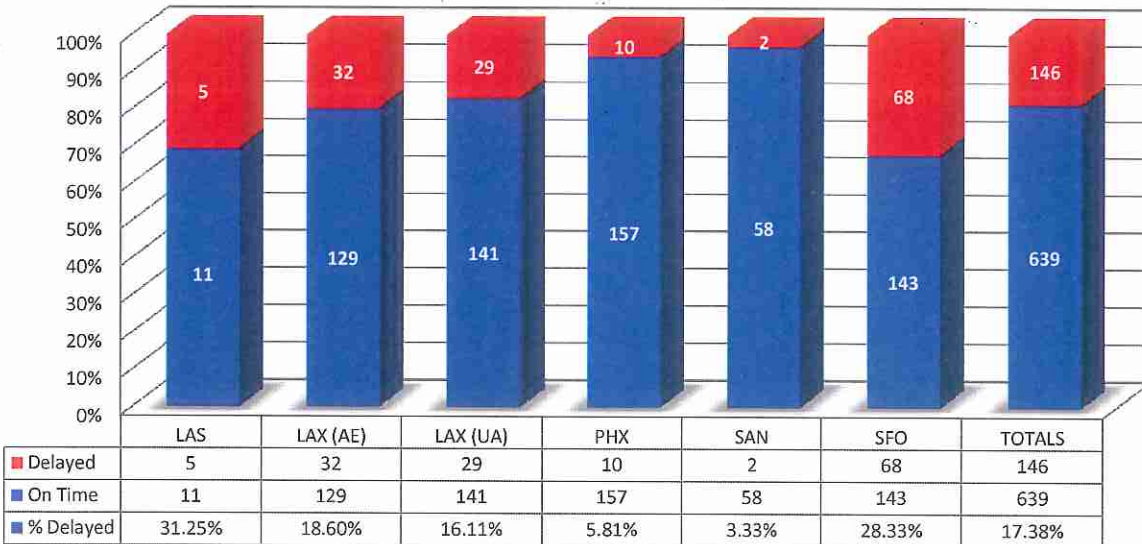
SEPTEMBER 2014

September Commercial Flights Operated vs. Cancelled

































TOTAL CANCELED FLIGHTS: 55

September Commercial Flights On Time vs. Delayed



TOTAL DELAYED FLIGHTS: 146

Monterey Regional Airport October 2014 Flight Schedule

		ARRIVALS				DEPARTURES					
	FROM	AIRLINE	FLIGHT	TIME	SCHD	TO	AIRLINE	FLIGHT	TIME	SCHD	
CRJ200 (50)	LAX		2619	9:35 AM	DAILY	SFO		6346	5:40 AM 6:00 AM	OCT 1-25 OCT 26-30	EMB (27)
CRJ200 (50)	LAX		5360	10:10 AM	DAILY	PHX		6573	6:15 AM	DAILY	CRJ200 (50)
EMB (27)	SFO		5503	10:40 AM	DAILY	LAX		5316	6:05 AM	DAILY	CRJ200 (50)
MD80 (166)	LAS		540	10:55 AM 1:20 PM	TH SU	LAX		2616	6:35 AM	DAILY	CRJ200 (50)
CRJ900 (76)	PHX		5532	11:50 AM	DAILY	SAN		2437	7:50 AM	DAILY	Q400 (76)
EMB (27)	SFO		6359	2:18 PM	DAILY	LAX		2619	10:00 AM	DAILY	CRJ200 (50)
CRJ200 (50)	PHX		6601	3:30 PM	DAILY	LAX		5350	10:40 AM	DAILY	CRJ200 (50)
CRJ200 (50)	LAX		2589	5:05 PM	DAILY	SFO		5503	11:05 AM	DAILY	EMB (27)
CRJ200 (50)	LAX		5338	5:25 PM 4:55 PM	SU-FR SA	LAS		541	11:40 AM 2:05 PM	TH & SU	MD80 (166)
EMB (27)	SFO		5609	8:18 PM 7:54 PM	OCT 1-25 OCT 26-31	PHX		5455	12:20 PM	DAILY	CRJ900 (76)
Q400 (76)	SAN		2436	8:25 PM	DAILY	SFO		6359	2:45 PM	DAILY	EMB (27)
CRJ200 (50)	LAX		2595	9:50 PM	DAILY EXC SA	PHX		6562	4:05 PM	DAILY	CRJ200 (50)
CRJ200 (50)	PHX		6614	9:56 PM	DAILY EXC SA	LAX		2589	5:30 PM	DAILY EXC SA	CRJ200 (50)
EMB (27)	SFO		6376	11:18 PM	DAILY	LAX		5368/5473	6:00 PM 5:25 PM	SU-FR SA	CRJ200 (50)
CRJ200 (50)	LAX		5352/5473	11:31 PM 9:09 PM	OCT 1-25 OCT 26-31	SFO		5609	8:46 PM 8:19 PM	OCT 1-25 OCT 26-30	EMB (27)

*Flight Schedule is general information and subject to change. Schedules are updated monthly and can change daily. Please contact your airline for further information.

MRY AIRPORT NOISE COMMENT LOG SEPTEMBER 2014

AIR OPERATIONS CENTERED AT MONTEREY AIRPORT									
Name	Location (Address)	Incident Date	Incident Time	Aircraft ID	</> of Flight	Comments	By	Action Taken	Notes
1 Tiffany Werner	CONA	9/3/2014	7:08 PM	SE	NNW	Aircraft flew over house at "incredibly low altitude".	NG	ATCT identified aircraft, believed to be source of previous similar complaints. Pilot contacted by KG. See #3.	Ms. Werner indicated that she "loves living by the airport" and this incident was very out of the ordinary.
2 Edward Chiorazzi	NPS area	9/6/2014	5:30 AM	King Air	Arriving MRY	Wanted an explanation for a small aircraft operating at 5:30 AM on Saturday morning.	NG	FlightAware shows a King Air arrived from Modesto at 5:30 as indicated. No PPR filed.	Left VM for complainant. Aircraft registration shows that it was not an MRY-based aircraft.
3 Douglas Flaherty	CONA	9/8 & 9/9	10:40 AM & 3:20 PM	Beech Baron	northwest bound	Complained about the twin-engine Baron constantly turning prematurely before reaching highway 1 and banking steeply causing a safety concern for residents.	KG	On both occasions the pilot indicated that he turned to avoid weather (9/8) and by ATC instruction (9/9). ATC could not verify as the complainant reported his observations later in the evening.	Since this has been ongoing trend with the same operator and complainant, Operations spoke to the pilot and complainant separately at length. The Beech Baron is a MRY based tenant. It does appear that the pilot on occasion prematurely turned at his discretion, however there is no evidence per ATCT, the turn angle triggered any safety concerns. Requested the pilot turn early only when necessary for weather reasons or by ATC direction.
4 Robert Dvorak	Laguna Seca	9/14/2014	11:11 PM	E120/CR2	Arriving MRY	Large plane after 11 pm flew low over house to airport after curfew waking me up.	NG	Two air carriers arrived RWY 28L shortly after 11pm. Left VM for complainant.	
5 Robert Dvorak	Laguna Seca	9/20/2014	11:18 PM	E120/CR2	Arriving MRY	Loud plane flew over house after 11pm curfew	NG	Spoke to Mr. Dvorak at some length regarding voluntary nature of curfew and regular air carrier operations during those hours.	Explained FAA authority over curfews. Mr. Dvorak asked to be referred to the SJC FSDO.
6 Dave Schardt	Montsalas Dr, Monterey	9/22/2014	12:05 AM	CR2	Arriving MRY	Why is there a plane landing at 12:05 on a Sunday night?	NG	Aircraft was a late-arriving American Eagle from LAX.	Left VM for complainant explaining delayed arrival.

7	Dave Schardt	Montsalas Dr, Monterey	9/24/2014	12:02 AM	CR2	Arriving MRY	Another plane arrived after midnight last night.	NG	Aircraft was a late-arriving United Express from LAX. Mr. Schardt is unhappy about air carriers operating during curfew hours. Stated he is keeping a log of all operations during curfew hours.	I explained voluntary nature of curfew and MPAD's lack of regulatory authority over timing of arrivals and departures. Mr. Schardt indicated that he would contact the FAA.
8	Susan Platt	Pebble Beach	9/26/2014	General	General	unknown	"Planes have recently flown over my house in P.B. as of late. Why the increase?"	KG	Attributed part of the increase of overflights due to the ILS shutdown.	Ms. Platt assumed Pebble Beach was an overflight restricted area.
9	Mario Flores	Pacific Grove	9/28/2014	3:45 PM	F-16	Arriving MRY - RWY 10R.	Low and loud jet over neighborhood.	NG	USAF Thunderbirds were arriving MRY after CA Airshow performance in Salinas.	Left VM for complainant.
0	**NONE**									
AIR OPERATIONS ORIGINATING FROM ANOTHER AIRPORT										
AIR OPERATIONS OF UNKNOWN ORIGIN										
1										
2										
MONTHLY TOTALS and COMPARISONS										

Number of Complaints:	Sep-14	Sep-13	% Change	Other Airport	UNKNOWN ORIGINS
Number of Operations:	9	4	125%		0
	N/A	4,555	-100%		
Annual Total	51	31	65%	0	0

AGENDA ITEM: H
DATE: October 8, 2014

TO: Thomas E. Greer, General Manager
FROM: Police Chief Jeff Hoyne
DATE: October 1, 2014
SUBJECT: Police Activity Report for September 2014

The following is a summary of significant activity in the Police Department during September 2014:

Highlights

- MRY PD responded to 203 door and gate alarms.
- Officers worked a total of 78.5 hours of overtime, most of which were the result of staffing shortages. This will continue to be reduced as we have two new P/T officers who are currently in Field Training and will be assigned to solo patrol within the next three weeks. The Police Department was able to reduce overtime without the addition of the two new hires on the schedule by 50% from the previous month of August due to scheduling solutions and diligent work by the platoon sergeants. We expect the two recent hires will continue this positive effect on department overtime.
- MRY PD Officers conducted over 180 business and area checks over the course of the month of September. This is a result of the department's new Patrol Projects program emphasizing proactive patrol and airport business/stakeholder familiarization which was implemented this past July.

Training

- All MRY PD officers completed monthly Lexipol Daily Training Bulletins.
- Officers completed California POST online Learning Portal classes in SIMS/NIMS.
- Officers started scheduled attendance at a 4 hour mandatory active shooter response training class in conjunction with the Monterey County Sheriff's Department and a consortium of municipal agencies from Monterey County.
- Sergeant Al Porter successfully completed the California POST certified Supervisory Core course.

Calls for Service

1. 9/3 – A Ford F350 at Monterey Glass was found to have a cut fuel line and missing gasoline. Report completed.
2. 9/4 – Officers arrested a subject for Public Intoxication in the gate area after receiving reports of a male who missed his flight and did not appear able to care for himself. Report completed.

3. 9/5 – Officers responded to two mutual aid calls for AMR, including a city of Seaside PD stabbing victim who was transported to MRY for airlift to an appropriate hospital facility.
4. 9/7 – Officers assisted aid unit on a fall victim near the air traffic control tower.
5. 9/12 – Officers took a stolen vehicle complaint at J and J Auto Body. A U-haul truck was stolen from the location and an exterior key box was found pried open with the stolen vehicle keys missing. (See entry on 9/15 for further).
6. 9/12 – Officers took a two week old report of an attempted theft of a Bobcat/earth moving vehicle at CRP Plaster. The vehicle theft attempt was not successful, but several power tools were taken in the incident. Report completed.
7. 9/13 – Officers were called to a rental car where an unattended firearm was located by rental car company staff. Report completed. Investigation continuing.
8. 9/15 – Stolen U-haul from 9/12 was recovered in Seaside by Seaside PD. Follow-up continuing.
9. 9/15 – MRY PD received reports of a transient camping in Area 8 on the north east side of airport property. An area check was completed and several items located indicating someone was camping in the area. Debris was removed and thrown out. Area check for subjects proved negative. Extra area patrols continuing.
10. 9/15 – Officers conducting AOA patrols contacted a vehicle check on a fuel truck and found several unsafe conditions, several related to vehicle lighting requirements. The vehicle was deadline for repairs and MRY Operations staff were made aware of the incident.
11. 9/16 – MRY PD received a report of an object being thrown into the RSA from a plane landing at MRY. Officers located a spray can from a cleaning product, and were able to contact the plane that the can reportedly came from. The pilot and the plane's passenger denied knowledge of the incident. FAA notified of the incident (FAA declined further action), report completed, MRY Operations notified of the incident.
12. 9/17 – Monterey PD reported a blacked out plane flying over Del Monte Beach. MRY PD officers notified MCSO deputies about the situation and directed them to a beach known for drug smuggling drops. MCSO contacted two suspicious subjects at the drop area who did not have an explanation for their activity/presence. MCSO continuing investigation. Report completed.
13. 9/18 MRY PD responded to a report of a disturbance at the rental car counters. An abusive and angry customer was causing a verbal disturbance there. No criminal activity. Subject was calmed down by officers. Detail settled by contact. Field Interview completed.
14. 9/21 – MRY Officers assisted Del Rey Oaks on a traffic stop.
15. 9/22 – Officers were called to a rental car where an unattended firearm was located by rental car company staff. Report completed. Investigation continuing.

16. 9/25 – MRY PD assisted DHS Special Agents with the escort through the terminal of an Undersecretary of the DHS.
17. 9/26 – MRY PD responded to assist Del Rey Oaks on a silent alarm at Wells Fargo. Nothing suspicious noted.
18. 9/27 – MRY Officers responded to United Airlines ticket counter for a report of a suspicious female. Female was refused her flight for her actions. Officers determined she was not a threat to herself or others. Female was eventually rebooked for a later flight. Field Interview completed.
19. 9/29 – MRY PD assisted Monterey PD units in looking for a vehicle theft suspect who ran from the area of the Comfort Inn. Suspect was last seen heading towards the airport. Area checks proved negative for the suspect.
20. 9/30 – MRY PD officers received a report of a special needs female who was missing somewhere in the terminal. Officers located the female and reunited her with her sister.

TO: Thomas E. Greer, General Manager
FROM: Charles R. Hayes, Senior Deputy General Manager
DATE: October 2, 2014
SUBJ: Air Service Development Report

The Air Carrier Service/Marketing/Community Relations Committee will meet on October 6th.

Air Carrier Update & Air Service Planning:

- US Airways today began CRJ900 (CR9) service PHXMRYPHX on the midday flight beginning today. The cabin is configured with 9 first class and 67 coach seats. Unfortunately, the CR9 flight this morning was cancelled due to mechanical problems by Mesa Airlines that flies this flight. The regional airline flying the route for US Airways may change back and forth between Mesa and SkyWest. By looking at the US schedule in future months, we determined that the CRJ is scheduled to fly through December.
- Allegiant (G4) plans to introduce 4 flights weekly on a seasonal basis in March and April 2015.

Marketing, Advertising & Promotions

Our TV and radio advertising in September focused on the promotion of the two contests, described in last month's report.

We sorted the home addresses of the contest entrants to each contest to determine our advertising reach through radio, television, our e-newsletter and social media. Refer to the spreadsheets, attached, for both promotions. There are pie chart presentations of the geographic areas and details by cities within those areas. We're pleased with the penetration.

The **"Escape to San Diego" Promotion** at the Monterey Jazz Festival began Tuesday, September 2nd. Our goal was to obtain 1,200 new email addresses for Alaska Airlines (AS). We almost doubled that number logging 2,291 entrants. 1,473 people entered through the MRY webpage, and 818 thru surveys on two i-Pads at the AS booth during the 3-day festival. Staff, board members, and CVB volunteers worked the booth with Jacob Acosta, AS Customer Service Manager based at MRY. AS that was pleased with the entrant data. The winner of the Escape to San Diego prize lives in Salinas; she registered to win at the Jazz Festival.

The **"Escape to Las Vegas" Promotion** at the California International Airshow, Salinas ran from Monday, September 8th to Tuesday, September 23rd. 780 people entered through our contest page. Eight contestants were randomly selected to compete at the Airshow for the prizes. The Grand Prizes were the Las Vegas vacation and two passes to the President's Club for the 2015 Airshow. Each contestant won a prize, including Santa Cruz Beach Boardwalk passes, Golden Tee Gift Cards and Allegiant vouchers.

Advertising

- We advertise on KSBW news and Comcast Sports TV during Giants baseball and 49er games. The Giants are in the post season playoffs.
- We continue to advertise in the Santa Cruz market on Comcast. Thirteen to fifteen percent (13-15%) of the entrants in the two promotions came from the "Santa Cruz Mtns" and "Santa Cruz to Watsonville" geographic categories.
- Monterey Visitors Channel (MVC): Our 60-sec ad continues to run on the In-Room Visitors TV Channel in Monterey, Carmel and Santa Cruz.
- Billboard: On Hwy 101, 2 miles north of Prunedale.

Public Relations:

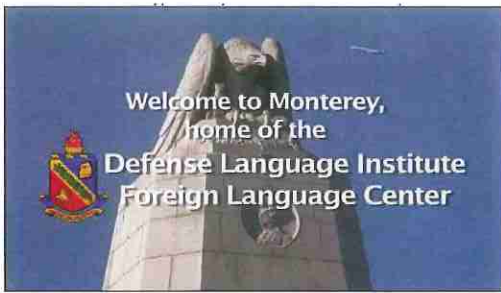
- Weekly e-Newsletter: Below are the featured cities during the past five weeks:

Sep 2	U.S. Airways	Phoenix
Sep 9	United & American	Los Angeles
Sep 17	Alaska & Allegiant	Contest Promotion for San Diego & Las Vegas
Sep 24	Allegiant	Las Vegas
Oct 1	Alaska	San Diego

- Social Media/Facebook: "**Total Likes**" grew to **10,910** as of **October 1st**, up from 8,793 on September 9th. We consider this a great accomplishment when comparing our Facebook page to airports of similar and much larger size. San Jose International currently has 14,355 "total likes" on its Facebook page.

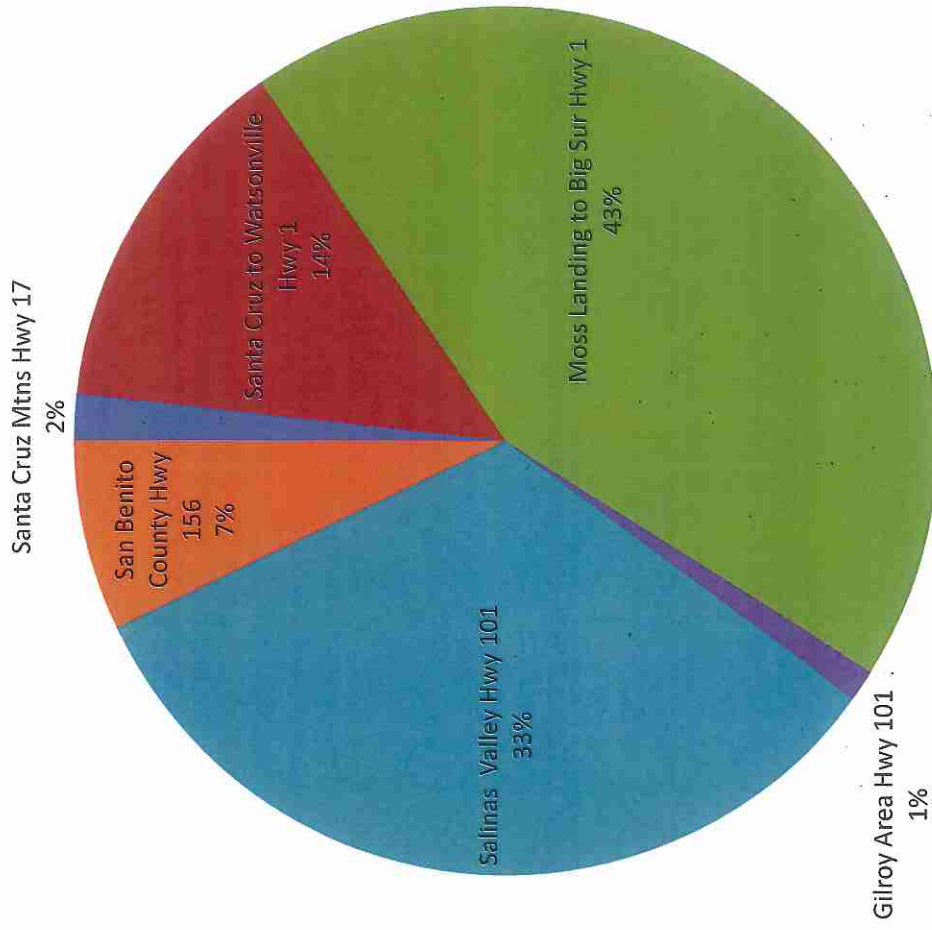
Customer Service:

- Customer Comment Cards – see September responses, attached.
- Art at the Airport – The *Art in the Airport* reception for the two new art shows is scheduled for Friday, October 17th from 5:00 – 7:00 pm. Ilene has been installing the new children's and mezzanine shows.
- Travelers Survey: The survey is beginning to take form as Professor Lee McPheters, PhD, a professor at ASU and consultant on the MRY Master Plan, works with several professors who teach market research at CSUMB. Jennifer and I met with six CSUMB seniors on September 29th to discuss logistics. The survey process should begin later this month.
- DLI Signage: ClearChannel is working with DLI to provide signage for arriving military students. DLI has purchased spots for the signs (see below) on the baggage belt television, and ClearChannel will give them a spot on the phone board as an added value. There will be a small change made to the taxi wording on the bottom of the contact ad – any RTA taxi is permitted on base.



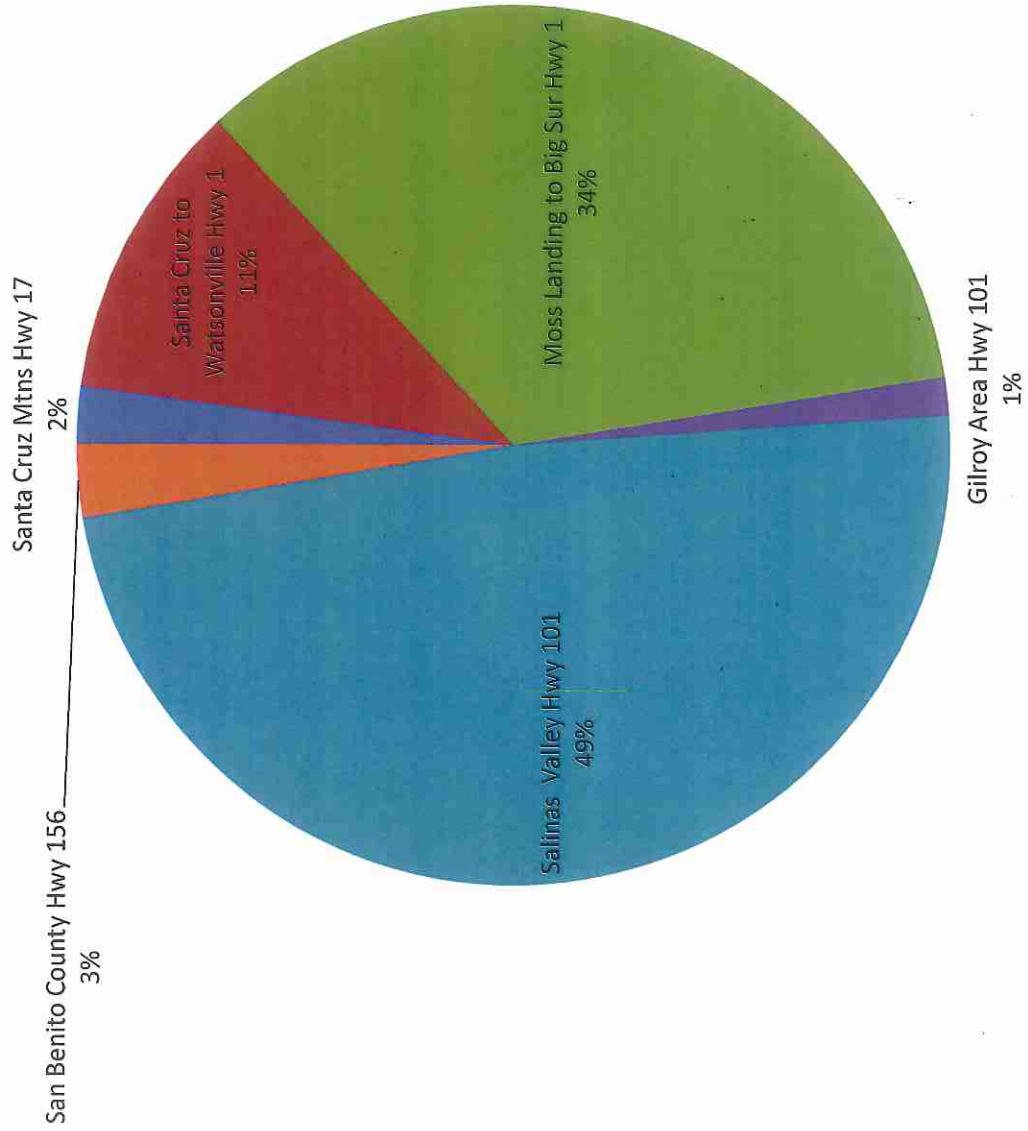
Next Committee Meeting: Monday, October 6th at 9 am.

Alaska Airlines Escape to San Diego Promotion - 1273 Entries



Alaska Airlines Escape to San Diego Goal: 1,200 email addresses	Santa Cruz Mtns Hwy 17	Santa Cruz to Watsonville Hwy 1	Moss Landing to Big Sur Hwy 1	Gilroy Area Hwy 101	Salinas Valley Hwy 101	San Benito County Hwy 156	
Aptos	25		25				
Aromas	5				5		
Big Sur	1		1				
Boulder Creek	4	4					
Capitola	11		11				
Carmel	62		62				
Carmel Valley	22		22				
Castro Valley	3	3					
Castroville	13		13				
Chular	2				2		
Corralitos	4		4				
Davenport	3		3				
Del Rey Oakes	8		8				
Felton	4	4					
Freedom	4		4				
Gilroy	13			13			
Gonzales	9				9		
Greenfield	9				9		
Hollister	85					85	
King City	6				6		
Marina	88		88				
Monterey	162		162				
Morgan Hill	2			2			
Moss landing	1		1				
Pacific Grove	79		79				
Paso Robles	2				2		
Pebble Beach	17		17				
Prunedale	10				10		
Salinas	348				348		
San Juan Bautista	5					5	
Santa Cruz	74		74				
Scott's Valley	11	11					
Seaside	101		101				
Soledad	20				20		
Soquel	9		9				
Spreckels	7				7		
Watsonville`	44		44				
TOTAL	1273	22	174	554	15	418	90
% of TOTAL		1.7%	13.7%	43.5%	1.2%	32.8%	7.1%
Other	206	1.70%	13.70%	43.50%	1.20%	32.80%	7.10%
Total Entries	1479						

Allegiant Escape to Las Vegas Promotion - 699 entrants



Allegiant Las Vegas Escape		Santa Cruz Mtns Hwy 17	Santa Cruz to Watsonville Hwy 1	Moss Landing to Big Sur Hwy 1	Gilroy Area Hwy 101	Salinas Valley Hwy 101	San Benito County Hwy 156
Goal: 1,200 email addresses							
Aptos	7		7				
Aromas	5					5	
Ben Lomond	1	1					
Big Sur	2			2			
Boulder Creek	0	0					
Capitola	3		3				
Carmel	25			25			
Carmel Valley	5			5			
Castro Valley	0	0					
Castroville	10			10			
Chular	1					1	
Corralitos	2		2				
Davenport	0		0				
Del Rey Oakes	4			4			
Felton	6	6					
Freedom	2		2				
Gilroy	7				7		
Gonzales	12					12	
Greenfield	7					7	
Hollister	17						17
King City	6					6	
Marina	50			50			
Monterey	77			77			
Morgan Hill	3				3		
Mount Hermon	1	1					
Moss landing	0			0			
Pacific Grove	28			28			
Paso Robles	3					3	
Pebble Beach	5			5			
Prunedale	7					7	
Salinas	268					268	
San Juan Bautista	2						2
Santa Cruz	27		27				
Scott's Valley	7	7					
Seaside	34			34			
Soledad	29					29	
Soquel	0		0				
Spreckels	0					0	
Watsonville`	36		36				
TOTAL	699	15	77	240	10	338	19
% of TOTAL		2.1%	11.0%	34.3%	1.4%	48.4%	2.7%
Other	81						
Total Entries	780						

Date	Time	Pax		Airline	Flt #	Tone	Comments	Name	Address City & State
		Was	Was						
9/4	1015	D				N	No place to sit in check in unless I buy food.	C.R.	Salinas, CA
9/4	630	A	US	2923		P	Paula was outstanding in helping me get another flight after mechanical problems.	K.G.	Pebble Beach, CA
9/6	1025	D	UE			P	The service was fast and friendly. I was surprised	V.A.	Burlington, Ontario
9/9	1030	B	UE	5609		N	Vending machine was broken, no one to contact for help. Car agencies were unhelpful I needed a car	E.B.	San Diego, CA
9/14		D	UE	5350		P	Customer service was excellent. You should get lockers for long delays		
9/16	1400	D	UE	5359		P	Wonderful airport. Good bar. Add more destinations.	D	Stuttgart, Germany
9/16	1005	A	UE	5016		P	I had a pleasant experience, airport was accomodating and comfortable.	K.C.	CA
9/19	1034	D	UE	5535		P	Nice Airport!	A.	Hamburg, Germany
9/19			UE			P	I love flying to Monterey!	M.R.	LA, CA
9/20	200	A	UE			P	Big thank you to Lian Calimim. She was awesome. Customer focused. Went extra mile.	R.W.	
9/21	1030	D	AL			N	Customer service was worst ever.		
9/24	925	D	UE	5350		N	Flight to SF was cancelled. Rebooked to Chicago. Agents did nothing for us. TSA Pre check is great	T.F.	Pacific Grove, Ca
9/28	550	D	UE	6346		C	You should align tables in TSA so customers can slide their stuff easier	D.S.	
10/1	920	D	AE			N	Gate 3 is hot & stuffy.	R.T.	Florissant, MO

AGENDA ITEM: I
DATE: October 8, 2014

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

BACKGROUND. Since the last regular board meeting, the Finance Committee held one meeting. The agenda for that committee meeting is presented below. Comments and notes are recorded separately (at the end of the agenda).

**SPECIAL MEETING OF THE FINANCE COMMITTEE
BOARD OF DIRECTORS
MONTEREY PENINSULA AIRPORT DISTRICT
October 1, 2014 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. | August 2014 & FYTD (FY 2015) Financial Statements |
| Review | 2. | Accounts Receivable Aged Invoice Report |
| Review | 3. | Cash Position Update |
| Review | 4. | Finance & Accounting Issues Update |
| Review | 5. | 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 10/01/2014 Finance Committee Meeting:

- Meeting location changed to the District conference room due to scheduling conflict
- Meeting called to order by Chair Miller at 1:42 p.m.
- Meeting attended by board members Carl Miller and Bill Sabo, and staff members Tom Greer, Charlie Hayes, Tonja Posey, Brenda Smith, and Jerry Merritt.
- There were no communications or public comments
- August 2014 & FYTD (FY 2015) Financial Statements
 - ✓ Operating revenue was 3% (\$20,059) above plan for August,
 - Below plan were:
 - Terminal concessions,
 - Rental car concessions, and
 - Hangar rents.
 - On or above plan were:
 - all other categories of operating revenue
 - Staff answered questions regarding operating revenue, such as:
 - Is Republic Parking providing enhanced reporting (after the installation of the new parking revenue control system)? Answer – we are having a discussion with Republic about what data is available – and what data would/could be useful to use as a metric – other than exit counts.
 - How many District hangars are not being rented? Answer – 5.
 - Is the rent (concession generated) from MHSS a phasing issue or is something going on there? Answer – checking.
 - ✓ Operating expense was 4% (\$23,736) below plan for August
 - Staff answered questions regarding several expense lines in several departments asked by Director Sabo
 - FC was reminded that the District may be at risk regarding election expense
 - ✓ Operating income was 45% (\$43,795) above plan for August
 - ✓ Operating income FYTD was 76% (\$69,411) above plan
 - FC was reminded that the above plan operating income will erode as we progress through the fiscal year
- Accounts Receivable Aged Invoice Report
 - ✓ Reviewed the distribution of aged receivables for the month of August,
 - ✓ Reviewed the aged A/R detail as of 09/30/2014, and
 - ✓ Reviewed the specifics of the A/R on tenant Tope (Outside Storage)
- Cash Position Update
 - ✓ Reviewed the District's cash position at 08/31/2014 and 09/30/2014,

- ✓ Based on current business operations/financial data - projected the cash position for 10/31/2014 and 06/30/2015
- Finance & Accounting Issues Update
 - ✓ MGO auditors conducted on-site field work on Thursday (9/4/14) and Friday (9/19),
 - ✓ Audit partner was present on-site on Friday (9/19),
 - ✓ Received draft audited financials from audit partner on Wednesday (10/01), and
 - ✓ After staff review of the draft audited financials, staff will coordinate with MGO and FC members to schedule a follow-up finance committee meeting on either 10/15 or 10/22 for presentation of the audited financials.
- Future Agenda Items/Finance Committee Schedule
 - ✓ The committee scheduled its next meeting on Wednesday, November 5, at 1:30 p.m.
- Meeting adjourned by Director Miller at 3:26 p.m.