

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

**September 11, 2019 - 9:00 AM - Board Room**

**A. CALL TO ORDER/ROLL CALL**

*Chair Sabo called to order the Regular Meeting of the Board of Directors at 9:06 AM. Directors Cursio, Leffel and Sawhney were present. Director Miller was absent. The following District Officers were present: Executive Director La Pier, District Counsel Huber, Acting District Secretary Auker and Deputy Executive Director Bergholz.*

**B. PLEDGE OF ALLEGIANCE**

*Director Cursio led the Pledge of Allegiance.*

**C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

*Executive Director La Pier stated that the terminal event that was going to be held in partnership with the Monterey Jazz Festival has been postponed, and it likely would not take place until next year.*

*Chair Sabo noted that the airport's representative as an AMBAG Ex-Officio Board Member has changed from himself to Executive Director La Pier. He indicated that he would be the alternate representative. He noted that the airport's representation and opportunity to give input at the AMBAG meetings is important as they begin to look into the area's transportation plan.*

**D. PUBLIC COMMENTS**

*None.*

**E. CONSENT AGENDA - ACTION ITEMS**

*(The Consent Agenda consists of those items which are routine and for which a staff recommendation has been prepared. A Board member, member of the audience or staff may request that an item be placed on the deferred consent agenda for further discussion. One motion will cover all items on the Consent Agenda. The motion to approve will authorize the action or recommendation indicated.)*

- Approve      1. Minutes of the Committee Meeting of the Air Carrier Service, Marketing and Community Relations Committee of August 9, 2019
- Approve      2. Minutes of the Committee Meeting of the Budget and Finance Committee of August 12, 2019
- Approve      3. Minutes of the Committee Meeting of the Airport Property Development and Leases Committee of August 13, 2019
- Approve      4. Minutes of the Special Meeting of August 14, 2019
- Approve      5. Minutes of the Regular Meeting of August 14, 2019
- Approve      6. Minutes of the Special Meeting of August 21, 2019

*Director Leffel moved to approve Consent Agenda Items E-1 through E-6. Director Cursio seconded the motion. The motion passed unanimously by a vote of 4-0.*

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

None.

**G. REGULAR AGENDA - ACTION ITEMS**

- Adopt 1. Resolution No. 1760, A Resolution of the Board of Directors of the Monterey Peninsula Airport District Acknowledging the Exemplary Customer Service Work of Vladimir Shirokov

*Chair Sabo tabled Item G.1 to a future meeting where Vladimir Shirokov could be present.*

- Adopt 2. Resolution No. 1761, Authorizing a Professional Services Agreement with Kimley-Horn and Associates, Inc. to Provide Project Management Services Related to the Development of Airport Capital Improvement Projects

*Executive Director La Pier introduced Item G.2, stating that this agreement would begin the planning process for execution of the Master Plan projects. He stated that the District solicited Statements of Qualifications for firms interested in providing program management services, four responses were received and Kimley-Horn and Associates, Inc. was chosen as the most qualified.*

*Chris Morello, Deputy Director of Strategy and Development, stated that the proposed Resolution No. 1761 works hand-in-hand with the proposed Resolution No. 1762 and that two presentations would be given regarding how the two firms would work together to provide support in managing the projects.*

*Pearse Melvin, Program Manager, gave the Board information on who would be working on the Kimley-Horn team to provide program management services. He described how the team would help support airport staff with the projects, including financial analysis and planning.*

*Brian Galluci, Managing Director and Co-Head of PFM Financial Advisors' Airport Practice, gave the Board information on who would be working on the PFM team to provide financial services. He gave a brief overview of the firm as a whole, indicating that they currently serve over 40 airports, and explained their process for developing a funding plan.*

*Chair Sabo expressed his concern with the agreements (both program management as well as financial services) only including the Phase 1 projects of the Master Plan, and not including the Phase 2 projects.*

*Director Leffel moved to adopt Resolution No. 1761. Director Sawhney seconded the motion. The motion passed by a roll call vote of 3-1. Chair Sabo voted against the motion.*

**RESOLUTION NO. 1761**

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY HORN AND ASSOCIATES, INC. TO PROVIDE PROJECT MANAGEMENT SERVICES RELATED TO THE DEVELOPMENT OF AIRPORT CAPITAL IMPROVEMENT PROJECTS**

**WHEREAS**, on December 12, 2018 the Board adopted Resolution No. 1733 approving Submission of FY 2019-2024 Airport Capital Improvement Plan (ACIP), its annual five-year Airport Capital Improvement Plan (ACIP) which included the Airport Master Plan Short Term Improvement Projects; and

**WHEREAS**, to ensure projects are successfully executed while maintaining high quality and safety standards, Project Management Services encompassing planning support and compliance monitoring of funds or other related professional services is necessary; and

**WHEREAS**, on March 1, 2019 the District provided notice of solicitation requesting Statements of Qualifications (SOQs) from qualified firms (or Project Team of Firms) interested in providing professional Program Management Services (PM) for the 2018 Airport Master Plan Short Term Improvement Projects; and

**WHEREAS**, based upon review of the experience and qualification data received in response to the SOQs, it was determined that Kimley Horn and Associates, Inc. and the Project Team as fully qualified to perform the Management of Aviation Engineering for Design and Project Management and Economic Analysis of the Program.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** Authorize the Executive Director to execute a contract to complete Phase 1, Program Initiation – Task Management of Financial Analysis with the firm of Kimley Horn and Associates, Inc. in an amount not-to-exceed \$74,455.00.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 11th day of September 2019, by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Cursio, Leffel, Sawhney
<b>NOES:</b>	<b>DIRECTORS:</b>	Chair Sabo
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None
<b>ABSENT:</b>	<b>DIRECTORS:</b>	Miller

Adopt 3. Resolution No. 1762, Authorizing a Professional Services Agreement with PFM Financial Advisors LLC to Provide Financial Services Related to the Development of Airport Capital Improvement Projects

*Executive Director La Pier indicated that the staff presentations for Item G.3 were covered by the previous item's presentations.*

*Director Leffel moved to adopt Resolution No. 1762. Director Cursio seconded the motion. The motion passed by a roll call vote of 3-1. Chair Sabo voted against the motion.*

### **RESOLUTION NO. 1762**

#### **A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH PFM FINANCIAL ADVISORS LLC TO PROVIDE FINANCIAL SERVICES RELATED TO THE DEVELOPMENT OF AIRPORT CAPITAL IMPROVEMENT PROJECTS**

**WHEREAS**, on December 12, 2018 the Board adopted Resolution No. 1733 approving Submission of FY 2019-2024 Airport Capital Improvement Plan (ACIP), its annual five-year Airport Capital Improvement Plan (ACIP) which included the Airport Master Plan Short Term Improvement Projects; and

**WHEREAS**, an Economic Analysis is deemed necessary to identify the specific financial data and information required to provide adequate financial evaluations and funding scenarios for the proposed development of the adopted Airport Master Plan Short Term Improvement Projects; and

**WHEREAS**, on March 1, 2019 the District provided notice of solicitation requesting Statements of Qualifications (SOQs) from qualified firms (or Project Team of Firms) interested in providing professional Program Management Services (PM) for the 2018 Airport Master Plan Short Term Improvement Projects; and

**WHEREAS**, based upon review of the experience and qualification data received in response to the SOQs, PFM Financial Advisors LLC was considered qualified to assist with the financial plan development for the Airport.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** Authorize the Executive Director to execute a contract to complete Phase 1, Due Diligence and Preliminary Financial Analysis with the firm of PFM Financial Advisors LLC in an amount not-to-exceed \$42,000.00.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 11th day of September 2019, by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Cursio, Leffel, Sawhney
<b>NOES:</b>	<b>DIRECTORS:</b>	Chair Sabo
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None
<b>ABSENT:</b>	<b>DIRECTORS:</b>	Miller

Adopt 4. Resolution No. 1763, A Resolution of the Monterey Peninsula Airport District Authorizing Incentive Payment to Michael La Pier

*Chair Sabo introduced Item G.4.*

*Director Leffel stated that Executive Director La Pier and his staff had delivered a good year and this Resolution is in recognition of that.*

*Director Cursio moved to adopt Resolution No. 1763. Director Sawhney seconded the motion. The motion passed unanimously by a roll call vote of 4-0.*

**RESOLUTION NO. 1763**

**A RESOLUTION OF THE MONTEREY PENINSULA AIRPORT DISTRICT AUTHORIZING INCENTIVE PAYMENT TO MICHAEL LA PIER**

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

1. Michael La Pier received a positive performance evaluation at the August 21, 2019 Special Board Meeting.
2. Pursuant to Section 5 of the Employment Agreement between the Monterey Peninsula Airport District and Michael La Pier, the Board authorizes a one-time incentive payment to Michael La Pier in the amount of \$20,000.
3. District Counsel shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 11th day of September 2019 by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Cursio, Leffel, Sawhney, Chair Sabo
<b>NOES:</b>	<b>DIRECTORS:</b>	None
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None
<b>ABSENT:</b>	<b>DIRECTORS:</b>	Miller

**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. Budget and Finance Directors Leffel & Sawhney
  - ii. Air Service, Marketing, Community Relations Directors Cursio & Sabo
  - iii. Airport Property Development and Leases Directors Miller & Cursio
  
- b. Ad-Hoc Committees:
  - i. Local Jurisdiction Liaison Directors Leffel & Miller
  
- c. Liaison/Representatives:
  - i. Local Agency Formation Commission Director Leffel    Alt: Sabo
  - ii. Regional Taxi Authority Director Leffel    Alt: La Pier
  - iii. Transportation Agency for Monterey County Director Sabo    Alt: Cursio
  - iv. Special Districts Association Liaison Director Miller    Alt: Cursio
  - v. Association of Monterey Bay Area Governments Director Sabo    Alt: Leffel

**J. CLOSED SESSION**

*None.*

**K. RECONVENE TO OPEN SESSION**

*None.*

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

- *Fort Ord Reuse Authority Presentation on the Eastside Parkway Project (tabled until completion of EIR)*
- *AMBAG Ex-Officio Representation (planned to be discussed at AMBAG's August Executive Committee Meeting)*
- *Information Regarding Weed Mitigation in Del Rey Oaks*

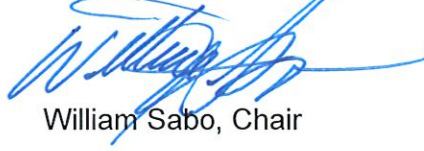
**M. DISCUSSION OF FUTURE AGENDAS**

- *Report on the Del Rey Oaks Police Services Contract at the end of its first year (Chair Sabo)*

**N. ADJOURNMENT**

*The meeting adjourned at 11:14 AM.*

Minutes Approved at the  
Meeting of October 9, 2019



William Sabo, Chair

ATTEST



Michael La Pier, AAE  
District Secretary