

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

May 9, 2018 10:00 AM - Board Room

A. CALL TO ORDER/ROLL CALL

Chair Miller called to order the Regular Meeting of the Board of Directors at 10:00 am. Directors Cursio, Nelson, and Sabo were present. Director Leffel arrived at 10:18 am. The following District Officers were present: Executive Director La Pier, District Counsel Huber, Acting District Secretary Porter and Deputy Executive Director Bergholz.

B. PLEDGE OF ALLEGIANCE

Director Nelson led the Pledge of Allegiance.

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

Director Miller noted that he attended the ACI-NA/AAAE Airport Board and Commissioners Conference from May 6th through the 8th in Las Vegas, NV with Directors Cursio, Leffel and Sabo. He stated that the Board members who attended would provide a written report at the regularly scheduled June meeting.

Director Sabo added that there was an interesting presentation from Allegiant at the conference, where they offered a unique perspective on PFC increases.

D. PUBLIC COMMENTS

Matthew Wright, General Manager, Monterey Fuel Company, updated the Board on the Jet Center's application for temporary customs service, stating that they have still not received a response regarding the review period and timing. He expressed that Executive Director La Pier and Police Chief Hoyne have been supporting the efforts and in his opinion, there is real potential with the customs service.

Director Nelson requested that staff continue to facilitate the efforts for customs service and Executive Director La Pier noted that he and Matthew have been meeting on a regular basis.

Matthew Wright also reminded the Board and staff of the invitation the Monterey Jet Center's annual celebration on May 17th at 6:00 pm.

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 Airport Property Development and Leases Committee of April 6, 2018 |
| Approve | 2. Minutes of the Committee Meeting of the Air Carrier Service, Marketing and Community Relations Committee of April 6, 2018 |
| Approve | 3. Minutes of the Committee Meeting of the Budget and Finance Committee of April 9, 2018 |

Approve 4. Minutes of the Regular Meeting of April 11, 2018

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

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA - ACTION ITEMS

Adopt 1. Resolution No. 1707, A Resolution Approving the Bid for Runway 10L-28R Overlay and Improvements Project and Authorizing Execution of a Contract

Director Leffel arrived at 10:18 am.

Executive Director La Pier introduced Agenda Item G.1. Chris Morello, Senior Planning Manager, presented, stating that after the FAA approval of the specifications for the 10L-28R overlay and PAPI project dated March 2018 and an invitation for bids was published in the Monterey Herald on April 1st and 10th, sealed bids were received and publicly opened on May 8th. She stated that the proposed resolution would approve the bid and authorize the execution of a contract with Granite Rock Company.

Director Sabo moved to adopt Resolution No. 1707. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

Chair Miller encouraged staff to send out a press release regarding the project.

RESOLUTION NO. 1707

A RESOLUTION APPROVING THE BID FOR RUNWAY 10L-28R OVERLAY AND IMPROVMENTS PROJECT AND AUTHORIZE EXECUTION OF A CONTRACT WITH GRANITE ROCK COMPANY

WHEREAS, the Board of Directors of the Monterey Peninsula Airport District (MPAD) approved resolution 1695 approval to submit the FY2018-2023 Airport Capital Improvement Plan (ACIP) on October 11, 2017, which included the Runway 10L-28R Overlay and Improvements Project; and

WHEREAS, representatives of the Federal Aviation Administration (FAA) have indicated a willingness to fund the Airfield Lighting and Vault Upgrades; and a grant application has been submitted to the FAA using Airport Improvement Program (AIP) FAA-FY2018 Entitlement funds to construct the said improvements; and

WHEREAS, representatives of the Federal Aviation Administration (FAA) approved the Specifications and Invitation for Bids; and

WHEREAS, invitation for Bids was published in the Monterey Herald on April 1 and April 10, 2018 and mandatory pre-bid meeting was held on April 12, 2018. Sealed bid proposals were received on May 8, 2018 at 1:00 p.m. PST and publically opened; and

WHEREAS, after considering the bids received for the performance of the proposed purchase, it is in the best interest of the Airport to accept the bid of Granite Rock Company, and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: That MPAD contract with the firm of Granite Rock Company in the amount not-to-exceed of \$1,477,720.00 for the Runway 10L-28R Overlay and Improvements Project for the Monterey Regional Airport, and authorize the Executive Director, or his designee, to execute said contract.

BE IT FURTHER RESOLVED THAT execution of said contract is conditioned upon receipt of a grant from the FAA in compliance with the grant application and budget as provided to the FAA.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 9th day of May 2018, by the following roll call vote:

AYES:	DIRECTORS:	Cursio, Leffel, Nelson, Sabo, Chair Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Adopt 2. Resolution No. 1708, A Resolution Adopting an Updated Personnel Policy Manual, the Administrative and Personnel Policy Book

Executive Director La Pier introduced Item G.2, stating that Regional Government Services and District's Legal Counsel worked together to produce the Administrative and Personnel Policy Book. District Counsel Huber noted that as laws change, policies and handbooks need to be updated to reflect those changes. The policies and procedures within the book were rewritten and reorganized into a consolidated document. The proposed Administrative and Personnel Policy Book was sent to and reviewed by the employee bargaining units. The Policy Book was signed off on by the Administrative Assistants Association. The Peace Officers Association did not request to meet and confer.

Mi Ra Park, Human Resources Advisor, Regional Government Services, gave a brief overview of the company and her role and the services she has provided here at the airport. She reiterated that both unions have been communicated with and have been involved in the creation of the proposed Policy Book. She noted the major changes that had been made.

Director Sabo requested that the District's Legal Counsel be designated as a mandatory notified party in the event of a harassment or unlawful activity claim/investigation.

Chair Miller requested that the Police Department's policy manual (Lexipol) be recognized within the Administrative and Personnel Policy Book and that a designation be made within the books of which would govern in the event of an issue.

District Counsel Huber recommended that the Board adopt Resolution No. 1708 and the Policy Book as is, with direction given to staff to make the changes as requested by the Board during discussion, which would come back to the Board at a future meeting for adoption.

Director Leffel moved to adopt Resolution No. 1708 with direction to staff to make the requested revisions. Director Cursio seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1708

A RESOLUTION ADOPTING AN UPDATED PERSONNEL POLICY MANUAL, THE ADMINISTRATIVE AND PERSONNEL POLICY BOOK

WHEREAS, the Monterey Peninsula Airport District has witnessed changes in laws, current practices, Memorandum of Understandings (MOUs) of the Administrative Assistants Association and Peace Officers' Association; and

WHEREAS, the Executive Director has determined that creation of a single administrative and personnel policy document necessary to reflect changes; and

WHEREAS, the adoption of the Administrative and Personnel Policy Book serves to provide updated policies and procedures for administering personnel policy matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: The adoption of the Administrative and Personnel Policy Book. A copy of the Administrative and Personnel Policy Book is attached hereto and made a part thereof by reference as though the same were set forth in full herein.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 9th day of May 2018, by the following roll call vote:

AYES:	DIRECTORS:	Cursio, Leffel, Nelson, Sabo, Chair Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Approve 3. Recommendation for Change in Banking Service Provider

Executive Director La Pier introduced Item G.3, noting staff's concern with the service levels of the current provider (Rabobank). He stated that after the submission of a Request for Proposals, three proposals were received, which were from Rabobank, Wells Fargo and Chase, and after reviewing the proposals, staff recommends changing the banking service provider to Chase. This change would start at the beginning of Fiscal Year 2019.

Director Sabo noted that the recommendation was reviewed by Finance Committee. He asked for information on what services the District would gain by changing providers to Chase, Deputy Executive Director Bergholz responded.

Director Nelson moved to approve and support staff in changing the banking services provider. Director Leffel seconded the motion. The motion passed unanimously by a vote of 5-0.

A break was taken at 11:29 am and returned at 11:34 am.

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 & Sabo |
| ii. Air Service, Marketing, Community Relations | Directors Cursio & Nelson |
| iii. Airport Property Development and Leases | Directors Miller & Nelson |

- | | |
|--|---------------------------------|
| b. <u>Ad-Hoc Committees:</u> | |
| i. Local Jurisdiction Liaison | Directors Leffel & Miller |
| c. <u>Liaison/Representatives:</u> | |
| 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: Nelson |
| iv. Special Districts Association Liaison | Director Miller Alt: Sabo |

J. CLOSED SESSION

K. RECONVENE TO OPEN SESSION

Chair Miller noted that there were not any Closed Session Items.

L. PENDING REQUESTS FOR FUTURE AGENDA ITEMS

- *Fort Ord Reuse Authority Presentation on the Eastside Parkway Project*
- *Presentation on Cost and Parameters of AMBAG Ex Officio Membership*
- *Discussion Regarding Formalization of Actions Relative to the Name of the District*

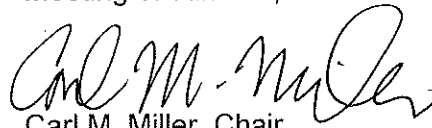
M. DISCUSSION OF FUTURE AGENDAS

- *Board Report and Presentation on ACI-NA/AAAE Airport Board and Commissioners Conference*
- *Air Service Update*
- *Emergency Expenditure Ratification*


N. ADJOURNMENT

The meeting adjourned at 12:34 pm.

Minutes Approved at the
Meeting of June 13, 2018


Carl M. Miller, Chair

ATTEST



Michael La Pier, AAE
District Secretary