

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

May 3, 2023 - 1:30 PM

**Monterey Regional Airport
200 Fred Kane Drive, Suite 200**

THIS MEETING IS A CONTINUATION OF THE ADJOURNED APRIL 27, 2023 MEETING. PUBLIC COMMENTS HAVE ALREADY BEEN RECEIVED FOR ITEM C.1 DURING THE APRIL 27, 2023 BOARD MEETING. AS SUCH, PUBLIC COMMENT DURING THE MEETING WILL NOT BE RECEIVED FOR THAT ITEM. PUBLIC COMMENTS WILL BE RECEIVED FOR ALL OTHER LISTED ITEMS, AS THE BOARD HAS NOT HEARD COMMENTS ON THESE MATTERS.

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

Due to the expiration of the COVID-19 California State of Emergency, the Monterey Peninsula Airport District has returned to holding meetings at the Airport Board Room, with in-person attendance. Members of the public may attend the Board Meeting in person and request to speak to the Board when the Chair calls for public comment. In general, remote comments will not be allowed, except as outlined in the limited circumstances below.

The Monterey Peninsula Airport District will continue to broadcast the Board Meetings via Zoom video conference for viewing by the public. To view the Board meeting via Zoom video conference, please visit www.zoom.us/join and enter the following Meeting ID: **831 7098 4092**. If you do not have access to the internet, you may listen telephonically by calling (253) 215-8782 and entering the same Meeting ID.

In the event that a Board Member utilizes the procedure outlined in AB 2449 to attend a meeting, only then will remote public comments be allowed. Under those circumstances, when the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Secretary to the Board will call speaker names and unmute speaker microphones. You will have up to 3 minutes to provide your oral comments, pursuant to Board policy.

Members of the public who desire to make a public comment can send an email to info@montereyairport.com and include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)." Written comments should be received by 8:00 AM on the day of the meeting. All submitted comments will be provided to the Board for consideration and will be compiled as part of the record.

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. CONTINUED/ADJOURNED REGULAR AGENDA - ACTION ITEMS

Direct 1. [Provide Direction to Staff for Airport Fire & Related Emergency Services](#)

Public comments have already been received for this item during the April 27, 2023 Board Meeting. As such, public comment during the meeting will not be received for this item.

Discuss 2. [Strategic Planning Report Review and More Efficient Board Meetings](#)

D. CONTINUED/ADJOURNED CLOSED SESSION AGENDA ITEMS

1. Pursuant to Government Code section 54956.8, the Board will meet with Real Property Negotiators, Executive Director and General Counsel, regarding a portion of the property commonly known as APN Number 013-221-020-000.

E. ADDED CLOSED SESSION ITEM

1. Pursuant to Gov. Code 54957.6(b)(2), the Board will meet with the Executive Director and General Counsel related to potential exposure to litigation: one case.

F. RETURN TO OPEN SESSION

G. ADJOURNMENT

AGENDA DEADLINE

This is the final Agenda that has been posted on the bulletin board outside of the District Offices in the Terminal Building at the Monterey Regional Airport no less than 72 hours prior to the meeting.

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 Friday before the first Wednesday of the month. This agenda is subject to revision and may be amended prior to the scheduled 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. 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.

From: Michael LaPier

Sent: Monday, May 1, 2023 11:32 AM

To: Michael LaPier <mike@montereyairport.com>; Scott Huber <shuber@colehuber.com>

Subject: FW: Board Meeting Follow Up

All –

Please see the attached letter of clarification from Pro-Tec. I received this this morning.

Additionally, Scott was able to confirm with the City legal counsel that the City alternate proposal contemplates no nighttime response from the airport station to off airport incidents. They would only respond during the daytime when they have fire fighting apparatus and personnel on the south side of the airport.

Mike

Michael La Pier, A.A.E.

Executive Director

Monterey Regional Airport

200 Fred Kane Drive, Suite 200

Monterey, California 93940

www.montereyairport.com



From: Bill Hershman <bhershman@protecfire.com>

Sent: Monday, May 1, 2023 10:00 AM

To: Michael LaPier <mike@montereyairport.com>

Cc: Dan Diehl <Ddiehl011@protecfire.com>; Sean Edwards <sedwards@protecfire.com>

Subject: Board Meeting Follow Up

Good morning Mike –

We do hope you were able to get some rest in this weekend.

Thank you again for the opportunity to represent Pro-Tec at the Airport District Board meeting on April 27th. As a result of the discussions, please see attached responses to specific concerns by members of the board. Included in this document is a Plan of Action and Milestones that outlines our approach to integrating and providing the services at the airport leading up to the Oct 1 transition date.

I believe we can more than adequately address all of their concerns and would be happy to discuss further if required.

Our team will be on the ground in Monterey tomorrow after 2pm Western.

Please let me know if you require anything further.

v/r



Bill Hershman

President

p: (920) 593-1722 **c:** (920) 284-8950 **e:** bhershman@protecfire.com

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w: www.protecfire.com



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Mr. Michael La Pier, A.A.E.
Executive Director
Monterey Regional Airport
200 Fred Kane Dr. Suite 200
Monterey, California 93940

May 1, 2023

Mr. LaPier –

Please see the below responses/clarifications from Pro-Tec Fire Services arising from the Airport Board meeting on April 27, 2023.

- 1) Mutual Aid/Automatic: The City of Monterey and the IAFF contingent implies/asserts that if Pro-Tec is awarded the contract; the Airport District would essentially be on their own in terms of resources available for emergency response. However, should Pro-Tec be awarded the contract, the Airport District is currently a signature authority on the current Monterey County Mutual Aid Plan. Therefore, the only change to service is personnel. The Airport District fleet is currently listed within the County Dispatch system and is currently within the County Mutual Aid. Pro-Tec with the support and assistance of the Airport would simply adjust the run cards/strings as to what resources would be needed for our specific emergency call types common to the Airport District. Once the run cards/strings are established, these resources would automatically be sequentially dispatch to the Airport property to augment our organic resources to ensure NFPA 1710 (for structural/EMS/hazardous materials type of emergencies) and FAR Part 139 (for aircraft emergencies) are met. Additionally, the only agency making this assertion/implication is the City of Monterey; no other local agencies have publicly asserted or implied they would not respond to the Airport District should Pro-Tec be awarded the contract. Pro-Tec remains confident in our ability to establish resource needs with local agencies.
- 2) Burbank (CA) Contract: Pro-Tec Fire Services contracted with the Burbank-Glendale-Pasadena Airport Authority at the Hollywood Burbank Airport from approximately 1991 through 2015. In April of 2015 the airport board approved a contract with TBI Airport Management, Inc., which was already managing the airport, to provide ARFF services. The previous agreement with Pro-Tec terminated on April 30. Pro-Tec was asked to respond to an RFP for ARFF services, which we did. However, during the RFP process, and prior to award, we determined it was in the best interest of the company to withdraw our proposal. The airport did request that Pro-Tec extend our services through the end of June 2015, but for business reasons, we elected to decline the extension. All of this was well within our rights under our existing contract.
- 3) Union Representation: Pro-Tec Fire Services currently has five (5) Collective Bargaining Agreements (CBAs) with four (4) union organizations representing our professional

Protection You Can Live With

firefighters. We recently renewed our contract agreements with Green Bay, Will Rogers, and Saskatoon. We successfully negotiated a new contract with our employees in Calgary, and we will be negotiating our contract agreement with Medford this fall. Below is a list of our current CBAs:

- a. Rogue Valley International Medford Airport – Teamsters Local Union No. 962
 - b. Green Bay Austin Straubel International Airport – Austin Straubel International Airport Firefighters Local 141, International Association of Firefighters, ALF-CIO
 - c. Will Rogers World Airport – International Association of Firefighters Local 3694
 - d. Calgary International Airport – Public Service Alliance of Canada UCTE Local 30302
 - e. Saskatoon John G. Diefenbaker International Airport – Public Service Alliance of Canada UCTE Local 40404
- 4) Personnel/Background Checks: Pro-Tec Fire Services conducts Federal background checks on all airport employees. This background check is conducted by the security office at the individual airport and is a Federal Bureau of Investigation background check provided to ensure compliance with Security Identification Display Area (SIDA) requirements.
- 5) Privatized Emergency Response Services: Current ambulance services in the City of Monterey are provided by American Medical Response (AMR), a private company that provides contracted emergency medical services response. Many communities, including airports, have been relying on private providers of fire and emergency medical services without even knowing there is a difference.
- 6) Hiring/Specialty Personnel: Pro-Tec is confident in our ability to attract and retain high quality personnel to perform the needed positions at Monterey Peninsula Regional Airport. We often attract separating military, or fire service, members that bring a wealth of certifications, knowledge, and experience that are specific to airport rescue firefighting. Our company generally does not compete with local agencies for personnel, as the airport requires specialized experience that local agencies do not require or employ. Many of these candidates come to us fully qualified for our positions. For instance, a separating veteran of the US Armed Forces, will separate from the military with a minimum of the following IFSAC/Pro-Board certifications: Firefighter I and II, National Registry Emergency Medical Technician (NREMT), ARFF firefighter, CPR, Hazardous Materials Operations. The NREMT and Hazardous Materials certifications are reciprocated in the State of California. It should be noted that many of these are not a requirement of the Federal Aviation Administration under CFR 14 Part 139 for ARFF Training and Certifications, so they exceed the minimum standard. The Presidio of Monterey requires identical certifications as part of their conditions of employment. They are acceptable to respond as part of the County Mutual Plan.

Should you have any additional questions or concerns, please contact me directly.

Respectfully,



Bill Hershman
President

Monterey Peninsula Regional Airport

Plan of Action & Milestones (POAM)

ADMINISTRATIVE/INITIAL - MAY THROUGH JULY 2023

- | | |
|--|---|
| <input type="checkbox"/> Apply for State of California EMS License
Complete through Monterey County EMS Office. | <input type="checkbox"/> Lease/Purchase Fire Chief's Vehicle
Complete through Pro-Tec Corporate Offices. Install decals, lighting, and communication equipment. |
| <input type="checkbox"/> Integrate into County Mutual Aid Plan under Airport's Signature Authority
Complete through Monterey County. Meet with Monterey, POM, MCFPD, Seaside, Marina, and Salinas Fire Chiefs. | <input type="checkbox"/> Establish Housing/Relocate to Monterey of Fire Chief
Conduct relocation of household goods and house hunting trip. |
| <input type="checkbox"/> Establish Run Cards (Mutual Aid Sequence) with the Monterey County Emergency Dispatch Center/NGEN
Complete through Monterey County Emergency Services Communication Center. | <input type="checkbox"/> Create Logo/Patch with Airport Director Approval
Complete with Airport Staff. |
| <input type="checkbox"/> Establish Call Signs for Airport Apparatus
Complete through Monterey County Emergency Services Communication Center. | <input type="checkbox"/> Fire Chief Relocate mid-July
Complete relocation by mid-July to begin hiring of personnel on August 1, 2023. |
-

ADMINISTRATIVE/INITIAL - AUGUST 2023

- | | |
|--|--|
| <input type="checkbox"/> Initiate Hiring Actions
Recruit staff. Complete SIDA badging, occupational physicals, SCBA fit-testing, and uniform sizing. | <input type="checkbox"/> Review AEP/ACM with Airport Staff
Learn and train on AEP and ACM with Airport Staff. |
| <input type="checkbox"/> Conduct Inventory of Airport Fire Equipment
Complete comprehensive inventory of all equipment provided by airport per contract SOW. | <input type="checkbox"/> Review Fuel Inspection Procedures
Review all fuel inspection records of FBO(s) to include Scully-type compliance, fuel operations, and fire extinguisher training requirements. |
| <input type="checkbox"/> Meet with ATC Staff
Fire Chief meet with ATC staff and train on airport layout and SIDA area. | <input type="checkbox"/> Review Purchasing Requirements
Compile purchasing needs and requirements. |

ADMINISTRATIVE/INITIAL - SEPTEMBER 2023

- | | |
|---|--|
| <input type="checkbox"/> Establish SOG(s) and Policies
Establish comprehensive policies for department operations and expectations. Develop apparatus checklists and procedures. Develop daily duties and activities. | <input type="checkbox"/> Complete Apparatus Operations
Complete drivers training for all personnel to include foam testing procedures, dry chemical blow-down testing, training records, and general expectations. |
| <input type="checkbox"/> Complete 40-hours Didactic & Live-Fire Training
Complete initial FAA required training with staff. Complete mandatory live-fire training at San Bernadino training center. | <input type="checkbox"/> Complete Runway Inspection Procedures
Work with operations personnel on runway inspection procedures. |
| <input type="checkbox"/> Complete Airfield Training
ATC, SIDA area, and airfield layout training | <input type="checkbox"/> Complete ADP On-Boarding
Complete ADP On-Boarding of all personnel. |

ADMINISTRATIVE/INITIAL - OCTOBER 2023

- | | |
|--|--|
| <input type="checkbox"/> Develop Operational Risk Management Program for MRY
Develop and implement comprehensive Operation Risk Management program to include job hazard analysis for essential job functions. | <input type="checkbox"/> Complete Fuel Inspection Training
Complete fuel supervisory training for all personnel. |
| <input type="checkbox"/> Implement AEP/ACM Responsibilities
Train all personnel on AEP/ACM requirements. | <input type="checkbox"/> Establish Operations Schedule for Staffing
Establish staffing schedule for operational needs. |
| <input type="checkbox"/> Purchase Requirements for Daily Operations
Provide all needs/requirements to staff for daily operations. | <input type="checkbox"/> Initial Performance Plans
Establish performance plans for all personnel. |
| <input type="checkbox"/> Develop Annual/Quarterly Training/Work Plan
Establish annual training plan IAW Advisory Circular. Establish annual work plan IAW contract language. | <input type="checkbox"/> Establish Emergency Networking
Establish EN account for Monterey Regional Airport. |

POTENTIAL THOUGHTS & IDEAS TO STREAMLINE MEETINGS SO WE ALL CAN BE MORE EFFECTIVE AND EFFICIENT.

As a Board, do we consider adding these ideas for discussion and action at the next regularly scheduled Board meeting in March 2023? Do we need a staff report? What additional information or discussion is necessary by the Board? (Requesting Council input or guidance as necessary)

Meeting Timing/Logistics

- Do we consider having specific meeting times requiring voted meeting extensions
- Do we have set breaks (specified time(s)) or specified time allotted/suggested for each agenda item, encouraging action and requests for additional information as necessary by the Board
- Do we limit Meeting length-meaning it is possible a special meeting (or tabled for next month) would need to be called for certain topics and agenda items
- Do we require a 10-15-minute break every 2 hours, take a break for lunch, have an hour/time limit to any agenda item per meeting
- *Etc.

Other Ideas

- Do we request Public Comment before individual Board Members Speak
- Have a way (flags, raise hand function, etc) for Board Members to demonstrate interest to speak for Chair to see and acknowledge (other than on-line)
- Do we consider not verbally recapping meetings that are documented by Minutes in the packet; but rather allow general questions of any packet matter at one time
- Do we consider asking Board liaisons that attend outside meetings to write a brief synopsis and collaborate & include in monthly Board packet
- *Etc.

**THESE ARE MERE SUGGESTIONS TO HAVE
OUR MEETINGS BE POTENTIALLY
MORE EFFICIENT & EFFECTIVE.**

-QUESTIONS?

-ANY ACTION IDEAS FOR MARCH BOARD MEETING?

-ANY OTHER IDEAS/THOUGHTS?

***THANK YOU FOR LISTENING &
THINKING ABOUT 2023 MONTEREY
DISTRICT AIRPORT BOARD MEETINGS.***



**Strategic Planning Session
November 4, 2022
Chair Sawhney's Notes**

Director Pick

- Communicate better with the community and stakeholders - outreach
- Provide Airport of the future – terminal and air service
- Continued financial success for community partnership

Director Miller

- Relevant leakage rate
- Don't want to be a commodity; value added
- Customs
- New terminal legacy for generations to come

Director Leffel

- Financial stability for the future
- Leases – provide better writing for future
- Build regional multi-modal transportation avenues for the future
- New terminal can serve the whole community - safe, scaled and boutique
- Planning – electric vehicles in future plans

Director Sabo

- The District has a lot of diverse entities: FBO, general aviation, disaster services
- Aviation services in a financially prudent way
- Free service for constituents

Executive Director La Pier

- Operate and manage an airport that is fiscally responsible and a point of pride for the community
- Operate as a true Enterprise
- Want the Airport to be part of community economic vitality



Your Training - March 8th, 2023

Planning - a Whole Team Activity

As a Board member, you know that you cannot get anything done by yourself; you need the majority- the "team". Developing a strategic plan is no different. The team responsible for looking out into the future is larger than one might suspect and of course, involves the public. The various levels of your agency can and should also be part of the planning effort including the Executive, Sr. staff and/or employee base, and you, the Board. All of these levels within the organization can and should be involved in planning.

A proper strategic plan should not be planned in a vacuum. Your planning should not only involve one element of the team (staff or only Board), and your strategy should never be written by an outside consultant! This is your strategy. The public has elected you to properly work with those around you to plan into the future. The proper planning team is comprised of a broad group, looking forward together from varied perspectives. A public agency has both the burden and the great advantage of a broad perspective on planning the future.

If you have any questions or comments, please contact us directly at brent@bhiconsulting.com or call 1-888-404-3518.

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