

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

September 14, 2016 10:00 AM

**Board Room, 2nd Floor of the Airport Terminal Building
200 Fred Kane Drive, Suite 200
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. Presentation of the Proclamation in Recognition and Appreciation of McCall Events, Inc.

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

(10:15AM - 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 Special Meeting Air Carrier Service, Marketing and Community Relations Committee of August 4, 2016 |
| Approve | 2. Minutes of the Special Meeting of the Property Development and Leases Committee of August 4, 2016 |
| Approve | 3. Minutes of the Regular Meeting of August 10, 2016 |

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA – ACTION ITEMS

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

- Presentation 1. Impact of Changes to Cease and Desist Order on Water Management by David Stoldt, Monterey Peninsula Water Management District
- Adopt 2. [Resolution No. 1670, A Resolution Amending Resolution No. 1655, A Resolution Authorizing and Approving the Fiscal Year 2016 Salary Schedule Listing Salary Ranges and Pay Steps for the Monterey Peninsula Airport District](#)
- Approve 3. [Approval of Amendment to Lease Between Monterey Peninsula Airport District and Tioga Land Company](#)
- Approve 4. [Monterey Peninsula Airport District Pilot Sick Leave Program](#)
- Adopt 5. [Resolution No. 1671, A Resolution of the Monterey Peninsula Airport District Authorizing Incentive Payment to Michael La Pier](#)

H. ACCEPTANCE OF DEPARTMENT REPORTS

(11:30AM - 12:00PM Estimated)

[\(The board receives department reports which do not require any action by the board\)](#)

I. BOARD COMMITTEE REPORTS

(12:00PM - 12:15PM Estimated)

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

a. Standing Committees:

- | | |
|--|---------------------------|
| i. Local Jurisdiction Liaison | Directors Leffel & Nelson |
| ii. Budget and Finance | Directors Sabo & Leffel |
| iii. Air Service, Marketing, Community Relations | Directors Miller & Nelson |

b. Ad-Hoc Committees:

- | | |
|---|---------------------------|
| i. Community Affairs | Directors Sabo & Leffel |
| ii. Airport Property Development & Leases | Directors Nelson & Miller |
| iii. Noise Mitigation | Directors Sabo & Nelson |

c. Liaison/Representatives:

- | | | |
|---|-----------------|--------------|
| i. Local Agency Formation Commission | Director Leffel | Alt: Searle |
| ii. Regional Taxi Authority | Director Leffel | Alt: La Pier |
| iii. Transportation Agency for Monterey County | Director Sabo | Alt: Nelson |
| iv. Water Management District (Policy Advisory) | Director Leffel | Alt: Searle |
| v. Special Districts Association Liaison | Director Miller | |

J. CLOSED SESSION

1. **PUBLIC EMPLOYEE EVALUATION** (Government Code Section 54957(b)) The Board will meet to consider the evaluation of performance related to the following position: Executive Director

K. RECONVENE TO OPEN SESSION

L. PENDING REQUESTS FOR FUTURE AGENDA ITEMS

- *Strategic Plan Schedule*

M. 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.)

N. 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 Friday 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 SPECIAL MEETING OF THE AIR CARRIER SERVICE – MARKETING -
COMMUNITY RELATIONS COMMITTEE OF THE MONTEREY PENINSULA AIRPORT DISTRICT
BOARD OF DIRECTORS**
August 4, 2016 10:00 AM, BOARD ROOM

A. CALL TO ORDER

Director Miller called to order the Special Meeting of the Board of Directors at 10:03am. Directors Miller and Nelson, and Executive Director La Pier were present. Chris Chidlaw, Chidlaw Marketing, was also in attendance.

B. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

None.

C. PUBLIC COMMENTS

None.

D. REGULAR AGENDA – ACTION ITEMS

Review 1. Marketing, Advertising & Promotions

Chris Chidlaw, Chidlaw Marketing, provided the Committee with a review of current promotions and advertising. A discussion regarding social media marketing and management changes as the result of staff turn-over was held. Executive Director La Pier indicated that the agreement with Chidlaw Marketing would be expanded to include website management, social media management and advertising including new efforts to utilize Google AdWords to target specific external markets such as Los Angeles in support of air service opportunities.

Directors Nelson and Miller expressed support for the renewed effort and encouraged staff and Chidlaw Marketing to continue forward with the new arrangement.

Review 2. Air Service Update

Executive Director La Pier reviewed the current air service development efforts underway. Those efforts include new service to Yuma, Arizona via Elite Airways and new service to Seattle, Washington via Alaska Airlines. Executive Director La Pier also reported that U.S. Customs and Border Patrol (CBP) declined the Districts application to be a part of the Reimbursement-Based Customs services program for 2016 / 2017. La Pier also reported that CBP offered technical assistance in future application efforts and encouraged the District to apply for consideration during next years' process.

Executive Director La Pier also reported that staff was in the process of finalizing scheduling of corporate headquarters meetings with United Airlines and also American Airlines.

Review 3. Passenger Comment Cards

Passenger comment cards were reviewed with the Committee. It was noted that the majority of comments regarding the airport were positive and the only negative comments received related to a specific delayed flight.

Review 4. Noise Complaints

It was reported that only 5 noise complaints were received during the month. All complaints were responded to promptly by staff. All but one was received from people that frequently complain. One was received from a person in Santa Cruz County who noticed on a web-based flight tracking service that the aircraft that caused her concern was destined for Monterey.

Review 5. 75th Anniversary

Chris Chidlaw reviewed the current planning efforts related to the 75th Anniversary and the upcoming Community Day.

Discussion 6. Schedule next meeting

The next meeting was scheduled for September 1, 2016 at 10:00am.

E. ADJOURNMENT

The meeting adjourned at 10:55am.

MINUTES OF THE SPECIAL MEETING OF THE AIRPORT PROPERTY DEVELOPMENT & LEASES COMMITTEE OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS
August 4, 2016 11:00 AM, BOARD ROOM

A. CALL TO ORDER

Director Nelson called to order the Special Meeting of the Board of Directors at 11:02am. Directors Nelson and Miller, and Executive Director La Pier were present.

B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS

None.

C. PUBLIC COMMENTS

None.

D. REGULAR AGENDA – ACTION ITEMS

Discussion 1. Lease Option - Sky Park Self-Storage

Executive Director La Pier provided the committee with a brief recap of the current lease terms and outlined the proposal received from Sky Park Self-Storage to lease an additional 16,100 square feet of adjacent property for the purpose of expanding the self-storage operation.

Discussions regarding the lease terms and the property proposed to be leased included questions regarding options for the property other than leasing to Sky Park. Executive Director La Pier indicated the options included allowing the land to remain fallow, offering the property for lease to another interested party through the RFP process or other processes or development on the property by the Airport District. Executive Director La Pier reported that a rough estimate of lease value for the property was secured and that value appears to be between \$.10 and \$.12 per square foot per year.

After discussion, the committee elected to recommend to the Board a lease value of \$.12 per square foot be set for negotiations and asked staff to examine opportunities for the District to undertake development in lieu of leasing the property.

Discussion 2. Request for Qualifications and Proposals Real Estate Services

Executive Director La Pier reported to the Committee that it was his intention to open up a Request for Proposals process to secure General Real Estate services to assist the District in recruitment of a new gift shop operator for the terminal building and other real estate services related to acquisition and development.

After discussion, Directors Nelson and Miller expressed support for the idea and asked Executive Director La Pier to proceed with the process and bring the results of the process to the full Board as early as possible.

E. ADJOURNMENT

The meeting adjourned at 11:43am.

MINUTES OF THE REGULAR MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS
August 10, 2016 10:00 AM, BOARD ROOM

A. CALL TO ORDER/ROLL CALL

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

B. PLEDGE OF ALLEGIANCE

Director Nelson led the Pledge of Allegiance.

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

1. Recognition of 15 Years of Service

<u>Name</u>	<u>Department</u>	<u>Position</u>
Vladimir Shirokov	Maintenance	Custodian

Michael La Pier, Executive Director, presented Item C.1, acknowledging Vladimir's hard work and dedication to the District. The Board thanked and congratulated Vladimir for his fifteen years of service.

D. PUBLIC COMMENTS

None.

E. CONSENT AGENDA – ACTION ITEMS

- Approve 1. Minutes of the Regular Meeting of July 13, 2016

Director Miller moved to approve Item E.1. Director Nelson seconded the motion. The motion passed unanimously.

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA – ACTION ITEMS

- Presentation 1. Solar Array Analysis Process and Project Scheduling by OpTerra Energy Services

Chris Morello, Planning Manager/Grants Administration, introduced Dave Baldwin, OpTerra Energy Services, who presented Item G.1. Tamra Cihla, OpTerra Energy Services, commented on the solar array project.

- Approve 2. Response to the 2015-2016 Grand Jury Report

Scott Huber, District Counsel, presented Item G.2.

Director Sabo moved to approve the response to the 2015-2016 Grand Jury Report. Director Miller seconded the motion. The motion passed by a roll call vote of 5-0.

Approve 3. Proclamation in Recognition and Appreciation of McCall Events, Inc.

Michael La Pier, Executive Director, presented Item G.3.

Director Sabo moved to approve the Proclamation recognizing McCall Events, Inc. Director Miller seconded the motion. The motion passed by a roll call vote of 5-0.

Adopt 4. Resolution No. 1669, A Resolution Amending, Authorizing and Approving the Fiscal Year 2017 Salary Schedule Listing Salary Ranges and Pay Steps as Attached

Michael La Pier, Executive Director, presented Item G.4.

Public Comment: *Mike Dawson, member of the public, stated that he is in favor of the resolution and he expressed his support of increased marketing of the airport in the community.*

Director Sabo moved to adopt Resolution No. 1669. Director Miller seconded the motion. The motion passed by a roll call vote of 5-0.

RESOLUTION NO. 1669

A RESOLUTION AMENDING, AUTHORIZING AND APPROVING THE FISCAL YEAR 2017 SALARY SCHEDULE LISTING SALARY RANGES AND PAY STEPS AS ATTACHED

WHEREAS, the Monterey Peninsula Airport District has witnessed the retirement of several senior staff members during the first quarter of 2016, and the recent resignation of the Marketing and Public Relations Coordinator; and

WHEREAS, the Executive Director has determined that the realignment of duties for this position created the need for the position of Coordinator – Communications and Community Affairs, and

WHEREAS, the adopted salary schedule must be amended to reflect the newly created position and salary amount for FY 2017,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: The compensation of all employees of the Monterey Peninsula Airport District as set forth and prescribed in the 2017 Amended Salary Schedule, Listing Salary Ranges and Pay Steps as amended is hereby approved and adopted. A copy of said schedule is attached hereto and made a part thereof by reference as though the same were set forth in full herein.

AND BE IT FURTHER RESOLVED: That there be filed in the office of said District, said Salary and Pay Step Schedule in accordance with public law and designated "Monterey Peninsula Airport District Fiscal Year 2017 Amended Salary Schedule", listing salary ranges and pay steps.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 10th day of August, 2016, by the following roll call vote:

AYES:	DIRECTORS:	Miller, Nelson, Sabo, Searle, Chair Leffel
NOES:	DIRECTORS:	None
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)

Public Comment: Mike Dawson, member of the public, commented on noise and justified the complaints regarding abnormal flight patterns.

I. BOARD COMMITTEE REPORTS

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

- a. Standing Committees:
 - i. Local Jurisdiction Liaison Directors Leffel & Nelson
 - ii. Budget and Finance Directors Sabo & Leffel
 - iii. Air Service, Marketing, Community Relations Directors Miller & Nelson

- b. Ad-Hoc Committees:
 - i. Community Affairs Directors Sabo & Leffel
 - ii. Airport Property Development & Leases Directors Nelson & Miller
 - iii. Noise Mitigation Directors Sabo & Nelson

- c. Liaison/Representatives:
 - i. Local Agency Formation Commission Director Leffel Alt: Searle
 - ii. Regional Taxi Authority Director Leffel Alt: La Pier
 - iii. Transportation Agency for Monterey County Director Sabo Alt: Nelson
 - iv. Water Management District (Policy Advisory) Director Leffel Alt: Searle
 - v. Special Districts Association Liaison Director Miller

J. CLOSED SESSION

1. **PUBLIC EMPLOYEE EVALUATION** (Government Code Section 54957(b)) The Board will meet to consider the evaluation of performance related to the following position: Executive Director.

2. **REAL PROPERTY NEGOTIATIONS** (Government Code Section 54956.8) The Board will meet with Real Property Negotiators, Executive Director and District Counsel, regarding the property identified as 401 Skypark Drive, Monterey, CA 93940.

K. RECONVENE TO OPEN SESSION

Chair Leffel reported that no action was taken during Closed Session.

L. PENDING REQUESTS FOR FUTURE AGENDA ITEMS

M. DISCUSSION OF FUTURE AGENDAS

- *Dave Stoldt State Water Resources Board Meeting Update*
- *Strategic Plan Schedule*

N. ADJOURNMENT

The meeting adjourned at 4:15pm.

TO: Monterey Peninsula Airport District Board of Directors
FROM: Michael La Pier, Executive Director
SUBJ: Creation/Elimination of Positions and Amendment to the 2016 Salary Schedule Listing Salary Ranges and Pay Steps for the Monterey Peninsula Airport District

BACKGROUND. A recent resignation has afforded an opportunity to examine the staffing needs of the District and to align staff in an effort to better achieve the organizational initiatives as outlined. Through that examination it was determined the positions of Human Resources / Risk Manager and Marketing / Public Relations Coordinator can be eliminated from the Fiscal Year 2017 Salary Schedule.

In order to better position the staff of the District going forward and to reflect the changing role of the position of Planning Manager / Grants, I would also request that position be eliminated and replaced with a new position, Senior Manager for Development and Environment.

The tasks of this new position, under the supervision of the Executive Director, will be to provide supervision and direction to the staff of the Planning and Development Department and activities of the Monterey Peninsula Airport District and the Monterey Regional Airport related to environmental compliance planning and development. In addition, this position will manage all aspects of the District capital improvement program including, but not limited to, FAA AIP, PFC and District funded capital programs. The job description for the position of Senior Manager for Development and Environment is attached.

On February 10, 2016, the Board approved the annual salary schedule, listing salary ranges and pay steps for District positions. To reflect proposed elimination of three positions and the creation of a new position, the FY16 salary schedule must be modified.

SCOPE. The changes to the FY 2016 Salary Schedule are shown below.

The currently adopted FY 2016 Salary Schedule:

PAY STEPS: ANNUAL, MONTHLY & HOURLY		FULL-TIME & PART-TIME							
	STEP	1	2	3	4	5	6	7	
HUMAN RESOURCES / RISK MANAGER	ANNUAL	75,372	78,852	82,332	85,824	89,328	92,808	96,264	
	PER MONTH	6,281	6,571	6,861	7,152	7,444	7,734	8,022	
	PER HOUR	36.24	37.91	39.58	41.26	42.95	44.62	46.28	
MARKETING / PUBLIC RELATIONS COORDINATOR	ANNUAL	53,316	56,256	59,244	62,220	65,136	68,136	71,076	
	PER MONTH	4,443	4,688	4,937	5,185	5,428	5,678	5,923	
	PER HOUR	25.63	27.05	28.48	29.91	31.32	32.76	34.17	
PLANNING MANAGER / GRANTS	ANNUAL	56,736	63,684	67,908	70,920	73,944	76,920	82,632	
	PER MONTH	4,728	5,307	5,659	5,910	6,162	6,410	6,886	
	PER HOUR	27.28	30.62	32.65	34.10	35.55	36.98	39.73	

The amended FY 2016 Salary Schedule, if approved, would be:

PAY STEPS: ANNUAL, MONTHLY & HOURLY -- FULL-TIME & PART-TIME								
	STEP	1	2	3	4	5	6	7
Senior Manager for Development and Environment	ANNUAL	75,372	78,852	82,332	85,824	89,328	92,808	96,264
	PER MONTH	6,281	6,571	6,861	7,152	7,444	7,734	8,022
	PER HOUR	36.24	37.91	39.58	41.26	42.95	44.62	46.28

IMPACT ON OPERATING REVENUE. None.

IMPACT ON OPERATING EXPENSE. The operating expense related to this position will be reflected in the expense performance of Planning and Development. Salary and benefits associated with this position will be partially offset by existing budgeted personnel and personnel related expenses. The net impact of this action will be approximately \$3,192.00 plus a minimal increase in associated benefit costs.

IMPACT ON OPERATIONS. This position will ensure continuous continuity in the areas of Planning and Development and will function as a member of leadership under the direction of the Executive Director. The position will provide support to the Executive Director on all matters related to the Capital Improvements, Environmental Affairs and Development of the District and the Airport.

STRATEGIC PLAN. Not Applicable.

RECOMMENDATION. Adopt Resolution No. 1670, A Resolution Amending Resolution No. 1655, A Resolution Authorizing and Approving the Fiscal Year 2016 Salary Schedule Listing Salary Ranges and Pay Steps for the Monterey Peninsula Airport District and Approve the elimination of the positions of Human Resources / Risk Manager, Marketing / Public Relations Coordinator and Planning Manager / Grants and the creation of the position of Senior Manager for Development and Environment.

RESOLUTION NO. 1670

A RESOLUTION AMENDING, AUTHORIZING AND APPROVING THE FISCAL YEAR 2017 SALARY SCHEDULE LISTING SALARY RANGES AND PAY STEPS AS ATTACHED

WHEREAS, the Monterey Peninsula Airport District has witnessed the retirement of several senior staff members during the two first quarters of 2016, and the recent resignation of the Marketing and Public Relations Coordinator; and

WHEREAS, the Executive Director has determined that the realignment of duties for these positions created the need for the position of Senior Manager for Development and Environmental and the elimination of the Human Resources/Risk Manager, Marketing/Public Relations Coordinator, and Planning Manager/Grants positions; and

WHEREAS, the adopted salary schedule must be amended to reflect the newly eliminated and newly created positions for FY 2017,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: The compensation of all employees of the Monterey Peninsula Airport District as set forth and prescribed in the 2017 Amended Salary Schedule, Listing Salary Ranges and Pay Steps as amended is hereby approved and adopted. A copy of said schedule is attached hereto and made a part thereof by reference as though the same were set forth in full herein.

AND BE IT FURTHER RESOLVED: That there be filed in the office of said District, said Salary and Pay Step Schedule in accordance with public law and designated "Monterey Peninsula Airport District Fiscal Year 2017 Amended Salary Schedule", listing salary ranges and pay steps.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 14th day of September, 2016, by the following roll call vote:

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

Signed this 14th day of September, 2016

Mary Ann Leffel, Chair

A T T E S T

Michael La Pier, A.A.E.
Executive Director

**MONTEREY PENINSULA AIRPORT DISTRICT
RESOLUTION NO. 1664, adopted June 8, 2016,
amended by RESOLUTION No. 1669 and 1670
September 14, 2016
FISCAL YEAR 2017 SALARY SCHEDULE**

EFFECTIVE: JULY 1, 2016

PER CONTRACT								
EXECUTIVE DIRECTOR	ANNUAL							185,000
POLICE CHIEF	ANNUAL							135,000
PAY STEPS: ANNUAL, MONTHLY & HOURLY -- FULL-TIME & PART-TIME								
	STEP	1	2	3	4	5	6	7
DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION AND FINANCE	ANNUAL	123,600	126,516	129,432	132,360	134,592	136,812	139,056
	PER MONTH	10,300	10,543	10,786	11,030	11,216	11,401	11,588
	PER HOUR	59.42	60.83	62.23	63.63	64.71	65.78	66.85
COORDINATOR - COMMUNICATIONS AND COMMUNITY AFFAIRS	ANNUAL	65,000	70,000	75,000	80,000	85,000	90,000	95,000
	PER MONTH	5,417	5,833	6,250	6,667	7,083	7,500	7,917
	PER HOUR	31.25	33.65	36.06	38.46	40.87	43.27	45.67
SENIOR MANAGER FOR DEVELOPMENT AND ENVIRONMENT	ANNUAL	75,372	78,852	82,332	85,824	89,328	92,808	96,264
	PER MONTH	6,281	6,571	6,861	7,152	7,444	7,734	8,022
	PER HOUR	36.24	37.91	39.58	41.26	42.95	44.62	46.28
OPERATIONS MANAGER	ANNUAL	62,424	64,944	67,908	70,920	73,944	76,920	82,632
	PER MONTH	5,202	5,412	5,659	5,910	6,162	6,410	6,886
	PER HOUR	30.01	31.22	32.65	34.10	35.55	36.98	39.73
PLANNING MANAGER / ENVIRONMENTAL	ANNUAL	56,736	63,684	67,908	70,920	73,944	76,920	82,632
	PER MONTH	4,728	5,307	5,659	5,910	6,162	6,410	6,886
	PER HOUR	27.28	30.62	32.65	34.10	35.55	36.98	39.73
STAFF ACCOUNTANT	ANNUAL	57,996	63,048	67,908	70,920	73,944	76,920	82,632
	PER MONTH	4,833	5,254	5,659	5,910	6,162	6,410	6,886
	PER HOUR	27.88	30.31	32.65	34.10	35.55	36.98	39.73
OPERATIONS SUPERVISOR	ANNUAL	53,316	56,256	59,244	62,220	65,136	68,136	71,076
	PER MONTH	4,443	4,688	4,937	5,185	5,428	5,678	5,923
	PER HOUR	25.63	27.05	28.48	29.91	31.32	32.76	34.17
ACCOUNTING SPECIALIST	ANNUAL	49,356	52,056	54,924	57,948	61,128	64,500	68,052
	PER MONTH	4,113	4,338	4,577	4,829	5,094	5,375	5,671
	PER HOUR	23.73	25.03	26.41	27.86	29.39	31.01	32.72
EXECUTIVE ASSISTANT	ANNUAL	48,708	51,384	54,204	57,180	60,324	63,636	67,152
	PER MONTH	4,059	4,282	4,517	4,765	5,027	5,303	5,596
	PER HOUR	23.42	24.70	26.06	27.49	29.00	30.59	32.28
OFFICE TECHNICIAN	ANNUAL	42,204	44,532	46,980	49,548	52,284	55,164	58,188
	PER MONTH	3,517	3,711	3,915	4,129	4,357	4,597	4,849
	PER HOUR	20.29	21.41	22.59	23.82	25.14	26.52	27.98
ADMINISTRATIVE ASSISTANT	ANNUAL	36,888	38,904	41,064	43,308	45,696	48,204	50,844
	PER MONTH	3,074	3,242	3,422	3,609	3,808	4,017	4,237
	PER HOUR	17.73	18.70	19.74	20.82	21.97	23.18	24.44
CONFIDENTIAL ASSISTANT	ANNUAL	31,524	33,768	37,140	40,512	45,024	49,512	54,024
	PER MONTH	2,627	2,814	3,095	3,376	3,752	4,126	4,502
	PER HOUR	15.16	16.23	17.86	19.48	21.65	23.80	25.97
MAINTENANCE MANAGER	ANNUAL	71,712	75,264	78,780	82,284	85,824	89,340	92,928
	PER MONTH	5,976	6,272	6,565	6,857	7,152	7,445	7,744
	PER HOUR	34.48	36.18	37.88	39.56	41.26	42.95	44.68
MAINTENANCE LEAD WORKER	ANNUAL	47,520	49,812	52,128	54,444	56,772	59,160	61,440
	PER MONTH	3,960	4,151	4,344	4,537	4,731	4,930	5,120
	PER HOUR	22.85	23.95	25.06	26.18	27.29	28.44	29.54

**MONTEREY PENINSULA AIRPORT DISTRICT
RESOLUTION NO. 1664, adopted June 8, 2016,
amended by RESOLUTION No. 1669 and 1670
September 14, 2016
FISCAL YEAR 2017 SALARY SCHEDULE**

PAY STEPS: ANNUAL, MONTHLY & HOURLY		-- FULL-TIME & PART-TIME							
		STEP	1	2	3	4	5	6	7
MAINTENANCE WORKER	ANNUAL		37,536	39,420	41,376	43,440	45,624	47,892	50,292
	PER MONTH		3,128	3,285	3,448	3,620	3,802	3,991	4,191
	PER HOUR		18.05	18.95	19.89	20.88	21.93	23.03	24.18
CUSTODIAN	ANNUAL		35,760	37,296	38,784	40,296	41,784	43,296	44,796
	PER MONTH		2,980	3,108	3,232	3,358	3,482	3,608	3,733
	PER HOUR		17.19	17.93	18.65	19.37	20.09	20.82	21.54
POLICE LIEUTENANT	ANNUAL		96,480	98,472	99,264	100,656	102,072	103,452	104,844
	PER MONTH		8,040	8,206	8,272	8,388	8,506	8,621	8,737
	PER HOUR		46.38	47.34	47.72	48.39	49.07	49.74	50.41
POLICE SERGEANT	ANNUAL		89,712	90,492	91,320	92,124	92,928	93,744	94,500
	PER MONTH		7,476	7,541	7,610	7,677	7,744	7,812	7,875
	PER HOUR		43.13	43.51	43.90	44.29	44.68	45.07	45.43
POLICE OFFICER	ANNUAL		71,676	74,208	76,680	79,164	81,696	84,192	86,700
	PER MONTH		5,973	6,184	6,390	6,597	6,808	7,016	7,225
	PER HOUR		34.46	35.68	36.87	38.06	39.28	40.48	41.68

HOURLY WAGE FOR PART-TIME OR TEMPORARY LAW ENFORCEMENT OFFICERS (NO BENEFITS)									
		STEP	1	2	3	4	5	6	7
POLICE OFFICER			31.01	32.11	33.18	34.25	35.35	36.43	37.51

- NOTE 1: INDICATED SALARY RATES DO NOT INCLUDE EDUCATIONAL INCENTIVE FOR CERTAIN REPRESENTED POLICE (POA) PERSONNEL.
EDUCATIONAL INCENTIVE IS: 30 college units = 2.5%, AA degree = 5%, BA/BS = 7%
- NOTE 2: INDICATED SALARY RATES DO NOT INCLUDE UNIFORM ALLOWANCE FOR REPRESENTED (POA) POLICE PERSONNEL.
UNIFORM ALLOWANCE: Full-Time (POA) members: \$80.00 per month, Part-Time (Unrepresented): \$10.00 per pay cycle (only if individual works)
- NOTE 3: INDICATED SALARY RATES DO NOT INCLUDE FIELD TRAINING PAY FOR REPRESENTED (POA) POLICE PERSONNEL.
FIELD TRAINING PAY: 2.5% added to hourly base pay rate for hours worked actively performing training.
- NOTE 4: INDICATED SALARY RATES DO NOT INCLUDE NIGHT SHIFT DIFFERENTIAL PAY FOR REPRESENTED POLICE (POA) PERSONNEL.
NIGHT SHIFT DIFFERENTIAL PAY IS: 2.5% added to hourly base pay rate for hours worked between 10:00 pm and 6:00 am.
- NOTE 5: INDICATED SALARY RATES DO NOT INCLUDE LONGEVITY PAY.
LONGEVITY PAY IS: 15 Years of Service = 2%, 20 Years of Service = 3%, 25 Years of Service = 4%
- NOTE 6: INDICATED SALARY RATES DO NOT INCLUDE PAGER/IMMEDIATE RESPONSE PAY FOR MAINTENANCE/CUSTODIAL POSITIONS.
PAGER PAY: \$200 per week to the individual responsible for pager/immediate response.
- NOTE 7: INDICATED SALARY RATES DO NOT INCLUDE AUTOMOBILE ALLOWANCES FOR EXECUTIVE MANAGEMENT POSITIONS.
AUTO ALLOWANCE: \$650 per month to Executive Director.
- NOTE 8: INDICATED SALARY RATES DO NOT INCLUDE TECHNOLOGY ALLOWANCE FOR EXECUTIVE DIRECTOR.
TECHNOLOGY ALLOWANCE: \$100 per month to Executive Director.
- NOTE 9: INDICATED SALARY RATES DO NOT INCLUDE COMPENSATION FOR THE BOARD OF DIRECTORS.
DIRECTOR COMPENSATION: \$100 per meeting/day of service; not to exceed \$400 per month.



JOB DESCRIPTION

JOB CLASSIFICATION: Senior Manager of Development & Environment
JOB TITLE: Senior Manager of Development and Environment
REPORTS TO: Executive Director
APPROVED BY:

DEPARTMENT: Planning & Development
EXEMPT: Yes
APPROVED DATE: 09/14/16
REVISED: 09/2016

JOB SUMMARY: Under the direction and supervision of the Executive Director, the Senior Manager of Development and Environment will perform a variety of advanced and complex project management assignments. The assignments may include grant administration, planning/environmental activities, construction and permitting, and information technology management. This position will perform key duties related to development of aeronautical and non-aeronautical properties on District property. This position is also responsible for planning, assigning, directing and reviewing work of staff within the Planning and Development Department.

GRANTS ADMINISTRATION: Develops/maintains Airport Capital Improvement Program, federal and state grant applications and passenger facility charge applications; responsible for maintaining compliance with governmental grant assurances and conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following as well as other duties and responsibilities, which may be assigned in any of the areas noted above. The list of duties is representative and not intended to be all inclusive of the duties expected of this position.

- Manages projects: plans, directs, tracks and coordinates activities of projects, including but not limited to capital projects (Government or District funded), major maintenance projects, information technology projects, and tenant improvement/development projects through all phases of construction, to ensure completion within prescribed time frames and funding parameters.
- Manages/maintains necessary liaison with FAA ADO; submits required construction forms, project contracts, bid results, and other project related actions as needed.
- Maintains critical schedules related to Capital Improvement Projects and tracks related costs.
- Recommend procedures and policies related to the District's information technology.
- Determines appropriate project review processes; distributes and coordinates timely plan check processes.
- Issues work orders to consultants and vendors for District-directed work. Coordinates with department managers on their roles/responsibility.
- Manages, develops, and oversees bid process: prepares bid documents and advertisements as necessary, evaluates bids, makes bid recommendations, and coordinates consultant/manager reviews.
- Manages effective relationships with District contracted real estate and development professionals.
- Supports Executive Director in all efforts to promote development of airport property for revenue generation.
- Prepares and coordinates with Executive Director necessary Board actions for project review and approval; writes project briefings.
- Prepares & executes contracts; secures Board and District Counsel approval and final signatures.
- Trains, oversees and evaluates the work product of other personnel.
- Issues "Notice To Proceed" (NTP) and any Stop Work Orders as required; reviews/approves payment claims; reviews/approves any Change Orders with District staff and/or consultants.
- Provides project cost estimates and/or project expenditures to assist with administration of grants.
- Facilitates pre-construction and construction meetings with appropriate consultants, contractors and District Staff. Tracks/monitors meeting results and follow-up action. Keeps department managers and his superiors informed of any key/pertinent issues.
- Facilitates contract closeout, final inspections & warranties; submits final report and project as-built design to FAA.
- Facilitates weekly active capital projects meetings with department heads or project managers; solicits their input and update – either verbally and/or through common access e-files on the District server.
- Maintains any ADA records, documents, and correspondence.



QUALIFICATION REQUIREMENTS: To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. Employee is responsible for performing work accurately with minimal supervision. Requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree (BA/BS) or equivalent in a related field.
- Five years related experience in project management and/or public grants management, or equivalent job experience.
- Five years of supervisory experience.

Language Skills

- Must possess proficient written and verbal communication skills; able to read and write memos and correspondence that conform to prescribed style and format, including accurate grammar and business correspondence knowledge.
- Ability to read, analyze, and interpret general business periodicals, professional journals, and governmental regulations.
- Ability to effectively and tactfully present information to and communicate with employees, managers, board members, consultants, the general public, and customers.

Computer Skills

- Must have the knowledge and ability to utilize computer hardware, operating systems and application software. Proficiency in word processing and spreadsheet applications, preferably MS Word and Excel, is required. Proficiency in MS Access desirable.
- Familiarity with MS Project, AutoCAD, GIS, Photoshop and Adobe Acrobat desired.

Mathematical Skills

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Must possess the ability to examine and verify financial documents and reports.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or financial schedule form.
- Able to multi-task and determine and direct personal effort to accomplish priorities.

GENERAL REQUIREMENTS:

- Meets or exceeds the performance factors indicated on the Performance Appraisal form.
- Presents a neat, professional appearance.
- Conduct that reflects positively on the Monterey Peninsula Airport District and encourages others to do the same.
- Maintains confidentiality on all matters related to airport business.
- Organized and analytical, independent and self-motivated, enthusiastic and dependable.
- Employs effective interpersonal skills, establishes positive relationships with internal and external customers, and participates positively as a team member.
- Interprets, plans, organizes, develops, and implements programs, goals, objectives, policies and procedures.
- Adjusts to tasks and focuses with composure to meet changing deadlines and priorities.
- Uses equipment and materials in a safe and acceptable manner, follows established safety procedures, uses appropriate safeguards, and observes common sense rules of safety in all on-the-job activities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to



enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, stoop, kneel and crouch. The employee frequently is required to walk; to use hands to repetitively finger, handle or feel objects, tools and use a computer/typewriter keyboard; to reach with hands and arms; and to talk or hear in person and over the telephone.
- The employee is frequently required to drive a motor vehicle, both on and off airport property.
- The employee must occasionally lift and/or move up to 50 pounds, but regularly lifts or pushes items weighing 5-10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical office environment. The noise level in the work environment is usually low to moderate. Overhead aircraft noise occurs intermittently throughout the day. High exposure to aircraft noise may occur when working near or on the airfield. The employee:

- Generally works indoors.
- Sometimes works near moving mechanical parts and office machinery.
- Occasionally is exposed to dust and to the risk of electrical shock.

ADDITIONAL REQUIREMENTS:

- Proof of eligibility to legally work in the United States.
- Successful completion of background investigation.
- Ability to pass the District's physical examination, including pre-employment testing in accordance with the District's drug/substance abuse policies.
- Possess a valid California Motor Vehicle Driver's License and be insurable with the District's insurance carrier at the standard rate.

ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for MPAD to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee Signature

Date

TO: Monterey Peninsula Airport District Board of Directors
FROM: Michael La Pier, Executive Director
Scott E. Huber, District Counsel
SUBJ: Approval of Amendment to Lease Between Monterey Peninsula Airport District and Tioga Land Company

BACKGROUND. The Board will consider an amendment to the lease between the Monterey Peninsula Airport District and Tioga Land Company for the property totaling approximately 109,200 square feet and located at 401 Skypark Drive, Monterey, CA 93940 (“Subject Property”). Tioga Land Company constructed and operates Skypark Self Storage.

STAFF ANALYSIS. The Monterey Peninsula Airport District (“MPAD”) entered into a ground lease (“Agreement”) with Tioga Land Company (“Tioga”) for approximately 109,200 square feet of property immediately contiguous to the Monterey Airport, which property is for the purpose of the development and operation of self-storage facilities. The Agreement called for construction of self-storage facilities on a portion of the Subject Property, with an option to construct additional facilities with the approval of MPAD. The initial self-storage facilities have been constructed and are operational. Tioga has requested the ability to expand the current self-storage facilities on a portion of the Subject Property (“Parcel A”).

The Agreement established a land lease price for Parcel A. However, the rate included in the original Agreement is below the current market rates. Therefore, staff has negotiated a land lease rate for Parcel A that represents current market conditions. The Amendment to the Agreement provides for an increase of the total land rent of \$.10 per square foot, per month for Parcel A. In addition, staff has added provisions in the Amendment to allow for a transfer of the ongoing business to MPAD following expiration of the Lease.

The Board will consider the Amendment to the Lease.

FISCAL IMPACT. The addition of the Phase 2 Parcel A (16,100 square feet) to the Tioga lease at \$.10 per square foot will increase MPAD monthly revenues by \$1,610.00 per month, and \$19,320.00 per annum. Combined Tioga Phase 1 and 2 monthly revenues are \$8,133.00 per month and approximately \$97,596.00 per annum.

RECOMMENDATION. Approve the First Amendment to Land Lease Agreement Between Monterey Peninsula Airport District and Tioga Land Company.

ATTACHMENTS.

First Amendment to Land Lease Agreement

FIRST AMENDMENT TO LAND LEASE AGREEMENT

This is First Amendment (“Amendment”) to the Lease Agreement dated April 10, 1998 (“Master Lease”), by and between the Monterey Peninsula Airport District, a special district of the State of California (“Lessor”) and the Tioga Land Company, a California Limited Liability Company (“Lessee”) for the Premises. The Parties agree to amend the Master Lease as follows:

1. In accordance with Section 2.0(c) of the Master Lease, Lessor elects to allow Lessee to develop Lease Area A (“Parcel A”) of the Monterey Peninsula Airport (“Airport”). Parcel A is approximately 16,100 square feet and one of Airport’s “Phase Two Areas” under the Master Lease.
2. Lessee is entitled to construct storage units on Parcel A as part of Lessee’s operation of a self-storage facility at Airport. Lessee shall comply with the planning process as set forth in the Master Lease and shall comply with current building codes for the construction of improvements to Parcel A.
3. Upon execution of this amendment, the total rent for Lease Areas B, C, and D shall remain unchanged, and the total monthly rent for Parcel A will be set at \$0.10 per square foot. The second to last sentence of Section 3.1 is amended to hereby read: “For each square foot of total lease area allocated to support Lessee’s development in the Phase Two Areas, the monthly rent shall be a sum equivalent to \$0.10, as adjusted in the manner set forth in paragraph 7.4 of [the] Master Lease.”
4. The Parties expressly recognize that this Amendment to the Master Agreement supersedes any prior agreement, modification to an agreement, or understanding the Parties or any Party may have had concerning Parcel A, whether express or implied and whether or not recorded.
5. In further consideration of the Amendment, no later than six months prior to the expiration of the Term outlined in Section 5.0 of the Master Lease, Lessee shall share with Lessor any and all business records requested by Lessor related to the Subject Property to assist in the transfer of the Subject Property to the Lessor should Lessor and Lessee be unable to agree upon terms and conditions under which Lessee may continue to operate the ten existing business. This shall include, but not be limited to, the following:
 - Contracts for all storage unit tenants, including names, addresses, and contact information;

- Rental rates for all storage units;
- Policies and procedures for the operation of all business endeavors of Lessee at the Subject Property;
- Any other relevant business information or documentation requested by Lessor.

6. All other terms and conditions of the Master Agreement shall remain in effect, including the exercise of the option that extends the lease on Parcels A, B, C and D to April 9, 2053, and are not amended by, nor intended to be amended by, this Amendment.

Lessor: Monterey Peninsula Airport District

By: _____ Date _____
 _____ Title _____

Lessee: Tioga Land Company

By: _____ Date _____
 Don E. Parmiter - Trustee
 Managing Member
 Don E. Parmiter Trust

By: _____ Date _____
 R. Blair White - Trustee
 Managing Member
 Outlook Trust

Attest:

By: _____ Date _____

TO: Monterey Peninsula Airport District Board of Directors
FROM: Michael La Pier, Executive Director
Mi Ra Park, Human Resources Consultant
SUBJ: Approval of Pilot Sick Leave Program

BACKGROUND. The Board will consider approving the Pilot Sick Leave Program.

STAFF ANALYSIS. The District recognizes the importance of sick leave usage for employees to care for their own serious health condition, illness of an immediate family member, and as new parents, for bonding/adoption. Currently the District follows a sick leave policy in accordance with federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), AB 1522 (Healthy Workplaces, Healthy Families Act 2014), Pregnancy Disability Leave, and Kin Care. In general, the two major leave laws (FMLA and CFRA) require a covered employer to provide eligible employees up to 12 weeks of leave of absence in a 12-month period for:

- Bonding with a newborn, adopted child, or child placed for foster care
- Caring for a family member with a serious health condition
- The employee's own serious health condition
- A qualifying exigency relating to a close family member's military service (FMLA only)

The interactions of these various laws can be quite complex when administering a leave of absence. Under CFRA and FMLA, an employee can choose to apply the employee's paid vacation time for baby bonding and adoption, however an employee can only apply the employee's accrued sick leave for bonding/adoption if both employer and employee agrees to do so. The Kin Care law allows employees to use at least one-half (1/2) of annually accrued sick leave for care of a sick member of an employee's immediate family.

The current District policy does not allow the use of accrued sick leave hours for baby bonding or adoption but can be granted on a case-by-case basis upon review. In addition, the District's policy limits the usage of accrued sick leave to care for an immediate family member to one-half of annually accrued leave, but a larger portion can be granted upon review on an individual basis. The proposed Sick Leave Pilot Program will eliminate the need for a case-by-case review and apply the sick leave usage in a more consistent manner.

In this effort, the District will implement a one-year pilot program (July 1, 2016 to June 30, 2017) to expand the use of accrued sick leave to include baby bonding, adoption, and care of immediate family member with a serious health condition. It is at the sole discretion of the Executive Director to discontinue or continue the program at the end of the effective date.

For consistency with existing definition of an immediate family member as defined in AB 1522, immediate family member includes spouse, parent-in-law, domestic partner, parent, grandparent, grandchild, sibling, biological child, adopted or foster child, stepchild, and legal ward.

Sick leave is not intended to be used for "personal" absences and any misuse of sick leave will result in actions outlined in the District's Counseling and Discipline policy.

FISCAL IMPACT. None

RECOMMENDATION. Approve a one-year (July 1, 2016 to June 30, 2017) Pilot Sick Leave Program.

ATTACHMENT(S).

Draft memo to employees of the Pilot Sick Leave Program.

TO: Monterey Peninsula Airport District STAFF
FROM: Michael La Pier, Executive Director
SUBJ: Notice of Pilot Sick Leave Program

Effective Date: July 1, 2016 to June 20, 2017

The District recognizes the importance of sick leave usage for employees to care for their own serious health condition, illness of an immediate family member, and as new parents, for bonding. In an effort to provide greater support, the District will implement a one-year pilot program (July 1, 2016 to June 30, 2017) to expand the use of accrued sick leave to include baby bonding, adoption, and care of immediate family member with a serious health condition.

It is at the sole discretion of the Executive Director to discontinue or continue the program at the end of the effective date.

Immediate family member includes spouse, parent-in-law, domestic partner, parent, grandparent, grandchild, sibling, biological child, adopted or foster child, stepchild, and legal ward.

Sick leave is not intended to be used for "personal" absences and any misuse of sick leave will result in actions outlined in the District's Counseling and Discipline policy.

When an employee is unable to report for duty due to the employee's own illness or that of a designated family member as defined above, the employee must notify his/her direct supervisor as soon as reasonably possible. Advance notice of a need for leave is expected for long-term absences that are not emergency in nature. The employee shall report the intended use of sick leave and the reason for the absence. If the direct supervisor is not immediately available, the employee may leave a voice mail message, unless otherwise directed.

Employees absent on sick leave for more than 3 working days must provide verification from a recognized medical professional (same list as in the FMLA requirements) for their need for sick leave. This documentation need only indicate that the employee was precluded from working because of the employee's own medical condition and the date the employee is released to return to work with no restrictions. Sick leave used for family care must have a medical certification of the family member including a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable. Employees using sick leave for baby bonding or adoption purposes must provide documentation of birth or adoption.

AGENDA ITEM: G-5
DATE: September 14, 2016

TO: Monterey Peninsula Airport District Board of Directors
FROM: Scott E. Huber, District Counsel
SUBJ: Approval of Incentive Payment to Michael La Pier

BACKGROUND. The Board entered into an employment agreement with Michael La Pier on June 17, 2015 to serve as the Executive Director. The Agreement provides for annual performance evaluations with the potential for an incentive payment following a positive performance evaluation. La Pier received a positive annual performance evaluation. The Board will consider approval of an incentive payment to La Pier.

STAFF ANALYSIS. Section 5 of the Employment Agreement with Michael La Pier provides, "Upon a positive performance evaluation, the District Board may, but is not required to, provide La Pier with an incentive payment." Based on criteria outlined by the Board, La Pier received a positive performance evaluation at the August 10, 2016 Board Meeting. Following the positive performance evaluation, the Board offered La Pier a one-time incentive payment of \$10,000. The incentive payment will not affect the annual salary of La Pier.

The Board will consider approving the incentive payment to La Pier in the amount of \$10,000.

FISCAL IMPACT. Mr. La Pier's \$10K incentive payment, including payroll taxes, will result in a projected increase of FY 2016 operating expenses of \$10,875 in September 2016. Since this incentive compensation is classified as a bonus it will not be subject to worker's comp insurance nor will it result in additional CalPERS matching due to Mr. La Pier's compensation level. The increase in operating expenses will have a corresponding decrease of projected net income to \$562.4K.

RECOMMENDATION. Approve the incentive payment to Michael La Pier in the amount of \$10,000 following his positive annual evaluation as Executive Director by adoption of Resolution No. 1671, A Resolution of the Monterey Peninsula Airport District Authorizing Incentive Payment to Michael La Pier

ATTACHMENTS.

Resolution No. 1671

**MONTEREY PENINSULA AIRPORT DISTRICT
RESOLUTION NO. 1671**

**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 10, 2016 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 \$10,000.
3. The District Secretary shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY
PENINSULA AIRPORT DISTRICT:** This 14th day of September, 2016, by the following roll call vote:

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

Signed this 14th day of September, 2016

Mary Ann Leffel, Chair

ATTEST

Scott E. Huber, District Counsel

AGENDA ITEM: H
DATE: September 14, 2016

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

DEPARTMENT REPORTS

Michael La Pier, Executive Director
[Air Service Development Report](#)

Ken Griggs, Operations Manager
[Operations Report](#)

Jeff Hoyne, Police Chief
[Police Activity Report](#)

Monterey Fire Department
[Monthly Report](#)

Chris Morello, Planning Manager / Grants Administration
[P & D Monthly Project Report](#)

Tim Bergholz, Deputy Executive Director - Finance & Administration
[Financial Summary](#)

AGENDA ITEM: H
DATE: September 14, 2016

TO: Air Service Committee
FROM: Michael La Pier, A.A.E., Executive Director
DATE: September 6, 2016
SUBJ: Air Service Development Report

Marketing, Advertising & Promotions

Advertising:

- **Billboard:** On Hwy 101, 2 miles north of Prunedale. The Alaska Airlines creative is installed.
- **Olympics and Giants Television:** We ran television commercials during the Olympics coverage as well as during some Giants baseball games.
- **Economic Impact Video:** The video is complete and has been posted on our website and social media pages. We are receiving some very positive comments on Facebook as the result of the video.
- **Alaska Airlines Fare Advertising:** Alaska announced a \$49 one-way air fare sale in the MRY/LAX market. We advertised the fare sale through our social media outlets.

Air Carrier Update:

- AS – SAN and LAX service continues once a day. Slight schedule change towards the end of the month.
- G4 (Allegiant) – LAS service continues Thursdays and Sundays.
- AA – PHX service continues four times a day for the majority of the month, with three of the turns operated by CRJ900s. Beginning August 23rd, service was reduced on Tuesdays and Saturdays, when the late-afternoon departure, evening turn and late evening arrival will not operate.
- UA SFO – SFO service continues twice a day. The SFO RON continues with a CRJ700. The LAX service increases to four flights a day except Saturday when the late afternoon will not operate.

Air Service Development

- Discussions with Elite Airways have stalled somewhat on both the Yuma opportunity and Denver service.

- Corporate Headquarters meetings with United Airlines and American Airlines are now scheduled for September 21, 2016 and November 15, 2016 respectively.
- Outreach to Alaska Airlines and SkyWest regarding Seattle service continues.

Public Relations:

- Social Media/Facebook: "Total Likes" are – **13,876** as of August 29, 2016.
- Community Day: The Community Day is scheduled for October 1st from 11-3 p.m. at the Monterey Jet Center.

Customer Service:

- Customer Comment Cards: see August responses attached.

Tone	Date	Time	A/D/G	Airline	Flt #	Comments	Name	City & State
N	07/26/16	12:00	D	AA	5694	Flight delayed 2 hours. Airport super clean! And the bathrooms even smelled good! But American Airlines stinks!	A.K.	East Northport, NY
N	07/28/16	16:34	D	G4	541	I am so frustrated. EVERY time I fly out of Monterey there is an issue. It doesn't matter what airline. I actually stopped using MRY and went back to SJC. The drive sucks but I board my plane ON TIME EVERY TIME. I don't know what the problem is at MRY but it looks like I'm going to have to go back to SJC.	R.D.	Marina, CA
N	07/30/16	9:44	A	UA	5092	The luggage should never take that long, coming off a small plane. We had to wait 20-30 minutes.	L.C.	Seaside, CA
P	07/31/16	11:50	-	UA	5477	Appreciated the outlets/charging stations - the security/TSA people were GREAT! Efficient, engaged and super friendly. Great regional airport!	-	Washington, DC
C	08/01/16	14:10	A	-	-	Where are the chairs to wait for the luggage?	-	-
N	08/04/16	13:30	D	UA	5139	6 people at counter - I'm the ONLY one waiting for them to acknowledge me. They were very busy talking/laughing about personal matters to just check my luggage in. When I was finally acknowledged, it was with an attitude because I interrupted their flow - How dare I need to check my luggage in?	-	-
N	08/06/16	14:40	D	AA	5658	Check in online said to arrive 2 hours early, which we did. No American employee at desk to check bags. We had to ask United employee to find someone. Absolutely nothing open once past security. There was no gift shop and no restaurant. Gate waiting area was stuffy with no airflow. Not ideal for arriving 2 hours early. Positive note: all employees encountered were nice and friendly.	L.S.	Peoria, IL
C	08/10/16	6:00	D	-	-	Thanks for turning off the ceiling fans in the waiting area. The stroboscopic effect made us sick.	-	-
P	08/17/16	15:15	D	UA	5054	United Airlines rep. was nice and the TSA check-in was smooth and breezy.	G.S.	Marina, CA
N	08/18/16	21:40	A	UA	5021	Ridiculously long wait for baggage claim.	A.C.	Beverly Hills, CA
N	08/25/16	16:30	D	UA	5054	The waiting room is TOO noisy, too dark and too cold - unbearable!	M.O.	Pebble Beach, CA
P	08/27/16	18:00	D/A	AK	2436	I appreciate William, he was really nice to my son during our departure and arrival.	R.V.	Seaside, CA

TO: Michael La Pier, Executive Director
FROM: Operations Manager Griggs
DATE: September 2, 2016
SUBJ: Operations Report

The following is a summary of activity in the Operations Department for August and planned airline activities for September 2016.

1. Oversaw the annual McCall's Motorworks special event at the Monterey Jet Center in conjunction with Airport Police, Monterey Fire Department and Monterey Jet Center personnel. All security and operational logistics did go as planned and the event was deemed a success.
2. The Concours d'Elegance car week saw another round of the high General Aviation visitors come to MRY. The FAA Air Traffic Control Tower and both FBO's were very busy. Airport personnel from Operations, Police and Maintenance assisted both FBO's to ensure any potential unsafe operations be averted.
3. Attended a one-day Airport Noise Managers Forum hosted by the California Department of Aeronautics involving discussions pertaining to the FAA's NextGen Program and the ripple effect of noise concerns it has brought to the industry.
4. Continued preparation efforts for Airport Community Day with multiple aeronautical tenants committed for the event.
4. The August noise comment report is attached.
5. The Operating and Expense Reports for the Taxi Open-Entry and Uber ground transportation systems are attached.
6. The Commercial Flight Cancellations & Delays Report for August is attached.
7. Attached is the Commercial Flight Schedule for September 2016.
8. Below is the summary of scheduled airline activity for September 2016:

Alaska Air flown by Horizon

- Continuing to operate one daily departure to San Diego and Los Angeles
- Scheduled to operate a total of 124 flights (Arrivals and Departures)

Allegiant Air

- Continues service twice a week on Thursdays and Sundays
- Scheduled to operate a total of 16 flights (Arrivals and Departures)

United flown by SkyWest

- Four daily LAX departures continue (three on Saturdays)
- Two daily SFO departures continue
- Scheduled to operate a total of 364 flights (Arrivals and Departures)

American Eagle flown by SkyWest/Mesa

- Service to PHX continues with four daily departures using CRJ900 aircraft three of the four flights
- Scheduled to operate a total of 242 flights (Arrivals and Departures)

Cumulatively speaking, the airlines have scheduled 123 more flights (746 vs. 623) as compared to last September. This has been contributed to the increase of PHX (American) and LAX (Alaska & United) flights.

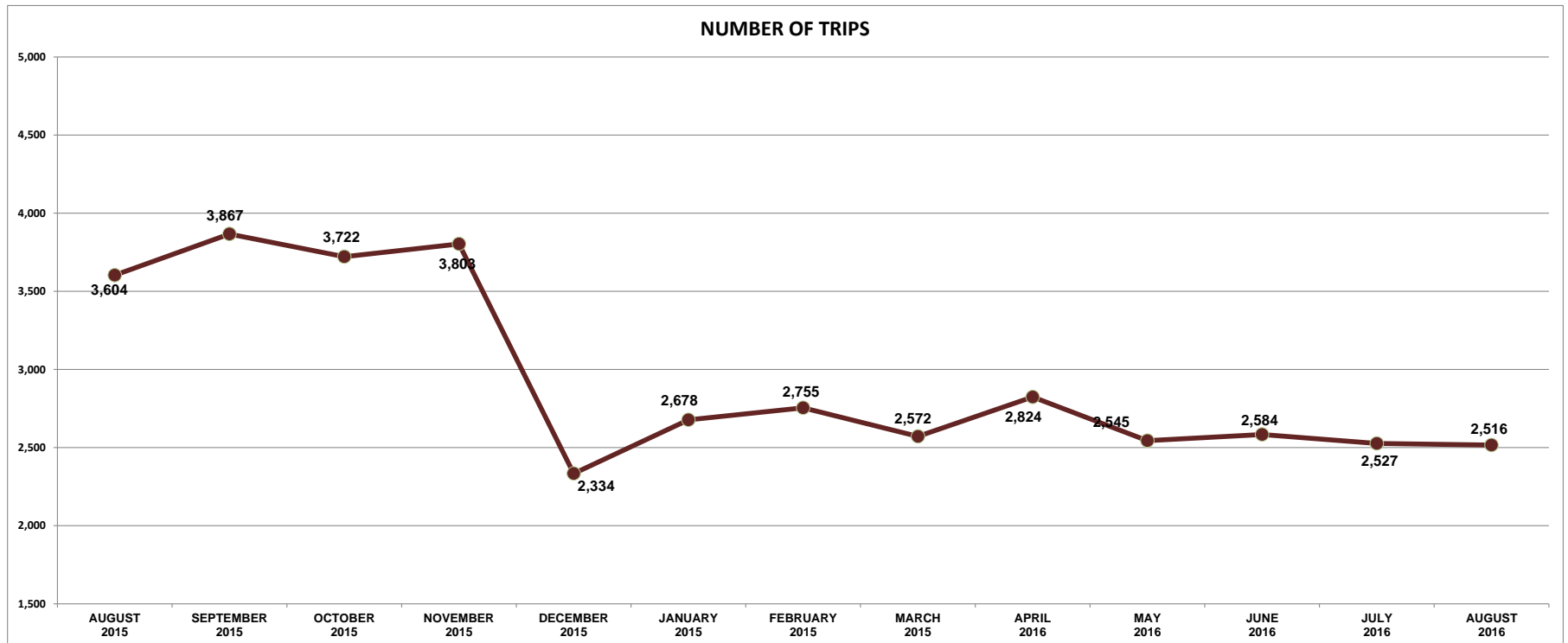
**MRY AIRPORT NOISE COMMENT LOG
AUGUST 2016**

Name	Location (Address)	Incident Date	Incident Time	Aircraft ID	</> of Flight	Comments	By	Action Taken	Notes		
NOISE CONCERNS FROM AIR OPERATIONS AT MONTEREY AIRPORT											
1	Michael McMillan	Pasadera	8/5/2016	9a-1p	multiple	landing RWYs 28		The flight path of commercial jets seems to be right over my house today. There have been at least 8 in the past 3 hours. The commercial jets usually fly closer to the Highway 68 corridor.	NG	ATCT advised variance in approaches could be due to relatively low cloud ceilings present at various heights during this time period.	
2	Lauren Virshup	Pasadera	8/14/2016	12:40pm	Gulfstream	landing RWY 28L		Low, loud jet directly over our community. No reply needed.	NG	Documented.	Ops has corresponded previously with complainant regarding these issues.
3	Lauren Virshup	Pasadera	8/14, 8/18 & 8/20		multiple	landing RWY 28L		Ongoing concerns regarding changes to RWY 28L RNAV approaches.	KG	Documented.	
4	Barbara Lovero	Pasadera	8/8/16-8/31/16	multiple	multiple	landing RWY 28L		Ongoing concerns regarding changes to RWY 28L RNAV approaches.	NG	Documented.	Ops has corresponded at length with complainant regarding these issues.
5	Mike Klein	Corral de Tierra	8/21/2016	multiple	multiple	landing RWY 28L		Lots of aircraft traffic this weekend.	KG	High amount of traffic contributed to events related to Concours week	
6	Lauren Virshup	Pasadera / Corral de Tierra	8/23/2016	8:40 PM	F/A-18 Hornet	RWY 28L Fly-By		Widespread complaints pertaining to an F/A-18 Hornet which performed a RWY 28L GPS fly-by.	KG	Contacted the Public Relations Department at Naval Air Station - China Lake for inquiry. A squadron was performing evening exercises throughout the state, part of their training required nighttime familiarization of GPS approaches at civilian airports.	Due to the sensitivity of the FAA NextGen procedural changes, requested China Lake to contact us on their intentions or refrain from evening training maneuvers for neighbors already on edge.
7	Randy Vosti										
8	Cody Lyon										
9	Brenda Cranford										
10	Andre Planchon										
11	Mike Klein										
12	Helena Hamilton										
13	Jennifer Freeze										
14	Elaine Dotseth										
15	Hope Tinney										
16	Sharon Breimhorst										
17	Jennifer Ingram										
18	Corey Shade										
19	Rosemarie Ray										
20	Angela Savage										
21	Rose Ray										
22	Kristen McKalson										
23	Virginia Swan										
24	Sue Jaksha										
25	Richard Gerber										
26	Kay Healey										
27	Lucy Chesshire										
28	Susan Bacigalupi										
29	Katherine Ottmar										
30	Susan Yedlicka										
31	Susan Zahnlecker										
32	Shelley Whitworth										
33	George Haines										
34	Aaron Felt										
35	Alice Knapp										
36	Audrey Beutler										
37	Josephine Baron										
38	Jacqueline van nes										
39	David Sender										
40	Laura McKenzie										
41	Jolinda Salmon										
42	Scott Seiler	Del Rey Oaks	8/20/2016	4:40 PM	Military Helicopters	Southbound		Two military helicopters did not fly the traditional fixed-wing pattern to the airport, cut early over my house	KG	Due to high volume of aircraft traffic, ATCT directed helicopters straight-in from the north to avoid interruption of regular mile-in-trail separation procedures	
AIR OPERATIONS ORIGINATING FROM ANOTHER AIRPORT											
1											
2											
AIR OPERATIONS OF UNKNOWN ORIGIN											
1	Julie Oak	Soquel Hills	recently	recently	small private	multiple		Increase in private aircraft activity above home.	NG	Discussed airports in vicinity of complainant's home and provided suggestions for airports to contact.	Possibly combination of training flights and increased GA activity at Bay Area airports. Unable to correlate complainant's observations to MRY activity.

MONTHLY TOTALS and COMPARISONS

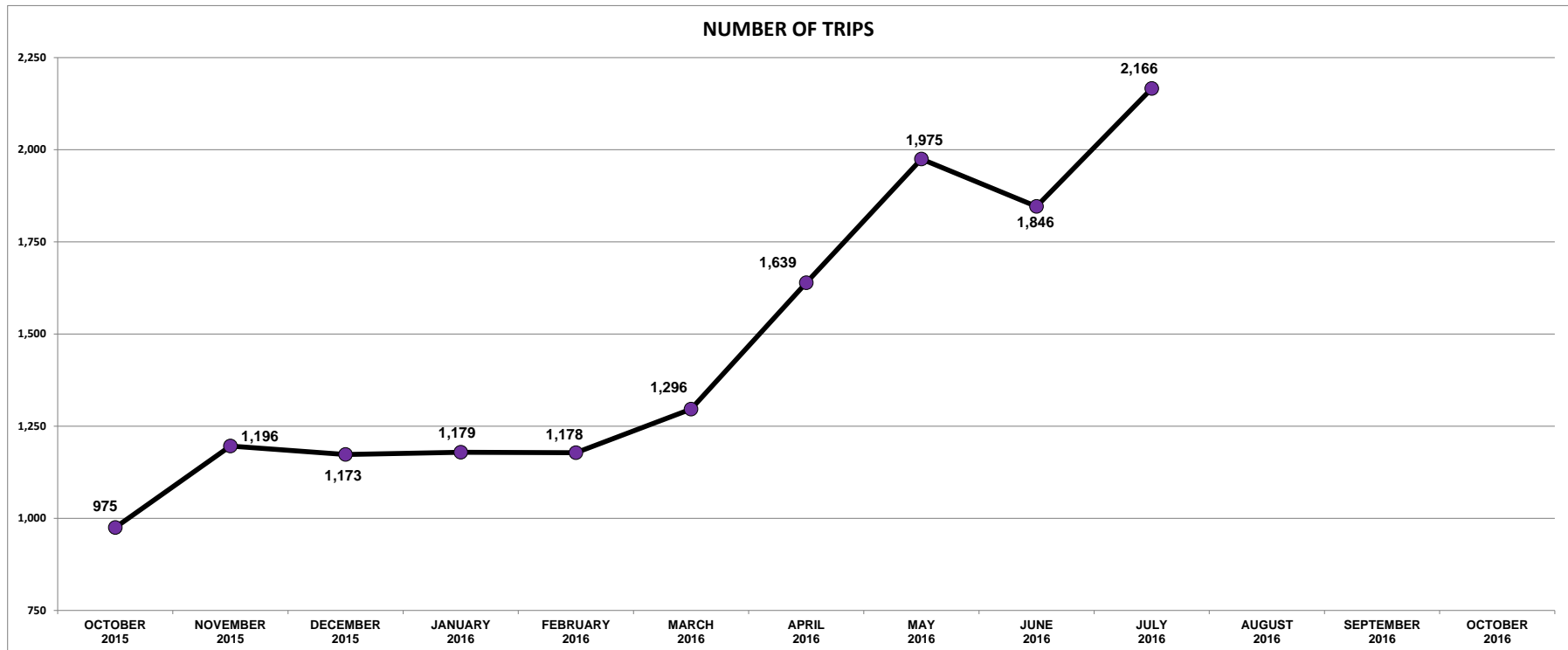
	Aug-16	Aug-15	% Change	Other Airport	UNKNOWN ORIGINS
Number of Complaints:	43	20	-215%	0	0
Number of Operations:	14,477	7,670	89%		
Annual Total	112	68	65%	0	0

13-MONTH ROLLING COMPARISON



	2015 AUGUST	2015 SEPTEMBER	2015 OCTOBER	2015 NOVEMBER	2015 DECEMBER	2015 JANUARY	2015 FEBRUARY	2015 MARCH	2015 APRIL	2016 MAY	2016 JUNE	2016 JULY	2016 AUGUST
NUMBER OF TRIPS	3,604	3,867	3,722	3,803	2,334	2,678	2,755	2,572	2,824	2,545	2,584	2,527	2,516
NUMBER OF MEDALLIONS	101	105	111	115	115	115	115	116	116	116	116	72	78
TAXI TRIP FEES	\$ 11,601	\$ 11,166	\$ 11,409	\$ 7,002	\$ 8,034	\$ 8,265	\$ 7,716	\$ 8,202	\$ 8,472	\$ 7,635	\$ 7,752	\$ 7,581	\$ 7,548
TAXI MEDALLION FEES¹	\$ 3,104	\$ 3,604	\$ 2,917	\$ 2,104	\$ 2,104	\$ 2,104	\$ 2,354	\$ 2,354	\$ 2,104	\$ 2,104	\$ 2,104	\$ 2,104	\$ 2,104
TAXI - TOTAL REVENUE	\$ 14,705	\$ 14,770	\$ 14,326	\$ 9,106	\$ 10,138	\$ 10,369	\$ 10,070	\$ 10,556	\$ 10,576	\$ 9,739	\$ 9,856	\$ 9,685	\$ 9,652
CURB MGMT CONTRACT	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897
EQUIPMENT DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SOFTWARE LICENSE / HOSTING	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,245	\$ 2,245
EXPENDABLE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TAXI - TOTAL EXPENSE	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,142	\$ 13,142
OPERATING INCOME / (LOSS)	\$ 1,633	\$ 1,698	\$ 1,254	\$ (3,966)	\$ (2,934)	\$ (2,703)	\$ (3,002)	\$ (2,516)	\$ (2,496)	\$ (3,333)	\$ (3,216)	\$ (3,457)	\$ (3,490)
FYTD 2017 (July 2016 - June 2015) OPERATING INCOME / (LOSS)													\$ (6,947)
CUMULATIVE (13-MONTH) OPERATING INCOME / (LOSS)													\$ (26,527)

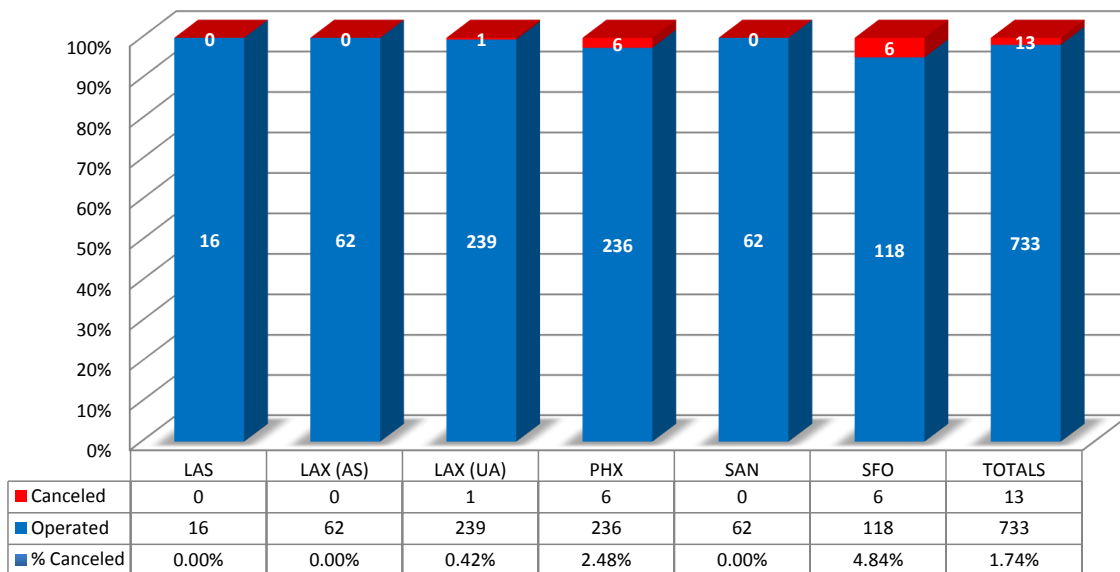
13-MONTH ROLLING COMPARISON



	2015	2015	2015	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
NUMBER OF TRIPS	975	1,196	1,173	1,179	1,178	1,296	1,639	1,975	1,846	2,166			
NUMBER OF TNCs	1	1	1	1	1	1	1	1	1	1			
NUMBER OF VEHICLES	188	231	205	221	264	240	281	289	302	357			
TNC TRIP FEES	\$ 2,925	\$ 3,588	\$ 3,519	\$ 3,537	\$ 3,534	\$ 3,888	\$ 4,917	\$ 5,925	\$ 5,538	\$ 6,498			
TNC PERMITS	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
TNC - TOTAL REVENUE	\$ 3,925	\$ 3,588	\$ 3,519	\$ 3,537	\$ 3,534	\$ 3,888	\$ 4,917	\$ 5,925	\$ 5,538	\$ 6,498	\$ -	\$ -	\$ -

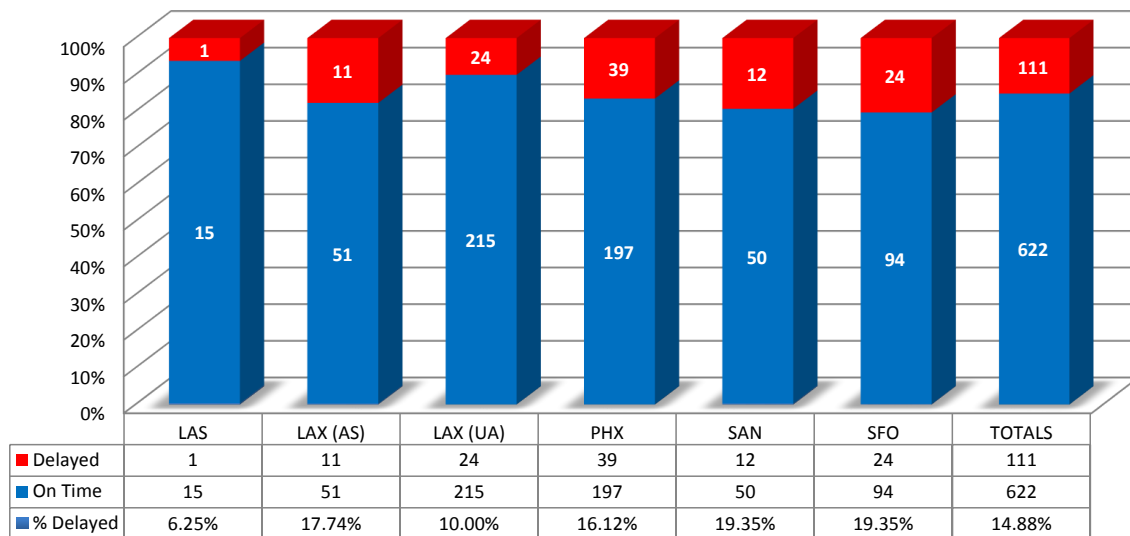
AUGUST 2016

August Commercial Flights Operated vs. Canceled



TOTAL CANCELLATIONS: 13

August Commercial Flights On Time vs. Delayed



TOTAL DELAYED FLIGHTS: 111

Monterey Regional Airport September 2016 Flight Schedule

		ARRIVALS				DEPARTURES					
	FROM	AIRLINE	FLIGHT	TIME	SCHD	TO	AIRLINE	FLIGHT	TIME	SCHD	
MD80 (166)	LAS		540	9:50 AM	THURSDAYS & SUNDAYS	SFO		5316	5:40 AM	DAILY	CRJ700 (66)
CRJ200 (50)	LAX		5018	10:20 AM	DAILY	PHX		5939	6:00 AM	DAILY	CRJ900 (76)
Q400 (76)	LAX		2604	11:00 AM	DAILY	LAX		5052	6:25 AM	DAILY	CRJ200 (50)
CRJ700 (66)	SFO		5984	11:20 AM 11:00 AM	SEPT 1-6 SEPT 7-30	LAS		541	10:40 AM	THURSDAYS & SUNDAYS	MD80 (166)
CRJ900 (76)	PHX		5896	11:48 AM	DAILY	LAX		5053	10:50 AM	DAILY	CRJ200 (50)
CRJ200 (50)	LAX		5166	2:10 PM	DAILY	SAN		2437	11:30 AM	DAILY	Q400 (76)
CRJ900 (76)	PHX		5994	3:33 PM	DAILY	SFO		5420	11:55 AM 11:40 AM	SEPT 1-6 SEPT 7-30	CRJ200/700 (50/66)
CRJ200 (50)	LAX		5037	5:30 PM 4:35 PM	SEPT 1-6 SEPT 7-30 EXC SAT	PHX		5989	12:20 PM	DAILY	CRJ900 (76)
Q400 (76)	SAN		2436	5:20 PM	DAILY	LAX		5139	2:40 PM	DAILY	CRJ200 (50)
CRJ200 (50)	PHX		3073	6:45 PM	DAILY EXC TUE & SAT	PHX		5953	4:05 PM	DAILY EXC TUE & SAT	CRJ900 (76)
CRJ200 (50)	LAX		5021	9:20 PM 8:50 PM	SEPT 1-6 SEPT 7-30	LAX		5054	6:00 PM 5:05 PM	SEPT 1-6 SEPT 7-30 EXC SAT	CRJ200 (50)
CRJ900 (76)	PHX		5990	9:52 PM	DAILY EXC TUE & SAT	LAX		2603	5:55 PM	DAILY	Q400 (76)
CRJ700 (66)	SFO		5850	11:45 PM	DAILY	PHX		3073	7:10 PM	DAILY EXC TUE & SAT	CRJ200 (50)

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

AGENDA ITEM: H
DATE: September 14, 2016

TO: Mike La Pier, Executive Director
FROM: Police Chief Jeff Hoyne
DATE: September 2, 2016
SUBJECT: Police Activity Report for August 2016

The following is a summary of significant activity in the Police Department in August 2016:

Highlights

- MRY PD responded to **309 door and gate alarms** in August.
- Officers worked a total of **37.0 hours of overtime** in August.
- MRY PD Officers responded to two outside agency assists in August which consisted of the following:
 - 8/2 @ 0215 hrs. Assisted Del Rey Oaks in attempting to locate two suspicious subjects at the 7-11. Both were G.O.A.
 - 8/26 @ 0910 hrs. Dispatched to CA tow yard on 10851 that contained evidence belonging to felony hit and run suspect.

Training

- Officers attended Arrest & Control classes at the Carmel Police Department.
- Officers Shean & Anderson attended penal code required aviation security course.

Calls for Service

1. 8/4 @ 2205 hrs. A hole was found cut into the AOA perimeter fence behind 2959 Monterey-Salinas Highway. Investigation ongoing.
2. 8/5 @ 1700 hrs. Possible 10851 vc reported at the office. Subject came in to report her 31' camping trailer missing from the open lot in Area 8. Plate and VIN number given were not valid. Investigation ongoing.
3. 8/5 @ 2339 hrs. Contacted by Operations and dispatch about a missing aircraft. After search of the area and contacting both FBOs, aircraft located in the Del Monte Aviation hangar.
4. 8/12 @ 1245 hrs. A wallet was found that had a white powdery substance in it. Wallet tested and was positive for cocaine. Investigation ongoing.
5. 8/18 @ 1500 hrs. Avis and Hertz each called to report embezzled vehicles. Neither had followed proper protocol by sending out a registered letter. Both were given proper paperwork with instructions.
6. 8/22 @ 1745 hrs. Avis reported an overdue and possibly stolen vehicle.

7. 8/22 @ 1750 hrs. Responded to an audible alarm at Skypark Storage. No merit.
8. 8/22 @ 0830 hrs. Notified by airline personnel that P8 was not functioning properly. The gate was having issues regarding the locking mechanism and was not locking right away after use. The gate was chained and First Alarm notified.
9. 8/22 @ 1410 hrs. Upset female passenger causing a disturbance at the United ticket counter regarding her missed flight. Code 4 upon arrival.
10. 8/25 @ 1545 hrs. FAA employee reported another hole cut in the fence line at the RTR site located behind Dole offices. This area to be close patrolled during the graveyard and weekend shifts.
11. 8/25 @ 2345 hrs. A white Ford Explorer was located in the parking lot behind Dole offices at 2959 Monterey-Salinas Hwy. A family was located inside and stated they were supposed to be in the church parking lot. They have been sleeping in this lot since the weekend and noticed a blue four door sedan coming and going from the lot. Family relocated to church parking lot.
12. 8/28 @ 0100 hrs. Dispatched to north side for noise complaint. California Towing was securing a vehicle and made two loud bangs with a sledge hammer.
13. 8/29 @ 0437 hrs. The Navy Flying Club gate was found open. Closed the gate and notified Maintenance to check and fix the gate.
14. 8/29 @ 0456 hrs. Subject was contacted regarding a ticket purchased using a possibly fraudulent credit card. An investigation was conducted and no arrest was made.



MONTEREY FIRE DEPARTMENT

Report to Airport Board of Directors

August 2016

1. Incident Responses

Engine assigned to Fire Station 6 (Airport) responded to a total of 25 incidents during the month as follows (see attached for breakdown of types of incidents):

- MPAD property – 6
- City of Monterey – 16
- Auto / Mutual Aid – 3

2. Training

Personnel completed a total of 59.5 hours of Airport related training during the month.

Currently the following numbers of personnel are qualified in the ARFF training program:

- Awareness (familiar with operations at the Airport): 71
- Operational (qualified to work at Airport, but no live fire training): 31
- Technician (fully qualified to be the designated ARFF fire engineer): 13

3. Other

- Monterey Fire continued to have crews out at various fires throughout the state to assist.

Monterey Fire Department

Incident Type Report (Summary)

**Alarm Date Between {08/01/2016} And
{08/31/2016} and Station = "6"**

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
3111 Medical Call No Aid Given	2	8.00%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	7	28.00%	\$0	0.00%
322 Motor vehicle accident with injuries	1	4.00%	\$0	0.00%
	10	40.00%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	4.00%	\$0	0.00%
462 Aircraft standby	1	4.00%	\$0	0.00%
	2	8.00%	\$0	0.00%
5 Service Call				
552 Police matter	2	8.00%	\$0	0.00%
553 Public service	1	4.00%	\$0	0.00%
554 Assist invalid	1	4.00%	\$0	0.00%
	4	16.00%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	1	4.00%	\$0	0.00%
6111 Medical Call No Aid Given	1	4.00%	\$0	0.00%
622 No Incident found on arrival at dispatch address	2	8.00%	\$0	0.00%
	4	16.00%	\$0	0.00%
7 False Alarm & False Call				
733 Smoke detector activation due to malfunction	2	8.00%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	4.00%	\$0	0.00%
744 Detector activation, no fire - unintentional	1	4.00%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	4.00%	\$0	0.00%
	5	20.00%	\$0	0.00%

Total Incident Count: 25

Total Est Loss:

\$0

AGENDA ITEM: H
DATE: September 14, 2016

TO: Michael La Pier, Executive Director
FROM: Chris Morello, Planning & Development
DATE: September 1, 2016
SUBJ: Planning & Development Monthly Project Report

Attached is the current monthly Project Report for the Planning and Development Department. Highlights for August 2016 include:

- AIP 58 grant has been closed out by the FAA.
- Work directed toward the Airport Master Plan (AMP), includes a Final draft ALP has begun the FAA lines of business review process.
- The draft Environmental Assessment for the Infields Rehabilitation Project is under FAA review. Initial Study review under CEQA has begun.
- Staff is reviewing the initial site map options for a Solar Photovoltaic (PV) Electric Generating System. An update will be provided at the October Board meeting.
- A grant application based on the negotiated fee with Coffman Associates, Inc. has been submitted to the FAA based on the contract that was awarded to Coffman Associates, Inc. on 7/13/16.

FUNDING			BUDGETING				EXPENDITURES				STATUS			
PROJECT #	AIP #	PFC	Prior FY Budget	FY 2017 Budget	Post FY Budget	Total Project Budget	Spent in Prior Fiscal Years	FY 2017 Expenditures to Date	8/31/2016	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
ACTIVE FEDERALLY-FUNDED PROJECTS:														
1	2012-01 and 2014-01	58, 61	10-15-C-00-MRY 11-17-C-00-MRY 13-18-C-00-MRY 14-19-C-00-MRY	\$50,669,961	\$2,330,039	\$0	\$53,000,000	\$50,669,961	\$1,651,430	\$52,321,391	100%	RSA RUNWAY 10R/28L - CONSTRUCTION; Phase 1 and 2	Project construction is complete. AIP 58 documentation for closeout has been submitted to the FAA.	. On-going environmental mitigation will continue during the reporting period and thereafter.
2	2013-02	59	13-18-C-00-MRY	\$1,166,458	(\$71,478)	\$0	\$1,094,980	\$1,166,458	\$0	\$1,166,458	98%	AIRPORT MASTER PLAN	The Initial Study for CEQA compliance has been completed. Airport has filed a pre-application with the FAA for funding of a NEPA Environmental Assessment in FY 16.	The initial phase of the AMP efforts is completed. Draft ALP is under review by the FAA.
3	2015-03	62	Unk.	\$156,044	\$825,000	\$0	\$1,094,980	\$156,044	\$15,521	\$171,565	65%	AIRPORT INFIELD SAFETY AREA REHABILITATION- Part A	The NEPA Environmental Assessment (EA) is underway; administrative drafts of 1st two chapters are being reviewed by Airport Staff.	Initial administrative draft assessment is currently under FAA review.
4	2016-01	64	Unk.	\$0	\$1,360,261	\$1,151,572	\$2,511,833	\$0	\$6,950	\$6,950		NEPA/CEQA PROPOSED SAFETY ENHANCEMENT PROJECTS	BOD approved contract with Coffman Associates Inc., on 7/13/16. Awaiting grant agreement for NEPA from FAA.	Anticipated to receive a grant agreement from the FAA for the NEPA. NTP will be issued and a schedule will be developed.
5	2017-05	63	Unk.	\$0	\$276,431	\$0	\$276,431	\$0	\$1,742	\$1,742		ACQUIRE AIRPORT SWEEPER	A grant agreement to acquire this equipment was executed and accepted by FAA on June 20, 2016. BOD approved contract with GCS Environmental Equipment Services on 5/11/16.	A contract was executed and an NTP has been issued to GCS on 7/13/16. Airfield Sweeper is in production with an estimated delivery of the end of early October.

FUNDING			BUDGETING				EXPENDITURES				STATUS			
PROJECT #	AIP #	PFC	Prior FY Budget	FY 2017 Budget	Post FY Budget	Total Project Budget	Spent in Prior Fiscal Years	FY 2017 Expenditures to Date	8/31/2016	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
OUTSIDE FUNDED PROJECTS:														
6	N/A	N/A	N/A	\$106,636	\$8,725	\$0	\$115,361	\$106,636	\$0	\$106,636	n/a	FWSS MITIGATION LAND RESTORATION	Preparation and planting is complete at the off-airport site.	Monitoring will continue through FY 2017.
ACTIVE DISTRICT-FUNDED PROJECTS:														
7	2016-02	N/A	N/A	\$0	\$152,000	\$0	\$152,000	\$0	\$2,678	\$2,678		EVALUATION AND INSTALLATION OF SOLAR ARRAY	BOD approved Phase 1 contract with OpTerra for solar array evaluation and documentation on 7/13/16.	Potential site evaluation is underway. An update will be provided at the October board meeting.
8	2017-01	N/A	N/A	\$0	\$20,000	\$0	\$20,000	\$0	\$17,713	\$17,713	100%	ACQUIRE MOWER		Mower has been purchased.
9	2017-02	N/A	N/A	\$0	\$42,000	\$0	\$42,000	\$0	\$0			ACQUIRE PAINT MACHINE		
10	2017-03	N/A	N/A	\$0	\$30,000	\$0	\$30,000	\$0	\$6,333	\$6,333		INSIDE TERMINAL REFRESH	Phase 1 painting has been completed for the installation of the new advertisement displays.	Phase 2 painting in the downstairs non-secure area of the terminal will be completed in early September. Lounge seating has been ordered for some sections in the non-secure area and delivery is estimated for late September.
11	2017-04	N/A	N/A	\$0	\$80,000	\$0	\$80,000	\$0	\$0			BAGGAGE BELT REPLACEMENT		

TO: Michael La Pier, Executive Director, Monterey Peninsula Airport District
FROM: Tim Bergholz, Deputy Executive Director Finance and Administration
SUBJECT: Financial Summary for July 2016 for Fiscal Year 2017

BACKGROUND. The Financial Summary for July 2016 (the first period of Fiscal Year 2017) is summarized by the following documents:

- **Graphic Comparison – Actual Operating Revenue & Actual Operating Expense**
- **Airport District Operating Statistics & Financial Performance**
- **Sources / Uses of Cash**
- **Capital Expenditures**

SUMMARY. July 2016 operating revenues were higher than plan by \$9.1K (1.2%) for commercial aeronautical fees, terminal rents, rental car concessions, TNC permits & trip fees, GA landing fees, fuel flowage fees, light GA rents, non-aviation rents and interest on investments.

July 2016 general aviation operating revenues (\$155.7K) were 5.4% lower than June (\$164.6K), and 1.7% higher than May (\$153.1K). FYTD general aviation revenues are \$3.2K higher than budget. General Aviation revenue improvement is from Fuel Fees (\$57.4K), which is offset by lower than budgeted light GA fees (-\$1K).

Combined TCP permits, taxi permits & TNC trip fees, terminal concessions, rental car and parking concessions (Concessions) were above plan for July (\$7.1K). Uber percentage of Trip Fees continues to increase as Taxi Operator Trip Fees decrease. A majority of the July Concession favorable variance comes from higher rental car income (\$10.4K).

In July, there were thirty-one (31) cancelled commercial flights which is higher than the seventeen (17) cancelled flights in June. July commercial flight cancellations came from Alaska (3), American Airlines (11) and United (17). Even with cancellations, commercial flight aircraft size continued to improve commercial aeronautical fees to be above plan for July.

OPERATING REVENUE							
July 2016 ACTUAL	July 2016 PLAN	VARIANCE		FYTD 2016 ACTUAL	FYTD 2016 PLAN	VARIANCE	
		\$	%			\$	%
\$ 740,069	\$ 730,921	\$ 9,148	1%	\$ 740,069	\$ 730,921	\$ 9,148	1%

July operating expenses are lower than plan by \$99.3K (13%). Most of this favorable variance is attributable to delays in planned expenditures that will occur in the months of August and September of FY 2017.

OPERATING EXPENSE							
July 2016 ACTUAL	July 2016 PLAN	VARIANCE		FYTD 2016 ACTUAL	FYTD 2016 PLAN	VARIANCE	
		\$	%			\$	%
\$ 646,907	\$ 746,305	\$ 99,398	-13%	\$ 646,907	\$ 746,305	\$ 99,398	-13%

Operating income for July is 108.5K (706%) above plan.

OPERATING INCOME / (LOSS)							
July 2016 ACTUAL	July 2016 PLAN	VARIANCE		FYTD 2016 ACTUAL	FYTD 2016 PLAN	VARIANCE	
		\$	%			\$	%
\$ 93,162	\$ (15,384)	\$ 108,546	-706%	\$ 93,162	\$ (15,384)	\$ 108,546	-706%

* **Note** - Historically the following charts presented the fiscal years 12 months of business activity. Going forward the charts will display a rolling 13 months of business activity.

ACCOUNTS RECEIVABLE. The accounts receivable balance on July 31, 2016 is \$613,833K. This balance is 48.9% higher than the balance at June 30, 2016 and 53.9% higher than the balance on July 31, 2015.

Of the accounts receivable balance, \$56.8K or 9.3% was over 60 days old. In early August, payments from American and Allegiant Airlines reduced the over 60 days old balance by \$31K or 55%. The remaining \$25K over 60 days old primarily consists of two Allegiant Air invoices (\$9.8K), two US Treasury-LEO invoices (\$9.9K) and one XTRA Air invoice (\$1.8K). Chart 1 below depicts the accounts receivable balances by month for the 12 months FY 2016 and July of 2017.

Chart 1

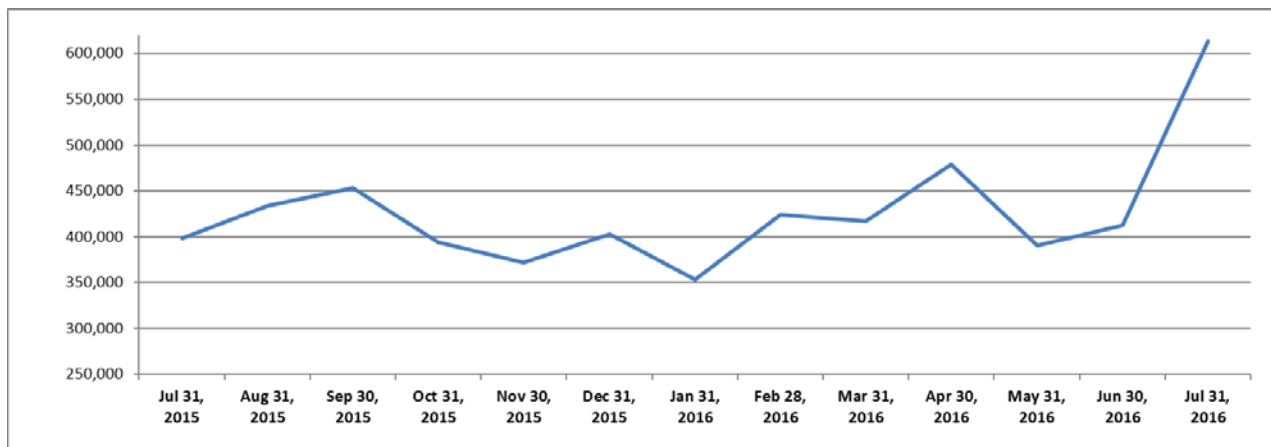
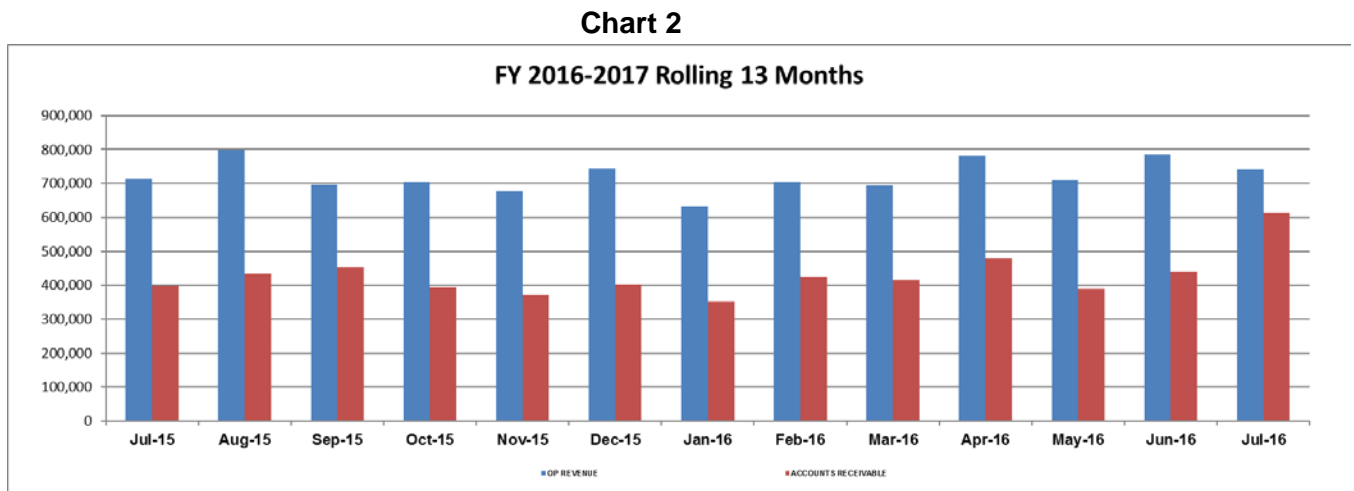


Chart 2 below graphically presents the monthly comparison of operating revenues to accounts receivable.

Typically, the balance of accounts receivable at month-end will align with operating revenues in that month, and be approximately 55% to 60% of revenues. In July 2016 accounts receivables is 82% of sales. Approximately \$205.2K or 33.4% of the accounts receivable increases relates to the delayed payments by American, Alaska and Allegiant Airlines. Most of these outstanding invoices were paid in early August. If you remove these airlines balances accounts receivables is reduced to \$408.6K which is more in line with historical trends.



UNRESTRICTED CASH AND INVESTMENTS. The unrestricted cash and investments balance on July 31, 2016 is \$3.282M and the unrestricted cash and investments balance on June 30, 2016 is \$3.279M, an improvement of \$3.03K.

The net operating cash position for July is relatively unchanged at \$3.28M. FY 17 unrestricted cash is expected to increase in September by approximately \$750K+ from the FAA’s decision to reimburse MPAD for the RSA litigation and settlement expense previously denied.

Chart 3 graphically presents the monthly balances of investments.

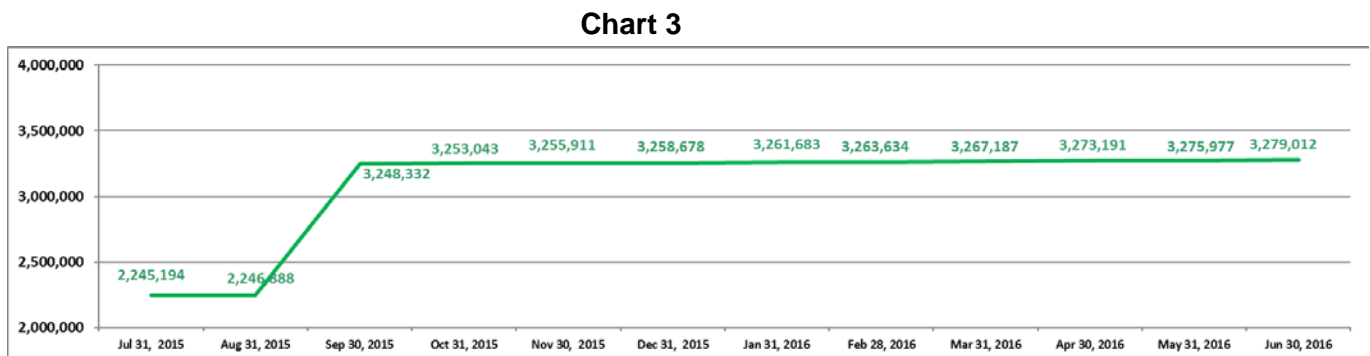
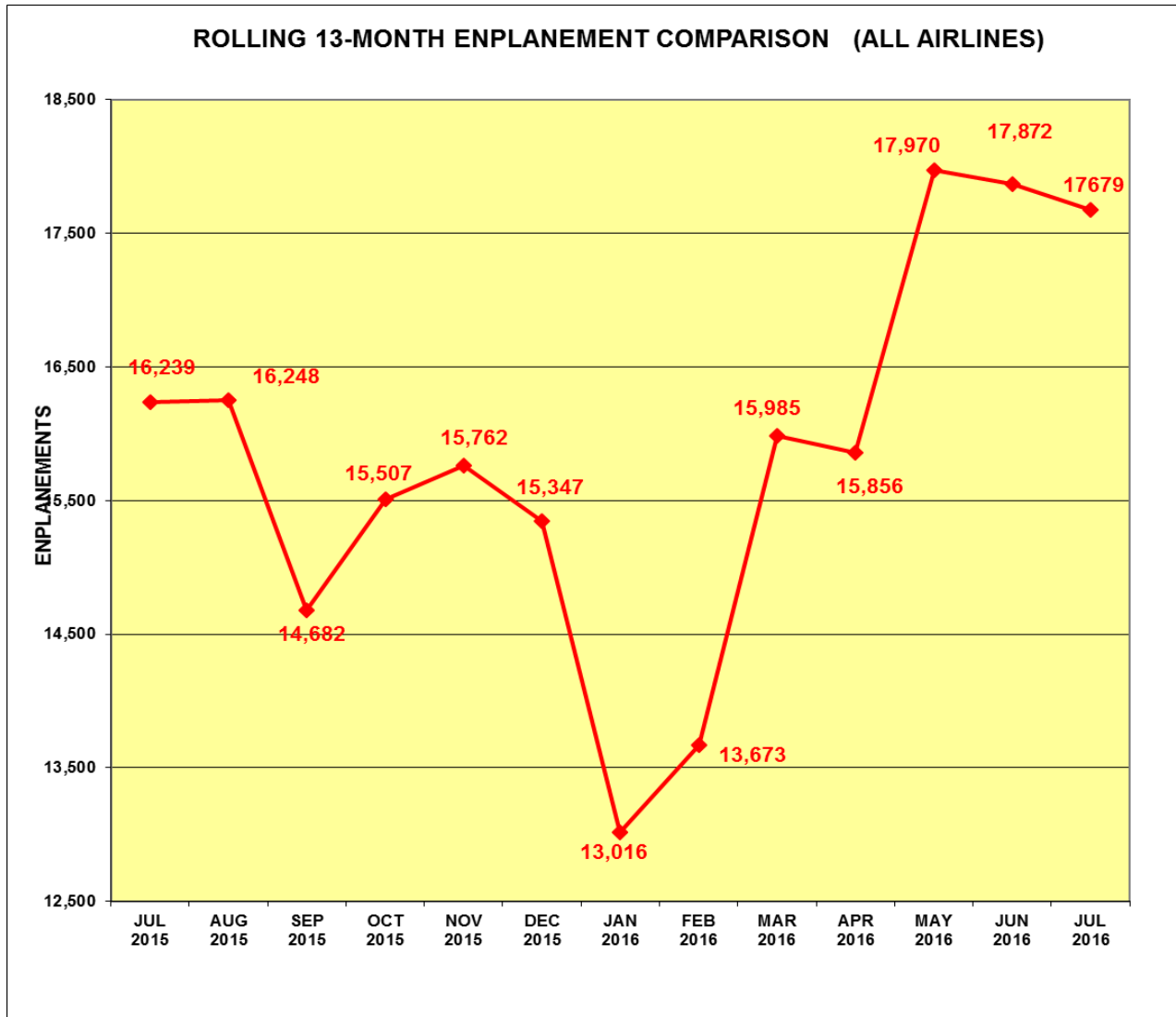


Chart 4 presents a rolling 13-month display of total enplanements which mimics the business cycle of the District. When compared to June 2016, July 2016 enplanements decreased 1.1%. When compared to July 2015, July 2016 enplanements increased 8.9%.

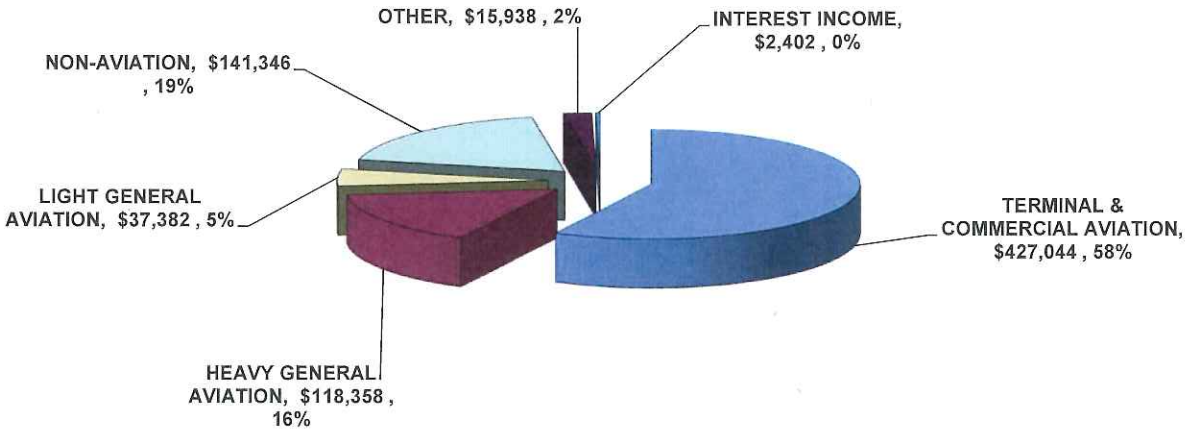
Chart 4



Looking forward, MPAD's FY 2016 financial audit began on August 22 and will continue until mid-October. Below is the current summary schedule of the FY 2016 audit:

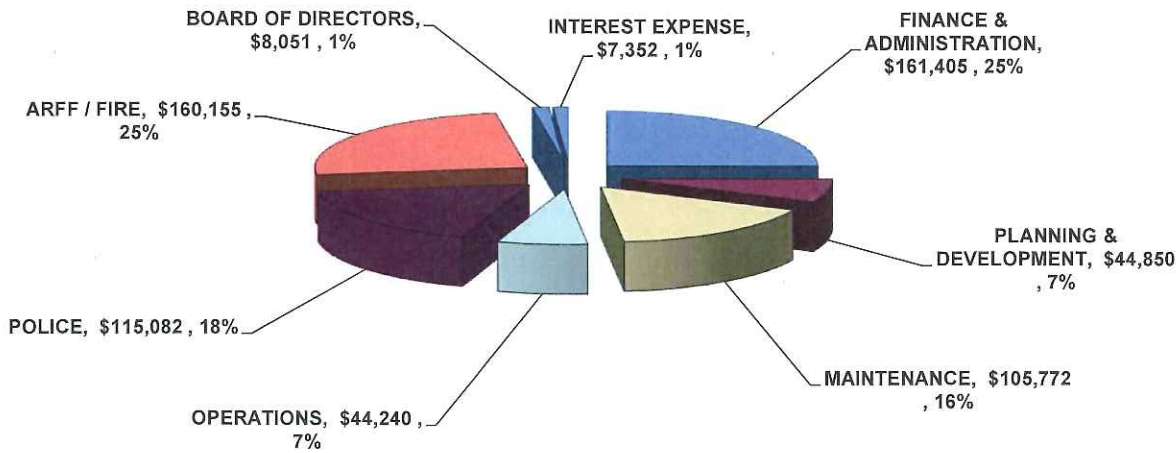
- August 22 - Pre-audit interim test work at MPAD begins (4 days)
- September 12 - MGO presents final audit plan to the Finance Committee (0.25 Days)
- October 3 - On-site field year end field work begins (4 Days)
- October 10-14 - Reporting recommendations and revisions are finalized
- October 14 - Draft FY 2016 financial statements prepared
- October 26 - Presentation of draft audited financial statements to Finance Committee
- November 9 - Audited financial statements presented to the Board of Directors.

JULY 2017 OPERATING REVENUE



TOTAL OPERATING REVENUE: \$742,470

JULY 2017 OPERATING EXPENSE



TOTAL OPERATING EXPENSE: \$646,907

AIRPORT DISTRICT OPERATING AND FINANCIAL PERFORMANCE SUMMARY

July 31, 2016

OPERATING STATISTICS	July 17			July 16			YTD FY 17			YTD FY 16		
AIRPORT ACTIVITY												
Air Carrier Landings ¹	358	334	7%	366	358	358	0%	366	358	358	358	0%
Passengers (emp/dep)	35,494			32,759	35,494			32,759	35,494			
Total Cargo (in pounds)	73,960			87,469	73,960			87,469	73,960			
AIRCRAFT OPERATIONS												
Commercial	1,234			1,243	1,234			1,243	1,234			
General Aviation	8,697			4,408	8,697			4,408	8,697			
Military	725			343	725			343	725			
TOTAL AIRCRAFT OPERATIONS	10,656			5,994	10,656			5,994	10,656			
VEHICLE EXIT COUNT												
Upper Short Term (1) Lot	2,272			2,101	2,272			2,101	2,272			
Long Term (2) Lot	1,964			2,093	1,964			2,093	1,964			
Lower Short Term (3) Lot	7,237			7,120	7,237			7,120	7,237			
TOTAL VEHICLE EXIT COUNT	11,473			11,314	11,473			11,314	11,473			

¹ Cancelled Flights: June = 31 (3 - Alaska / 0 - Allegiant / 11 - American / 17 - United)

FINANCIAL INFORMATION	July 17			July 16			YTD FY 17			YTD FY 16		
Balance Sheet - July 31, 2016	ACTUAL	BUDGET	%	ACTUAL	ACTUAL	BUDGET	%	ACTUAL	ACTUAL	BUDGET	%	ACTUAL
OPERATING REVENUE												
TERMINAL												
CA Landing, Apron & RON Fees	67,996	64,406	6%	63,898	67,996	64,406	6%	63,898	67,996	64,406	6%	63,898
Rents	143,366	140,792	2%	141,674	143,366	140,792	2%	141,674	143,366	140,792	2%	141,674
TCP Operator Permits	533	640	-17%	633	533	640	-17%	633	533	640	-17%	633
Taxi Operator Permits & Trip Fees	9,081	12,787	-29%	12,916	9,081	12,787	-29%	12,916	9,081	12,787	-29%	12,916
TNC Permits & Trip Fees	6,498	3,099	100%	-	6,498	3,099	100%	-	6,498	3,099	100%	-
Concessions	12,278	14,873	-17%	11,473	12,278	14,873	-17%	11,473	12,278	14,873	-17%	11,473
Rental Car	119,664	109,185	10%	107,679	119,664	109,185	10%	107,679	119,664	109,185	10%	107,679
Parking	67,629	68,009	-1%	62,292	67,629	68,009	-1%	62,292	67,629	68,009	-1%	62,292
HEAVY GENERAL AVIATION												
GA Landing Fees	29,915	29,275	2%	29,275	29,915	29,275	2%	29,275	29,915	29,275	2%	29,275
FBO Rent	57,780	57,929	0%	56,252	57,780	57,929	0%	56,252	57,780	57,929	0%	56,252
Fuel Fees	30,662	27,456	12%	27,855	30,662	27,456	12%	27,855	30,662	27,456	12%	27,855
LIGHT GENERAL AVIATION												
	37,382	38,190	-2%	36,116	37,382	38,190	-2%	36,116	37,382	38,190	-2%	36,116
NON AVIATION												
	141,346	137,280	3%	137,002	141,346	137,280	3%	137,002	141,346	137,280	3%	137,002
OTHER OPERATING REVENUE												
	15,938	23,975	-34%	23,975	15,938	23,975	-34%	23,975	15,938	23,975	-34%	23,975
INTEREST INCOME												
	2,402	3,025	-21%	2,916	2,402	3,025	-21%	2,916	2,402	3,025	-21%	2,916
TOTAL OPERATING REVENUE	\$ 742,470	\$ 730,921	2%	\$ 713,957	\$ 742,470	\$ 730,921	2%	\$ 713,957	\$ 742,470	\$ 730,921	2%	\$ 713,957
OPERATING EXPENSE												
Finance & Administration	161,405	203,486	-21%	218,296	161,405	203,486	-21%	218,296	161,405	203,486	-21%	218,296
Planning & Development	44,850	36,680	22%	38,430	44,850	36,680	22%	38,430	44,850	36,680	22%	38,430
Maintenance & Custodial Services	105,772	167,306	-37%	121,312	105,772	167,306	-37%	121,312	105,772	167,306	-37%	121,312
Airport Operations	44,240	48,214	-8%	41,844	44,240	48,214	-8%	41,844	44,240	48,214	-8%	41,844
Police Department	115,082	113,843	1%	104,651	115,082	113,843	1%	104,651	115,082	113,843	1%	104,651
ARFF /Fire Services	160,155	160,593	0%	145,664	160,155	160,593	0%	145,664	160,155	160,593	0%	145,664
Board of Directors	8,051	8,831	-9%	8,437	8,051	8,831	-9%	8,437	8,051	8,831	-9%	8,437
Interest Expense	7,352	7,352	0%	8,400	7,352	7,352	0%	8,400	7,352	7,352	0%	8,400
TOTAL OPERATING EXPENSE	\$ 646,907	\$ 746,305	-13%	\$ 687,034	\$ 646,907	\$ 746,305	-13%	\$ 687,034	\$ 646,907	\$ 746,305	-13%	\$ 687,034
OPERATING INCOME / (LOSS)	\$ 95,564	\$ (15,384)	-721%	\$ 26,923	\$ 95,564	\$ (15,384)	-721%	\$ 26,923	\$ 95,564	\$ (15,384)	-721%	\$ 26,923
DISTRICT CAPITAL EXPENDITURES	\$ 13,171	\$ 74,500	-82.3%	\$ 28,398	\$ 13,171	\$ 74,500	-82.3%	\$ 28,398	\$ 13,171	\$ 74,500	-82.3%	\$ 28,398
DEBT SERVICE - PRINCIPAL ONLY	\$ 25,000			\$ 23,000	\$ 25,000			\$ 23,000	\$ 25,000			\$ 274,000

MONTEREY PENINSULA AIRPORT DISTRICT

	FY 2017 JULY 2016 ACTUAL	FY 2017 YEAR-TO-DATE ACTUAL
SOURCES AND USES OF CASH -- OPERATIONS		
SOURCES OF CASH		
CASH RECEIVED - OPERATING REVENUE	\$ 740,068	\$ 740,068
CASH RECEIVED - INTEREST INCOME	2,402	2,402
CASH RECEIVED	<u>\$ 742,470</u>	<u>\$ 742,470</u>
USES OF CASH -- OPERATIONS		
CASH DISBURSED - OPERATING EXPENSE ¹	\$ 639,490	\$ 639,490
CASH DISBURSED - DEBT SERVICE (BOND INTEREST EXPENSE) ²	7,352	7,352
CASH DISBURSED - DEBT SERVICE (PRINCIPAL REDUCTION) ² <small>Balance Sheet - July 31, 2016</small>	25,000	25,000
CASH DISBURSED	<u>\$ 671,842</u>	<u>\$ 671,842</u>
CHANGE IN CASH POSITION FROM OPERATIONS & DEBT SERVICE	<u>\$ 70,629</u>	<u>\$ 70,629</u>
 ¹ Net of non-cash operating expense (OPEB)		
² Moved to Restricted Account/Disbursement will occur in December 2015 & June 2016		
USES OF CASH -- CAPITAL PROGRAM		
CASH DISBURSED - DISTRICT CAPITAL PROJECTS ³	\$ 13,171	\$ 13,171
CASH DISBURSED	<u>\$ 13,171</u>	<u>\$ 13,171</u>
CHANGE IN CASH POSITION FROM CAPITAL PROGRAM	<u>\$ (13,171)</u>	<u>\$ (13,171)</u>
 ³ District-funded capital plan for FY16		
CHANGE IN CASH POSITION FROM OPERATIONS, CAPITAL & DEBT SERVICE	<u>\$ 57,457</u>	<u>\$ 57,457</u>

Monterey Peninsula Airport District
Airport Capital Improvements / Capital Expenditures
July 31, 2016

Airport Improvement Programs	Actual FY 2017		Prior Fiscal Year		Actual FY 2017		Prior Fiscal Year		Actual FY 2017	
	Current Period		Current Period		Year-To-Date		Year-To-Date		CIP Balance	
MPAD Expenditures	(4,541.39)	-7.7%	5,944.50	0.2%	(4,541.39)	-7.7%	5,944.50	0.0%	931,877.99	1.7%
AIP -- FAA Funded Expenditures	5,408.00	9.2%	3,472,756.17	94.6%	5,408.00	9.2%	27,749,483.09	94.9%	49,141,352.91	91.7%
AIP -- PFC Funded Expenditures	57,952.08	98.5%	193,450.86	5.3%	57,952.08	98.5%	1,492,841.59	5.1%	3,516,747.60	6.6%
Total Capital Improvement Expenditures	58,818.69	100%	3,672,151.53	100%	58,818.69	100%	29,248,269.18	100%	53,589,978.50	100%

Capital Acquisitions / Expenditures By Department

Finance & Administration	0.00		0.00		0.00		81,225.36		0.00	
Planning & Development	0.00		0.00		0.00		0.00		0.00	
Maintenance & Custodial Services	17,712.64		0.00		17,712.64	100.0%	39,144.10		17,712.64	100.0%
Airport Operations	0.00		0.00		0.00		0.00		0.00	
Police	0.00		0.00		0.00		37,546.21	100%	0.00	
ARFF / Fire	0.00		0.00		0.00		0.00		0.00	
Total Capital Acquisition Expenditures	17,712.64	0%	0.00	0%	17,712.64	100%	157,915.67	100%	17,712.64	100%

Consolidated

District Expenditures	13,171.25	17.2%	5,944.50	0.2%	13,171.25	17.2%	163,860.17	0.6%	949,590.63	1.8%
AIP -- FAA Funded Expenditures	5,408.00	7.1%	3,472,756.17	94.6%	5,408.00	7.1%	27,749,483.09	94.4%	49,141,352.91	91.7%
AIP -- PFC Funded Expenditures	57,952.08	75.7%	193,450.86	5.3%	57,952.08	75.7%	1,492,841.59	5.1%	3,516,747.60	6.6%
Total Capital Expenditures	76,531.33	100%	3,672,151.53	100%	76,531.33	100%	29,406,184.85	100%	53,607,691.14	100%

FY 2016 District Capital Expenses:

2017-01 Mower	17,712.64				17,712.64				17,712.64	
	<u>17,712.64</u>	*			<u>17,712.64</u>	*			<u>17,712.64</u>	*