

MINUTES OF THE BUDGET & FINANCE COMMITTEE MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS

April 12, 2022 - 9:00 AM

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

Due to the expiration of certain directives contained in the Governor's Declaration of Emergency for the State of California (Executive Order N-29-20), the Board of Directors of the Monterey Peninsula Airport District will return to hold meetings at the Airport Board Room, with in-person attendance.

Due to recent increase in the transmission of the Omicron variant of the Coronavirus, and, as a result of the directives issued by the State of California and the Monterey County Public Health Officer intended to prevent the transmission of the coronavirus, the Airport may utilize the procedures outlined in AB361 to utilize alternative measures related to the conduct of remote meetings and remote comments by members of the public.

Members of the public may participate in the Board meeting via Zoom video conference. To view the Board meeting via Zoom video conference, please visit www.zoom.us/join and enter the following Meeting ID: 863 7402 3840. The password for this meeting is: **20220412**. If you do not have access to the internet, you may also participate telephonically by calling (253) 215-8782 and entering the same Meeting ID and password.

REMOTE PUBLIC COMMENTS

To make a public comment, the following options are available:

1. Before the Meeting via Email: Written comments can be emailed to info@montereyairport.com. Include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)." Written comments should be received by 8:00 AM on the day of the meeting. All submitted comments will be provided to the Board for consideration and will be compiled as part of the record.
2. During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Secretary to the Board will call speaker names and unmute speaker microphones. You will have up to 3 minutes to provide your oral comments, pursuant to Board policy.

Public comments may also be made in person. Members of the public may attend the Board Meeting in person and request to speak to the Board when the Chair calls for public comment.

A. CALL TO ORDER

The meeting of the Budget & Finance Committee of the Monterey Peninsula Airport District Board of Directors was called to order at 9:00 AM. Director Sabo, Director Leffel, Executive Director La Pier and Deputy Executive Director of Finance and Administration Bergholz were present.

B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS

None.

C. 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.

None.

D. REGULAR AGENDA – ACTION ITEMS

- Review 1. Capital Improvement Projects Budget (CIP) – Fiscal Year 2023 (FY23)

Director Sabo opened the FY23 CIP budget discussion with the Finance Committee. Director Sabo asked various questions about the projects, and for clarification on some of the Airport Improvement Projects (AIP) and District project descriptions. Director Sabo requested that the CIP budget include a legend defining the various colors used in the sections of the budget worksheet and some mark or code to denote that the project had already been presented to the Finance Committee and Board of Directors. This mark or code would also indicate that the project was previously approved in concept by the Finance Committee and Board of Directors.

Executive Director La Pier explained that the FY23 AIP projects followed the Safety Enhancement Plan and projects with codes prior to 2023 were previously presented to the Finance Committee and Board of Directors. Executive Director La Pier also explained that the amounts listed in the CIP budget were estimates for beginning to research proposed projects and provided a placeholder for cost estimates and cashflow planning purposes.

Directors Sabo and Leffel requested that when a project description doesn't provide a clear explanation of the project that Staff include a paragraph describing the project and work to be performed. Executive Director La Pier stated that he would follow-up on that request.

Review 2. FYTD 2022 Statements

Finance Committee Directors asked questions about terminal concessions, telephone expenses and computer/LAN & IT expenses in Planning and Development and Operations departments. Planning and Development computer/LAN & IT expenses include network administration, Microsoft Azure cloud services, Microsoft 365 licenses and new computers for Staff. Operations computer/LAN & IT expenses are for Gatekeeper Systems and Intersystems software licenses.

Review 3. Variance Analysis - MTD and YTD

There were no questions or comments about the Variance Analysis.

Review 4. Accounts Receivable Aged Invoice Report

Director Sabo asked questions about various past due accounts. Staff explained that most past due customer accounts had been collected, but there were three customers that Staff is still in the process of collecting. No bad debts are expected in the March 22, 2022 Accounts Receivable report.

Review 5. Grant Funds Balance

There were no questions or comments about the Grant Funds Balance report.

Discuss 6. General Discussion

Executive Director La Pier requested that the Finance Committee consider a date and time for a Special Finance Committee meeting to review the proposed FY23 Operating and Capital Improvement budgets in late April. That meeting would be followed by a final review of the FY 23 budgets at the May 10 Finance Committee meeting. Once the Finance Committee approved the FY23 Budget, Staff would schedule a Board of Directors workshop to preview the FY23 budgets before the June 15, 2022 regular Board of Directors meeting.

E. ADJOURNMENT

The meeting adjourned at 11:03 AM.

Approved at the
Meeting of April 20, 2022


Carl M. Miller, Chair

ATTEST



Michael La Pier, AAE
District Secretary