

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

**April 8, 2015 10:00 AM
Board Room, Terminal Building - 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. Introduction of New Employee

<u>Name</u>	<u>Department</u>	<u>Position</u>
Devin Church	Public Safety	Police Officer

2. General Manager's Management Excellence Award

<u>Name</u>	<u>Department</u>	<u>Position</u>
John O'Neil	Maintenance	Maintenance Supervisor

3. Recognition of 10 Years of Service

<u>Name</u>	<u>Department</u>	<u>Position</u>
Mark Bautista	Planning & Development	Deputy General Manager/P&D

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 – 10:20AM 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 Regular Meeting of March 11, 2015

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA – ACTION ITEMS

(10:20AM-11:30AM Estimated)

Presentation/ Discussion 1. Lease Extension for Rio Restaurants Corporation (Tarpy’s)

Presentation 2. Monthly Update on the Runway Safety Area (RSA) Project by Kimley-Horn and Associates

Approve 3. Board Member attendance at the 87th Annual AAAE Conference and Exposition June 7-10, 2015 Philadelphia, PA

H. ACCEPTANCE OF DEPARTMENT REPORTS

(11:30AM – 12:00PM Estimated)

(The board receives department reports which do not require any action by the board)

LUNCH BREAK (12:00PM – 1:00PM Estimated)

I. BOARD COMMITTEE REPORTS

(1:00PM –1:30PM Estimated)

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

a. Standing Committees:

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

b. Ad-Hoc Committees:

- i. Executive Search Directors Sabo & Miller
- ii. Community Affairs Directors Sabo & Leffel
- iii. Airport Property Development & Leases Directors Nelson & Miller
- iv. Noise Mitigation Director Sabo & Nelson

c. Liaison/Representatives:

- i. Local Agency Formation Commission Director Leffel Alt: Searle
- ii. Regional Taxi Authority Director Leffel Alt: GM Greer
- iii. Transportation Agency for Monterey County Director Sabo Alt: Nelson
- iv. Water Management District (Policy Advisory) Director Leffel Alt: Searle

J. CLOSED SESSION

(1:30PM –2:00PM Estimated)

1. **PUBLIC EMPLOYEE APPOINTMENT** (Government Code Section 54957) regarding the following position: General Manager

K. RECONVENE TO OPEN SESSION

L. PENDING REQUESTS FOR FUTURE AGENDA ITEMS

- *Discussion of holding elections in-house (District Counsel to research)*
- *Purchase of Board Laptops (Budget Workshop FY16)*
- *Leakage Study*
- *Soundproofing the Board Room / Better quality speaker(s)*
- *Revenue comparison between open-entry taxi system and exclusive taxi service with Central Coast taxi.*
- *Uber and Lyft – Enforcement and staff recommendation*

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 Monday 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 REGULAR MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS
March 11, 2015 10:00AM, BOARD ROOM

A. CALL TO ORDER/ROLL CALL

Chair Sabo called to order the Regular Meeting of the Board of Directors. Directors Leffel, Miller, Searle, and Nelson were present. The following District officers were present: Board Secretary Posey, Auditor Merritt, General Manager Greer and District Counsel Huber.

B. PLEDGE OF ALLEGIANCE

Director Nelson Led the Pledge of Allegiance.

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEM

None

D. PUBLIC COMMENTS

None

E. CONSENT AGENDA – ACTION ITEMS

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

Approve 1. Minutes of the Regular Meeting of February 11, 2015

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

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

None

G. REGULAR AGENDA – ACTION ITEMS

Presentation 1. Monthly Update on the Runway Safety Area (RSA) Project by Kimley-Horn and Associates

Chris Morello, Planning Manager and Pearse Melvin, Kimley-Horn & Associates updated the Board on the status of the RSA project.

Presentation 2. Airport Master Plan Update by Coffman & Associates.

Jim Harris, Coffman & Associates and Chris Eberhard, CommuniQuest updated the Board on the status of the Airport Master Plan and information from the Planning Advisory Committee (PAC)

meeting. District Counsel, Scott Huber mentioned that Item, G.2 is a presentation and intended for informational purposes only and does not require concurrence from the Board at this time.

After the Board reconvened from lunch, Chris Eberhard announced that the PAC meeting members do not vote on matters, they strive to reach consensus.

Adopt 3. Ordinance No. 915, an Ordinance regarding Flight Way Self Storage LLC and Monterey Hi-Way Self Storage LLC Lease Term Amendment

Director Leffel moved to adopt Item G.3. Director Miller seconded the motion. The motion passed by a roll call vote of 5-0.

**MONTEREY PENINSULA AIRPORT DISTRICT
ORDINANCE NO. 915**

AN ORDINANCE OF THE MONTEREY PENINSULA AIRPORT DISTRICT AUTHORIZING AND APPROVING AMENDED LEASE AGREEMENTS WITH 2965 MONTEREY HI-WAY SELF STORAGE, LLC AND FLIGHT WAY SELF STORAGE, LLC.

NOW, THEREFORE, the Board of Directors of the Monterey Peninsula Airport District DO ORDAIN as follows:

SECTION 1: The amendment to the lease agreement entitled Phase One Lease Term Amendment between Monterey Peninsula Airport District and 2965 Monterey Hi-Way Self Storage, LLC is hereby authorized and approved, subject to the conditions, provisions and considerations set forth in the agreement, including any amendments.

SECTION 2: The amendment to the lease agreement entitled Phase Two Lease Term Amendment between Monterey Peninsula Airport District and 2965 Monterey Hi-Way Self Storage, LLC is hereby authorized and approved, subject to the conditions, provisions and considerations set forth in the agreement, including any amendments.

SECTION 3: The amendment to the lease agreement entitled Phase Three Lease Term Amendment between Monterey Peninsula Airport District and Flight Way Self Storage, LLC is hereby authorized and approved, subject to the conditions, provisions and considerations set forth in the agreement, including any amendments.

SECTION 4: The agreements, including any amendments, which are the subject of this Ordinance may be further amended by the parties, as mutually agreed upon in writing, without the need for the adoption of an ordinance.

This ordinance shall take effect on the 30th day after its adoption.

ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:

This 11th day of March, by the following roll call vote:

AYES:	DIRECTORS: Leffel, Nelson, Miller, Searle, Sabo
NOES:	DIRECTORS:
ABSTAIN:	DIRECTORS:
ABSENT:	DIRECTORS:

H. ACCEPTANCE OF DEPARTMENT REPORTS

(The board receives department reports which do not require any action by the board)

I. BOARD COMMITTEE REPORTS

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

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c. Liaison/Representatives:

- i. Local Agency Formation Commission Director Leffel Alt: Searle
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- iii. Transportation Agency for Monterey County Director Sabo Alt: Nelson
- iv. Water Management District (Policy Advisory) Director Leffel Alt: Searle

J. CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION** (Pursuant to Government Code section 54956.9(b), the Board of Directors will meet with District Counsel, General Manager and Police Chief regarding potential litigation – one case
2. **PUBLIC EMPLOYEE APPOINTMENT, EMPLOYMENT, DISCIPLINE, OR DISMISSAL** (Government Code Section 54957) regarding the following position: General Manager

K. RECONVENE TO OPEN SESSION

Chair Sabo reported that no action was taken in closed session.

L. 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.)

- *Uber and Lyft – Enforcement and staff recommendation*

Director Leffel asked that staff place an additional category on each agenda that list past requests from the Board for future agenda items.

M. ADJOURNMENT

The meeting adjourned at 5:06pm.

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

**April 8, 2015 10:00 AM
Board Room, Terminal Building - Monterey Regional Airport**

DEPARTMENT REPORTS

Thomas E. Greer, General Manager
Monthly Report

Jennifer Hickerson, Marketing & Public Relations Coordinator
Air Service Development Report

Ken Griggs, Operations Manager
Operations Report

Monterey Fire Department
Monthly Report

Jeff Hoyne, Police Chief
Police Activity Report for March 2015

Jerry Merritt, District Auditor/Controller
Financial Summary for February 2015 & FYTD (FY 2015)

Mark Bautista, Deputy General Manager, Planning & Development
P & D Monthly Project Report

AGENDA ITEM: H
DATE: April 8, 2015

TO: Monterey Peninsula Airport District Board of Directors
FROM: Thomas E. Greer, General Manager
DATE: April 8, 2015
SUBJ: Monthly Report

1. I signed a Supplement to Letter of Agreement dated April 20, 2004 with Monterey Jet Center, LLC, Del Monte Aviation, LP, and Monterey Fuel Company, LLC concerning an internal arrangement that they are implementing with Monterey Fueling Co. I have attached a copy to this report. As advised by counsel, this does not change the underlying agreements with Del Monte Aviation or the Monterey Jet Center, which were approved by the Board.
2. I attended the California Airports Council Board Meeting held in Sacramento on March 26. I have attached a copy of the agenda as well as several other handouts. If anyone wants to see the entire CAC Meeting Booklet, it is available in the District office. Of interest was a report from George Keleman, Senior Vice President, Government Affairs, and ACI-NA regarding the status of progress in DC on AIP Reauthorization and a PFC increase. The story is still the same as we have heard in the past; Reauthorization will probably not be done this year but will continue under a Continuing Resolution. The Airlines are pulling out all the stops, handing very misleading and even false information to congress. AAAE and ACI-NA are countering with a fact sheet and letters to key Committees, signed by over 125 airports, setting the record straight.

We also heard from Carter Morris, Executive Vice President, AAAE Services, AAAE regarding the concept and installation of an App-Based Commercial Ground Transportation Management system being developed for SFO. I have attached the sheet that was in Carter's presentation that describes the "Geofence" concept. The concept is to contract with AAAE to create a "Geofence" around the airport using app-based technology that is currently being used by App-Based Transportation (ABT) companies (Uber, Lyft, etc.) coupled with a program that has been developed by AAAE ABT Clearinghouse. The program would send a "ping" whenever an app-based vehicle crosses the "fence", or picks up/drops off a fare. The Clearing house would collect the data, bill the ABT Company, receive the payment, keeps a percentage and remit the balance to the airport. This system is still in the development stage but holds promise on how to manage App-Based Transportation companies.

We also discussed current and pending legislation which can be viewed in the agenda packet.

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3. I also attended the Pacific Grove Chamber of Commerce Awards Luncheon and the Monterey Peninsula Chamber of Commerce Annual Dinner.

SUPPLEMENT TO LETTER OF AGREEMENT OF APRIL 20, 2004

This document ("Agreement") is intended to supplement that certain Letter of Agreement dated April 20, 2004 between the Monterey Peninsula Airport District, ("The District") and "The Associates" – namely, Monterey Jet Center, LLC, Del Monte Aviation, LLC (as a successor entity to Del Monte Aviation, L.P., and the Monterey Fuel Company, LLC ("MFC"). In all respects, the terms and provisions of that Letter Agreement are ratified and approved and remain unchanged and in full force, and effect.

It is acknowledged by the parties to this Agreement that effective January 1, 2015 The Associates have made certain changes in operational procedures to increase efficiency and more effectively manage costs of operation, including but not limited to the number of employees and the nature of their responsibilities, consolidating payroll and payroll management, health and liability insurance coverages and resulting cost reductions, the quantity and the nature of equipment for ground servicing and handling of aircraft and improved efficiency in accommodating the needs of both transient and based aviation customers at the Monterey Peninsula Airport. The District acknowledges that such changes have been disclosed to the General Manager of The District.

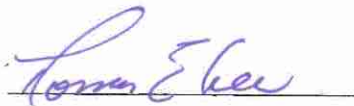
The parties reiterate that all provisions of all leases, contracts and/or agreements with the District as to which any or all of The Associates are a party shall be complied with not only by The Associates, but also shall be complied with by MFC in its activities at the Airport. It is the responsibility of The Associates to ensure that MFC does, in fact, so comply.

All parties to this Agreement acknowledge that the respective master leases between the District and The Associates remain in full force and effect for all purposes and the responsibility for full performance by The Associates' under their respective leases remains unchanged. While MFC may, in part, fulfill certain of such leasehold obligations on behalf of the Associates by way of delegation, such obligations remain, and in future shall remain, the primary and sole obligations, respectively, of each the Associates.

This Agreement applies only to the District, MFC, and to each of the respective "Associates".

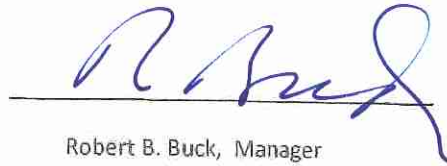
Dated: March 23, 2015

This Supplement to Letter of Agreement is approved by:



Tom Greer, General Manager

Monterey Peninsula Airport District



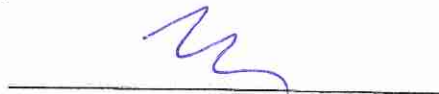
Robert B. Buck, Manager

Del Monte Aviation, LLC



Nate Young, General Manager

Monterey Jet Center, LLC



Nate Young, General Manager

Monterey Fuel Company, LLC

FILE MJC

LETTER OF AGREEMENT

Between

THE MONTEREY PENINSULA AIRPORT DISTRICT

And

MONTEREY JET CENTER, LLC

And

DEL MONTE AVIATION, LP

And

MONTEREY FUEL COMPANY, LLC

The Monterey Peninsula Airport District (MPAD) understands and acknowledges that the two companies known as "Monterey Jet Center, LLC" and "Del Monte Aviation, LP" (Associates), have formed and are the sole owners of a separate company known as the "Monterey Fuel Company, LLC" (MFC) for the purpose of providing aviation fuel delivery service at the Monterey Peninsula Airport.

It is further agreed that:

1. "MFC" will operate, maintain, manage, and comply with all fueling standards set forth under all existing leases, contracts and/or agreements between "MPAD" and the "Associates".
2. The "Associates" will continue to operate, maintain, and manage all physical locations associated with the fueling and aircraft storage in compliance with all existing standards of performance specified within any and all existing leases, contracts and/or agreements between "MPAD" and the "Associates"
3. The "Associates" will assume and bear all responsibility for their own actions and any action of "MFC" as to compliance with all Federal, State, and Local laws and regulations.
4. All provisions of existing leases, contracts, and/or agreements, relative to fueling operations, between "MPAD" and the "Associates", either as individual companies, or in joint association, will also apply or be incumbent upon "MFC".
5. This agreement applies only to the Companies and Entities named herein.

LETTER OF AGREEMENT

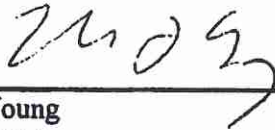
This Letter of Agreement is accepted this date of April 20th, 2004, by:



Thomas E. Greer
General Manager
Monterey Peninsula Airport District

4/20/04

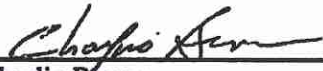
Date



Nate Young
General Manager
Monterey Jet Center, LLC

April 20th 2004

Date



Charlie Brown
General Manager
Del Monte Aviation, LP

4/20/04

Date

CAC Board of Directors Meeting

AGENDA

California Airports Council – Board of Directors Meeting
March 26, 2015
Tsakopoulos Galleria
Old Foyer Entrance – East Room
828 I Street, Sacramento, CA 95814

- 8:30 A.M. Full Breakfast
- 9:00 Introductions and Approval of October 31, 2014 Minutes
- 9:05 President’s Report
Ms. Kimberly J. Becker
- 9:10 Federal Update
Mr. George Keleman, Senior Vice President
Government and Political Affairs, ACI-NA
- 10:15 Treasurer’s Report
Mr. Tom Greer
- 10:20 Executive Director’s Report
Mr. Jim Lites
- 10:30 Break
- 10:50 TNC Permitting at Airports
- 11:05 Geofence Tracking System for Airports
Mr. Carter Morris, Executive Vice President
AAAE Services, AAAE
- 11:35 Activities and Initiatives
- Model Environmental Practices Report
 - California Aviation Day

(continued next page)

AGENDA (CONTINUED)

California Airports Council – Board of Directors Meeting
March 26, 2015

- SWAAAE 55th Annual Airport Management Short Course
- Sacramento International Airport Tour
- ACI-NA/AAAE Legislative Conference
- CPUC En Banc: Transportation Network Companies
- CAC Website
- CAC Information Technology Committee
- Aviation Fuel Tax Revenues

11:50 Legislative Committee Report

12:10 2015 Meeting Dates

- Thursday and Friday, July 9 – 10 (MRY)
- Thursday and Friday, October 29-30 (OXR)

12:15 P.M. Adjournment and Lunch

App-Based Commercial Ground Transportation Management AAAE ABT Clearinghouse

What is App-Based Commercial Ground Transportation?

App-based transportation (ABT) refers to so-called “ride share” companies such as Uber, SideCar and Lyft as well as limos and app based taxi services who provide on-demand transportation services to individuals via a smartphone app. In recent years, public demand for ABT has skyrocketed due to the significant convenience it offers. Specifically, ABT allows users to request transportation at a specific place rather than having to actively search for a taxi or limo service. With ABT there is no physical exchange of money as the user already has their payment info saved on the app and all charges, fees and gratuity are automatically charged through the app.

So, what does that have to do with my airport?

Currently, many ABT drivers, such a driver for Uber, Sidecar and Lyft utilize their personal vehicles which are not clearly marked as commercial transportation. That means there is high potential for these commercial companies to be operating at your airport for drop-off and pick-up of passengers without proper permitting or requisite fees being paid to the airport. This means lots of lost revenue for the airport and the high risks associated with unknown, unregulated commercial entities doing business on your airport grounds. Airports are already reporting a drop in revenues from traditional ground transportation modes, which they are attributing to the revenue shifting to local ABT businesses.

What is the SFO solution I am hearing about?

San Francisco International Airport (SFO) took a proactive approach to identifying a solution that would allow the airport to collect requisite ground transportation fees, have necessary permitting in place to limit liability and allow their travelers to fully leverage the convenience of ABT. Through a permit process, SFO reached an agreement with these companies that would identify an electronic “geo-fence” around the airport perimeter, within which vehicle and transaction information will be shared in real time by the companies. Each participating company is required through its own App and vehicle tracking services to provide location data of active vehicles within the geo-fence through a series of ping transmissions. At a minimum, these transmissions include entry to property, transaction type and exit. This is a win-win-win solution because the airport, the ABT companies and of course, the traveling public all benefit from this solution.

How do I implement this solution at my airport?

SFO and the American Association of Airport Executives (AAAE) have partnered together to make this tracking solution easily available to airports nationwide. AAAE through its commitment to service, innovation, and results has proactively worked with SFO to be able to assist other airports with tackling this nationwide airport challenge. Through this model, AAAE has been licensed this solution for implementation at other airports.

What are the benefits?

- The implementation of a tested and operational system with leading ABT companies and an existing airport will speed time to revenue recovery for additional airports from ABT, quickly limiting groundside transportation revenue leakage and virtually eliminating implementation time and costs.
- AAAE will collect and remit all fees on the airport’s behalf – this saves the airport valuable time and resources
- The airport will be able to ensure that all applicable fees are paid to the airport which results in significant increase in non-aeronautical revenue directly to the airport
- Your airport will be able to leverage the extensive development work already done by SFO and AAAE rather than having to expend significant time and resources into building a custom homegrown solution
- The solution features a convenient app which can automatically display active ABT license plates to tell your local police and security officials indicating vehicle is permitted to be on property – this increases security and makes citation issuance significantly more efficient.
- One organization which is focused on the ongoing development of airport-specific technology solutions to stay ahead of a rapidly and dynamically changing ABT market.

Contact Carter Morris at 703-824-0504 or carter.morris@aaae.org. Please join us on May 13, 2015 for a conference hosted by San Francisco International Airport and AAAE to learn more about this solution and how it can benefit your airport.

Airport App-Based Transportation Initiative

California Airports Council

March 26, 2015

AAAE Delivers Service, Innovation, Results.

 aaac.org

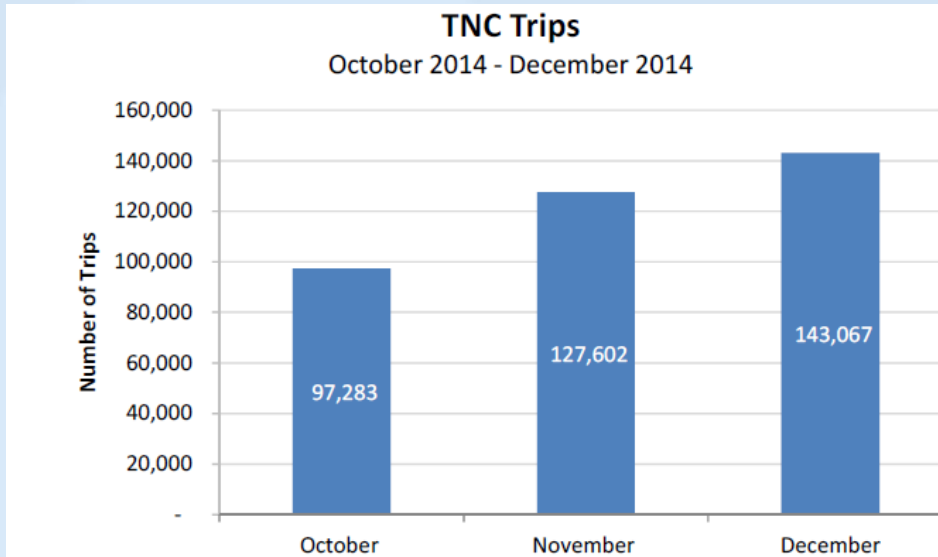
 [@aaadedelivers](https://twitter.com/aaadedelivers)



ABCT: “Shared Economy” Ground Transport

- **Disruptive technology has created unique challenges to airport ground transportation**
- **App-based commercial transportation (ABCT)**
 - Taxi apps
 - Limo apps
 - Peer-to-Peer apps (aka TNCs - Transportation Network Companies)
 - State of California Public Utilities Commission (PUC) used the term TNCs
- **Rapid Growth, Here to Stay**
 - New York City Taxi and Limousine Commission reported last week more Uber cars operating in New York than yellow medallion cabs allowed to drive at any one time
 - Uber report 160,000 drivers in January, doubling every six months = 500,000 by end of 2015

ABCT “Drivers”



- **December 2013 decision of the California Public Utilities Commission:**
 - TNCs are charter-party carriers in California because they provide prearranged transportation services for compensation.
 - TNCs are commercial operators, not ride-sharing.
- **Customer demand**
 - Convenience of app-based hailing
 - Lower cost
- **Operating in most metropolitan areas**

Airport Needs

- **Balance new models with existing airport approaches**
 - Maintain safety & security
 - Meet new and shifting customer expectations
 - Adapt to customer mobile device usage trend
 - Maintain a fair and competitive system for all stakeholders
 - Maintain consistent enforcement
 - Manage curbside congestion
 - Manage accountability and liability
- **Stop revenue leakage – inability to collect on drop-offs/pick-ups**
- **Leverage new technology to simplify the process to track and monitor TNCs**

Shared Approach to Shared Economy

- **AAAE and SFO have partnered to allow airports to benefit from their operational system**
 - Solution conceived and operationalized by SFO
 - AAAE providing service to SFO, leveraging their in-house experience, expertise and development
 - Brings together operational knowledge, permitting, technology, financial processing and customer service for an industry-wide association service
- **One organization focused on the ongoing development of airport-specific technology solutions to stay ahead of a rapidly evolving ABT market.**



Geo-Fence Approach



- **AAAE accepts data from each TNC in an agreed format for each of the following driver events:**
 - Enter the Airport geo-fence
 - Drop-off/Pick-up within the geo-fence
 - Exit from geo-fence
- **Reconcile/audit a monthly TNC self-reported invoice**
- **Real time data allows airports to maintain and enforce curbside compliance**
 - ABCT App automatically runs license plates
 - Increased enforcement capability and audit
- **AAAE will invoice, collect, remit and audit all fees on the airport's behalf**



AAAE Delivers Service. Innovation. Results.

 aaae.org

 [@aaadelivers](https://twitter.com/aaadelivers)

Benefits

- **One voice – airports drive industry standards and coordination with TNC companies**
- **Speed time to revenue recovery**
 - quickly limiting revenue leakage
 - virtually eliminating implementation time and costs
- **Reduces cost of operations through scale**
- **Simplifies the permitting process for the drivers and ABCT companies**
- **Allows ABCT companies to operate legally on airport property which in turn provides safety measures for passengers**
- **Leverages the extensive experience of SFO and AAEE**
 - SFO permit negotiations with three largest TNCs
 - Months of ABCT operations at SFO
 - 12 years of similar large scale transaction processing experience at AAEE

Next Steps

- **Airport-specific permitting**
 - Data interface requirements
 - Connection to “airport or designated agent”
- **AAAE ABCT operational at SFO next quarter**
- **Over 25 airports have engaged with AAAE**
- **Fee-based standard agreements being sent to airports**
- **AAAE/SFO ABT System National Conference**
 - May 13 – San Francisco
- **Coordination and support of ABCT Clearinghouse approach with TNCs**



Carter Morris

EVP, AAAE Services

carter.morris@aaae.org

703-578-2515

AAAE Delivers Service. Innovation. Results.

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AGENDA ITEM: H
DATE: April 8, 2015

TO: Thomas E. Greer, General Manager
FROM: Jennifer Hickerson, Marketing & Public Relations Coordinator
DATE: March 25, 2015
SUBJ: Air Service Development Report

The Air Carrier Service/Marketing/Community Relations Committee met April 1, 2015. The agenda for the meeting is included at the end of this report.

Air Carrier Update:

- AS - One 76-seat Q400 turboprop daily to SAN arriving MRY.
- G4 (Allegiant) – LAS service continues Thursdays and Sundays, and the flight will also operate on the first two Fridays and Mondays of the month.
- AA/US – Continues two CRJ flights daily to LAX.
- US/AA – PHX service continues three times daily.
- UA SFO – SFO continues at two times a day, with a mid-afternoon arrival and departure shifting to early evening.
- UA LAX – LAX service returns to three times a day beginning the first week of April.
- Gamblers Express Charter (operated by Republic Airlines) – The charter to Laughlin will depart on April 17th and arrive back on April 20th. An additional charter will operate to SAN departing April 3rd and arriving back on April 5th. We do not currently know the times for these operations.

Marketing, Advertising & Promotions

Advertising:

- Movie Theaters: We will run again in June/July for the summer movie season.
- Billboard: On Hwy 101, 2 miles north of Prunedale. The artwork has been replaced and looks great. We have received many positive comments.

Public Relations:

- Weekly e-Newsletter: Below are the featured cities during the past five weeks:

Feb 27	Allegiant	Las Vegas
Mar 3	US Airways	Phoenix
Mar 10	United/American	Los Angeles
Mar 17	Alaska	San Diego
Mar 24	US Airways	Phoenix

- Social Media/Facebook: “Total Likes” continue to grow – **12,645** as of March 30, 2015.
- On April 22nd, staff from the Portola Hotel & Spa will be in the baggage claim area from 11 am – 3 pm, distributing 400 reusable grocery bags to passengers for Earth Day.
- The Business Survey is underway. Mary Ann has sent it to businesses using the MCBC mailing list. She is encouraging businesses to fill it out. This information will be used in the airline presentations prepared by Joseph Pickering, Mead & Hunt.

Customer Service:

- Customer Comment Cards – see March responses attached.

Next Committee Meeting: May 4, 2015 at 9:00 a.m.

**SPECIAL MEETING
AIR CARRIER SERVICE – MARKETING - COMMUNITY RELATIONS COMMITTEE
OF THE BOARD OF DIRECTORS
MONTEREY PENINSULA AIRPORT DISTRICT**

April 1, 2015 – 9:00 AM

**Board Room - Terminal Building
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

B. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

C. PUBLIC COMMENTS

(Any person may address the Committee 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.)

D. REGULAR AGENDA – ACTION ITEMS

- | | | |
|------------|----|---|
| Review | 1. | Marketing, Advertising & Promotions |
| Review | 2. | Air Service |
| Review | 3. | Community Alliance for Promotion of Inbound Flights |
| Review | 4. | Public Relations |
| Review | 5. | Customer Service Ideas, Feedback & Reports |
| Discussion | 6. | Schedule next meeting |

E. ADJOURNMENT

AGENDA DEADLINE

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

Date	Time	Pax Was	Airline	Flt #	Tone	Comments	Name	Address City & State
3/1	1730	D	AL	541	N	Why were neither the snack bar or gift shop open?	S.W.	Monterey, CA
3/2	1730	D	US	2743	P	Friendliness TSA & Terminal Employees	K.S.	Orefield, PA
3/7	1520	D			P	People at american counter went out of their way to help me book a ticket. I am 71 and this is rare.	P.G.	Salinas, CA
3/9	1200	A	US	5532	P	Great location for flights to LAS, LA, PHX and SFO	M.F.	Soquel, CA
3/10	9				N	Why is snack bar closed at 9 a.m?		
3/12	1000	A			C	Need info about public transportation		
3/13	935				N	Why is the snack bar closed? No coffee.		
3/14	1100	B	US	2751	P	Great Airport. You need connections to the east coast. Love the displays upstairs.	W.S.	Andover, MA
3/14	1100	D	US	5518	P	Beautiful airport. Friendly, helpful staff. Wish you had more flights	V.S.	Andover, MA
3/16	1705	D	AE		N	The employees are slow, flight delayed, broken machines, awful.	A.H.	Apex, NC
3/18	1835	D	UE	5391	N	United sucks! 2nd delayed flight lost time with family, wages, etc.	S.R.	El Cajon, CA
3/20	1800	D	UE	5353	P	RJ Gonzales & Denira Morales were terrific	S.B.	
3/23	1755	D	AE		P	This airport is friendly and clean. Staff is excellent.	J.W.	Beverley, UK
3/23	832	G			N	No coffee!! Why is coffee bar closed?		

TO: Thomas E. Greer, General Manager
FROM: Operations Manager Griggs
DATE: April 1, 2015
SUBJ: Operations Report

The following is a summary of significant activity in the Operations Department for March 2015.

1. Met with Monterey Jet Center and Del Monte Aviation management to inform them of potential upcoming operational impacts in regards to the RSA project. Schedule IV will commence in April at the west end of the airfield. Discussed alternatives to minimize access limitations and allow regular operations to continue.
2. Accommodated TSA with the biennial key control audit.
3. Attended the San Jose International Airport triennial mass casualty incident drill (MCI) as an evaluator. Ops was accommodated by members of the Monterey Fire Department. The next MPAD MCI drill is scheduled for May 2016.
4. Attended a Super Bowl planning workshop in San Jose along with Air Traffic Control and both Fixed Based Operators. The workshop is the beginning process to establish a management program for the anticipation of heavy aircraft and helicopter traffic during the Super Bowl period. The game is scheduled to be hosted at the new 49ers home of Levi's Stadium in February 2016.
5. The flight check for Runway 10R ILS was successfully restored on March 26. The FAA also flight checked the new Runway 28L procedures to coincide with upcoming publication periods.
6. Attached is the Noise Comment Report.
7. Attached is the Operating and Expense Report for the Taxi Open-Entry System.
8. Attached is the Commercial Flight Cancellations & Delay Report. In March there were a total of 105 delays and 18 cancellations. Six (6) cancellations (3 arrivals and their subsequent departures) were attributed to the planned unavailability of the Instrument Landing System during the RSA project.
9. Attached is the Commercial Flight Schedule for April 2015.
10. Below is the summary of scheduled activity for April 2015:
 - Alaska Air/Horizon
 - No changes from March
 - Continuing to operate one daily departure to San Diego
 - Scheduled to operate a total of 60 flights (Arrivals and Departures)

Allegiant Air

- Will temporarily increase service to four days a week between March 27 and April 13.
- Scheduled to operate a total of 26 flights (Arrivals and Departures)

American Eagle/SkyWest

- No changes from March
- Will continue to operate two daily departures.
- Scheduled to operate a total of 120 flights (Arrivals and Departures)

United/SkyWest

- No significant changes from March.
- Will operate two daily SFO departures. Continuing to operate three daily departures to LAX.
- Scheduled to operate a total of 292 flights (Arrivals and Departures)

US Airways/SkyWest

- No significant changes from March.
- Continuing to operate three daily departures.
- The CRJ900 will operate one to two daily flights.
- Scheduled to operate a total of 180 flights (Arrivals and Departures)

Cumulatively speaking, the airlines have scheduled 230 fewer flights (678 vs. 908) as compared to last April. This is primarily due to the United Express service elimination of the Denver flight, seasonal reduction from three to two daily LAX flights flown by American Eagle, and the contraction of United Airlines SFO flights to maximize capacity using Canadair Regional Jets (50 and in some cases 76 seats) in lieu of Embraer 120s (27 seats) turbo-props.

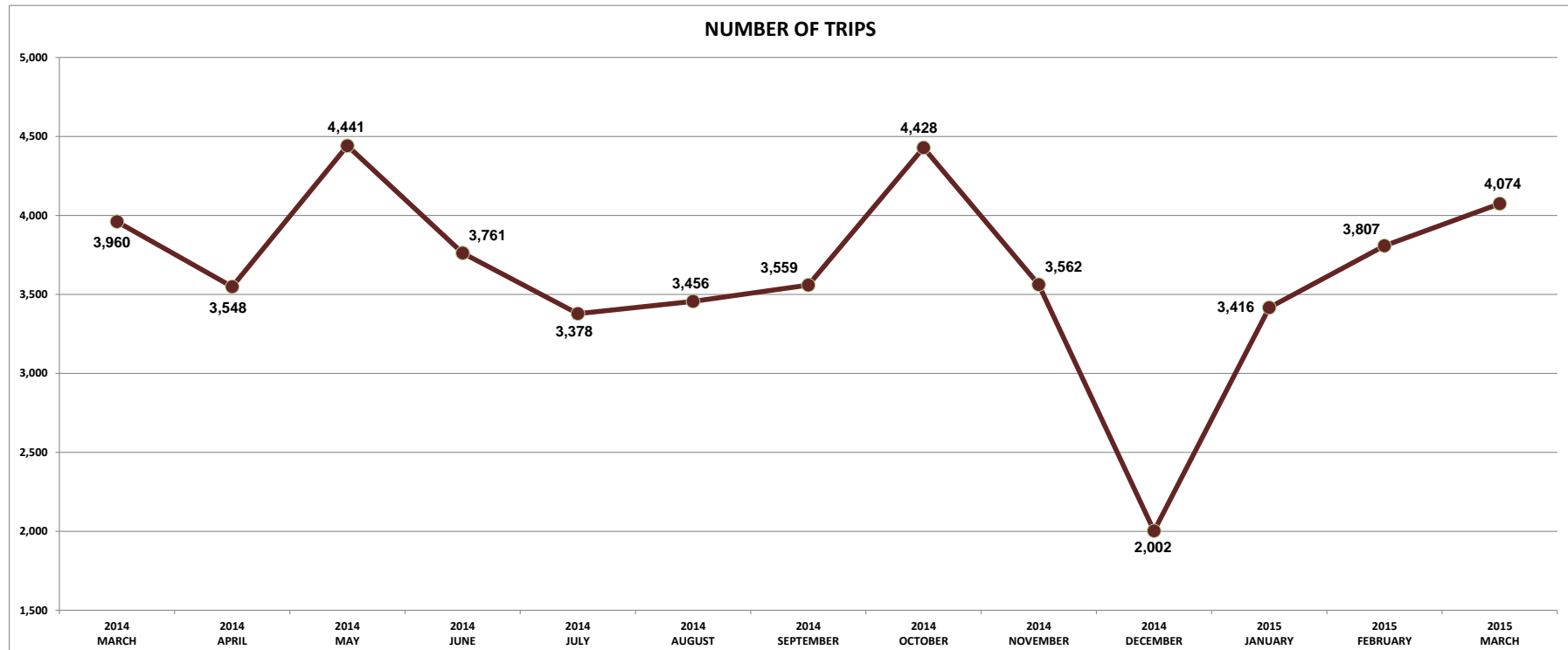
MRY AIRPORT NOISE COMMENT LOG MARCH 2015

Name	Location (Address)	Incident Date	Incident Time	Aircraft ID	</> of Flight	Comments	By	Action Taken	Notes
AIR OPERATIONS CENTERED AT MONTEREY AIRPORT									
1	Mike Dawson	MPC	3/28/2015	12:40 pm	SE high wing	Orbited over house 12 times. Was under the impression that this number of passes was not allowed.	NG	Advised complainant of voluntary nature of noise abatement procedures relating to operations in the immediate vicinity of the airport.	
2									
3									
4									
5									
AIR OPERATIONS ORIGINATING FROM ANOTHER AIRPORT									
AIR OPERATIONS OF UNKNOWN ORIGIN									
1	Liz	Carmel Valley	3/12/2015	afternoon	Helicopters & plane	Inquiring about increased helicopter activity over last few days and also plane flying over area for three or four hours.	NG	ATCT advised unaware of any specific increase in helicopter activity. See #2 re plane.	Left VM for complainant re helicopters. Complainant left follow-up voicemail with info re plane, advised no further follow-up necessary.
2	Linda Cheatham	Carmel Valley (Los Tulares)	3/12/2015	afternoon	Stationair	orbiting		ATCT advised a Stationair had been in the area but did not know nature of activity or origin airport.	Complainant advised of follow-up with ATCT.
MONTHLY TOTALS and COMPARISONS									

	Mar-15	Mar-14	% Change
Number of Complaints:	3	7	-57%
Number of Operations:		4,464	-100%
			% Change
Annual Total	14	10	40%

Other Airport	UNKNOWN ORIGINS
0	0

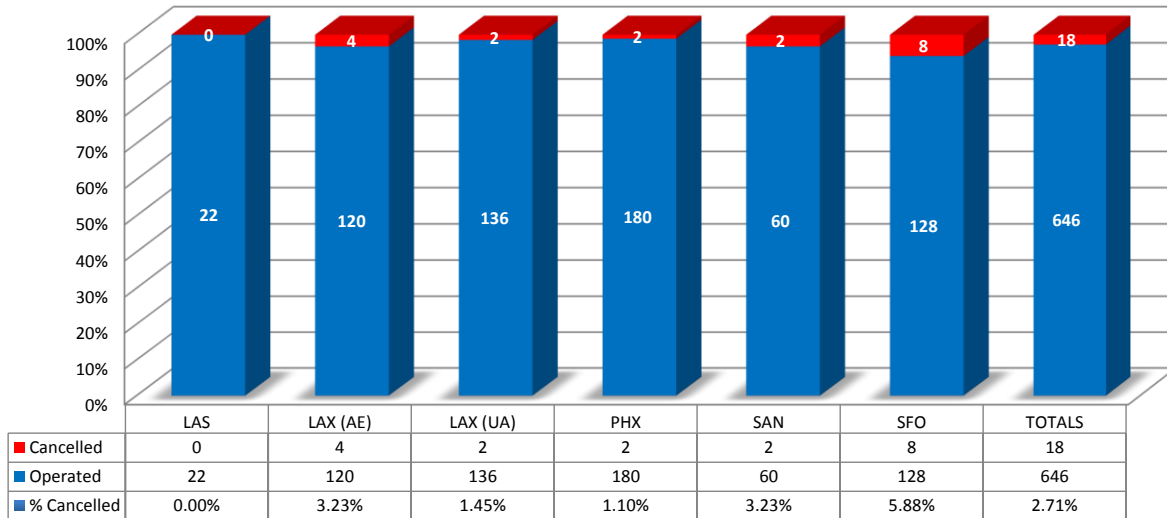
13-MONTH ROLLING COMPARISON



	MARCH 2014	APRIL 2014	MAY 2014	JUNE 2014	JULY 2014	AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014	DECEMBER 2014	JANUARY 2015	FEBRUARY 2015	MARCH 2015
NUMBER OF TRIPS	3,960	3,548	4,441	3,761	3,378	3,456	3,559	4,428	3,562	2,002	3,416	3,807	4,074
NUMBER OF CABS	137	138	139	142	106	113	114	117	119	122	123	124	127
TAXI TRIP FEES	\$ 11,880	\$ 10,644	\$ 13,323	\$ 11,283	\$ 10,134	\$ 10,368	\$ 10,677	\$ 13,284	\$ 10,686	\$ 6,006	\$ 10,248	\$ 11,421	\$ 12,222
TAXI MEDALLION FEES¹	\$ 2,729	\$ 2,542	\$ 2,542	\$ 2,667	\$ 2,208	\$ 3,958	\$ 2,458	\$ 3,646	\$ 2,583	\$ 2,833	\$ 2,333	\$ 2,458	\$ 2,743
TAXI - TOTAL REVENUE	<u>\$ 14,609</u>	<u>\$ 13,186</u>	<u>\$ 15,865</u>	<u>\$ 13,950</u>	<u>\$ 12,342</u>	<u>\$ 14,326</u>	<u>\$ 13,135</u>	<u>\$ 16,930</u>	<u>\$ 13,269</u>	<u>\$ 8,839</u>	<u>\$ 12,581</u>	<u>\$ 13,879</u>	<u>\$ 14,965</u>
CURB MGMT CONTRACT	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,327	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897
EQUIPMENT DEPRECIATION	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
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	\$ 2,175	\$ 2,175
EXPENDABLE SUPPLIES													
TAXI - TOTAL EXPENSE	<u>\$ 14,102</u>	<u>\$ 14,102</u>	<u>\$ 14,102</u>	<u>\$ 14,102</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>	<u>\$ 14,672</u>
OPERATING INCOME / (LOSS)	\$ 507	\$ (916)	\$ 1,763	\$ (152)	\$ (2,330)	\$ (346)	\$ (1,537)	\$ 2,258	\$ (1,403)	\$ (5,833)	\$ (2,091)	\$ (793)	\$ 293
CUMULATIVE (13-MONTH) OPERATING INCOME / (LOSS)													\$ (10,578)

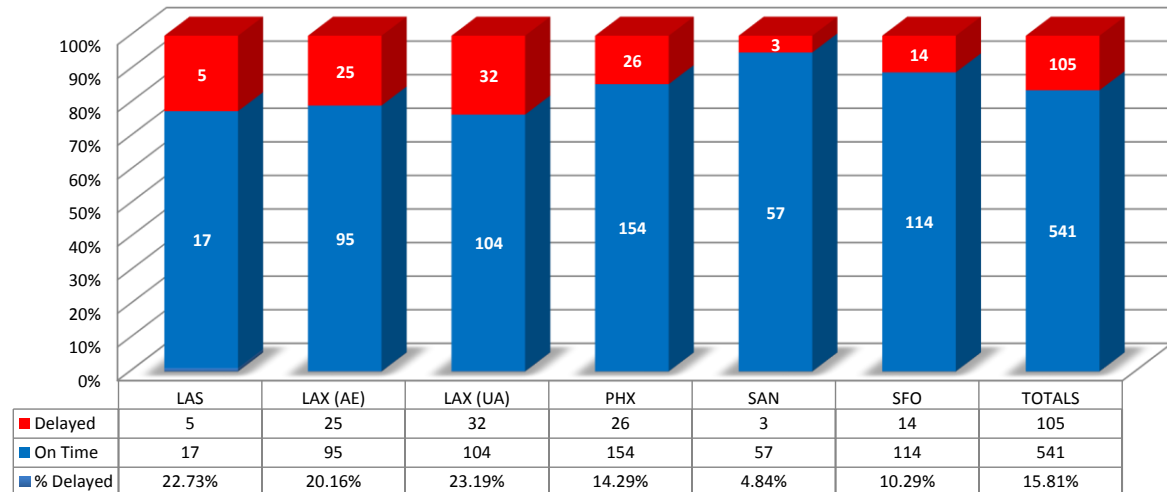
MARCH 2015

March Commercial Flights Operated vs. Cancelled
























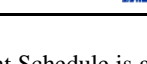
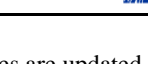
TOTAL CANCELED FLIGHTS: 18

March Commercial Flights On Time vs. Delayed



TOTAL DELAYED FLIGHTS: 105

Monterey Regional Airport April 2015 Flight Schedule

ARRIVALS					DEPARTURES						
FROM	AIRLINE	FLIGHT	TIME	SCHD	TO	AIRLINE	FLIGHT	TIME	SCHD		
MD80 (166)	LAS		540	10:25 AM 2:25 PM 3:03 PM 3:50 PM	TH SU APR 3 & 10 APR 6 & 13	LAX		5316	5:30 AM 5:45 AM	APR 1-6 APR 7-30	CRJ200 (50)
CRJ900 (76)	PHX		5532	11:50 AM	DAILY	SFO		6346	6:10 AM 5:30 AM	APR 1-6 APR 7-30	CRJ200 (50)
CRJ200 (50)	LAX		5457/5312	9:43 AM 12:20 PM	APR 4-5 APR 7-30	PHX		2748	6:15 AM	DAILY	CRJ200 (50)
CRJ200 (50)	SFO		5628/5609	2:24 PM 5:10 PM	APR 1-6 APR 7-30	LAX		2857	7:50 AM	DAILY	CRJ200 (50)
CRJ200 (50)	PHX		2754	3:35 PM	DAILY	SAN		2437	8:00 AM	DAILY	Q400 (76)
CRJ200 (50)	LAX		2858	5:30 PM	DAILY	LAX		5423	10:13 AM 12:55 PM	APR 4-5 APR 7-30	CRJ200 (50)
CRJ200 (50)	LAX		5338	5:35 PM	DAILY	LAS		541	11:10 AM 3:10 PM 3:48 PM 4:35 PM	TH SU APR 3 & 10 APR 6 & 13	MD80 (166)
Q400 (76)	SAN		2436	7:42 PM	DAILY	PHX		5518	12:20 PM	DAILY	CRJ900 (76)
CRJ200 (50)	LAX		5461	9:42 PM	DAILY	SFO		6359/6232	2:54 PM 5:40 PM	APR 1-6 APR 7-30	CRJ200 (50)
CRJ200 (50)	PHX		2741	9:56 PM	DAILY	PHX		2755	4:05 PM	DAILY	CRJ200 (50)
CRJ200 (50)	LAX		2887	9:57 PM	DAILY	LAX		2858	5:55 PM	DAILY	CRJ200 (50)
CRJ200 (50)	SFO		6376	11:24 PM	DAILY	LAX		5391	6:10 PM	DAILY	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.



MONTEREY FIRE DEPARTMENT

Report to Airport Board of Directors

March 2015

1. Incident Responses

Engine assigned to Fire Station 6 (Airport) responded to a total of 19 incidents during the month as follows (see attached for breakdown of types of incidents):

- MPAD property – 4
- City of Monterey – 15
- Auto / Mutual Aid – 0

2. Training

Personnel completed 261 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

- During the month of March we sent personnel to the ARFF live fire training in Salt Lake City to ensure compliance with Part 139. One of the Division Chiefs went this year so that 2 of the 3 have been to this training. The third will go next year.
- We are working together with Airport Police and Operations to prepare for the May FAA inspection. Assistant Chief Jim Courtney and Training Captain Jeff Field observed the drill at San Jose International Airport to learn from their process as part of this preparation.

Monterey Fire Department

Incident Type Report (Summary)

**Alarm Date Between {03/01/2015} And
{03/31/2015} 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	1	5.26%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	9	47.37%	\$0	0.00%
322 Motor vehicle accident with injuries	1	5.26%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	3	15.79%	\$0	0.00%
	14	73.68%	\$0	0.00%
4 Hazardous Condition (No Fire)				
460 Accident, potential accident, Other	1	5.26%	\$0	0.00%
	1	5.26%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	2	10.53%	\$0	0.00%
622 No Incident found on arrival at dispatch address	2	10.53%	\$0	0.00%
	4	21.05%	\$0	0.00%
Total Incident Count:	19		Total Est Loss:	\$0

AGENDA ITEM: H
DATE: April 8, 2015

TO: Thomas E. Greer, General Manager
FROM: Police Chief Jeff Hoyne
DATE: April 1, 2015
SUBJECT: Police Activity Report for March 2015

The following is a summary of significant activity in the Police Department during March 2015:

Highlights

- MRY PD responded to **185 door and gate alarms**.
- Officers worked a total of **27.75 hours of overtime in March**.
- MRY PD Officers conducted **more than 100 business and area checks** in March.
- MRY PD Officers responded to thirteen outside agency assists in March, which consisted of the following:
 - 3/12 @ 2100 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/13 @ 0000 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/13 @ 0045 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/13 @ 0920 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/13 @ 1018 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/14 @ 0908 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/14 @ 1005 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/14 @ 1930 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/17 @ 2215 Officer Anderson assisted Del Rey Oaks on a traffic stop at HWY 68 and York
 - 3/21 @ 2030 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/21 @ 2100 Assisted AMR with a patient/crew transfer for a medical flight.
 - 3/25 @ 1915 Assisted AMR with a patient/crew transfer for a medical flight.
 - 2/25 @ 2035 Assisted AMR with a patient/crew transfer for a medical flight.

Training

All MRY PD Officers completed:

- Monthly Lexipol Daily Training Bulletins.
- Legal Updates

MRY PD Command Staff (Chief and Sergeants) completed:

- Assigned Reading in the book "Supervising the Problem Employee"

Calls for Service

1. 3/1 @ 0025 Officer Shean located two hangars (N3 and N4) open while on routine patrol. No sign of criminal activity.
2. 3/3 @ 1500 MRY Officers responded to the checkpoint on a duress alarm after TSA located a 9mm round of ammunition in a carry-on bag. Passenger was warned and a TSR was completed.
3. 3/5 @ 2309 and 2355 Officer Bough responded to the Northside Business area on separate reports of loud stereos. On the second call he located a business that had a stereo turned up loudly. Officer Bough warned the mechanics who were working late and they turned their music down.
4. 3/13 @ 2155 Officer Anderson responded to Hi-Way 68 Self Storage on a landlord /tenant dispute. Officer Anderson handled the dispute on scene. No further follow-up necessary.
5. 3/15 @ 0010 Sergeant Porter and Officer Hickerson responded to the TSA checkpoint on a report of a passenger in possession of brass knuckles in their carry-on property. Item was seized and report completed.
6. 3/16 @ 1443 While on routine patrol Officer Shean located hangar N5 unlocked. No sign of criminal activity.
7. 3/16 @ 1940 Officer Shean responded to the rental car wash area on a report of an unwanted subject. Avis employees wanted a former employee removed from the area. The subject was cooperative and left the area at Officer Shean's direction.
8. 3/21 @ 1015 MRY officers started conducting extra patrols at the TSA checkpoint in response to the New Orleans checkpoint attack.
9. 3/21 @ 2130 Officer Church responded to a report from the control tower of a Skywest flight that was targeted by a laser strike. The Skywest pilot did not leave any contact information and did not remain at the gate for officer contact. Report was completed and a laser strike form was completed with the limited information available. Follow up will continue with Skywest to obtain more information.
10. 3/24 1630 Officer Garcia responded to the TSA checkpoint on a report of a passenger in possession of a marijuana pipe with residue in it. Pipe was turned over for destruction. FI report completed.
11. 3/24 @ 1702 Officer Hickerson responded to 401 Skypark Way on a report of an alarm at the main office there. Business manager was contacted and had forgotten to secure the door. Manager responded to lock door. No further action taken.
12. 3/28 @ 1830 Officer Church responded to a report of an intoxicated male causing a disturbance at the ticket counter. Subject was directed to leave the terminal since he did not have business at the airport and was causing problems.

13. 3/31 @ 1811 Officer Garcia responded to a report of a male causing a disturbance at the ticket counter while checking in an airsoft rifle. Subject was gone upon arrival. Subject was reported to be intoxicated. Officers conducted a search of the terminal and parking lot and the subject was not located. Nothing further.

TO: Tom Greer, General Manager, Monterey Peninsula Airport District
FROM: Jerry Merritt, District Auditor/Controller
SUBJ: Financial Summary for February 2015 & FYTD (FY 2015)

BACKGROUND. The Financial Summary for February 2015 (the eighth period of Fiscal Year 2015) is summarized by the following documents:

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

SUMMARY. In February, operating revenue was below plan by \$390 (0%). Taxi operator permits & fees, terminal concessions, rental car concessions, GA landing fees and fuel flowage fees were above plan; all other operating revenue categories were on or below plan. When reviewed on the FYTD basis, operating revenue was above plan by \$95,875 (2%). Partially due to phasing and partially due to increased offsets, operating expense was below plan by \$23,533 (-4%); below plan by \$213,780 (-4%) FYTD. Net income for February was 52% above plan; FYTD net income was 278% above plan. The net change in cash position (for February) was a positive \$44,684; net change in cash position FYTD was a positive \$204,926.

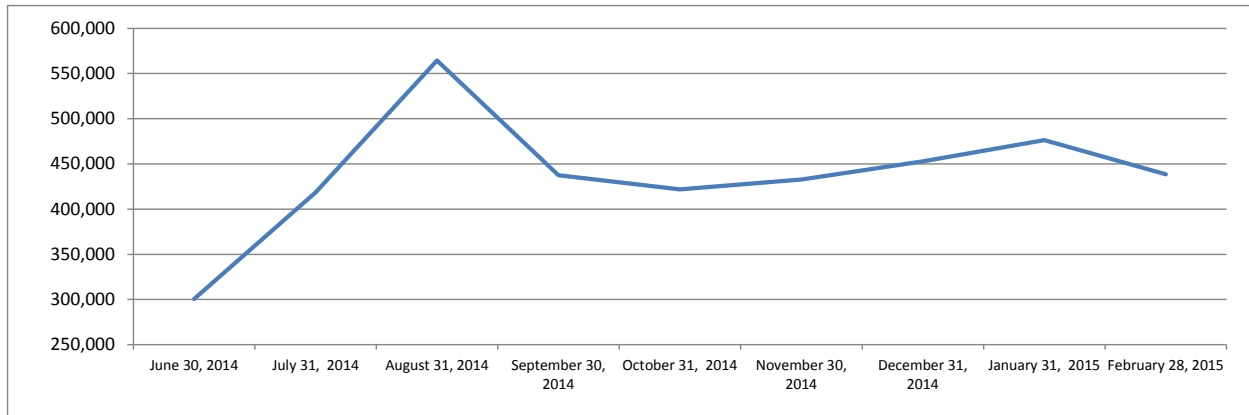
OPERATING REVENUE							
FEBRUARY 2015 ACTUAL	FEBRUARY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 647,351	\$ 647,741	\$ (390)	0%	\$ 5,556,794	\$ 5,460,919	\$ 95,875	2%

OPERATING EXPENSE							
FEBRUARY 2015 ACTUAL	FEBRUARY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 580,092	\$ 603,625	\$ 23,533	-4%	\$ 5,135,722	\$ 5,349,502	\$ 213,780	-4%

OPERATING INCOME / (LOSS)							
FEBRUARY 2015 ACTUAL	FEBRUARY 2015 PLAN	VARIANCE		FISCAL YTD 2015 ACTUAL	FISCAL YTD 2015 PLAN	VARIANCE	
		\$	%			\$	%
\$ 67,259	\$ 44,116	\$ 23,143	52%	\$ 421,072	\$ 111,417	\$ 309,655	278%

ACCOUNTS RECEIVABLE. The accounts receivable balance on February 28, 2015, was \$438,651. This balance is 7.9% lower than the balance on January 31, 2015, and 45.9% higher than the balance on June 30, 2014. Of the accounts receivable balance, \$50,948 or 11.6% was over 60 days old. Chart 1 depicts the accounts receivable balances by month.

Chart 1



Under normal circumstances, the balance of accounts receivable at month-end will align with the dynamic (variable) operating revenue in that month, such as landing fees, fuel flowage fees, concession-based revenues, passenger facility charges (PFC). Typically, accounts receivable balances will span a range from \$300,000 to \$550,000, depending on the District's business cycle. We have a cyclic high in August; a cyclic low in January. Compared to January, February operating revenue increased 1.4%; compared to December, February operating revenue decreased 10.7%. Chart 2 graphically presents the monthly comparison of operating revenues to accounts receivable.

Chart 2

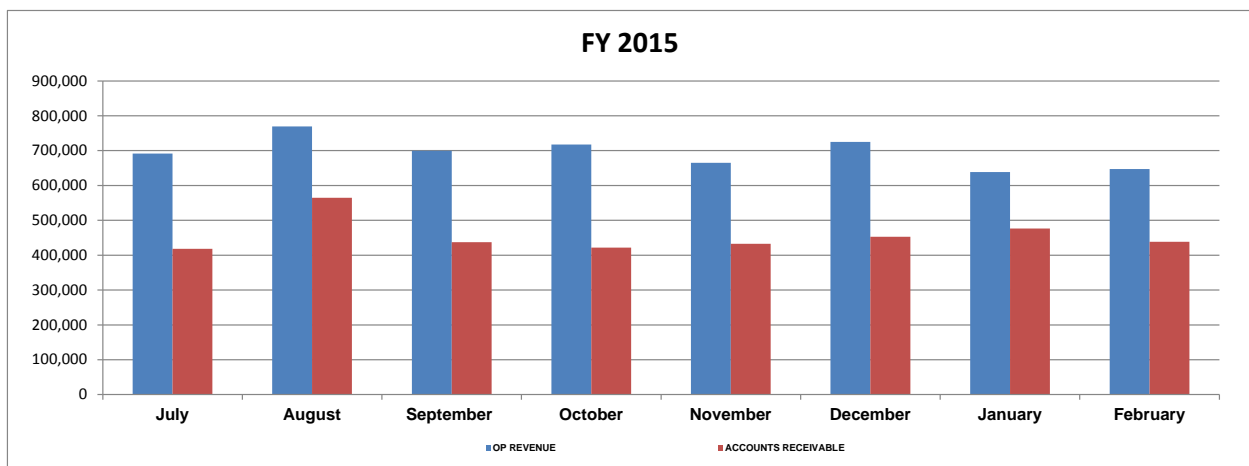
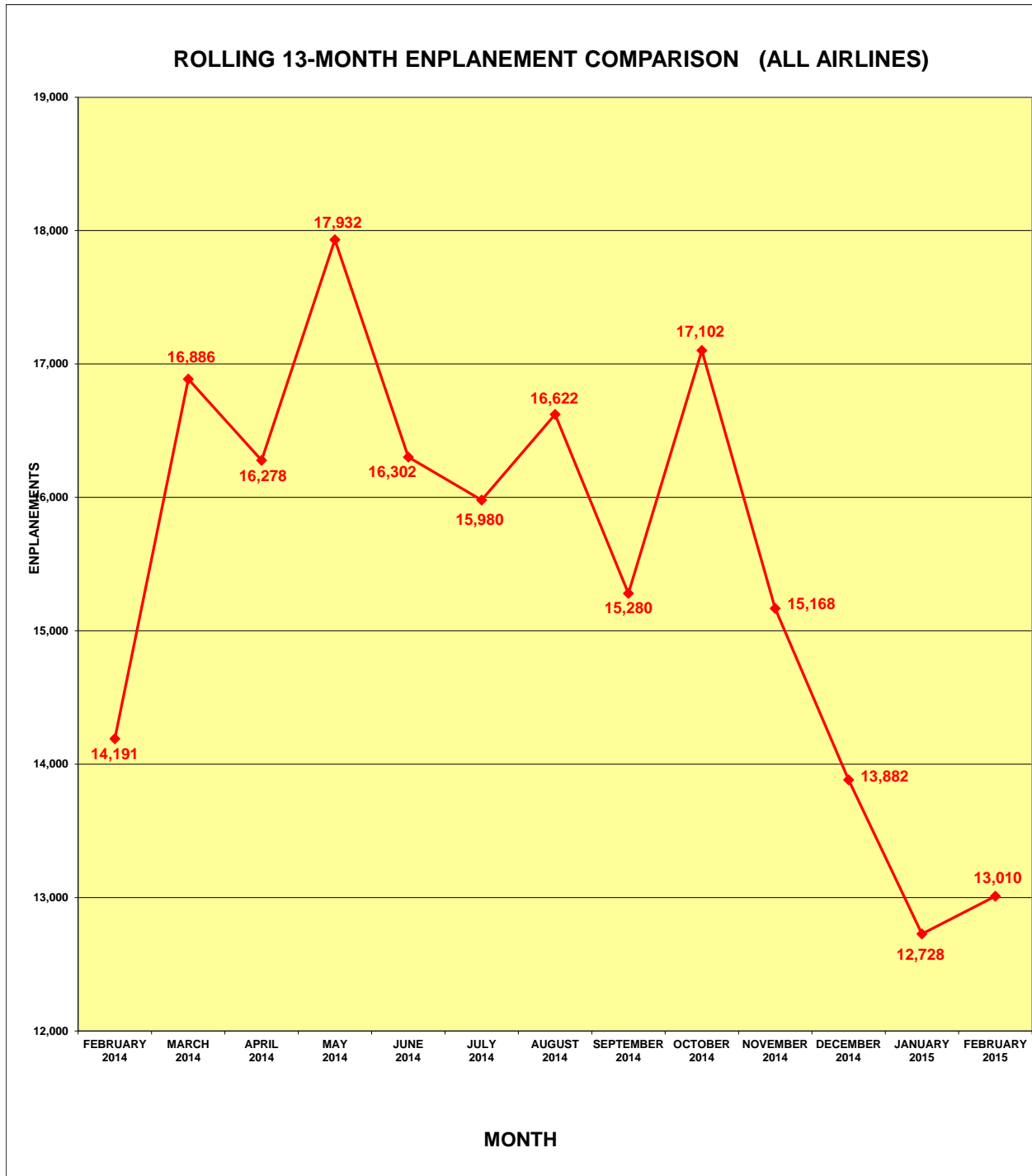
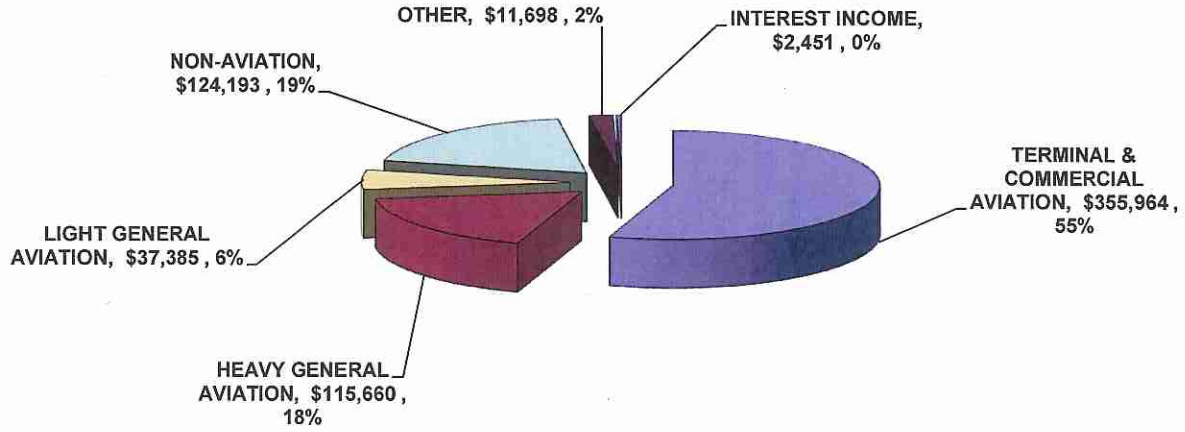


Chart 3 presents a rolling 13-month display of total enplanements which mimics the business cycle of the District. When compared to January 2015, February 2015 enplanements increased 2.2%. When compared to February 2014, February 2015 enplanements decreased 8.3%.

Chart 3

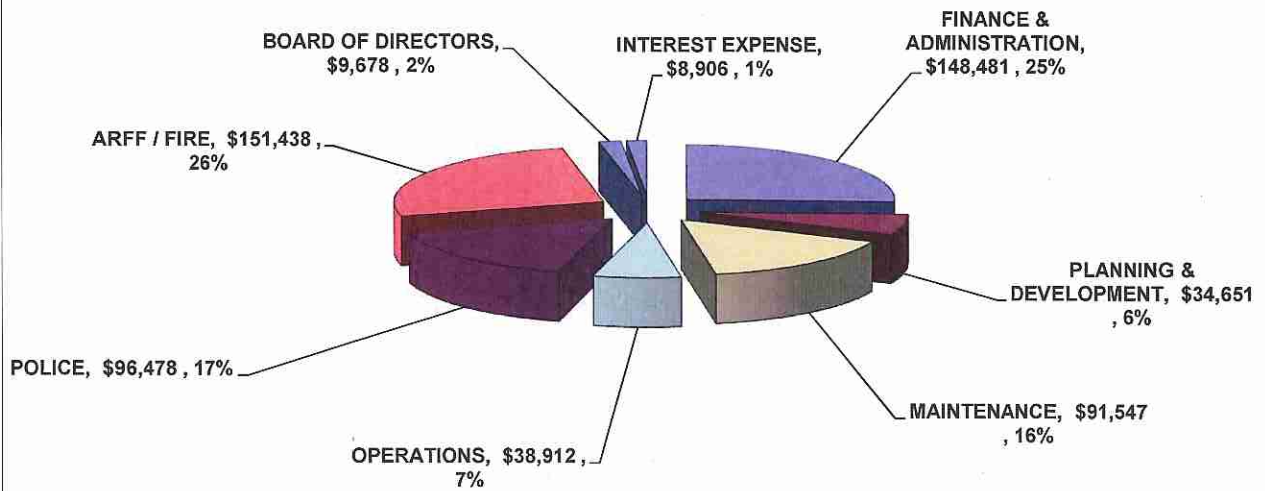


FEBRUARY 2015 OPERATING REVENUE



TOTAL OPERATING REVENUE: \$647,351

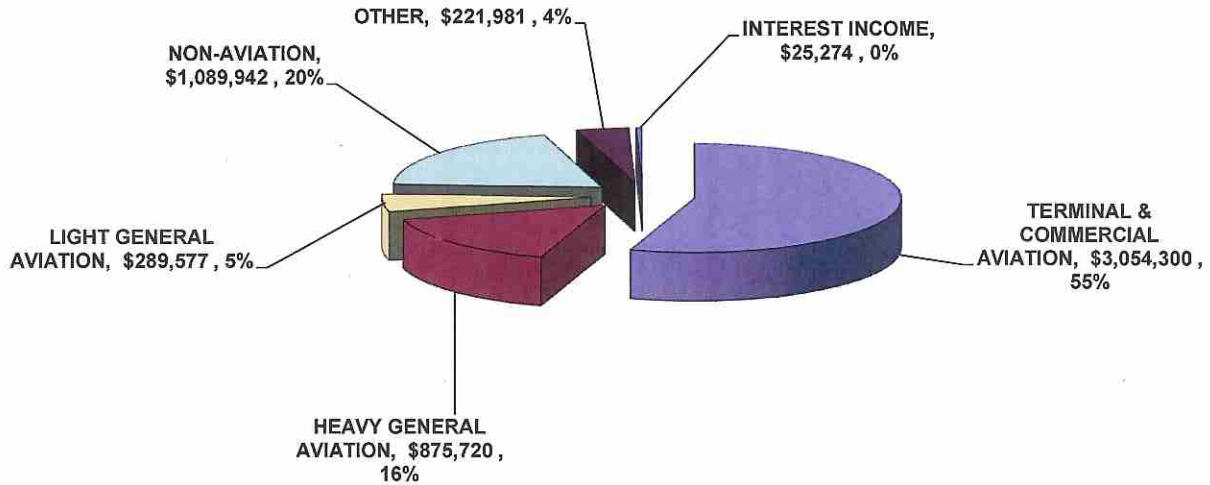
FEBRUARY 2015 OPERATING EXPENSE



TOTAL OPERATING EXPENSE: \$580,092

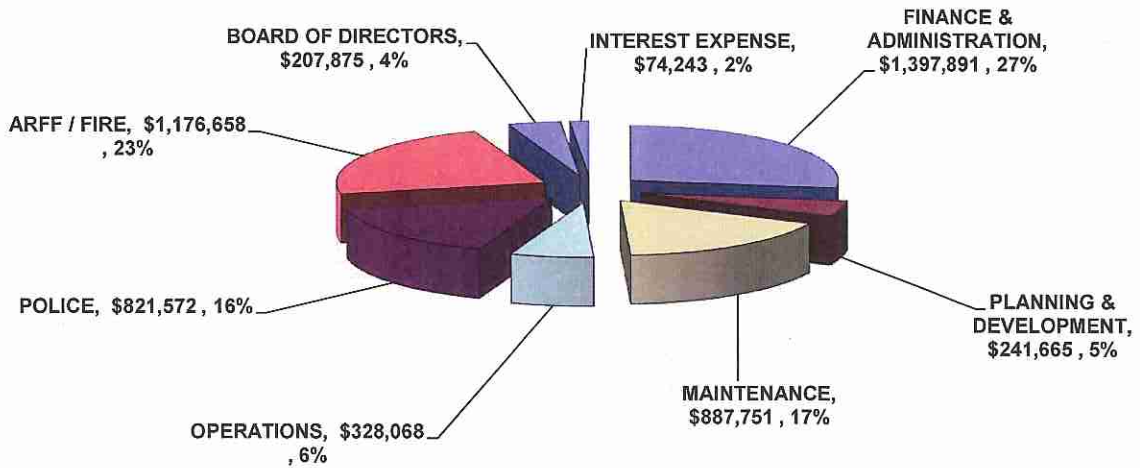
Monterey Peninsula Airport District

FY 2015 (July 14 - February 15) YTD OPERATING REVENUE



TOTAL OPERATING REVENUE: \$5,556,794

FY 2015 (July 14 - February 15) YTD OPERATING EXPENSE



TOTAL OPERATING EXPENSE: \$5,135,722

AIRPORT DISTRICT OPERATING AND FINANCIAL PERFORMANCE SUMMARY

February 28, 2015

OPERATING STATISTICS	FEBRUARY 15		FEBRUARY 14	YTD FY 15		YTD FY 14		
AIRPORT ACTIVITY								
Air Carrier Landings ¹	341	397	-14%	394	3,136	3,449	-9%	3,677
Passengers (emp/dep)	26,106			27,868	239,239			265,215
Total Cargo (in pounds)	74,349			93,221	703,989			723,828
AIRCRAFT OPERATIONS								
Commercial	1,128			1,115	9,432			9,977
General Aviation	4,563			2,297	25,117			22,958
Military	342			251	1,801			1,401
TOTAL AIRCRAFT OPERATIONS	6,033			3,663	36,350			34,336
VEHICLE EXIT COUNT								
Upper Short Term (1) Lot	1,918			1,821	16,741			15,825
Long Term (2) Lot	2,024			1,947	16,803			15,797
Lower Short Term (3) Lot	5,389			6,244	50,400			59,198
TOTAL VEHICLE EXIT COUNT	9,331			10,012	83,944			90,820

¹Cancelled Flights: February = 26 (2 - Alaska / 0 - Allegiant / 4 - American Eagle / 4 - US Airways / 16 - United Express); FYTD = 301 (11 - Alaska / 0 - Allegiant / 22 - American Eagle / 17 - US Airways / 251 - United Express)

FINANCIAL INFORMATION	FEBRUARY 15	FEBRUARY 15		FEBRUARY 14	YTD FY 15	YTD FY 15		YTD FY 14
	ACTUAL	BUDGET	%	ACTUAL	ACTUAL	BUDGET	%	ACTUAL
BGT OPERATING REVENUE								
TERMINAL								
CA Landing, Apron & RON Fees	50,861	54,845	-7%	51,898	458,633	447,007	3%	461,434
Rents	138,362	140,729	-2%	140,238	1,132,648	1,129,837	0%	1,103,257
TCP Operator Permits	650	830	-22%	689	6,360	6,160	3%	6,553
Taxi Operator Permits & Trip Fees	13,879	11,607	20%	11,323	106,553	109,996	-3%	111,759
Concessions	10,442	9,667	8%	9,670	98,106	97,851	0%	97,733
Rental Car	83,316	74,104	12%	73,638	721,451	713,302	1%	708,565
Parking	58,455	58,899	-1%	53,303	530,549	536,632	-1%	486,474
HEAVY GENERAL AVIATION								
GA Landing Fees	31,773	26,447	20%	25,802	219,258	185,240	18%	180,721
FBO Rent	54,925	54,898	0%	53,394	439,400	439,184	0%	427,152
Fuel Fees	28,961	25,534	13%	23,561	217,062	197,480	10%	183,051
LIGHT GENERAL AVIATION								
	37,385	38,881	-4%	41,125	289,577	305,798	-5%	315,134
NON AVIATION								
	124,193	136,070	-9%	127,222	1,089,942	1,087,813	0%	985,428
OTHER OPERATING REVENUE								
	11,698	12,135	-4%	14,994	221,981	178,794	24%	197,168
INTEREST INCOME								
	2,451	3,095	-21%	3,562	25,274	25,825	-2%	35,577
TOTAL BGT OPERATING REVENUE	\$ 647,351	\$ 647,741	0%	\$ 630,420	\$ 5,556,794	\$ 5,460,919	2%	\$ 5,300,007
BGT OPERATING EXPENSE								
Finance & Administration	148,481	151,382	-2%	162,056	1,397,891	1,401,560	0%	1,410,081
Planning & Development	34,651	39,109	-11%	32,669	241,665	339,513	-29%	313,441
Maintenance & Custodial Services	91,547	105,279	-13%	94,353	887,751	923,773	-4%	842,782
Airport Operations	38,912	39,211	-1%	38,616	328,068	345,584	-5%	328,544
Police Department	96,478	107,723	-10%	89,120	821,572	885,380	-7%	763,458
ARFF / Fire Service	151,438	144,496	5%	157,498	1,176,658	1,169,335	1%	1,329,750
Board of Directors	9,678	7,519	29%	8,728	207,875	210,115	-1%	71,710
Interest Expense	8,906	8,906	0%	9,885	74,243	74,242	0%	81,965
TOTAL BGT OPERATING EXPENSE	\$ 580,092	\$ 603,625	-4%	\$ 592,925	\$ 5,135,722	\$ 5,349,502	-4%	\$ 5,141,731
BGT OPERATING INCOME / (LOSS)	\$ 67,259	\$ 44,116	52%	\$ 37,495	\$ 421,072	\$ 111,417	278%	\$ 158,276
DISTRICT CAPITAL EXPENDITURES	\$ -	\$ -	0.0%	\$ 52,179	\$ 37,546	\$ 72,000	-47.9%	\$ 863,746
DEBT SERVICE - PRINCIPAL ONLY	\$ 23,000			\$ 21,833	\$ 182,000			\$ 174,667

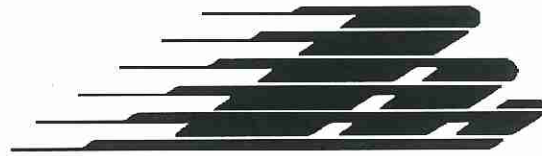
MONTEREY PENINSULA AIRPORT DISTRICT

	FY 2015 FEBRUARY 2015 ACTUAL	FY 2015 YEAR-TO-DATE ACTUAL
SOURCES AND USES OF CASH -- OPERATIONS		
SOURCES OF CASH		
CASH RECEIVED - OPERATING REVENUE	\$ 644,900	\$ 5,531,521
CASH RECEIVED - INTEREST INCOME	2,451	25,274
CASH RECEIVED	<u>\$ 647,351</u>	<u>\$ 5,556,794</u>
USES OF CASH -- OPERATIONS		
CASH DISBURSED - OPERATING EXPENSE ¹	\$ 570,760	\$ 5,058,080
CASH DISBURSED - DEBT SERVICE (BOND INTEREST EXPENSE) ²	8,906	74,243
CASH DISBURSED - DEBT SERVICE (PRINCIPAL REDUCTION) ²	23,000	182,000
CASH DISBURSED	<u>\$ 602,667</u>	<u>\$ 5,314,322</u>
CHANGE IN CASH POSITION FROM OPERATIONS & DEBT SERVICE	<u>\$ 44,684</u>	<u>\$ 242,472</u>
USES OF CASH -- CAPITAL PROGRAM		
CASH DISBURSED - DISTRICT CAPITAL PROJECTS ³	\$ -	\$ 37,546
CASH DISBURSED	<u>\$0</u>	<u>\$37,546</u>
CHANGE IN CASH POSITION FROM CAPITAL PROGRAM	<u>\$ -</u>	<u>\$ (37,546)</u>
CHANGE IN CASH POSITION FROM OPERATIONS, CAPITAL & DEBT SERVICE	<u>\$ 44,684</u>	<u>\$ 204,926</u>

¹Net of non-cash operating expense (OPEB)

²Moved to Restricted Account/Disbursement will occur in December 2014 & June 2015

³District-funded capital plan for FY15



Monterey Peninsula Airport District
Airport Capital Improvements / Capital Expenditures
February 28, 2015

Airport Improvement Programs	Actual FY 2015 Current Period		Prior Fiscal Year Current Period		Actual FY 2015 Year-To-Date		Prior Fiscal Year Year-To-Date	
MPAD Expenditures	0.00	0.0%	52,179.21	37.5%	0.00	0.0%	823,548.44	61.9%
AIP -- FAA Funded Expenditures	2,770,389.27	94.9%	78,680.25	56.5%	16,365,628.38	94.9%	361,787.18	27.2%
AIP -- PFC Funded Expenditures	147,358.15	5.1%	8,384.13	6.0%	877,833.89	5.1%	145,029.07	10.9%
Total Capital Improvement Expenditures	2,917,747.42	100%	139,243.59	100%	17,243,462.27	100%	1,330,364.69	100%

Capital Acquisitions / Expenditures By Department

Finance & Administration	0.00				0.00			
Planning & Development	0.00				0.00			
Maintenance & Custodial Services	0.00				0.00			
Airport Operations	0.00				0.00			
Police	0.00				37,546.21	100.0%	40,197.40	100%
Fire	0.00				0.00			
Total Capital Acquisition Expenditures	0.00	0%	0.00	0%	37,546.21	100%	40,197.40	100%

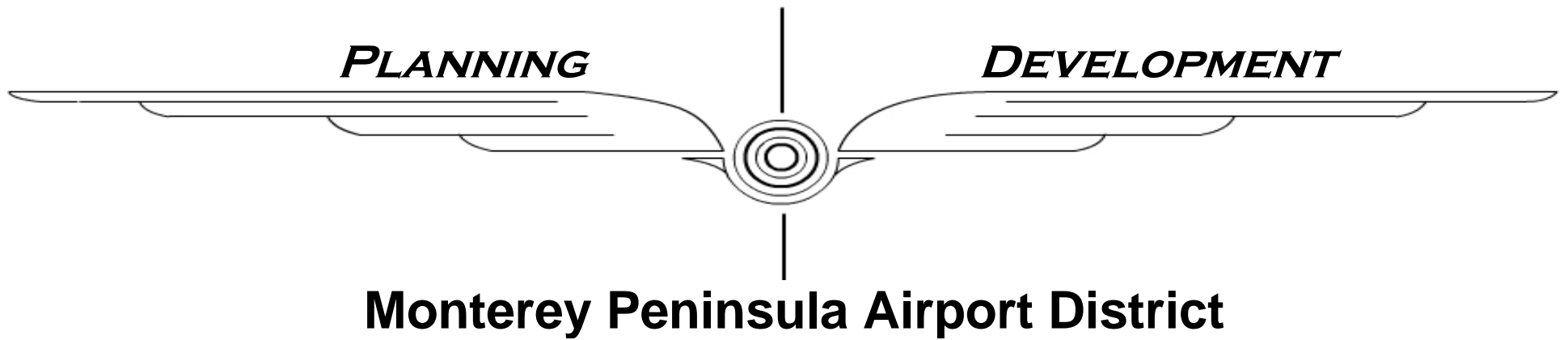
Consolidated

District Expenditures	0.00	0.0%	52,179.21	37.5%	37,546.21	0.2%	863,745.84	63.0%
AIP -- FAA Funded Expenditures	2,770,389.27	94.9%	78,680.25	56.5%	16,365,628.38	94.7%	361,787.18	26.4%
AIP -- PFC Funded Expenditures	147,358.15	5.1%	8,384.13	6.0%	877,833.89	5.1%	145,029.07	10.6%
Total Capital Expenditures	2,917,747.42	100%	139,243.59	100%	17,281,008.48	100%	1,370,562.09	100%

2015-02 Police Vehicle - Sedan	0.00
2015-03 Pick-Up Truck - Maintenance	0.00

37,546.21
0.00

Monthly Capital Project Report
April 2015



FUNDING			BUDGETING				EXPENDITURES				STATUS			
PROJECT#	AIP #	PFC	Prior FY Budget	FY 2015 Budget	Post FY Budget	Total Project Budget	Spent in Prior Fiscal Years	FY 2015 Expenditures to Date	3/31/2015	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
ACTIVE FEDERALLY FUNDED PROJECTS:														
1	2012-01 and 2014-01	58, 59	10-15-C-00-MRY 11-17-C-00-MRY 13-18-C-00-MRY	\$31,371,402	\$29,223,954	\$15,638,832	\$46,461,506	\$6,847,008	\$21,343,844	\$28,190,852	50%	RSA Runway 10R/28L - Construction; Phase 1 and 2	Schedule I, II and III are virtually complete, east end EMAS installation is complete, VSR has been paved.	De-mobilization of east end effort and punch-list items being concluded, staging now underway on the Rwy 10R-28L west end for construction through December 2015.
2	2013-02	59	13-18-C-00-MRY	\$690,000	\$632,008	\$162,236	\$1,094,980	\$402,727	\$349,418	\$752,145	75%	Airport Master Plan	All current working papers have been distributed to BOD; and available at MPAD website home page link (see Airport Master Plan Website). PAC meeting and public workshop were held on March 10, 2015.	Work continues on draft final master plan, sustainability chapter, airport land use, and environmental overview.
3	2015-03	Unk.	Unk.	\$0	\$1,094,980	\$0	\$1,094,980	\$0	\$0	\$0	0%	Airport Infield Reconstruction Design	Funding anticipated to be available only during last quarter of FY 15, at the earliest.	Environmental assessment will begin May-June.
ACTIVE DISTRICT FUNDED PROJECTS:														
4	2015-01	N/A	N/A	\$0	\$42,000	\$0	\$42,000	\$4,000	\$0	\$6,698	100%	ARFF Station Remodel Improvements	Construction complete, occupancy established.	Completed.
5	N/A	N/A	N/A	\$14,148	\$17,045	\$10,307	\$99,000	\$85,436	\$7,815	\$93,250	n/a	FWSS Mitigation Land Restoration	Preparation and planting is complete at the off-airport site. Signage delineating status as habitat area has been installed.	Monitoring will continue through FY 2015, and into FY 2016.

AGENDA ITEM: H
DATE: April 8, 2015

TO: Thomas E. Greer, General Manager
FROM: Mark Bautista, Deputy General Manager, Planning & Development
DATE: March 31, 2015
SUBJ: Planning & Development Monthly Project Report

Attached is the current monthly Project Report for the Planning and Development Department. Highlights for March 2015 include:

- **Work directed toward implementation of the Runway Safety Area (RSA) Project accomplished during the reporting period, including:**

EAST END

- Completion of construction of EMAS bed for east end of Rwy 10R/28L.
- Completion of construction of Vehicle Service Road (VSR) around east end of Rwy 10R/28L.
- Mitigation planting, and non-mitigation landscaping.
- Coordination with the construction personnel to prepare for the FAA Flight Check on March 26
- Coordination with Monterey SSC for the FAA Flight Check on March 26, 2015 (ILS will now remain in service through October except for nighttime runway closures).
- Coordinating closely with FAA Flight Standards and Flight Procedures on the Rwy 28L procedures that will be published on April 30, 2015.
- Maintenance of the project web site on the Internet.
- Awareness training on EMAS and the completed project parameters conducted with the Fire Department personnel (training to continue).
- Coordinate with FAA Air Traffic Technical Service Engineer on the installation of new 28L PAPI and REIL.

WEST END

- Maintenance of the project web site on the Internet.
- Meetings held with the following firms/organizations:
 - Naval Facilities Engineering Command & Monterey Pines Golf Course Superintendent
 - Del Monte Aviation
 - Monterey Jet Center
- Coordination of movement of construction equipment/relocation to west end of Rwy 10R/28L.
- Coordinated a west end scheduling meeting with GRC.

AGENDA ITEM: H
DATE: April 8, 2015

TO: Thomas E. Greer, General Manager
FROM: Mark Bautista, Deputy General Manager, Planning & Development
DATE: March 31, 2015
SUBJ: Planning & Development Monthly Project Report, Cont'd

- **Work directed toward the Airport Master Plan (AMP), including:**
 - Maintenance of the project web site on the Internet.
 - Conducting a Planning Advisory Committee meeting and Public Information Workshop, regarding the draft master plan concept, financial/capital improvement plan, land use compatibility analysis, and the sustainability baseline assessment.
 - Presentation of the results of the PAC and Workshop meetings to the BOD; as well as the written materials now under review for comment.

- **Work directed toward the commencement of the Northside Airport Water Well Analysis, including:**
 - A kickoff meeting with the consultant on March 27, 2015.
 - Issuance of a Notice To Proceed (NTP) for the work tasks.

Staff will make a presentation at the Board Meeting on any items that arise subsequent to the publishing of the Agenda.

AGENDA ITEM: 1 a. 2.
DATE: April 8, 2015

TO: Board of Directors, Monterey Peninsula Airport District
FROM: Tom Greer, General Manager (on behalf of the Finance Committee)
SUBJ: Committee Report for Budget & Finance Committee Meeting

BACKGROUND. Since the last regular board meeting, the Budget & Finance Committee held one meeting. The agenda is presented below. Comments and notes are recorded separately (at the end of the agenda).

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

**April 1, 2015 2:15 PM
Boardroom, Terminal Building
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.)

A. CALL TO ORDER

B. COMMUNICATIONS / ANNOUNCEMENTS / INFORMATIONAL ITEMS

C. PUBLIC COMMENTS

(Any person may address the Monterey Peninsula Airport District Finance Committee 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.)

D. REGULAR AGENDA – ACTION ITEMS

- | | | |
|------------|----|---|
| Review | 1. | February 2015 & FYTD (FY 2015) Financial Statements |
| Review | 2. | Accounts Receivable Aged Invoice Report |
| Review | 3. | Cash Position Update |
| Discussion | 4. | Update District Investment Policy |
| Discussion | 5. | District Fleet Management Policy |
| Review | 6. | Update FY 2016 Operating / Capital Plan Progress |

Discussion 7. Future Agenda Items/Finance Committee Schedule

E. ADJOURNMENT

AGENDA DEADLINE

This is the final Agenda that has been posted on the bulletin board outside the District Offices in the Terminal Building at the Monterey Peninsula Airport no less than 24 hours prior to the meeting.

Notes/comments from 04/01/2015 Finance Committee Meeting:

- The meeting was called to order by Chair Sabo at 2:25 p.m.
- The meeting was attended by board members Bill Sabo & Carl Miller; staff members Tom Greer, Mark Bautista, Tonja Posey, and Jerry Merritt were present.
- There were no communications or public comments.
- February 2015 & FYTD (FY 2015) Financial Statements:
 - ✓ Operating revenue was 0% (\$390) below plan for February,
 - Above plan were:
 - Taxi Operator Permits & Trip Fees,
 - Terminal Concessions,
 - Rental Car Concessions,
 - GA Landing Fees, and
 - Fuel Flowage Fees.
 - On plan was:
 - FBO Rents
 - Below plan were:
 - Commercial Aeronautical Fees,
 - Terminal Rents,
 - TCP Operator Permits,
 - Parking Concession,
 - Light General Aviation (hangar rents),
 - Non-Aviation Rents,
 - Other Operating Revenues, and
 - Interest Income.
 - Discussion centered on:
 - Taxi Operator Permit & Trip Fees are not covering the District expense created by the open entry program,
 - Is it time to raise the taxi medallion fee and/or the taxi trip fee or is it time to change how the airport works within the confines of the MCRTA system?
 - Is a presentation on the “Open-Entry Taxi Program”, comparing actual revenues to plan revenues and actual expenses to plan expenses, scheduled?

- Why is Terminal Rents below plan for February? Answers: credit memo to rental cars and change in billing for Allegiant contract
 - Is Outside Storage Space Rent (Non-Aviation) below plan because Tope left? Answer: yes
 - Why is Self-Storage Concession (MHSS/FWSS) revenue \$8K below plan for February? Answer: unsure – will check further.
- ✓ FYTD Operating Revenue was 2% (\$95,875) above plan
 - forecast for full-year FY 2015 is that operating revenue will be slightly under plan
- ✓ February operating expense was 4% (\$23,533) below plan
 - staff answered questions regarding several expense lines in several departments asked by Director Sabo, specifically regarding:
 - Salaries & Wages (Admin),
 - Temporary Personnel (Admin),
 - Administration & Finance (Admin)
 - Salaries & Wages (Maintenance),
 - CalPERs Retirement (Maintenance)
 - CalPERs Health Insurance (Maintenance), and
 - Other Meetings / Workshops (Board of Directors).
 - FC was again reminded that the District may be at risk regarding election expense (we hope to have an invoice from the MC Elections Department in the next week or two).
- ✓ FYTD Operating Expense was 4% (\$213,780) below plan
 - forecast for full-year FY 2015 is that operating expense will be right on (possibly slightly below) the plan number
- ✓ Operating income was 52% (\$23,143) above plan for February
- ✓ Operating income FYTD was 278% (\$309,655) above plan at 02/28/2015
 - FC was reminded that some of above plan operating income will erode as we progress through the fiscal year
 - forecast for full-year FY 2015 is that operating income will be very close to the plan
- Accounts Receivable Aged Invoice Report:
 - ✓ Reviewed the distribution of aged receivables for the month of February,
 - ✓ Reviewed the aged A/R detail as of 03/31/2015, and
- Cash Position Update:
 - ✓ cash position – net change was a positive \$44,684 for February, positive \$204,926 FYTD, and a
 - ✓ separate presentation/document was reviewed; a further explanation clarified question by Director Sabo, and
 - ✓ the FC acknowledged that a small contribution to the District's net position was being made.
- Update District Investment Policy:
 - ✓ presented the District General Counsel's legal opinion regarding investment latitude,

- ✓ present the legal opinion to Mr. Ron Brenaman, Royal Alliance, and solicit alternative investment strategies,
 - ✓ move slowly regarding any changes in the District's investment policy/strategy and over the next few months (and future FC meetings) will:
 - await the decision regarding FAA reimbursement for attorney fees and reengineering work, and
 - review immediate, short-term and long-term investment strategies.
- District Fleet Management Policy:
 - ✓ draft fleet management policy was presented,
 - ✓ vehicle maintenance & repair expense for fiscal years 2007 through 2014 was also presented, and
 - ✓ requested FC members review the first draft and provide input/feedback at a future date to be determined.
- Update FY 2016 Operating / Capital Plan Progress:
 - ✓ reviewed "Fiscal Year 2016 Operating & Capital Plan – Significant Dates" with the committee,
 - ✓ scheduling a budget workshop for the FC will be challenging, and
 - ✓ staff is moving forward with the GM's guidance.
- Future Agenda Items/Finance Committee Schedule:
 - ✓ presented information regarding MHSS/FWSS concession-based rent revenue; will provide a FY over FY chart at next FC meeting, and
 - ✓ scheduled the next FC meeting for Wednesday, May 6, at 1:30 p.m.
- Meeting adjourned by Director Sabo at 4:53 p.m.