

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

July 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: **845 5394 2831**. The password for this meeting is: **202206712**. 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 Budget & Finance Committee Meeting of the Monterey Peninsula Airport District Board of Directors was called to order at 9:00 AM. Directors Sabo and 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

None.

D. REGULAR AGENDA – ACTION ITEMS

Discuss 1. AARF Current Contract

Executive Director La Pier presented a first draft of Pro-Tec fire services contract that will serve as a starting point for negotiations. La Pier noted that the contract still needs to be detailed and the scope of services and staffing clarified. La Pier will be bringing a revised contract to the Finance Committee for discussion at a future meeting.

Discuss 2. DRO Update

Staff presented an update on the DRO police services contract expenses and the true-up for FY21. It appears the District owes DRO approximately \$27K from the FY21 true-up. The FY22 true-up is scheduled to be delivered in November 2022. The projected DRO FY22 budget plus the \$45K administrative fee is projected to be slightly higher than budget. Staff noted the contract with DRO appears to be working for the benefit of both DRO and the District.

Discuss 3. Loading Bridge

Executive Director La Pier shared a request from an airline to provide a passenger loading bridge in lieu of the standard new airline rates and charges incentives. The airline further agreed to lease the loading bridge. Staff located a loading bridge costing \$22K that could be leased to the airline. La Pier will be working to finalize details of the new services and the potential loading bridge lease.

Review 4. Contract for HR Services

Executive Director La Pier shared a draft of a human resources services contract and asked for input from the Directors. He will address Director requests when negotiating with BBSI. A revised BBSI contract will be presented to Finance Committee at the August meeting.

Review 5. Resolution No. 1827, A Resolution Approving the FY 2022 – FY 2028 Airport Capital Improvement Plan (ACIP); Approve Submittal to the FAA; Authorize the Executive Director to Execute All Supporting Documents

Executive Director La Pier presented Resolution No. 1827 stating that it will be presented at the next Board of Directors meeting and is requesting approval of the FY 2022 – FY 2028 Airport Capital Improvement Plan (ACIP) that will be presented to the FAA. Directors asked clarifying questions about the projects and descriptions and expressed support for the ACIP.

Review 6. FYTD 2022 Statements

Director Sabo requested clarification about how staff managed expenses that are over budget. Executive Director La Pier explained that the Staff manages the budget as a whole and that individual expense variances should be clearly visible to the Directors so they can ask questions. Staff further explained that only when there are material changes that would affect District's financials would a budget amendment be recommended.

Directors asked additional clarifying questions about specific items outlined in the financial statement commentary and schedules.

Review 7. Variance Analysis - MTD and YTD

No Variance Analysis questions were asked.

Review 8. Accounts Receivable Aged Invoice Report

Directors asked questions about two tenant accounts receivable balances that were resolved and collected.

Review 9. Grant Funds Balance

No questions about ARPA Grant Funds Balance the were asked.

Discuss 10. General Discussion

E. ADJOURNMENT

The meeting adjourned at 10:50 AM

Approved at the
Meeting of July 20, 2022



Carl M. Miller, Chair

ATTEST



Michael La Pier, AAE
District Secretary