

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

June 13, 2018 10:00 AM - Board Room

This meeting will be broadcast remotely via audio conference at the following address: Tahoe Beach and Ski Club at Alpine Lake, 3601 Lake Tahoe Boulevard, South Lake Tahoe, CA 96150.

Director Sabo called in to the meeting at 10:00 am.

(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

Chair Miller called to order the Regular Meeting of the Board of Directors at 10:00 am. Director Cursio was present and Director Sabo was present via audio conference (see note above). Directors Leffel and Nelson arrived at 10:03 am. The following District Officers were present: Executive Director La Pier, District Counsel Huber, Acting District Secretary Porter and Deputy Executive Director Bergholz.

B. PLEDGE OF ALLEGIANCE

Director Leffel led the Pledge of Allegiance.

C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS

1. Conference Report by Board: ACI-NA/AAAE Airport Board and Commissioners Conference

The ACI-NA/AAAE Conference Report was not given by the Board.

Director Leffel noted two upcoming events: Monterey County Business Council's Supervisor Speaker Series Luncheon on June 20th and Monterey Bay Defense Alliance's breakfast on June 29th.

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.)

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|---------|---|
| Approve | 1. Minutes of the Special Committee Meeting of the Budget and Finance Committee of April 25, 2018 |
| Approve | 2. Minutes of the Committee Meeting of the Budget and Finance Committee of May 4, 2018 |
| Approve | 3. Minutes of the Regular Meeting of May 9, 2018 |
| Approve | 4. Minutes of the Special Committee Meeting of the Budget and Finance Committee of May 29, 2018 |

Director Miller noted for minute records that Director Sabo was on present via audio conference, calling in from Tahoe Beach and Ski Club at Alpine Lake, 3601 Lake Tahoe Boulevard, South Lake Tahoe, CA 96150.

Director Nelson moved to approve Consent Agenda Items 1 through 4. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

F. DEFERRED CONSENT AGENDA - ACTION ITEMS

G. REGULAR AGENDA - ACTION ITEMS

Adopt 1. Resolution No. 1709, A Resolution Authorizing and Approving the Rates and Charges at the Monterey Regional Airport for Fiscal Year 2019

Executive Director La Pier introduced Item G.1. Deputy Executive Director Bergholz presented the item, giving an initial overview of all items relating to the Fiscal Year 2019 budget, then detailing the proposed changes to the Rates and Charges outlined in the Resolution. One of the proposed changes was the implementation of a \$0.05 per gallon fuel flowage fee for commercial aviation. Director Nelson asked whether that fee would conflict with any of the Airport's current contracts with the airlines.

Public Comment: Matthew Wright, General Manager, Monterey Fuel Company, stated that most, if not all, airports have fuel flowage fees and he is not aware of any reasons why there would be contractual conflicts.

Deputy Executive Director Bergholz also noted that that the annual taxi operating permit fee has been reduced from \$250.00 to \$100.00. He stated that when surveying the rates and charges at other airports, he discovered that majority of the Airport's rates and charges are "in market" and no other changes were proposed.

Director Leffel moved to adopt Resolution No.1709. Director Cursio seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1709

A RESOLUTION AUTHORIZING AND APPROVING THE ADJUSTMENT OF RATES AND CHARGES AT THE MONTEREY REGIONAL AIRPORT FOR FISCAL YEAR 2019

WHEREAS, periodic adjustment of rates and fees is appropriate in order to achieve the District's goal of recovering the cost of operating and maintaining the Airport from rents, fees and charges paid by tenants and users of Airport facilities in fair proportion to their respective use, and

WHEREAS, the District has set its airside rates in accordance with the airfield residual cost recovery methodology, and

WHEREAS, the District has set its terminal area rental rates in accordance with the terminal compensatory cost recovery methodology,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT, the following rate and fee schedule (SEE ANNEX A) shall be implemented effective July 1, 2019.

1.0 Aviation & Aviation Related Rates and Fees.

1.1 Landing Fees.

1.1.1 Air Carriers. Provided a signed agreement between an air carrier and the District exists and except as exempted from landing fees by the provisions of Section 1.1.5 of this Resolution, there shall be paid to the District a landing fee for all air carrier operations (including unscheduled charter operations) landing at the Airport (SEE ANNEX A). The landing fee is assessed per thousand pounds of certificated gross landing weight. Air carriers operating without a signed agreement will pay a landing fee equal to two (2) times the established rate.

1.1.2 Freight Forwarding/Cargo Carriers. Except as exempted from landing fees by the provisions of Section 1.1.5 of this Resolution, there shall be paid to the District a landing fee for all freight forwarding/cargo carrier operations (including unscheduled charter operations) landing at the Airport (SEE ANNEX A). The landing fee is assessed per thousand pounds of certificated gross landing weight or per landing.

1.1.3 General Aviation Aircraft. Except as exempted from landing fees by the provisions of Sections 1.1.3.1 and 1.1.5 of this Resolution, there shall be paid to the District a landing fee for all general aviation aircraft operations involving aircraft having a certificated gross landing weight of six thousand pounds (6,000 lbs) or greater landing at the Airport (SEE ANNEX A). The landing fee is assessed per thousand pounds of certificated gross landing weight.

1.1.3.1 Based Aircraft Exemption. All general aviation aircraft based at the Monterey Regional Airport shall be exempt from the landing fees set forth in Section 1.1.3 of this Resolution. General aviation aircraft based at the Airport shall be deemed to include general aviation aircraft for which monthly hangar rentals or tie-down fees are being paid to the District or to a fixed base operator holding a valid lease or rental agreement with the District for the conduct of fixed base operations at the Airport. In addition, general aviation aircraft owned or leased by such a fixed base operator shall be deemed to be general aviation aircraft based at the Airport.

1.1.4 Helicopters. Except as exempted from landing fees by the provisions of Sections 1.1.4.1 or 1.1.5 of this Resolution, there shall be paid to the District a landing fee for all helicopter operations landing at the Airport (SEE ANNEX A). The landing fee for helicopters is assessed per landing.

1.1.4.1 Based Helicopter Exemption. All helicopters based at the Monterey Regional Airport shall be exempt from the landing fees set forth in Section 1.1.4 of this Resolution. Helicopters based at the Airport shall be deemed to include helicopters for which monthly hangar rentals or tie-down fees are being paid to the District or to a fixed base operator holding a valid lease or rental agreement with the District for the conduct of fixed base operations at the Airport. In addition, helicopters owned or leased by such a fixed base operator shall be deemed to be helicopters based at the Airport.

1.1.5 General Exemptions. Aircraft landing at the Airport due to mechanical failure or other in-flight emergency shall be exempt from the landing fees set forth in this Resolution. Military aircraft or aircraft operated by the state or federal government shall be exempt from the landing fees set forth in this Resolution. Medical emergency/medical evacuation aircraft shall be exempt from the landing fees set forth in this Resolution.

1.2 Remain-Over-Night (RON) Fee.

1.2.1 Air Carriers. Provided a signed agreement between an air carrier and the District exists, there shall be paid to the District a RON fee for all air carrier aircraft (including unscheduled

charter aircraft) that remain over night at the Airport (SEE ANNEX A). The RON fee is assessed per thousand pounds of certificated gross landing weight.

1.2.2 Freight Forwarding / Cargo Carriers. There shall be paid to the District a RON fee for all freight forwarding/cargo carrier aircraft (including unscheduled charter aircraft) that remain overnight at the Airport (SEE ANNEX A). The RON fee is assessed per thousand pounds of certificated gross landing weight.

1.3 Apron Fee.

1.3.1 Air Carriers. Provided a signed agreement between an air carrier and the District exists, there shall be paid to the District an apron fee for all air carrier aircraft (including unscheduled charter aircraft) that park on the terminal ramp at the Airport (SEE ANNEX A). The apron fee is assessed per thousand pounds of certificated gross landing weight. Air carriers operating without a signed agreement will pay a landing fee equal to two (2) times the established rate.

1.3.2 Freight Forwarding / Cargo Carriers. There shall be paid to the District an apron fee for all freight forwarding/cargo carrier aircraft (including unscheduled charter aircraft) that park on the terminal ramp at the Airport (SEE ANNEX A). The apron fee is assessed per thousand pounds of certificated gross landing weight.

1.4 Gate Fee. Provided a signed agreement between an air carrier and the District exists, there shall be paid to the District a gate fee for non-scheduled (including charter) air carrier aircraft that use the Airport terminal facilities (SEE ANNEX A). The gate fee is assessed per thousand pounds of certificated gross landing weight. Air carriers operating without a signed agreement will pay a landing fee equal to two (2) times the established rate.

1.5 Security Fee. There shall be paid to the District a security fee for all air carrier aircraft (including unscheduled charter aircraft) that use the Airport terminal facilities (SEE ANNEX A). The security fee is assessed per enplaned passenger.

1.6 Hangar Rentals. There shall be paid to the District rents for District owned and maintained aircraft hangars (SEE ANNEX A). The hangar rent is assessed by type and location of hangar, except as may otherwise be provided in a contractual agreement between the District (lessor) and a lessee.

1.7 Aircraft Tie-downs. There shall be paid to the District rents for District owned and maintained aircraft tie-down spaces (SEE ANNEX A). The tie-down rent is assessed by aircraft type and location of tie-down, except as may otherwise be provided in a contractual agreement between the District (lessor) and a lessee.

1.8 Fuel Dispensing / Fuel Flowage Fees. There shall be paid to the District a fuel dispensing or fuel flowage fee for each gallon of fuel dispensed at the Airport (SEE ANNEX A). The fuel dispensing or flowage fee is assessed by number of gallons dispensed and by type of fuel.

2.0 Terminal Area Rents.

2.1 Terminal Building and Adjacent Area Rentals. There shall be paid to the District rents for space in and around the Airport terminal (SEE ANNEX A). These rents are paid by square foot (sq. ft.) or space basis (per month) except as may otherwise be provided in a contractual agreement between the District (lessor) and a lessee.

2.2 Concessionaires. There shall be paid to the District fees for the use of space and the conduct of business in and around the Airport terminal. These fees may be assessed by square foot (sq. ft.) or space basis (per month), or may be assessed as a percentage of gross receipts, or a combination provided in a contractual agreement between the District (lessor) and a lessee or concessionaire.

3.0 **Non-Aviation Rents.** There shall be paid to the District rents for non-aviation space and facilities on the Airport (SEE ANNEX A). These rents are assessed on a square foot (sq. ft.) or space basis (per month) except as may otherwise be provided in a contractual agreement between the District (lessor) and a lessee.

4.0 **Future Rate Adjustments.** The District may implement changes in rates and charges from time-to-time through the adoption of future rates and charges resolutions. During the period following the adoption of this Resolution and until the effective date of a subsequent rates and charges resolution, District leases and rental agreements may provide for adjustments to rates and charges based on changes in consumer price or other indices.

5.0 **Severability.** If any provision, clause, sentence or paragraph of this Resolution or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision or application and to this end, the provisions of this Resolution are declared severable.

6.0 **Effective Date.** This Resolution shall take effect on July 1, 2018.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: this 13th day of June 2018, by the following roll call vote:

AYES:	DIRECTORS:	Cursio, Leffel, Nelson, Sabo, Chair Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Adopt 2. Resolution No. 1710, A Resolution Authorizing and Approving the Fiscal Year 2019 Salary Schedule Listing Salary Ranges for the Monterey Peninsula Airport District

Deputy Executive Director Bergholz presented Item G.2. He gave the Board a brief history of the change that was made in October 2017 to shift from a salary step schedule to salary ranges. He noted the following changes to the proposed Fiscal Year 2019 salary schedule: addition of Operations Supervisor classification, change job title of Planning Manager to Project Manager, addition of Deputy Director of Strategy and Development classification, elimination of Senior Manager for Development and Environment, update salary range of Maintenance Worker and Maintenance Lead Worker classification, reclassification of Planning and Development Office Technician to Executive Assistant, and a 1% increase was applied to all salary ranges per Administrative Assistants and Peace Officers' MOUs.

Director Nelson moved to adopt Resolution No. 1710. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1710

**A RESOLUTION AUTHORIZING AND APPROVING
THE FISCAL YEAR 2019 SALARY SCHEDULE LISTING SALARY RANGES
FOR THE MONTEREY PENINSULA AIRPORT DISTRICT**

WHEREAS, the Monterey Peninsula Airport District has completed contract negotiations with Administrative Assistants and Peace Officer's Associations; and

WHEREAS, the Monterey Peninsula Airport District has witnessed the departure of several staff members during the two first quarters of 2018; and

WHEREAS, the Monterey Peninsula Airport District completed a reclassification study of the Office Technician – Planning and Development position; and

WHEREAS, the Monterey Peninsula Airport District completed a salary survey of the Maintenance Lead Worker and Maintenance Worker positions; and

WHEREAS, the Executive Director has determined that to better reflect the current duties of Senior Manager for Development and Environmental and provide broader management growth opportunities for this position, the creation of Deputy Director of Strategy and Development position and the elimination of the Senior Manager for Development and Environmental position is required,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: That the compensation of all employees of the Monterey Peninsula Airport District as set forth and prescribed in the 2019 Salary Schedule, Listing Salary Ranges is hereby approved and adopted. A copy of said schedule is attached hereto and made a part of 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 Schedule in accordance with and designated "Monterey Peninsula Airport District Fiscal Year 2018 Salary Schedule" listing salary ranges and pay steps.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 13th day of June 2018 by the following roll call vote:

AYES:	DIRECTORS:	Cursio, Leffel, Nelson, Sabo, Chair Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Adopt 3. Resolution No. 1711, A Resolution Authorizing and Approving the Operating Budget and Capital Budget of the Monterey Peninsula Airport District for Fiscal Year 2019

Deputy Executive Director Bergholz presented Item G.3, presenting both Operating and Capital Fiscal Year 2019 budgets. He stated that current commercial airline schedules were used to calculate budget predictions, not projecting any new flights being added. A few things that were noted as being included in the Fiscal Year 2019 Operating Budget are salary increases, PERS increases, projected rental incomes, and utilities. The Fiscal Year 2019 Capital Budget was then presented.

Director Sabo stated that he would be voting no on the adoption of this resolution because he has a problem with some of the wording in relation to the Capital Budget. He believes there should be more clarification on the expenditure authorization of the Executive Director, indicating that all capital expenditures need be brought back to the Board for prior approval.

Director Nelson moved to adopt Resolution No. 1711. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 4-1.

RESOLUTION NO. 1711

A RESOLUTION AUTHORIZING AND APPROVING THE OPERATING BUDGET AND CAPITAL BUDGET OF THE MONTEREY PENINSULA AIRPORT DISTRICT FOR FISCAL YEAR 2019

WHEREAS, the estimates submitted to the Board of Directors of the Monterey Peninsula Airport District entitled "Monterey Peninsula Airport District, County of Monterey, State of California, Budget - Fiscal Year 2019," and now on file in the offices of the District are hereby approved and adopted as the budget of the District for the Fiscal Year 2019, and

WHEREAS, the revenues of the District for the Fiscal Year 2019 are hereby appropriated as set forth and segregated in the operating budget and the capital budget, and

WHEREAS, all annual salaries, compensations, allowances and operating expenses for the Fiscal Year 2019 as set forth in the operating budget shall be payable in such time, form and manner as is prescribed by the Monterey Peninsula Airport District Act and by Resolution No. 1424, a Resolution Establishing Fiscal Control Policies and Procedures for the Monterey Peninsula Airport District, are hereby approved, and

WHEREAS, all capital expenditures for the Fiscal Year 2019 as set forth in the capital budget shall be payable in such time, form and manner as is prescribed by the Monterey Peninsula Airport District Act and by Resolution No. 1424, a Resolution Establishing Fiscal Control Policies and Procedures for the Monterey Peninsula Airport District, are hereby approved, and

WHEREAS, all debt service expenditures, interest and principal, for the Fiscal Year 2019 are identified and shall be payable in such time, form and manner as prescribed by contract or covenant, are hereby approved, and

WHEREAS, all motions and resolutions and parts of motions and resolutions insofar as they are in conflict with this resolution are hereby repealed,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT, the operating plan and capital plan presented in the budget for Fiscal Year 2019 are hereby established and designated as in the budget and shall take effect on July 1, 2018.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 13th day of June 2018 by the following roll call vote:

AYES:	DIRECTORS:	Cursio, Leffel, Nelson, Chair Miller
NOES:	DIRECTORS:	Sabo
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Adopt 4. Resolution No. 1712, A Resolution Adopting an Updated Personnel Policy Manual, the Administrative and Personnel Policy Book

District Counsel Huber presented Item G.4, stating that the Item was a follow-up to the requested changes to the Administrative and Personnel Policy Book as made by the Board at the regular meeting of May 9, 2018. The proposed changes were to revise and replace Policy #s: 101, 102, 103 and 202. The changes were in regards to the Lexipol Police Policy Manual, identification of the District's legal counsel as an individual for reporting a complaint, and the addition of a reference to the Whistleblower Protection Act.

Director Leffel moved to adopt Resolution No. 1712. Director Cursio seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1712

A RESOLUTION ADOPTING AN UPDATED PERSONNEL POLICY MANUAL, THE ADMINISTRATIVE AND PERSONNEL POLICY BOOK

WHEREAS, the Monterey Peninsula Airport District has witnessed changes in laws, current practices, Memorandum of Understandings (MOUs) of the Administrative Assistants Association and Peace Officers' Association; and

WHEREAS, the Executive Director has determined that creation of a single administrative and personnel policy document necessary to reflect changes; and

WHEREAS, the adoption of the Administrative and Personnel Policy Book serves to provide updated policies and procedures for administering personnel policy matters; and

WHEREAS, the Board previously adopted the Administrative and Personnel Policy Book at the May 9, 2018 meeting; and

WHEREAS, the Board, prior to adoption, requested modifications to the Administrative and Personnel Policy Manual and to have those modifications adopted by the Board; and

WHEREAS, Staff has presented the requested modifications to the Administrative and Personnel Policy Manual to the Board and the Board has reviewed and approved the modifications as presented; now, therefore

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: The adoption of the Administrative and Personnel Policy Book. A copy of the Administrative and Personnel Policy Book is attached hereto and made a part thereof by reference as though the same were set forth in full herein.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 13th day of June 2018, by the following roll call vote:

AYES:	DIRECTORS:	Cursio, Leffel, Nelson, Sabo, Chair Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Adopt 5. Resolution No. 1713, A Resolution Ordering an Election, Requesting the Monterey County Elections Department to Conduct the Election, Requesting Consolidation of the Election and Stating the Determination of the Board of Directors of the Monterey Peninsula Airport District with Respect to Candidates' Statements of Qualifications

District Counsel Huber presented Item G.5. He explained to the Board that the proposed resolution is to order an election, request that the county conducts the election and consolidates the election procedures. He noted that there are three seats open for election, two full four-year positions and one short two-year position. The two-year position is in response to a vacancy, where one Director position was filled by appointment to serve until the next general district election.

Director Leffel moved to adopt Resolution No. 1713. Director Nelson seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1713

A RESOLUTION ORDERING AN ELECTION, REQUESTING THE MONTEREY COUNTY ELECTIONS DEPARTMENT TO CONDUCT THE ELECTION, REQUESTING CONSOLIDATION OF THE ELECTION AND STATING THE DETERMINATION OF THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT WITH RESPECT TO CANDIDATES' STATEMENTS OF QUALIFICATIONS

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the district shall reimburse the county in full for the services performed upon presentation of a bill to the district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district for any office to be filled is to be consolidated with a statewide election, and the office to be filled is to appear on the same ballot as that provided for the statewide election, the district shall, at least 88 days prior to the date of the election, file with the Board of Supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code section 13307, whenever an election called by a district has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the candidate and/or the political subdivision will pay the cost of the statement; and

WHEREAS, Elections Code section 15651 requires the district to determine the means and manner in which a tie vote is to be resolved in the event that two or more persons receive an equal number of votes and the highest number of votes ("tie votes") for an office to be voted upon; and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the resolution calling the election; and

WHEREAS, various city, district, county, state and other political subdivision elections may be or have been called to be held on November 6, 2018; and

WHEREAS, there will be a total of two four-year offices on the Board of Directors of this

District to be filled at said election, said offices now filled by the following Board Members:

Carl Miller four-year term expiring 2018
Matt Nelson four-year term expiring 2018

WHEREAS, there will be a total of one two-year office on the Board of Directors of this District to be filled at said election, said office now filled by the following Board Member:

Gary Cursio to fill the balance of the four-year term expiring 2020

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT the Board of Directors of the Monterey Peninsula Airport District hereby orders that an election be called and consolidated with any and all elections also called to be held on November 6, 2018 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Monterey Peninsula Airport District and requests that the Board of Supervisors of the County of Monterey order such consolidation under Elections Code Sections 10401 and 10403; and

BE IT FURTHER RESOLVED AND ORDERED THAT said governing body requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services; and

BE IT FURTHER RESOLVED AND ORDERED THAT the Monterey County Elections Department conduct the election for the purpose of electing three Members to this Governing Board on the November 6, 2018 ballot:

<u>SEATS OPEN</u>	<u>OFFICE</u>	<u>TERM</u>
Two	Board of Directors	Four Years
One	Board of Directors	Two Years

BE IT FURTHER RESOLVED AND ORDERED THAT pursuant to Elections Code section 13307 the Monterey Peninsula Airport District has resolved that all costs of the Candidate's statement be paid by the candidate and that no candidate may submit a statement of over 200 words; and

BE IT FURTHER RESOLVED AND ORDERED THAT pursuant to Elections Code section 10551, a tie vote shall be resolved by lot.

BE IT FURTHER RESOLVED AND ORDERED THAT tie votes shall be determined by the governing body.

BE IT FURTHER RESOLVED AND ORDERED THAT the District Secretary is authorized and directed to prepare, sign and submit or file any and all maps, forms, notices of election or other documents that may be required in connection with the conduct of this election by the Monterey County Elections Department and the county elections official.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 13th day of June 2018, by the following roll call vote:

AYES: **DIRECTORS:** Cursio, Leffel, Nelson, Sabo, Chair Miller
NOES: **DIRECTORS:** None
ABSTAIN: **DIRECTORS:** None
ABSENT: **DIRECTORS:** None

Adopt 6. Resolution No. 1714, A Resolution Adopting an Amended Purchasing and Purchase Order Policy with an effective date of July 1, 2018

Executive Director La Pier presented Item G.6, stating that updating the Purchasing and Purchase Order Policy was in response to management comments issued by the District's financial auditor, Macias, Gini and O'Connell LLP, about the various financial policies. Director Sabo mentioned that the policy has already been reviewed by the Finance Committee at its meeting on May 4, 2018.

Director Leffel moved to adopt Resolution No. 1714. Director Cursio seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1714

A RESOLUTION ADOPTING AN AMENDED PURCHASING AND PURCHASE ORDER POLICY

WHEREAS, the Monterey Peninsula Airport District adopted a Purchasing and Purchase Order Policy dated December 1, 2005; and

WHEREAS, District auditors Macias Gini and O'Connell reviewed the Purchasing and Purchase Order Policy dated December 1, 2005 and provided comments and recommended updates to meet policy standards implemented by other airport districts; and

WHEREAS, such Purchasing and Purchase Order Policy is amended to meet District organizational, airport operations and Federal Aviation Administration grant policy changes; and

WHEREAS, the revised purchasing and purchase order policy has been presented to the Finance Committee for review.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: Adopts the amended Purchasing and Purchase Order Policy and authorizes the Executive Director to implement said policy.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 13th day of June 2018, by the following roll call vote:

AYES:	DIRECTORS:	Cursio, Leffel, Nelson, Sabo, Chair Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

Adopt 7. Resolution No. 1715, A Resolution Ratifying the Emergency Authorization and Allowing Expenditure of Funds for Emergency Repairs to 2005 Rosen Bauer Panther 4x4 Aircraft Rescue Firefighting Vehicle

Deputy Executive Director Bergholz presented Item G.7, explaining the need for the emergency expenditure and noting the nature of the repairs needed for the ARFF vehicle. The recommendation was made for staff to periodically inspect the vehicle to ensure that it is being properly maintained.

Director Nelson moved to adopt Resolution No. 1715. Director Leffel seconded the motion. The motion passed unanimously by a roll call vote of 5-0.

RESOLUTION NO. 1715

A RESOLUTION RATIFYING THE EMERGENCY AUTHORIZATION AND ALLOWING EXPENDITURE OF FUNDS FOR EMERGENCY REPAIRS TO 2005 ROSEN BAUER PANTHER 4x4 AIRCRAFT RESCUE FIREFIGHTING VEHICLE

WHEREAS, the Monterey Peninsula Airport District is certificated by the Federal Aviation Administration under FAR Part 139 as a commercial service airport; and

WHEREAS, FAR Part 139 requires the Airport District to maintain Aircraft Rescue and Firefighting Services during all commercial airline operations, and

WHEREAS, the Airport District contracts for Aircraft Rescue and Firefighting services through the City of Monterey, and

WHEREAS, the Airport District owns one Aircraft Rescue and Firefighting vehicle used by the City of Monterey, and

WHEREAS, the Aircraft Rescue and Firefighting vehicle was taken out of service and required extensive immediate repairs estimated at over \$30,000.00, and

WHEREAS, the Executive Director determined the vehicle repairs to be an emergency necessitating immediate authorization in order to return the vehicle to service as soon as practical in order to maintain the airports Part 139 certification, and

WHEREAS, the emergency authorization requires the approval of the Board of Directors of the Monterey Peninsula Airport District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: The Board of Directors of the Monterey Peninsula Airport District does hereby ratify, authorize and approve the expenditure estimated between \$90,000 and \$100,000 for the repairs of the Aircraft Rescue and Firefighting vehicle.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT: This 13th day of June 2018 by the following roll call vote:

AYES:	DIRECTORS:	Cursio, Leffel, Nelson, Sabo, Chair Miller
NOES:	DIRECTORS:	None
ABSTAIN:	DIRECTORS:	None
ABSENT:	DIRECTORS:	None

A break was taken from 12:37 pm until 12:45 pm. After returning from break, they skipped ahead to Closed Session. Department Reports and Committee Reports were discussed after reconvening to Open Session and action was reported out.

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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| <p>a. <u>Standing Committees:</u></p> <p>i. Budget and Finance</p> <p>ii. Air Service, Marketing, Community Relations</p> <p>iii. Airport Property Development and Leases</p> | <p>Directors Leffel & Sabo</p> <p>Directors Cursio & Nelson</p> <p>Directors Miller & Nelson</p> | | | | | | | | |
| <p>b. <u>Ad-Hoc Committees:</u></p> <p>i. Local Jurisdiction Liaison</p> | <p>Directors Leffel & Miller</p> | | | | | | | | |
| <p>c. <u>Liaison/Representatives:</u></p> <p>i. Local Agency Formation Commission</p> <p>ii. Regional Taxi Authority</p> <p>iii. Transportation Agency for Monterey County</p> <p>iv. Special Districts Association Liaison</p> | <table border="0"> <tr> <td>Director Leffel</td> <td>Alt: Sabo</td> </tr> <tr> <td>Director Leffel</td> <td>Alt: La Pier</td> </tr> <tr> <td>Director Sabo</td> <td>Alt: Nelson</td> </tr> <tr> <td>Director Miller</td> <td>Alt: Sabo</td> </tr> </table> | Director Leffel | Alt: Sabo | Director Leffel | Alt: La Pier | Director Sabo | Alt: Nelson | Director Miller | Alt: Sabo |
| Director Leffel | Alt: Sabo | | | | | | | | |
| Director Leffel | Alt: La Pier | | | | | | | | |
| Director Sabo | Alt: Nelson | | | | | | | | |
| Director Miller | Alt: Sabo | | | | | | | | |

J. CLOSED SESSION

1. **REAL PROPERTY NEGOTIATIONS** (Government Code Section 54956.8) The Board will meet with Real Property Negotiators, Executive Director and District Counsel, regarding the properties identified as 2801 Monterey-Salinas Highway, Monterey, CA 93940.
2. **LABOR NEGOTIATIONS** (Government Code section 54957(b)) The Board will meet with the Executive Director and District Counsel to consider the evaluation of performance related to the following position: Executive Director.
3. **ANTICIPATED LITIGATION** (Government Code section 54956.9(d)(2)) The Board will meet with the Executive Director and District Counsel regarding anticipated litigation – one case.

K. RECONVENE TO OPEN SESSION

Director Sabo ended his audio conference at 3:25 pm, after the Board reconvened to Open Session.

- Approve 1. Employment Agreement Between the Monterey Peninsula Airport District and Michael La Pier

Chair Miller reported that the Board came to an agreement regarding the employment contract for Executive Director Michael La Pier.

Director Leffel moved to approve the employment agreement. Director Nelson seconded the motion. The motion passed unanimously by a roll call vote of 4-0. Director Sabo was absent.

Department Reports and Committee Reports were then discussed.

L. PENDING REQUESTS FOR FUTURE AGENDA ITEMS

- *Fort Ord Reuse Authority Presentation on the Eastside Parkway Project (tabled until completion of EIR)*
- *Presentation on Cost and Parameters of AMBAG Ex Officio Membership*
- *Formalization of Actions Relative to the Name of the District*

Director Cursio left the meeting at 3:41 pm.

M. DISCUSSION OF FUTURE AGENDAS

- *Presentation regarding California American Water Desalination Plant*

N. ADJOURNMENT

The meeting adjourned at 3:49 pm.

Minutes Approved at the
Meeting of July 11, 2018



William Sabo, Vice Chair

ATTEST



Michael La Pier, AAE
District Secretary