

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

**September 9, 2015 10:00 AM**

**Board Room, 2<sup>nd</sup> Floor of the Airport Terminal Building  
200 Fred Kane Dr. Suite #200  
Monterey Regional Airport**

(Unless you are a public safety official, please turn off your cell phone or place it on vibrate mode during the meeting. Thank you for your compliance.)

**A. CALL TO ORDER/ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

**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**

(10:10AM – 10:15AM 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 August 12, 2015](#)

**F. DEFERRED CONSENT AGENDA - ACTION ITEMS**

**G. ACCEPTANCE OF DEPARTMENT REPORTS**

(10:15AM – 10:30AM Estimated)

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

**H. REGULAR AGENDA – ACTION ITEMS**

(10:30AM-11:00AM Estimated)

- Presentation 1. Monthly Update on the Runway Safety Area (RSA) Project by Kimley-Horn and Associates
- Approve 2. [Agreement with Uber, a Transportation Network Company, to Provide Service to the Monterey Regional Airport](#)
- Adopt 3. [Resolution No.1652 adopting revised Rules and Regulations for Commercial Ground Transportation](#)
- Approve 4. Adjournment of the Wednesday, November 11, 2015 (Veterans Day Holiday) Board Meeting to Thursday, November 12, 2015.

**I. BOARD COMMITTEE REPORTS**

(11:00AM –11:30AM 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. Community Affairs Directors Sabo & Leffel
  - ii. Airport Property Development & Leases Directors Nelson & Miller
  - iii. Noise Mitigation Directors Sabo & Nelson
- c. Liaison/Representatives:
  - i. Local Agency Formation Commission Director Leffel Alt: Searle
  - ii. Regional Taxi Authority Director Leffel Alt: La Pier
  - iii. Transportation Agency for Monterey County Director Sabo Alt: Nelson
  - iv. Water Management District (Policy Advisory) Director Leffel Alt: Searle
  - v. Special Districts Association Liaison Director Miller

**J. CLOSED SESSION**

(11:30AM –12:00PM Estimated)

- 1. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** (Government Code Section 54957). Regarding the following position: Police Officer
- 2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Government Code Section 54957 (b)) the Board will meet with the Executive Director and District Counsel to consider the evaluation of performance of a public employee related to the following position: Police Chief
- 3. **REAL PROPERTY NEGOTIATIONS** (Government Code Section 54956.8) the Board will meet with Real Property Negotiators, Executive Director and District Counsel, regarding the property identified as portions of Assessor’s Parcel Number 013-221-020-000 consisting of approximately 1.2 acres.

**K. RECONVENE TO OPEN SESSION**

Adopt 1. Resolution No. 1650 Approving the Disability Retirement of a Police Officer

**L. PENDING REQUESTS FOR FUTURE AGENDA ITEMS**

- *Presentation about developing a "Dig Once" policy.*

**M. DISCUSSION OF FUTURE AGENDAS**

(Any Board member may request the Board of Directors to instruct staff to report back to the Board at a future meeting concerning any matter or place a matter of business on a future agenda. Approval of such requests will be made by motion.)

**N. ADJOURNMENT**

**AGENDA DEADLINE**

All items submitted by the public for possible inclusion on the Board Agenda or in the Board packet must be received by 5:00 P.M. on the Friday before the first Wednesday of the month. This agenda is subject to revision and may be amended prior to the scheduled meeting. A final Agenda will be posted outside the District Offices in the Terminal Building at the Monterey Regional Airport 72 hours prior to the meeting.

Upon request and where feasible, the Monterey Peninsula Airport District will provide written agenda materials in appropriate alternate formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. In order to allow the District time within which to make appropriate arrangements, please submit a written request containing a brief description of the materials requested and preferred alternative format or auxiliary aid or service desired as far as possible in advance of the meeting. Requests should be sent to the District Secretary at 200 Fred Kane Drive, Suite 200, Monterey, California 93940.

**MINUTES OF THE REGULAR MEETING OF THE MONTEREY PENINSULA AIRPORT DISTRICT BOARD OF DIRECTORS**  
**August 12, 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 Miller, Searle, Nelson and Leffel were present. The following District officers were present: Board Secretary Posey, Auditor Merritt, Executive Director La Pier and District Counsel Huber.*

**B. PLEDGE OF ALLEGIANCE**

*Director Miller led the Pledge of Allegiance.*

**C. COMMUNICATIONS/ANNOUNCEMENTS/INFORMATIONAL ITEMS**

1. Oath of Office  
Michael La Pier, Executive Director

*Tonja Posey, Human Resources/Risk Manager & Board Secretary, administered the Oath of Office for Michael La Pier, Executive Director.*

2. Introduction of New Employee

<u>Name</u>	<u>Department</u>	<u>Position</u>
Uriah Allen	Public Safety	Police Officer

*Michael La Pier, Executive Director, and Jeff Hoyne, Police Chief, introduced Uriah Allen.*

3. Semi-Annual Employee Recognition FY 2015 (January 1 – June 30, 2015)

<u>Name</u>	<u>Department</u>	<u>Position</u>
Allan Hipolito	Maintenance	Maintenance Worker

*Michael La Pier, Executive Director, and Mark Bautista, Deputy General Manager, Planning & Development, presented Allan Hipolito for the Semi-Annual Employee Recognition FY 2015 (January 1 – June 30, 2015) award.*

4. California's Healthy Workplaces, Healthy Families Act of 2014 (AB 1522, as amended July 13, 2015, AB 304) Sick Leave Policy for Regular Part-time Employees

*Michael La Pier, Executive Director, presented Item C.4. to the Board.*

*Chair Sabo announced that he attended a meeting of the Monterey Property Owners Association. The topic discussed was the Base Realignment & Closure Act. He indicated that the military in our area make up for about 20 – 25% of MRY's arrivals and departures. Chair Sabo stated the good news is that it appears the local military facilities will not be included in the next round of closures.*

**D. PUBLIC COMMENTS**

*Howard Fosler, Airport Liaison Chair of the New Monterey Neighborhood Association, indicated that he was here in November and raised concern about the noise related complaints he was receiving. He said the Board mentioned at that meeting that a committee would be organized which would include staff members, the FAA, and interested members of the public. Mr. Fosler said after roughly three months, and not hearing anything from the Airport staff, he contacted Sam Farr’s office who referred him to Mr. Garcia, FAA Representative, who was willing to meet with the Airport and the Neighborhood Association. He then asked Tom Greer, General Manager, to set-up a meeting. Now, nine months later, the meeting hasn’t happened and Mr. Greer is retired.*

*Mr. Fosler complimented Michael La Pier, the new Executive Director, and thanked him for his quick response to the New Monterey Neighborhood Association and asked the Board to direct Michael La Pier to look into the issues and figure out how to mitigate the unnecessary airport operations noise.*

**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 July 8, 2015

*Director Nelson moved to approve Item E.1. Director Leffel 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

*Bob Hamilton, Kimley Horn & Associates, and Chris Morello, Planning Manager, presented Item G.1 to the board.*

Adopt                      2. Resolution No. 1648, A Resolution Amending Resolution No. 1623, A Resolution Authorizing and Approving the Operating Budget and Capital Budget of the Monterey Peninsula Airport District for Fiscal Year 2015

*Director Leffel moved to adopt Resolution No.1648. Director Miller seconded the motion. The motion passed by a roll call vote 5-0.*

**RESOLUTION NO. 1648**

**A RESOLUTION AMENDING RESOLUTION NO. 1623  
AUTHORIZING AND APPROVING THE OPERATING AND CAPITAL BUDGETS OF THE  
MONTEREY PENINSULA AIRPORT DISTRICT FOR FISCAL YEAR 2015**

**WHEREAS**, all capital expenditures for the Fiscal Year 2015 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, were approved by Resolution No. 1623, 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**, that capital expenditures in the “Capital Budget – FY15” are increased by \$86,000, to a total amount of \$158,000 effective June 30, 2015.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 12th day of August, 2015 by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	None	Leffel, Nelson, Miller, Searle, Sabo
<b>NOES:</b>	<b>DIRECTORS:</b>	None	
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	None	
<b>ABSENT:</b>	<b>DIRECTORS:</b>	None	

Adopt 3. Resolution No. 1649, Authorizing a Professional Services Agreement with Coffman Associates to Prepare Environmental Documentation for the Infields Rehabilitation Project at Monterey Regional Airport

*Chair Sabo moved to amend the agreement by adding language that would require Coffman Associates to notify the District when Coffman Associates hires a sub-contractor.*

*Director Miller moved to adopt Resolution No.1649 as amended. Director Nelson seconded the motion. The motion passed by a roll call vote 5-0.*

**RESOLUTION NO. 1649**

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES  
AGREEMENT WITH COFFMAN ASSOCIATES FOR PREPARATION OF ENVIRONMENTAL  
DOCUMENTATION FOR THE RUNWAY 10R/28L INFIELDS REHABILITATION PROJECT  
AT MONTEREY REGIONAL AIRPORT**

**WHEREAS**, the Board of Directors of the Monterey Peninsula Airport District (MPAD) adopted the FY 2016 Airport Capital Improvement Plan (ACIP) on December 10th 2014, including the Infield Rehabilitation Project; and

**WHEREAS**, representatives of the Federal Aviation Administration (FAA) have indicated a willingness to fund an environmental assessment for the Infield Rehabilitation Project; and

**WHEREAS**, a grant application has been submitted to the FAA using Airport Improvement Program (AIP) FAA-FY2015 Entitlement funds to prepare the environmental documentation; and

**WHEREAS**, to that end MPAD Staff has negotiated a professional services agreement with Coffman Associates to prepare the environmental documentation for the Runway 10R/28L Infield Rehabilitation Project, in an amount not to exceed \$335,240.00; and

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** That MPAD contract with the firm of Coffman Associates to prepare the environmental documentation for the Runway 10R/28L Infields Safety Project for the Monterey Regional Airport, and authorizing the Executive Director, or his designee, to execute said contract.

**BE IT FURTHER RESOLVED THAT** execution of said contract is conditioned upon receipt of a grant from the FAA in compliance with the scope of work and cost estimate provided to the FAA.  
**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 12th day of August 2015, by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>	Leffel, Nelson, Miller, Searle, Sabo
<b>NOES:</b>	<b>DIRECTORS:</b>	
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>	
<b>ABSENT:</b>	<b>DIRECTORS:</b>	

Approve            4. Response to the Grand Jury Report

*Scott Huber, District Counsel, asked the board to discuss the highlighted areas; response numbers 10 & 11, page 6. The board agreed that both items have been implemented and therefore should read "Has Been Implemented".*

*Director Miller moved to approve Item G.4. Director Leffel seconded the motion. The motion passed unanimously.*

Action            5. Confirmation/Reconsideration of Open Entry Taxi Management System with Curbside Management and Automated Vehicle Identification Technology

*Michael La Pier, Executive Director, indicated that Item G.5 was mistakenly placed on the agenda. He stated that staff will continue to monitor and amend the budget as necessary.*

Approve            6. Board Member attendance at the ACI-NA Annual Conference & Exhibition October 4-7, 2015 Long Beach, CA

*Directors Miller, Leffel, Nelson and Chair Sabo expressed interest in attending the conference.*

*Director Miller moved to approve Item G.6. Chair Sabo seconded the motion. The motion passed unanimously.*

**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)*

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

c. Liaison/Representatives:

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

**J. CLOSED SESSION**

1. **REAL PROPERTY NEGOTIATIONS** (Government Code Section 54956.8) the Board will meet with Real Property Negotiators, Executive Director and District Counsel, regarding the property identified as a portion of 200 Fred Kane Drive, Monterey, CA 93940

**K. RECONVENE TO OPEN SESSION**

*Chair Sabo announced that no action was taken in closed session.*

**L. PENDING REQUESTS FOR FUTURE AGENDA ITEMS**

- *Soundproofing the Board Room / Better quality speaker(s)*

**M. DISCUSSION OF FUTURE AGENDAS**

- *Presentation about developing a "Dig Once" policy.*

**N. ADJOURNMENT**

*The meeting adjourned at 3:40.*



**AGENDA ITEM: G**  
**DATE: September 9, 2015**

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

**DEPARTMENT REPORTS**

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

**Ken Griggs, Operations Manager**  
Operations Report

**Jeff Hoyne, Police Chief**  
Police Activity Report for August 2015

**Monterey Fire Department**  
August 2015 Monthly Report

**Jerry Merritt, District Auditor/Controller**  
Financial Summary for July & Fiscal Year 2016

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

**AGENDA ITEM: G**  
**DATE:** September 9, 2015

**TO:** Mike La Pier, Executive Director  
**FROM:** Jennifer Hickerson, Marketing & Public Relations Coordinator  
**DATE:** August 27, 2015  
**SUBJ:** Air Service Development Report

The Air Carrier Service/Marketing/Community Relations Committee met on August 6<sup>th</sup> and August 26<sup>th</sup>.

### **Marketing, Advertising & Promotions**

#### **Advertising:**

- Billboard: On Hwy 101, 2 miles north of Prunedale.
- Television: We are running ads on Giants Baseball and KSBW News.
- New Commercial: Chris produced a new commercial promoting the new Alaska Airlines flight to LAX.
- Alaska – LAX Service: Republic Parking designed and created post cards to assist us in promoting the new Alaska Airlines LAX flight. They are handing them out to customers who come to the manned booth to pay.

#### **Air Carrier Update:**

- AS – One 76-seat Q400 turboprop daily to SAN.
- G4 (Allegiant) – LAS service continues Thursdays and Sundays.
- AA – LAX service continues two times a day through September 8<sup>th</sup>. The final MRY-LAX flight will be the 6pm departure on the 8<sup>th</sup>. Note that Alaska will begin American codeshare service to LAX on November 5<sup>th</sup>, giving American passengers a new option for flights to and connections through LAX.
- US/AA – PHX service continues three times a day with the exception of Saturdays and some Tuesdays, when the mid-afternoon departure and evening arrival will not operate. The midday flight continues as CRJ-900 service. The midday flight is now being operated under an American flight number. Between now and mid-October, the rest of the US Airways flights will also transition to American flight numbers, and at that time US Airways will cease to exist.
- UA SFO – SFO service continues at three times a day then returns to two times a day on August 18<sup>th</sup>.

### **Air Service Development:**

The Alaska Airlines visit is set for October 8-11. The hospitality community has been very generous and we have secured their hotel rooms, meals, attractions and transportation. The itinerary will be completed in the next few weeks.

### **Public Relations:**

- Social Media/Facebook: “Total Likes” continue to grow – **13,212** as of August 27, 2015.
- 75<sup>th</sup> Anniversary: 2016 is the 75<sup>th</sup> Anniversary of Monterey Peninsula Airport District. Staff is working with the Air Service and Marketing Committee to come up with a plan for promoting and celebrating our 75<sup>th</sup> Anniversary.
- Event Partnerships: We met with Bruce Adams from the California Salinas Airshow and came up with a trip giveaway promotion. Alaska Airlines has donated tickets and we will give away at least one trip during the Airshow weekend.
- Santa Cruz Warriors: We are working with the Santa Cruz Warriors to come up with a promotion to give away a trip during their season.

### **Customer Service:**

- Customer Comment Cards: [see August responses attached.](#)

**Next Committee Meeting:** TBD

Date	Time	Pax Was	Airline	Flt #	Tone	Comments	Name	Address City & State
7/30	1325	A	UE		N	Arrived from Los Angeles baggage claim took long. Over 30 minutes	B	
7/30	845	D	AL		P	Arrived early to get assigned seating. Everyone was so helpful.	M.O.	Monterey
8/1	700	D	AA	2437	N	More air conditioning needed	A.A.	
8/1	630	D	AA	2437	N	Too hot in the terminal	S.A.	
8/1	1000	D			N	Waiting area needs air flow. It is too hot for customers.	M.B.	Monterey
8/8	1200		UE	5487	P	Your booking person did an absolutely great job under hectic situation. Best I've seen.	G.S.	Monterey
8/13	630	D	AA		P	I love this airport - eat to get to - never crowded - overall great!	S.P.	Aptos
8/14	1810	D	US		N	The bar should not close at 6 p.m. It should be open when airport is open.		Salinas
8/15	1815	D			N	Worst TSA security I've ever experienced. Train these people.		
8/15	1230	D	AE	5677	C	Post hours of the snack bar prominently, tell us before we go through security. Should stay open for delay	L.H.	Columbia, MO
8/15	915	D	AL	541	P	David Wolfe was excellent. Great customer service.	V.W.	Marina, CA
8/17	448	A	UE		N	Got up in middle of the night to sit for 4 hours. I'll never fly you again.	P.R.	Arlington, TX
8/18	1735	D	UE		N	Flight from MRY to LAX delayed 4 times no one came out and told us anything. No info??	K.M.	
8/22	2340	A	UE	2054	N	My lost luggage was supposed to arrive on this flight and it was cancelled. Left without tent and supplies.	R.V.	Toronto, ON
8/23	430	D	AA	2861	N	Flight was cancelled for no obvious reason and hot as hell in here. You need A/C.	S.S.	Dallas, TX

**TO:** Michael La Pier, Executive Director  
**FROM:** Operations Manager Griggs  
**DATE:** August 31, 2015  
**SUBJ:** Operations Report

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

1. Oversaw the annual McCall's Motorworks special event at the Monterey Jet Center in conjunction with Airport Police, Monterey Fire Department and Monterey Jet Center personnel. This year, a unified Incident Command System was established to better prepare for emergency situations. All security and operational logistics did go as planned and the event was deemed a success.
2. The Concours d'Elegance car week saw another round of the high General Aviation visitors come to MRY. The FAA Air Traffic Control Tower and both FBO's were very busy. Last year both FBO's were nearly over capacitated with aircraft ingress and egress issues on taxiway Echo. In anticipation of similar circumstances, FAA Air Traffic Control, both FBO's and MPAD Operations developed a capacity management and awareness plan to request regional airports and FBO's to provide advance notifications to their based tenants to reduce bottleneck conditions. Last year, unannounced guests from local airports would fly in without notice. This plan proved very effective this year which ensured that exemplary customer service could continue to be offered.
3. Provided assistance to consultants and contractors for the first night of the RSA Phase 5 project, which included the temporary relocation of the Runway 10R threshold.
4. Between Wednesday, August 19<sup>th</sup> and Monday, August 24<sup>th</sup>, the Runway 10R localizer was not available due to the FAA requiring a flight check. Fifty-one flights were cancelled, primarily due to SkyWest flying on behalf of United, American and US Airways not authorized to use the Runway 28L RNAV and GPS approaches. Miscommunication by the FAA for making the flight check a requirement occurred only the day before (August 18<sup>th</sup>). Flight checks were scheduled daily, however weather restrictions cancelled each attempt until the 24<sup>th</sup>.
5. Assisted the British Broadcasting Company (BBC) film aerial footage of a Vulcan Air P68 observer plane taking part of the "Big Blue Live" documentary. The live documentary was held on August 31<sup>st</sup>, September 1<sup>st</sup> and September 2<sup>nd</sup>.
6. Attended the one year anniversary celebration of AeroDynamic Aviation on Saturday, August 29<sup>th</sup>. AeroDynamic Aviation has continued to be a valuable sub-tenant for MPAD, providing flight training opportunities to Monterey Peninsula pilot enthusiasts.
7. Attached is the [Noise Comment Report for August](#).
8. Attached is the [Operating and Expense Report for the Taxi Open-Entry System](#).
9. Attached is the [Commercial Flight Cancellations & Delays Report](#). In the month of August, there were a total of 168 delays and 65 cancellations. 51 flight cancellations were attributed to the unavailability of the Runway 10R localizer between August 19<sup>th</sup> and August 24<sup>th</sup>.

10. Attached is the [Commercial Flight Schedule for September 2015](#).

11. Below is the summary of scheduled airline activity for September 2015:

Alaska Air flown by Horizon

- No changes from August
- Continuing to operate one daily departure to San Diego
- Scheduled to operate a total of 60 flights (Arrivals and Departures)

Allegiant Air

- No changes from August
- Continues service twice a week on Thursdays and Sundays
- Scheduled to operate a total of 16 flights (Arrivals and Departures)

American Eagle flown by SkyWest

- Will discontinue to operate LAX service after the last early morning departure on September 8<sup>th</sup>
- Scheduled to operate a total of 31 flights (15 Arrivals and 16 Departures)

United flown by SkyWest

- No significant changes from August
- Continuing to operate two daily SFO departures.
- Continuing to operate four daily LAX departures, three on Saturdays
- Scheduled to operate a total of 350 flights (Arrivals and Departures)

US Airways flown by SkyWest/Mesa

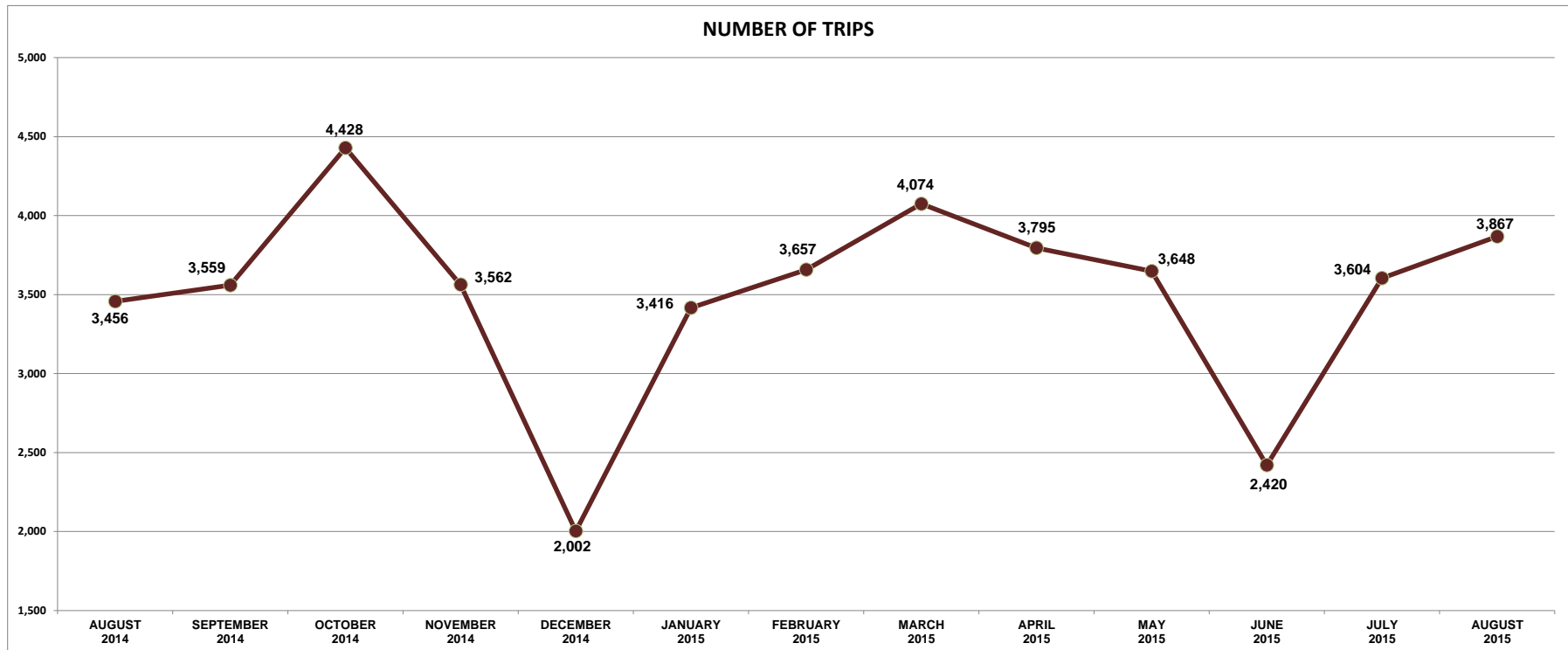
- No significant changes from August
- Continuing to operate three daily departures, except on Saturdays and some Tuesdays
- The CRJ900, flown by Mesa, will continue to operate the midday flight
- Scheduled to operate a total of 166 flights (Arrivals and Departures)

Cumulatively speaking, the airlines have scheduled 217 fewer flights (623 vs. 840) as compared to last August. This is primarily due to American Eagle discontinuing LAX service on September 8th, and the contraction of United Express SFO flights to maximize capacity using Canadair Regional Jets (50 and in some cases 76 seats) in lieu of Embraer 120 (27 seats) turbo-props.

**MRY AIRPORT NOISE COMMENT LOG  
AUGUST 2015**

Name	Location (Address)	Incident Date	Incident Time	Aircraft ID	</> of Flight	Comments	By	Action Taken	Notes	
<b>NOISE CONCERNS FROM AIR OPERATIONS AT MONTEREY AIRPORT</b>										
1	Jennifer Sites	Corral De Tierra	last few months	last few months	jets	landing 28L	Why has flight path changed? Traffic is loud and constant.	NG	Explained the FAA's NextGen Technology changes at MRY.	Also noted that MPAD is working with the FAA to explore alternative procedures.
2	Robert Dvorak	Laguna Seca	8/4/2015	11:29pm	CRJ200	landing 28L	Aircraft landed after 11pm curfew. Airport should honor curfew as other airports do. Why can't late-night approaches from the east fly over Fort Ord?	NG	Explained nature of voluntary curfew and legal ramifications of mandatory curfews. Also explained that aircraft regularly land after 11pm but do not always approach from the east and that approach procedures involve complex FAA planning.	Mr. Dvorak appreciated the information and asked that his concerns be passed to the Board.
3	Stuart Satchel		8/5/2015	2:41am	unknown	unknown	Heard plane warming up at airport. I've been told there are no operations after 10pm. Every year noise gets worse.	NG	Left VM for complainant to ascertain further information.	
4	Barbara Lovero	Pasadera	8/3, 8/4/15	10:32pm, 10:39pm & 10:48pm	jets	landing 28L	I was sleeping and three planes flew over my house and woke me up.	NG	Explained nature of voluntary curfew and use of different approaches based on weather conditions.	Ms. Lovero also asked several questions about Master Plan process and was referred to MPAD Master Plan website.
5	Carol Planchon	York Hills	last few months	last few months	jets	landing 28L	Planes flying loud and low over neighborhood. Very concerned about change to approach path.	NG	Explained the FAA's NextGen Technology changes at MRY.	Ms. Planchon also asked to be referred to the FAA and was given information for the Noise Ombudsman.
6	Lauren Caplan	Pasadera	last few months	always	jets	landing 28L	The new traffic pattern is not safe and uncalled for. Aircraft flying extremely low. Why wasn't I informed?	KG	Explained the NextGen process and that the Airport unknowingly inherited new RNAV approaches currently implemented.	Ms. Caplan does not accept the fact that airports do not have jurisdictional authority for approaches. Re-emphasized MPAD is continuing to work with the FAA.
7	Karen Conger	CONA	8/7/2015	3:45pm	SE	Traffic Pattern	A silver small plane flying over my house. Also, more and more planes flying west-to-east versus north-to-south	KG	Explained MRY's voluntary noise abatement procedures, also air traffic statistics indicate higher activity counts this summer than previous years.	
8	Andre Planchon	York Hills	8/7/2015	7:00pm	Q400	landing 28L	Plane flew low over York Hills. New flight path is an intolerable amount of noise. Can you go back to previous path?	NG	Explained the FAA's NextGen Technology changes at MRY.	Also noted that MPAD is working with the FAA to explore alternative procedures.
9	Karen Conger	CONA	8/10/2015	4:00pm	Small grey aircraft	Traffic Pattern	Two aircraft passing over house multiple times in the last hour. One was flying much lower than the other. Much more aircraft activity over neighborhood recently.	NG	Explained voluntary noise abatement procedures and advised complainant to call back if same aircraft is observed exceeding voluntary touch-and-go restrictions.	
10	Pete DeMaria	North Monterey	8/12/2015	9:15pm	small yellow aircraft	Traffic Pattern	Several acft flying over house between 9-10pm. Yellow acft is particularly loud and frequent.	NG	Advised complainant to continue to provide further information as he observes additional operations.	Ops will reach out to operator if aircraft can be positively identified.
11	Robert Egnew	New Monterey	8/13/2015	starting at 7:30am	Jets	Arrivals to 10R	One plane after another landing from the west. The weather is clear, why can't the tower change directions?	KG	Left voicemail to explain that winds were unfavorable for 28L arrivals until about an hour later.	
12	Carol Planchon	York Hills	last few months	Mornings & Evenings	jets	landing 28L	Planes flying loud and low over neighborhood. Very concerned about change to approach path.	KG	Explained the FAA's NextGen Technology changes at MRY.	Explained the Airport is proactively working with the FAA to potentially modify current NextGen procedures.
13	Scott Sailor	Del Rey Oaks	8/14/2015	3pm	Military Cobra	Inbound from the northwest	Military helicopter flew low over our neighborhood. He needs to abide by the standard patterns.	KG	Tower advised the pilot requested to land on the military ramp, was vectored to stay north of runway 28L.	
14	Linda Cheatham	Carmel Valley/Los Tulares	Recently	n/a	Commercial	east to west	More commercial airplane noise recently. Aircraft seemed to fly higher previously.	NG	Attempted to determine cause of observed change. Explained to complainant that procedures change from time to time.	Complainant may be observing known changes related to 28L RNAV approaches because she lives at the top of the mountain.
15	Robert McCay	Veterans Park	8/20/2015	10:15am	Vulcanair	orbiting	Aircraft has orbited over area more than five times.	NG	ATCT advised aircraft was on a photo mission for the PBS special, "Big Blue Live"	
16	Dan Sites Jennifer Sites	Corral De Tierra	last few months	last few months	jets	landing 28L	Continued concerns about approach bringing aircraft low and loud over house. What needs to be done to change this?	NG	Referred complainant to FAA Noise Ombudsman.	Restated MPAD's continued efforts working with FAA to implement alternative procedures.
17	Barbara Lovero	Pasadera	8/24/2015	3:34pm	unknown	landing 28L	Very noisy plane flew directly over my house and very very low and close to my roof.	NG	Restated Airport District's continued efforts to work with FAA to evaluate alternative approach procedures.	Second complaint of same nature submitted same date at 4:41pm.
18	Barbara Lovero	Pasadera	8/25/2015	6:22pm	unknown	landing 28L	Large plane flew directly over our roof low and loud.	NG	Complainant requested complaints be passed on to "upper authority".	
<b>AIR OPERATIONS ORIGINATING FROM ANOTHER AIRPORT</b>										
1	Mr. Valdez	Santa Cruz	recently	recently	all types	multiple	Increase in aircraft noise in vicinity of complainant's home	NG	Not believed to be acft from MRY. Discussed possible other sources of noise.	Likely observing SFO arrival traffic. Provided SFO noise abatement information.
<b>AIR OPERATIONS OF UNKNOWN ORIGIN</b>										
1	Julie Oak	Soquel Hills	recently	recently	small private	multiple	Increase in private aircraft activity above home.	NG	Discussed airports in vicinity of complainant's home and provided suggestions for airports to contact.	Possibly combination of training flights and increased GA activity at Bay Area airports. Unable to correlate complainant's observations to MRY activity.
<b>MONTHLY TOTALS and COMPARISONS</b>										
		<b>Aug-15</b>	<b>Aug-14</b>	% Change		<b>Other Airport</b>	<b>UNKNOWN ORIGINS</b>			
	Number of Complaints:	20	15	-133%		0	0			
	Number of Operations:	7,670	5,556	38%						
				% Change						
	Annual Total	68	41	66%		0	0			

13-MONTH ROLLING COMPARISON

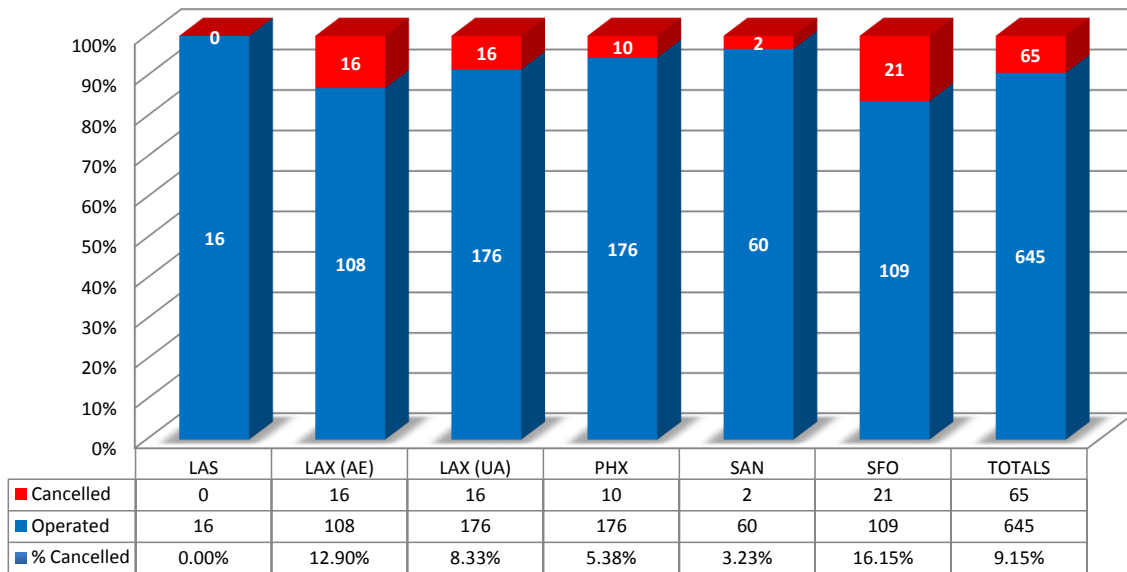


	2014 AUGUST	2014 SEPTEMBER	2014 OCTOBER	2014 NOVEMBER	2014 DECEMBER	2015 JANUARY	2015 FEBRUARY	2015 MARCH	2015 APRIL	2015 MAY	2015 JUNE	2015 JULY	2015 AUGUST
<b>NUMBER OF TRIPS</b>	3,456	3,559	4,428	3,562	2,002	3,416	3,657	4,074	3,795	3,648	2,420	3,604	3,867
<b>NUMBER OF CABS</b>	113	114	117	119	122	123	124	127	128	128	129	101	105
<b>TAXI TRIP FEES</b>	\$ 10,368	\$ 10,677	\$ 13,284	\$ 10,686	\$ 6,006	\$ 10,248	\$ 10,971	\$ 12,222	\$ 11,385	\$ 10,944	\$ 7,260	\$ 10,812	\$ 11,601
<b>TAXI MEDALLION FEES<sup>1</sup></b>	\$ 3,958	\$ 2,458	\$ 3,646	\$ 2,583	\$ 2,833	\$ 2,333	\$ 2,458	\$ 2,743	\$ 2,271	\$ 2,208	\$ 2,271	\$ 2,104	\$ 3,104
<b>TAXI - TOTAL REVENUE</b>	\$ 14,326	\$ 13,135	\$ 16,930	\$ 13,269	\$ 8,839	\$ 12,581	\$ 13,429	\$ 14,965	\$ 13,656	\$ 13,152	\$ 9,531	\$ 12,916	\$ 14,705
<b>CURB MGMT CONTRACT</b>	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897	\$ 10,897
<b>EQUIPMENT DEPRECIATION</b>	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SOFTWARE LICENSE / HOSTING</b>	\$ 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
<b>EXPENDABLE SUPPLIES</b>	\$ 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
<b>TAXI - TOTAL EXPENSE</b>	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 14,672	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072	\$ 13,072
<b>OPERATING INCOME / (LOSS)</b>	\$ (346)	\$ (1,537)	\$ 2,258	\$ (1,403)	\$ (5,833)	\$ (2,091)	\$ (1,243)	\$ 293	\$ 584	\$ 80	\$ (3,541)	\$ (156)	\$ 1,633



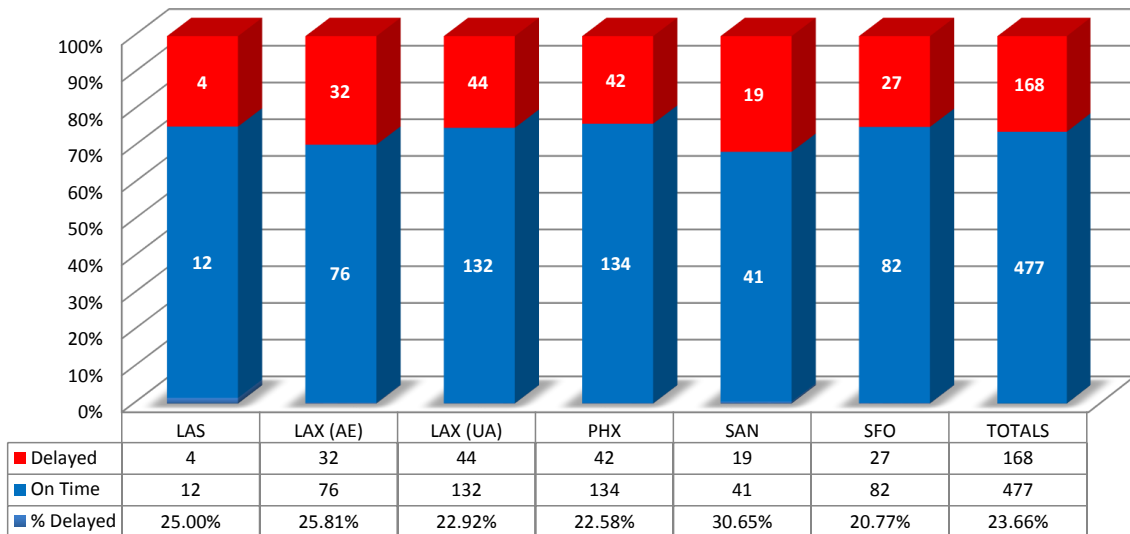
# AUGUST 2015

## August Commercial Flights Operated vs. Cancelled

























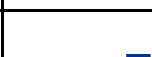



**TOTAL CANCELLATIONS:** 65

## August Commercial Flights On Time vs. Delayed



**TOTAL DELAYED FLIGHTS:** 168

## Monterey Regional Airport September 2015 Flight Schedule

ARRIVALS					DEPARTURES						
FROM	AIRLINE	FLIGHT	TIME	SCHD	TO	AIRLINE	FLIGHT	TIME	SCHD		
CRJ200 (50)	LAX	 UNITED	5324	10:15 AM 10:35 AM	SEPT 1-23 SEPT 24-30	SFO	 UNITED	6346	5:45 AM	DAILY	CRJ200 (50)
CRJ900 (76)	PHX	 American Airlines	5677	11:45 AM	DAILY	PHX	 U.S. AIRWAYS	2980	6:15 AM	DAILY	CRJ200 (50)
CRJ200 (50)	SFO	 UNITED	5538	3:20 PM 3:42 PM	MO-SA SU	LAX	 UNITED	5316	6:30 AM 6:10 AM	DAILY EXC 9/6,9/13,9/20	CRJ200 (50)
CRJ200 (50)	PHX	 U.S. AIRWAYS	2960	3:31 PM	DAILY	LAX	 American Airlines	2911	7:20 AM	SEPT 1-8 ONLY	CRJ200 (50)
CRJ200 (50)	LAX	 UNITED	5338	4:40 PM 5:00 PM 6:30 PM	MO,TU,TH,FR,SU WE SA	SAN	 Alaska	2437	8:05 AM	DAILY	Q400 (76)
CRJ200 (50)	LAX	 American Airlines	2861	5:30 PM	SEPT 1-8 ONLY	LAX	 UNITED	5371	10:50 11:08	SEPT 1-23 SEPT 24-30	CRJ200 (50)
MD80 (166)	LAS	 allegiant air	540	6:05 PM 4:30 PM 4:50 PM 9:30 AM 2:18 PM 10:04 AM	SEPT 3 SEPT 6 SEPT 10,17 SEPT 13,20 SEPT 24 SEPT 27	PHX	 American Airlines	5677/5824	12:25 PM	DAILY	CRJ900 (76)
CRJ200 (50)	LAX	 UNITED	5331	8:35 PM 8:12 PM	MO,FR, 9/1,9/3, 9/8,9/16,9/29 TU-TH,SU	LAX	 UNITED	5343	4:12 PM 3:45 PM	SEPT 1-23 SEPT 24-30 EXC SA	CRJ200 (50)
Q400 (76)	SAN	 Alaska	2436	8:05 PM	DAILY	PHX	 U.S. AIRWAYS	2960	4:10 PM	DAILY EXC SA,9/15,9/22,9/29	CRJ200 (50)
CRJ200 (50)	PHX	 U.S. AIRWAYS	2974	9:57 PM	DAILY EXC SA,9/15,9/22,9/29	LAX	 UNITED	5391	5:42 PM 5:28 PM 5:57 PM 5:00 PM	MO,TU,TH,FR WE 9/13,9/20 SA,SEPT 24-30	CRJ200 (50)
CRJ200 (50)	LAX	 American Airlines	2887	10:16 PM	SEPT 1-7 ONLY	LAX	 American Airlines	2861	6:00 PM	SEPT 1-8 ONLY	CRJ200 (50)
CRJ200 (50)	SFO	 UNITED	6376	11:17 PM	DAILY	LAS	 allegiant air	541	6:50 PM 5:15 PM 5:35 PM 10:13 AM 3:03 PM 10:47 AM	SEPT 3 SEPT 6 SEPT 10,17 SEPT 13,20 SEPT 24 SEPT 27	MD80 (166)
CRJ200 (50)	LAX	 UNITED	5356	11:20 PM	DAILY	SFO	 UNITED	5172/6232	9:05 PM 7:15 PM 8:42 PM	MO-FR SA SU,SEPT 24-30	CRJ200 (50)

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

**AGENDA ITEM: H**  
**DATE: September 9, 2015**

**TO:** Michael La Pier, Executive Director  
**FROM:** Police Chief Jeff Hoyne  
**DATE:** August 28, 2015  
**SUBJECT:** Police Activity Report for August 2015

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

### **Highlights**

- MRY PD responded to **178 alarms in August.**
- Officers worked a total of **16 hours of overtime in August.**
- MRY PD Officers conducted **more than 115 business and area checks** over the course of the month of August.
- MRY PD Officers responded to five outside agency assists in August, which consisted of the following:
  - 8/3 Dispatched to Del Rey Oaks in reference to a suicidal subject. Upon arrival, advised Code 4.
  - 8/5 Dispatched to Del Rey Oaks in reference to an assault with a deadly weapon (knife). Upon arrival, advised Code 4.
  - 8/18 Del Rey Oaks officer dispatched to Monterey Towing/Storage to assist with a vehicle release. Moments later, Code 3 cover was requested. Upon arrival, DRO officer advised Code 4.
  - 8/21 Del Rey Oaks dispatched to a 211 alarm at Wells Fargo. Requested assistance from MRY. The building was secure, no further assistance was needed.
  - 8/27 Responded to Del Rey Oaks' officer on subject stop after he notified dispatch the subject had a machete. The subject was detained and transported to CHOMP on a 72 hour hold.

### **Training**

#### **All MRY PD Officers completed:**

- Monthly Lexipol Daily Training Bulletins.
- Simulation Driving and Threat Assessment/Firearm Training
- POST Learning Portal: Communication: Keeping Your Edge

#### **MRY Command Staff (Chief) completed:**

- Successfully completed requirements for out-of-state law enforcement certification. Granted basic / intermediate / advanced POST certificates.

## Calls for Service

1. 8/2 @ 0045 During closing sweep, located two young Japanese ladies sleeping in the airport in front of the Golden Tee. Ladies were stranded waiting for 10am flight and did not know the airport closed. Allowed them to sleep near the luggage area.
2. 8/2 @ 1048 Officers Church and Hickerson responded to a call of a gun magazine at the TSA checkpoint. Passenger was able to place magazine in checked bag. No cartridges were in magazine. Passenger was military.
3. 8/7 @ 0009 Two unruly passengers on the Allegiant flight were admonished to settle down if they wanted to remain on the flight.
4. 8/13 @ 1838 Officers dispatched to Gate 4 for an intoxicated subject that was refused boarding. Passenger was intoxicated but coherently decided to take a cab to the Sportman's Bar.
5. 8/14 @ 1750 Dispatched to a 911 hang up call at North Road and Airport. Check of the area negative.
6. 8/15 @ 1900 Hertz Rental Car reported a lost firearm found in a returned vehicle. The firearm was a Beretta 3032 Tomcat.
7. 8/15 @ 2050 The Golden Tee Restaurant reported a subject not feeling well. That subject was contacted and later transported to the hospital.
8. 8/17 @ 1650 About 200 gallons of "Jet A" fuel was spilled at the fuel farm. The fuel was contained within the spillage tray. A perimeter was quickly established and traffic was blocked on each end of Skypark Drive to prevent motorists/pedestrians from passing the fuel farm. About 0015 hours, a private company based out of Richmond responded and vacuumed the fuel into drums and decontaminated the area.
9. 8/19 @ 2242 Received 10-21 from Operations regarding a private plane that lost communication with Tracon. Plane later located staged on Monterey Jet Center ramp.
10. 8/21 @ 1815 Dispatched to Skypark Self Storage on a perimeter alarm. On scene within two minutes, no audible heard. Spoke to tenant on the scene who advised a woman drove in, the alarm went off briefly, then reset. Woman GOA. Perimeters on both facilities secure.
11. 8/22 @ 1640 Dispatched to a suspicious vehicle at the southeast hangars. Contacted tenant, who was properly badged and at his hangar moving items out.
12. 8/26 @ 1935 Former Sureno gang member was contacted on the upper short term parking lot. Subject appeared bewildered and admitted to being a former crystal meth addict and is currently prescribed a variety of medications for paranoia. Subject was clear and evaluated for 5150 W&I. Subsequently released.
13. 8/27 @ 1330 Report of male loitering in rental car lot next to the tower. Contacted subject, who was stranded and provided courtesy transport to Stone Creek area.



## MONTEREY FIRE DEPARTMENT

### Report to Airport Board of Directors

August 2015

#### 1. Incident Responses

Engine assigned to Fire Station 6 (Airport) responded to a total of 23 incidents during the month as follows ([see attached for breakdown of types of incidents](#)):

- MPAD property – 4
- City of Monterey – 16
- Auto / Mutual Aid – 3

#### 2. Training

Personnel completed a total of 32 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 July we continued to have several crews out assisting with the numerous fires burning in Northern California. As of the end of the month, only 3 personnel (Captain Justin Cooper, Captain Lou Valdez, and Engineer Dean Vernarecci) were out serving as Fireline EMTs at the Route Complex in Humboldt County.

**Monterey Fire Department**

**Incident Type Report (Summary)**

**Alarm Date Between {08/01/2015} And  
{08/31/2015} and Station = "6"**

<b>Incident Type</b>	<b>Count</b>	<b>Pct of Incidents</b>	<b>Total Est Loss</b>	<b>Pct of Losses</b>
<b>1 Fire</b>				
142 Brush or brush-and-grass mixture fire	1	4.35%	\$0	0.00%
	<b>1</b>	<b>4.35%</b>	<b>\$0</b>	<b>0.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
321 EMS call, excluding vehicle accident with injury	9	39.13%	\$0	0.00%
322 Motor vehicle accident with injuries	1	4.35%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	8.70%	\$0	0.00%
	<b>12</b>	<b>52.17%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
413 Oil or other combustible liquid spill	1	4.35%	\$0	0.00%
462 Aircraft standby	1	4.35%	\$0	0.00%
463 Vehicle accident, general cleanup	1	4.35%	\$0	0.00%
	<b>3</b>	<b>13.04%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
520 Water problem, Other	1	4.35%	\$0	0.00%
522 Water or steam leak	1	4.35%	\$0	0.00%
531 Smoke or odor removal	1	4.35%	\$0	0.00%
553 Public service	1	4.35%	\$0	0.00%
	<b>4</b>	<b>17.39%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	1	4.35%	\$0	0.00%
622 No Incident found on arrival at dispatch address	1	4.35%	\$0	0.00%
	<b>2</b>	<b>8.70%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
730 System malfunction, Other	1	4.35%	\$0	0.00%
	<b>1</b>	<b>4.35%</b>	<b>\$0</b>	<b>0.00%</b>

**Total Incident Count: 23**

**Total Est Loss: \$0**

**TO:** Michael La Pier, Executive Director, Monterey Peninsula Airport District  
**FROM:** Jerry Merritt, District Auditor/Controller  
**SUBJ:** Financial Summary for July & Fiscal Year 2016

**BACKGROUND.** The Financial Summary for July 2015 (the first period of Fiscal Year 2016) is summarized by the following documents:

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

**SUMMARY.** In July, operating revenue was above plan by \$19,673 (3%). Terminal rents, taxi operator permits & trip fees, terminal concessions, rental car concessions, parking concessions, GA landing fees, fuel flowage fees, non-aviation rents and other operating revenues were above plan.

In July, GA operations were 1.3% higher than in June 2015, and 50.5% higher than July 2014; increased GA landing fee and fuel flowage fee revenue is the result.

Commercial aeronautical fees, TCP operator permits and light general aviation space/hangar rents were below plan.

There were thirty-one (31) cancelled commercial flights in July, causing commercial aeronautical fees to be below plan. Despite fewer commercial flights, rental car, parking, restaurant and gift shop concession revenue exceeded expectations.

There were no one-time receipts of operating revenue.

OPERATING REVENUE							
JULY 2015 ACTUAL	JULY 2015 PLAN	VARIANCE		FYTD 2016 ACTUAL	FYTD 2016 PLAN	VARIANCE	
		\$	%			\$	%
\$ 714,146	\$ 694,473	\$ 19,673	3%	\$ 714,146	\$ 694,473	\$ 19,673	3%

Due to phasing (expenses not executed as planned), operating expense was below plan by \$70,819 (-9%).

OPERATING EXPENSE							
JULY 2015 ACTUAL	JULY 2015 PLAN	VARIANCE		FYTD 2016 ACTUAL	FYTD 2016 PLAN	VARIANCE	
		\$	%			\$	%
\$ 681,539	\$ 752,358	\$ 70,819	-9%	\$ 681,539	\$ 752,358	\$ 70,819	-9%

Net income for July was 156% or \$90,492 above plan; primarily due to operating expense being below plan, above plan operating revenue also contributed.

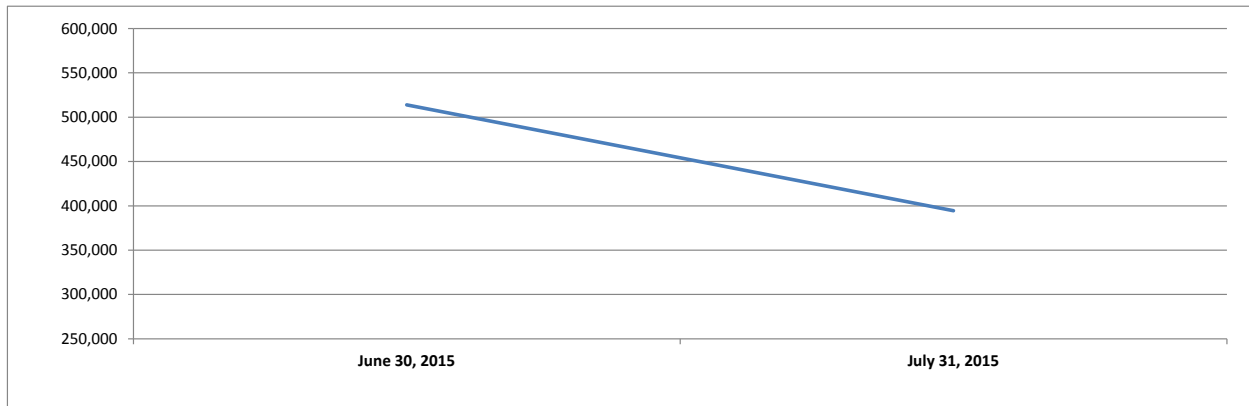
OPERATING INCOME / (LOSS)							
JULY 2015 ACTUAL	JULY 2015 PLAN	VARIANCE		FYTD 2016 ACTUAL	FYTD 2016 PLAN	VARIANCE	
		\$	%			\$	%
\$ 32,607	\$ (57,885)	\$ 90,492	156%	\$ 32,607	\$ (57,885)	\$ 90,492	156%

The net change in operating cash position (for July) was a negative \$19,441; this is attributable to a District capital expenditure for a new maintenance pick-up truck.

**ACCOUNTS RECEIVABLE.** The accounts receivable balance on July 31, 2015, was \$394,586. This balance is 23.2% lower than the balance on June 30, 2015.

Of the accounts receivable balance, \$17,899 or 4.5% was over 60 days old. Chart 1 depicts the accounts receivable balances by month.

**Chart 1**

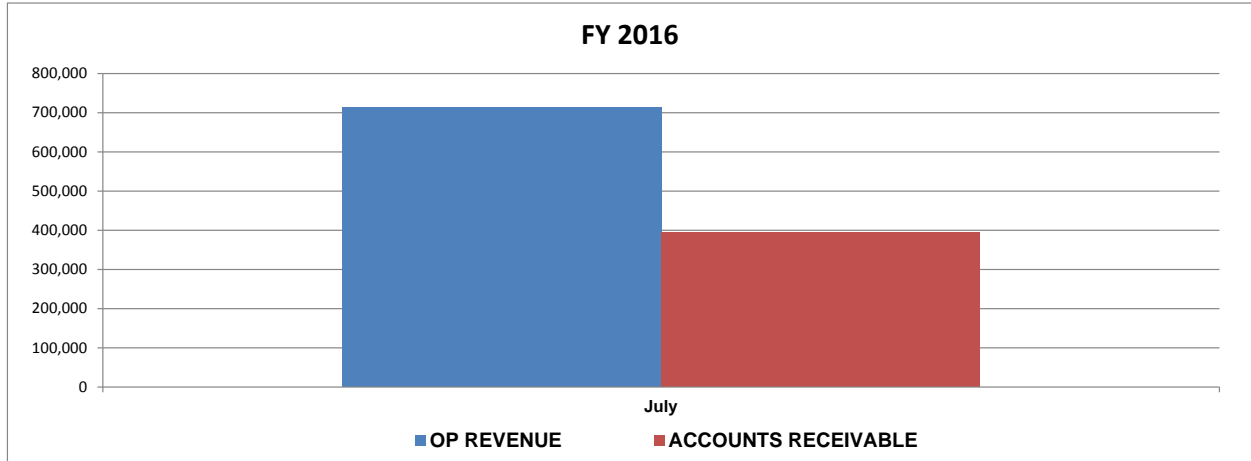


Under normal circumstances, the balance of accounts receivable at month-end will align with the dynamic (variable) operating revenue in that month, such as landing fees, fuel flowage fees, concession-based revenues, passenger facility charges (PFC). Typically, accounts receivable balances will span a range from \$350,000 to \$550,000, depending on the District's business cycle. We have a cyclic high in August; a cyclic low in January. Compared to June, July



operating revenue decreased 1.9%; compared to May, July operating revenue increased 3.8%. Chart 2 graphically presents the monthly comparison of operating revenues to accounts receivable.

**Chart 2**



**INVESTMENTS.** The investments balance on June 30, 2015, was \$2,243,554; the investments balance on July 31, 2015 was \$2,245,194.

Chart 3 graphically presents the monthly balances of investments.

**Chart 3**

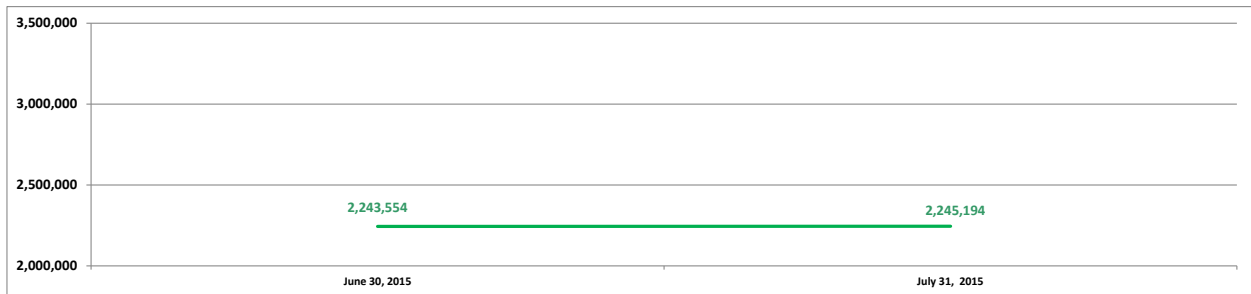
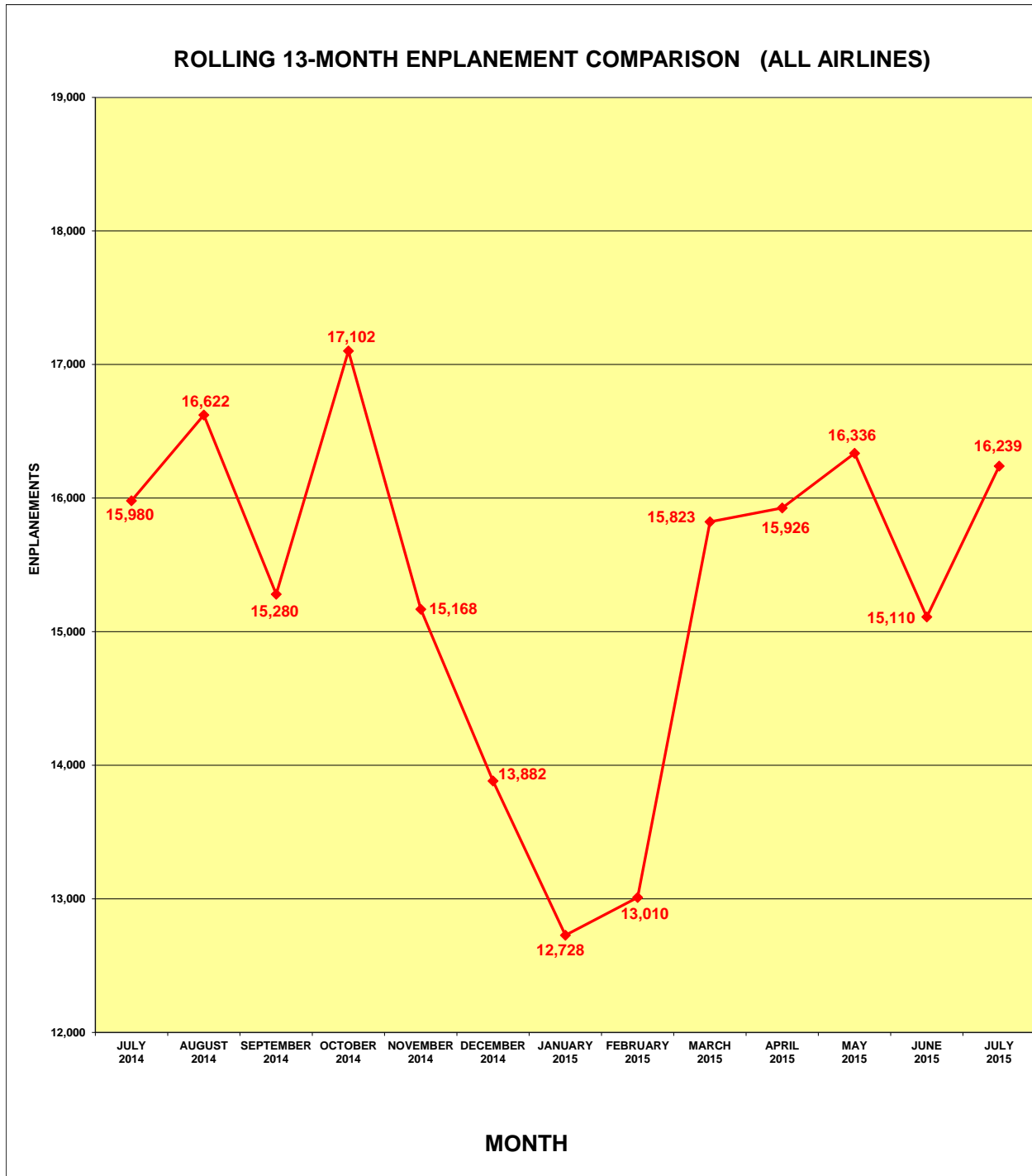
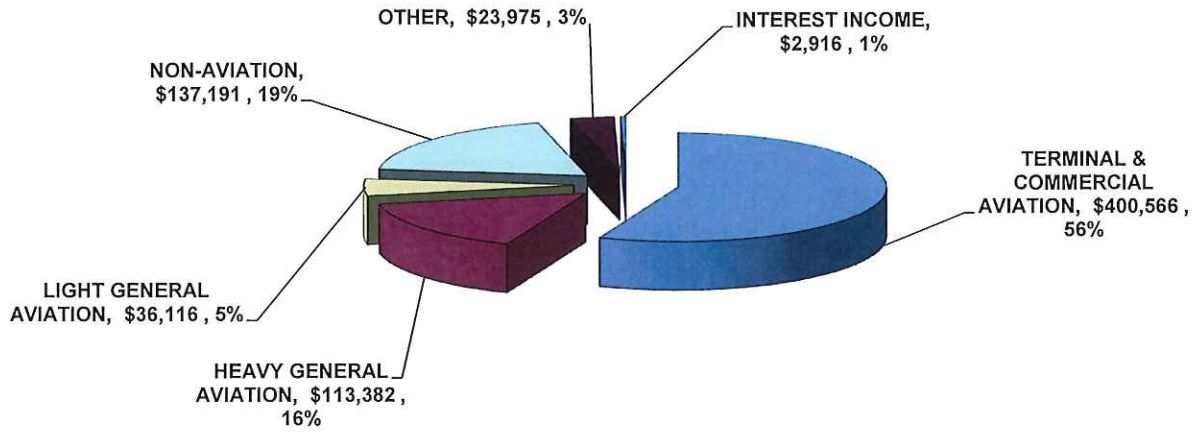


Chart 4 presents a rolling 13-month display of total enplanements which mimics the business cycle of the District. When compared to June 2015, July 2015 enplanements increased 7.5%. When compared to July 2014, July 2015 enplanements increased 1.6%.

**Chart 4**

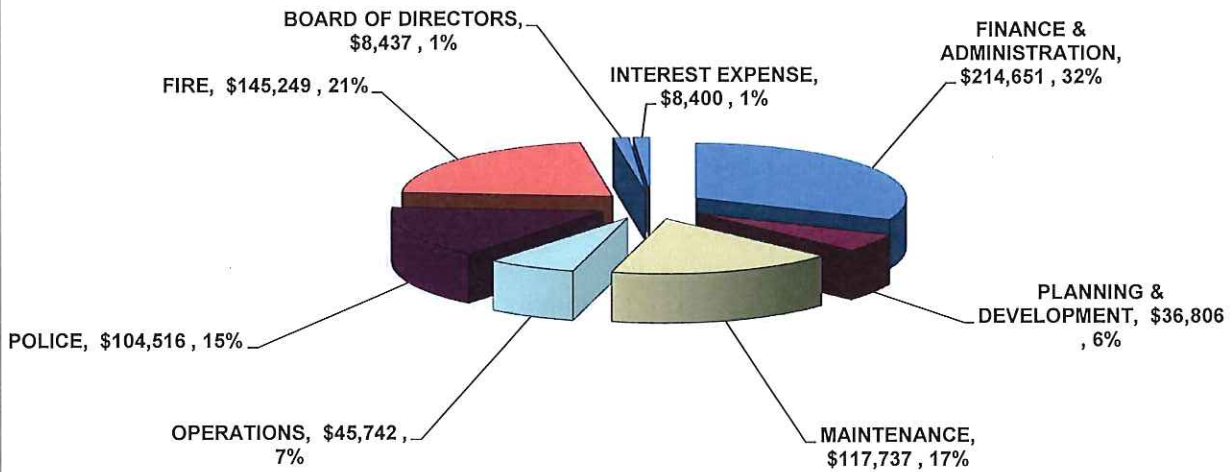


## JULY 2015 OPERATING REVENUE



TOTAL OPERATING REVENUE: \$714,146

## JULY 2015 OPERATING EXPENSE



TOTAL OPERATING EXPENSE: \$681,539

# AIRPORT DISTRICT OPERATING AND FINANCIAL PERFORMANCE SUMMARY

July 31, 2015

OPERATING STATISTICS	JULY 15			JULY 14			YTD FY 16			YTD FY 15		
<b>AIRPORT ACTIVITY</b>												
Air Carrier Landings <sup>1</sup>	366	382	-4%	413	366	382	-4%	413	366	382	-4%	413
Passengers (emp/dep)	32,759			32,231	32,759			32,231	32,759			32,231
Total Cargo (in pounds)	87,469			93,436	87,469			93,436	87,469			93,436
<b>AIRCRAFT OPERATIONS</b>												
Commercial	1,243			1,098	1,243			1,098	1,243			1,098
General Aviation	4,408			2,929	4,408			2,929	4,408			2,929
Military	343			185	343			185	343			185
<b>TOTAL AIRCRAFT OPERATIONS</b>	<b>5,994</b>			<b>4,212</b>	<b>5,994</b>			<b>4,212</b>	<b>5,994</b>			<b>4,212</b>
<b>VEHICLE EXIT COUNT</b>												
Upper Short Term (1) Lot	2,299			2,101	2,299			2,101	2,299			2,101
Long Term (2) Lot	2,064			2,093	2,064			2,093	2,064			2,093
Lower Short Term (3) Lot	6,911			7,120	6,911			7,120	6,911			7,120
<b>TOTAL VEHICLE EXIT COUNT</b>	<b>11,274</b>			<b>11,314</b>	<b>11,274</b>			<b>11,314</b>	<b>11,274</b>			<b>11,314</b>

<sup>1</sup>Cancelled Flights: July = 31 (0 - Alaska / 0 - Allegiant / 8 - American Eagle / 1 - US Airways / 22 - United Express); FYTD = same

FINANCIAL INFORMATION	JULY 15			JULY 14			YTD FY 16			YTD FY 16			YTD FY 15		
	ACTUAL	BUDGET	%	ACTUAL	ACTUAL	BUDGET	%	ACTUAL	ACTUAL	BUDGET	%	ACTUAL	ACTUAL	BUDGET	%
<b>BGT OPERATING REVENUE</b>															
<b>TERMINAL</b>															
CA Landing, Apron & RON Fees	63,898	65,650	-3%	60,576	63,898	65,650	-3%	60,576	63,898	65,650	-3%	60,576	141,141	140,649	1%
Rents	141,674	140,649	1%	141,141	141,674	140,649	1%	141,141	141,674	140,649	1%	141,141	650	750	-16%
TCP Operator Permits	633	750	-16%	650	633	750	-16%	650	633	750	-16%	650	12,342	12,634	2%
Taxi Operator Permits & Trip Fees	12,916	12,634	2%	12,342	12,916	12,634	2%	12,342	12,916	12,634	2%	12,342	10,208	10,209	12%
Concessions	11,473	10,209	12%	10,208	11,473	10,209	12%	10,208	11,473	10,209	12%	10,208	105,968	106,059	2%
Rental Car	107,679	106,059	2%	105,968	107,679	106,059	2%	105,968	107,679	106,059	2%	105,968	60,681	61,288	2%
Parking	62,292	61,288	2%	60,681	62,292	61,288	2%	60,681	62,292	61,288	2%	60,681			
<b>HEAVY GENERAL AVIATION</b>															
GA Landing Fees	29,275	22,334	31%	22,333	29,275	22,334	31%	22,333	29,275	22,334	31%	22,333	54,925	56,251	0%
FBO Rent	56,252	56,251	0%	54,925	56,252	56,251	0%	54,925	56,252	56,251	0%	54,925	20,729	22,651	23%
Fuel Fees	27,855	22,651	23%	20,729	27,855	22,651	23%	20,729	27,855	22,651	23%	20,729			
LIGHT GENERAL AVIATION	36,116	36,713	-2%	35,099	36,116	36,713	-2%	35,099	36,116	36,713	-2%	35,099			
NON AVIATION	137,191	134,095	2%	138,934	137,191	134,095	2%	138,934	137,191	134,095	2%	138,934			
OTHER OPERATING REVENUE	23,975	22,145	8%	24,549	23,975	22,145	8%	24,549	23,975	22,145	8%	24,549			
INTEREST INCOME	2,916	3,045	-4%	3,464	2,916	3,045	-4%	3,464	2,916	3,045	-4%	3,464			
<b>TOTAL BGT OPERATING REVENUE</b>	<b>\$ 714,146</b>	<b>\$ 694,473</b>	<b>3%</b>	<b>\$ 691,598</b>	<b>\$ 714,146</b>	<b>\$ 694,473</b>	<b>3%</b>	<b>\$ 691,598</b>	<b>\$ 714,146</b>	<b>\$ 694,473</b>	<b>3%</b>	<b>\$ 691,598</b>			
<b>BGT OPERATING EXPENSE</b>															
Finance & Administration	214,651	229,257	-6%	194,492	214,651	229,257	-6%	194,492	214,651	229,257	-6%	194,492			
Planning & Development	36,806	45,690	-19%	23,684	36,806	45,690	-19%	23,684	36,806	45,690	-19%	23,684			
Maintenance & Custodial Services	117,737	146,479	-20%	135,051	117,737	146,479	-20%	135,051	117,737	146,479	-20%	135,051			
Airport Operations	45,742	44,399	3%	43,039	45,742	44,399	3%	43,039	45,742	44,399	3%	43,039			
Police Department	104,516	121,612	-14%	107,564	104,516	121,612	-14%	107,564	104,516	121,612	-14%	107,564			
ARFF /Fire Services	145,249	145,833	0%	144,524	145,249	145,833	0%	144,524	145,249	145,833	0%	144,524			
Board of Directors	8,437	10,688	-21%	8,039	8,437	10,688	-21%	8,039	8,437	10,688	-21%	8,039			
Interest Expense	8,400	8,400	0%	9,405	8,400	8,400	0%	9,405	8,400	8,400	0%	9,405			
<b>TOTAL BGT OPERATING EXPENSE</b>	<b>\$ 681,539</b>	<b>\$ 752,358</b>	<b>-9%</b>	<b>\$ 665,799</b>	<b>\$ 681,539</b>	<b>\$ 752,358</b>	<b>-9%</b>	<b>\$ 665,799</b>	<b>\$ 681,539</b>	<b>\$ 752,358</b>	<b>-9%</b>	<b>\$ 665,799</b>			
<b>BGT OPERATING INCOME / (LOSS)</b>	<b>\$ 32,607</b>	<b>\$ (57,885)</b>	<b>156%</b>	<b>\$ 25,799</b>	<b>\$ 32,607</b>	<b>\$ (57,885)</b>	<b>156%</b>	<b>\$ 25,799</b>	<b>\$ 32,607</b>	<b>\$ (57,885)</b>	<b>156%</b>	<b>\$ 25,799</b>			
<b>DISTRICT CAPITAL EXPENDITURES</b>	<b>\$ 28,398</b>	<b>\$ 79,600</b>	<b>-64.3%</b>	<b>\$ -</b>	<b>\$ 28,398</b>	<b>\$ 79,600</b>	<b>-64.3%</b>	<b>\$ -</b>	<b>\$ 28,398</b>	<b>\$ 79,600</b>	<b>-64.3%</b>	<b>\$ -</b>			
<b>DEBT SERVICE - PRINCIPAL ONLY</b>	<b>\$ 23,833</b>			<b>\$ 22,667</b>	<b>\$ 23,833</b>			<b>\$ 22,667</b>	<b>\$ 23,833</b>			<b>\$ 22,667</b>			

**MONTEREY PENINSULA AIRPORT DISTRICT**

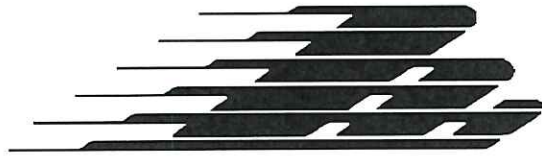
	<u>FY 2016 JULY 2015 ACTUAL</u>	<u>FY 2016 YEAR-TO-DATE ACTUAL</u>
<b>SOURCES AND USES OF CASH -- OPERATIONS</b>		
<b>SOURCES OF CASH</b>		
CASH RECEIVED - OPERATING REVENUE	\$ 711,231	\$ 711,231
CASH RECEIVED - INTEREST INCOME	2,916	2,916
CASH RECEIVED	<u>\$ 714,146</u>	<u>\$ 714,146</u>
<b>USES OF CASH -- OPERATIONS</b>		
CASH DISBURSED - OPERATING EXPENSE <sup>1</sup>	\$ 672,956	\$ 672,956
CASH DISBURSED - DEBT SERVICE (BOND INTEREST EXPENSE) <sup>2</sup>	8,400	8,400
CASH DISBURSED - DEBT SERVICE (PRINCIPAL REDUCTION) <sup>2</sup>	23,833	23,833
CASH DISBURSED	<u>\$ 705,190</u>	<u>\$ 705,190</u>
<b>CHANGE IN CASH POSITION FROM OPERATIONS &amp; DEBT SERVICE</b>	<u>\$ 8,957</u>	<u>\$ 8,957</u>
<b>USES OF CASH -- CAPITAL PROGRAM</b>		
CASH DISBURSED - DISTRICT CAPITAL PROJECTS <sup>3</sup>	\$ 28,398	\$ 28,398
CASH DISBURSED	<u>\$ 28,398</u>	<u>\$ 28,398</u>
<b>CHANGE IN CASH POSITION FROM CAPITAL PROGRAM</b>	<u>\$ (28,398)</u>	<u>\$ (28,398)</u>
<b>CHANGE IN CASH POSITION FROM OPERATIONS, CAPITAL &amp; DEBT SERVICE</b>	<u>\$ (19,441)</u>	<u>\$ (19,441)</u>

<sup>1</sup>Net of non-cash operating expense (OPEB)

<sup>2</sup>Moved to Restricted Account/Disbursement will occur in December 2015 & June 2016

<sup>3</sup>District-funded capital plan for FY16





**Monterey Peninsula Airport District**  
**Airport Capital Improvements / Capital Expenditures**  
**July 31, 2015**

<b>Airport Improvement Programs</b>	<b>Actual FY 2016 Current Period</b>		<b>Prior Fiscal Year Current Period</b>		<b>Actual FY 2016 Year-To-Date</b>		<b>Prior Fiscal Year Year-To-Date</b>	
MPAD Expenditures	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
AIP -- FAA Funded Expenditures	578,941.39	91.9%	1,407,766.33	94.9%	578,941.39	91.9%	1,407,766.33	94.9%
AIP -- PFC Funded Expenditures	51,311.43	8.1%	75,623.73	5.1%	51,311.43	8.1%	75,623.73	5.1%
<b>Total Capital Improvement Expenditures</b>	<b>630,252.82</b>	<b>100%</b>	<b>1,483,390.06</b>	<b>100%</b>	<b>630,252.82</b>	<b>100%</b>	<b>1,483,390.06</b>	<b>100%</b>

<b>Capital Acquisitions / Expenditures By Department</b>								
Finance & Administration	0.00				0.00			
Planning & Development	0.00				0.00			
Maintenance & Custodial Services	28,398.01	100.0%			28,398.01	100.0%		
Airport Operations	0.00				0.00			
Police	0.00				0.00			
Fire	0.00				0.00			
<b>Total Capital Acquisition Expenditures</b>	<b>28,398.01</b>	<b>100%</b>	<b>0.00</b>	<b>0%</b>	<b>28,398.01</b>	<b>100%</b>	<b>0.00</b>	<b>0%</b>

<b>Consolidated</b>								
District Expenditures	28,398.01	4.3%	0.00	0.0%	28,398.01	4.3%	0.00	0.0%
AIP -- FAA Funded Expenditures	578,941.39	87.9%	1,407,766.33	94.9%	578,941.39	87.9%	1,407,766.33	94.9%
AIP -- PFC Funded Expenditures	51,311.43	7.8%	75,623.73	5.1%	51,311.43	7.8%	75,623.73	5.1%
<b>Total Capital Expenditures</b>	<b>658,650.83</b>	<b>100%</b>	<b>1,483,390.06</b>	<b>100%</b>	<b>658,650.83</b>	<b>100%</b>	<b>1,483,390.06</b>	<b>100%</b>

2016-03 Pick-Up Truck - Maintenance	0.00	0.00
2016-04 Pick-Up Truck - Maintenance	28,398.01	28,398.01

**AGENDA ITEM: G**  
**DATE:** September 9, 2015

**TO:** Michael La Pier, Executive Director  
**FROM:** Mark Bautista, Deputy General Manager, Planning & Development  
**DATE:** August 31, 2015  
**SUBJ:** Planning & Development Monthly Project Report

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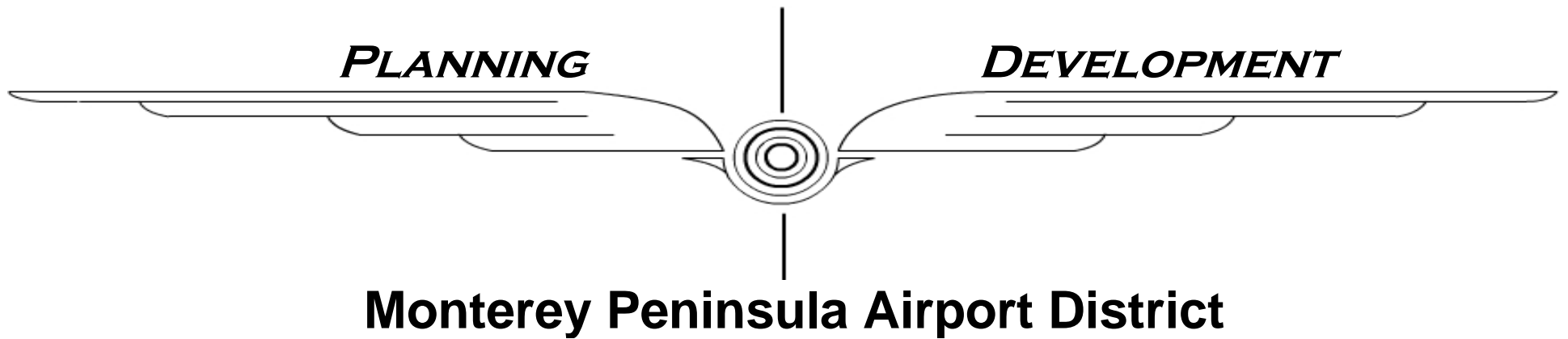
Attached is the current monthly Project Report for the Planning and Development Department. Highlights for August 2015 include:

- Work directed toward implementation of the Runway Safety Area (RSA) Project accomplished during the reporting period, including:
  - Phase V began on August 19, 2015.
    - Clear and Grub: 100%
    - Pavement Demo: 75%
    - VSR pavement section: 15%
    - MALSR: 50%
    - Glide Slope: 50%
    - Maintenance of the project web site on the Internet.
  
- Work directed toward the Airport Master Plan (AMP), for which the project team is:

Working on the project description that will give the best envelope for flexibility/options, including future non-aviation development options and anticipate providing the following information:

  - Presentation of the project description to the BOD at the October meeting, for the purposes of commencing the Initial Study (IS) afterward.
  - Providing recommendations from the Initial Study to the BOD at the December meeting for a decision regarding the appropriate mechanism for the CEQA environmental review process (e.g., negative declaration, mitigated negative declaration, Environmental Impact Statement).
  - Providing recommendations for funding options for the CEQA environmental review costs to the BOD at the December meeting.
  
- Awaiting FAA approval of MPAD's Grant Application for the environmental documentation for the Infields Rehabilitation Project, already reviewed by the SF ADO and in the final stages of FAA headquarters review.

**Monthly Capital Project Report**  
**September 2015**





FUNDING			BUDGETING				EXPENDITURES				STATUS			
PROJECT #	AIP #	PFC	Prior FY Budget	FY 2016 Budget	Post FY Budget	Total Project Budget	Spent in Prior Fiscal Years	FY 2016 Expenditures to Date	Cumulative 8/31/2015	% Physical Complete	Project Name	Current Status	4 Week Look Ahead	
<b>ACTIVE FEDERALLY FUNDED PROJECTS:</b>														
1	2012-01 and 2014-01	58, 61	10-15-C-00-MRY 11-17-C-00-MRY 13-18-C-00-MRY 14-19-C-00-MRY	\$31,973,875	\$19,104,934	\$0	\$51,078,808	\$31,973,875	\$4,179,943	\$36,153,817	80%	<b>RSA Runway 10R/28L - Construction; Phase 1 and 2</b>	Schedule I, II, III, IV are completed. Schedule V is scheduled for completion and publication of new procedures is 12/10/15.	Schedule V began on 8/18/15 at 11:30 p.m. with the installation of a temporary 10R threshold. The Glide Slope and MALSR will remain out of service until the publication of the new procedures on 12/10/15. The current construction improvements include the following: completion of the remaining Twy A connection and Twy E modifications, and completing the new VSR. All of these components are within the RSA. Preparation for the EMAS installation which is scheduled to begin on 10/19/15.
2	2013-02	59	13-18-C-00-MRY	\$842,341	\$252,639	\$0	\$1,094,980	\$842,341	\$129,153	\$971,494	95%	<b>Airport Master Plan</b>	Final PAC and public workshop meetings were held on July 7, 2015. Update on work progress was presented at the July 8, 2015 BOD meeting.	Work continues on defining the project description that will facilitate the start of the environmental components. This information/description will be brought to the BOD at the October 2015 meeting.
3	2015-03	62	Unk.	\$0	\$825,000	\$269,980	\$1,094,980	\$0	\$5,945	\$5,945	5%	<b>Airport Infield Safety Area Rehabilitation- Part A</b>	Grant application has been reviewed by the SFADO and it is currently in the final stages of review by FAA headquarters.	A Grant application has been submitted to the FAA for completing the Environmental Review. Pending FAA final approval and grant offer. NTP to Coffman will be issued after grant is executed.
<b>ACTIVE DISTRICT FUNDED PROJECTS:</b>														
5	N/A	N/A	N/A	\$96,175	\$2,825	\$0	\$99,000	\$96,175	\$0	\$96,175	n/a	<b>FWSS Mitigation Land Restoration</b>	Preparation and planting is complete at the off-airport site.	Monitoring will continue through FY 2015, and into FY 2+A3:O9016.

**AGENDA ITEM: H. 2**  
**DATE: September 9, 2015**  
**OPEN SESSION**

**TO:** Board of Directors  
**FROM:** Michael La Pier, Executive Director  
Ken Griggs, Airport Operations Manager  
Scott E. Huber, District Counsel  
**SUBJ:** Consideration of an Agreement with Uber, a Transportation Network Company, to Provide Service to the Monterey Regional Airport

**BACKGROUND.** The Board of Directors may consider approval of an agreement with Uber, a Transportation Network Company to provide service to the Monterey Regional Airport.

Currently, Monterey Regional Airport passengers are served by several forms of ground transportation, including taxi cabs, limousines, and courtesy shuttles for hotels, motels, and golf courses. MPAD Ordinances 911 and 912 require taxi cabs and other commercial passenger vehicles to register with the MPAD and purchase a medallion or permit to enter onto Airport property and serve passengers.

In recent years, a new form of ground transportation provider has arisen. These providers were initially referred to as “ridesharing” companies, but have since become known as Transportation Network Companies (“TNC”). The California Public Utilities Commission (CPUC) has defined a TNC as a company or organization that “provide prearranged transportation services for compensation using an online-enabled application or platform (such as smart phone apps) to connect drivers using their personal vehicles with passengers.”

On September 19, 2013, the California Public Utilities Commission (CPUC) ruled that TNCs fall under the broad grant of authority of the CPUC pursuant to Article XII of the California Constitution and, further, determined that TNCs are Charter-party Passenger Carriers under the Passenger Charter-party Carriers’ Act. The CPUC also adopted rules and regulations for TNCs including, but not limited to: insurance requirements, criminal background checks, zero tolerance substance abuse policies, driver age and training requirements, and vehicle inspections. In addition, the regulations state that TNCs may not conduct any operations on the property of or into any airport unless such operations are authorized by the airport authority involved. On September 17, 2014, Assembly Bill 2293, which codified specific TNC insurance requirements in California, was chaptered. To date, the CPUC has issued permits to six (6) TNCs authorizing their operation in California.

MPAD’s existing ground transportation regulations neither anticipated nor were structured to accommodate the TNC operational model. Therefore, it was necessary to create a new ground transportation permit specifically for TNCs. MPAD Staff and District Counsel have crafted a TNC Ground Transportation Operating Permit that ensures that TNC operations at the Airport are operated: (1) in compliance with California Law and CPUC rules and regulations; (2) consistent with Airport Rules and Regulations; (3) fair and equitable in relation to other ground transportation providers; and (4) in a manner that protects the safety and security of airport passengers and members of the public. The proposed TNC Ground Transportation Operating Permit incorporates a fee that is on par with the fees charged to other commercial ground transportation companies.

The proposed Agreement is specific to Uber, however, the form for other TNCs who wish to operate at the Monterey Regional Airport will follow the same format and fee structure. The proposed Agreement is valid through June 30, 2016, to allow MPAD and Uber to make adjustments to the Agreement should that be necessary.

**RECOMMENDATION.** Staff recommends that the Board approve the TNC Charter Operator Agreement with Uber to Provide Service to the Monterey Regional Airport.

**AGENDA ITEM:** H. 3  
**DATE:** September 9, 2015

**TO:** Board of Directors, Monterey Peninsula Airport District  
**FROM:** Ken Griggs – Airport Operations Manager  
**SUBJ:** Resolution 1652 – Revised Commercial Ground Transportation Rules & Regulations

**BACKGROUND.** This Board adopted Ordinance 911 (Regulating the Operation of Commercial Passenger Vehicles Other Than Taxicabs) on June 30<sup>th</sup>, 2011 and Ordinance 912 (Regulating an Open Entry Taxicab System) on Dec. 14<sup>th</sup>, 2011. As part of the framework for regulating ground transportation operators is the implementation of commercial ground transportation rules & regulations. The concept of these rules & regulations is to define clarity on specific operating practices on Airport property with the mechanism(s) of an open-entry system in place. This Board adopted the original set of rules & regulations with resolution 1564 on December 14<sup>th</sup>, 2011 and revisions on February 13<sup>th</sup>, 2013 with resolution 1594.

**STAFF ANALYSIS.** Over time, ground transportation rules & regulations need to be reviewed for effectiveness or updated to reveal industry changes. The predominate changes in this document incorporates new operating procedures for Transportation Network Companies.

These changes will help empower the Ground Transportation Management Company (TNC) to further offer outstanding customer service to our passengers and the expectancy of our permitted commercial operators to perform at a high professional and efficient level when operating to and from the Monterey Regional Airport.

**SOURCE OF FUNDS.** None

**IMPACT ON REVENUES.** None

**IMPACT ON OPERATIONS.** The adoption of these revised Ground Transportation Rules & Regulations will allow TNCs to be integrated with other existing ground transportation operators serving the airport. The updated document will further assure terminal roadway efficiency, expand operator performance requirements, behavior compliance, provide exemptions under unique circumstances, clarify parking arrangements, and further empower the Ground Transportation Management Company with the authority to administer these additional rules and regulations effectively.

**CONTINGENCY.** None

**STRATEGIC PLAN.** Improves Customer Relations (Strategic Elements 3.0) and Public/Community Relations (Strategic Element 6.0)

**RECOMMENDATION.** To adopt Resolution 1652: “Approving the Revised Rules & Regulations for Commercial Ground Transportation”

**RESOLUTION NO. 1652**

**A RESOLUTION ADOPTING REVISED COMMERCIAL GROUND  
TRANSPORTATION RULES & REGULATIONS**

**WHEREAS**, the Board of Directors adopted an emergency ordinance on June 30, 2011 to regulate commercial passenger vehicles (Ordinance 911) and an ordinance establishing and regulating an open entry taxi system on December 14, 2011 (Ordinance 912); and

**WHEREAS**, the Board of Directors finds that the adoption of rules and regulations governing taxi service and other commercial passenger vehicles on the airport is necessary for the safety of airport passengers; and

**WHEREAS**, the implementation of Transportation Network Companies (TNC) expands the requirements to add said rules and regulations; and

**WHEREAS**, the Board of Directors adopted resolution 1564 on December 14<sup>th</sup>, 2011 to implement original rules and regulations and resolution 1594 on February 13<sup>th</sup>, 2013 for subsequent rules and regulation updates; and

**WHEREAS**, Airport Staff have made necessary changes to the rules and regulations to reflect operating parameters for TNCs and improve the ground transportation system; and

**WHEREAS**, Airport Staff and the Commercial Ground Transportation Management Company are empowered to administer and enforce these revised rules and regulations.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** that the proposed revised Rules and Regulations, as attached, be adopted and the Executive Director is directed to enforce the revised Rules and Regulations pursuant to Ordinance No. 911 and 912 adopted on June 30, 2011 and December 14, 2011 respectively by Monterey Peninsula Airport District Board of Directors.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY PENINSULA AIRPORT DISTRICT:** This 9<sup>th</sup> day of September, 2015 by the following roll call vote:

<b>AYES:</b>	<b>DIRECTORS:</b>
<b>NOES:</b>	<b>DIRECTORS:</b>
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>
<b>ABSENT:</b>	<b>DIRECTORS:</b>

Signed this 9<sup>th</sup> day of September, 2015

William Sabo, Chairman

**A T T E S T:**

Tonja Posey  
District Secretary

## Necessary Rules & Regulation Updates – September 2015

### Summary Sheet

**Black:** Existing Text

**Red:** New Text

**Blue:** Comment or Action by Staff

<u>Section</u>	<u>Title</u>	<u>Description</u>
Throughout		Replace Ordinance 911 with 916
Heading		The following rules and regulations have been adopted by Resolution 1652, pursuant to (omit “under”) Ordinances...
1.1	<u>1.1 (d)</u> (New Section)	Transportation Network Companies (TNC), as defined by the California Public Utilities Commission (CPUC)
2.0	<u>Definitions:</u>	Alphabetized entire section.
2.0	<u>(x):</u> (New Section)	<u>Transportation Network Company or TNC:</u> A CPUC permitted company or organization, whether a corporation, partnership, sole proprietor or other form, that provides prearranged transportation services using an Online-Enabled Platform, Mobile Device or Application to connect passengers with drivers using personal vehicles.
5.0	<u>Permit Fee:</u>	Added last sentence: ...established by Board Resolution or incorporated within the contractual agreement.
5.2	<u>Airport Surcharge contractual Fee:</u> <u>Airport District.</u>	Each TNC company will pay an annual fee pursuant to the agreement between the TNC and Monterey Peninsula
5.4	<u>Delinquent Fees:</u>	Replace General Manager with Executive Director
5.6	<u>Refusal of Fares:</u>	Section 5.6 (c) eliminated. Permits operators to refuse a fare if the vehicle is not equipped with a credit card machine.  Moved 5.6 (d) to become new section 5.6 (c).
5.7	<u>Penalties:</u>	...MPAD Ordinances 916 or 912 and any additional rules and regulations imposed by the California Public Utilities Commission or Monterey County Regional Taxi Authority Regulations.
5.7	<u>Penalties:</u>	Renumbered
7.0		Minor changes in second sentence to include TNC

## Necessary Rules & Regulation Updates – September 2015

### Summary Sheet - continued

**Black:** Existing Text

**Red:** New Text

**Blue:** Comment or Action by Staff

<u>Section</u>	<u>Title</u>	<u>Description</u>
8.0(a)	<u>Unattended Vehicles:</u>	... may not leave an unattended vehicle in an authorized area (omit “Attachment 1) of airport property, as outlined in Attachment #1, if meeting and greeting a prescheduled passenger in accordance with Sections 9.0, not longer than fifteen (15) minutes (time allotment reduced from thirty to fifteen minutes) or as otherwise directed by an on-duty Airport Police Officer.
8.0(c)3	<u>Passenger Loading:</u> (New Section)	<u>TNC Operators</u> shall pick up and drop off pre-arranged passengers in the area designated, as indicated on Attachment #1 and as defined in Section 9.0(b), and are not authorized to leave their vehicle unattended or wait in excess of 5 minutes, and must comply with Airport Police directives. Passenger pick-ups at other terminal locations are not permitted unless unusual circumstances require a deviation of procedures and are authorized by Airport or Ground Transportation Management personnel.
8.0(d)2	<u>Use of Hotel/Motel Courtesy Vehicle Staging Area:</u>	Grammatical corrections. Changed thirty to fifteen minutes.
8.0(i)	<u>Airport Parking Lots:</u>	(Begin with third sentence) Exceptions to the rule may be granted at the discretion of the Airport Manager, his designee or Commercial Transportation Management personnel as defined in Sections 11.0(g) and 11.0(h). (omit entire next sentence: “It is the intent of this rule that such exceptions shall be granted on a one-time basis and not for multiple occasions.”)
8.0(k)	<u>Vehicle Trade Dress:</u>	Motor vehicles operated upon Airport property by Commercial Operators, whether or not for hire, shall have clearly displayed (omit “and permanently affixed on both sides of the vehicle the”) name and/or trade symbol...

## Necessary Rules & Regulation Updates – September 2015

### Summary Sheet - continued

**Black:** Existing Text

**Red:** New Text

**Blue:** Comment or Action by Staff

9.0(b) TNC Operators must:

1. Provide the Curbside Management Company with evidence of a waybill upon request for pre-arranged pick-ups
2. Avoid dwell time on the curb unless permitted by the Curbside Management Company
3. May not accept airline vouchers, unless a contract has been arranged with an airline.

9.0(c)

Previously 9.0(b)

9.3

Eliminated header: "Meeting and Greeting Walk-up Passengers"

11.0(f) Credit Card Machines:

Credit card processing equipment is required for all Taxicab and TNC vehicles. Credit card processing must support Europay (EMV) payment technology. Commercial vehicles are prohibited to decline a fare by means of accepting cash as preference. Violators will be immediately expelled and subject to suspension and permit revocation.

12.2(b) (d) (f) & (g)

Replace General Manager with Executive Director

13.0 Insurance

Commercial TCP and TNC Operators ("except Taxicab Operators" – omitted) shall submit certificates of insurance in a form acceptable to the Executive Director and or designee ...

13.2(a) & (b) Insurance

Applicable only for TCPs. Change single limits insurance minimums from \$1 million to \$750,000 to meet CPUC benchmark requirements.

13.2(c) Insurance  
(New section)

TNC: Not less than \$1,000,000 per incident when the driver's app is enabled on airport property and a passenger match has been accepted.



**Monterey Peninsula Airport District  
Rules & Regulations  
For  
Commercial Ground Transportation**

**The following rules and regulations have been adopted by Resolution 1652, pursuant to Ordinances 916 and 912 and supersede all earlier published ground transportation rules and regulations.**

**AUTHORITY**

1.0 The Monterey Peninsula Airport District Board of Directors has delegated authority to the Airport Manager, his designee, or Ground Transportation Management personnel to act on its behalf in administering commercial ground transportation at the Airport, regulating the use of the facilities and services of the Airport, determining and collecting use charges therefore, enforcing these Rules and Regulations for commercial ground transportation providers and the general Airport Rules and Regulations, and carrying out such other duties and responsibilities as required to manage ground transportation.

1.1 The following rules and regulations govern the operations of all commercial ground transportation businesses upon the Monterey Regional Airport. Commercial operators of all types are covered, including, but not limited to, the following:

- (a) Transportation Charter Party Operators
- (b) Passenger Courtesy Vehicles (Hotel/Motel)
- (c) Taxicabs
- (d) Transportation Network Companies (TNC), as defined by the California Public Utilities Commission (CPUC)

1.2 These Rules and Regulations may be changed at any time by action of the Board of Directors, or without action by the Board of Directors because of requirements imposed by the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), CPUC, and/or Regional Taxi Authority Rules (RTA) or other state or federal authority at any time and without prior notice. Any changes or additional requirements mandated by the FAA, TSA, CPUC and/or RTA supersede these Rules and Regulations.

**DEFINITIONS**

2.0 Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the following words or phrases have the meanings set forth below. Words or phrases that are not defined in this ordinance, but that are defined in the California Penal Code, have the meanings set forth therein:

(a) **Airport**: means the Monterey Regional Airport and all lands owned and operated by the Monterey Peninsula Airport District for airport purposes or activities. "Airport" includes all improvements, facilities and appurtenances.

(b) **Airport Surcharge Fee**: The amount charged for each passenger(s) pick-up and drop-off per motor vehicle trip.

(c) **Automated Vehicle Identification (AVI) Medallion**: A Radio Frequency Identification (RFID) bar code sticker tag used for the purpose of capturing per trip surcharges and other enforcement tracking mechanisms.

(d) **Bus**: Any passenger vehicle with single or dual rear axles capable of carrying fifteen (15) or more passengers not including the driver.

(e) **Courtesy Vehicle**: Any vehicle permitted to transport its customers as a "Courtesy" service only, not for hire/not for compensation.

(f) **Cruising**: Operation of a motor vehicle upon Airport roadways by a Commercial Operator for the purposes of soliciting or attempting to solicit passengers in any location other than in the loading and unloading areas specifically authorized for such use in these regulations.

(g) **Dwell Time Fee**: If applicable, the period of time which a motor vehicle remains upon the loading and unloading areas of the terminal.

(h) **Ground Transportation Curbside Management**: A person or entity contracted by the Monterey Peninsula Airport District, to manage the queuing, staging and curbside policies set within this document, including applicable policies adopted by the Monterey County Regional Taxi Authority or the California Public Utilities Commission.

(i) **Ground Transportation Year**: The Ground Transportation Year shall run from July 1<sup>st</sup> through June 30<sup>th</sup>.

(j) **Limousine/Van/Shuttle**: Any passenger-carrying vehicle with a maximum seating capacity of fourteen (14) passengers plus the driver operating on a "pre-arranged and on-demand" basis, transporting passengers at a per-person rate, the use of said vehicle not being exclusive to any individual or group.

(k) **Loading and Unloading Areas**: Those areas authorized for passenger loading and unloading.

(l) **Luxury Limousine**: A vehicle for hire on a charter basis which shall offer luxury features including, but not limited to, television, telephone, and beverages and has at least four doors, two on each side of the vehicle (this does not include the front or rear of the vehicle) all of which must be designated for entry and exit by its occupant. Luxury limousine does not include a taxicab.

(m) **On Call and Demand/Call and Demand**: The transportation of passengers or property not "On Schedule."

(n) **Replacement Vehicle**: A vehicle intended by a Commercial Operator to replace a vehicle that has been registered for the ground transportation year but was subsequently destroyed or sold.

(o) **Revocation**: The revocation of a Commercial Operator's privilege to operate motor vehicles on Airport property and/or to otherwise conduct business activities in the Airport Terminal.

(p) **Scheduled Service**: The transportation of passengers or property between fixed points and over designated routes at established times as specified in the carrier's time schedule as filed and approved by the appropriate jurisdictional authority.

(q) **Solicitation**: Any attempt or act by or for a Commercial Operator, direct or indirect, verbal, non-verbal or written, of whatever nature to obtain passengers or baggage.

(r) **Sticker Permit**: An annual permit for each motor vehicle picking up passengers (and drop-offs for taxicabs) at the airport.

(s) **Suspension**: The temporary discontinuance of a Commercial Operator's privilege to operate motor vehicles on the Airport and/or to conduct business activities in the Airport Terminal.

(t) **Taxicab**: Any passenger-carrying vehicle with a maximum seating capacity of seven (7) passengers plus the driver holding a permit issued by the Regional Taxi Authority for transportation of passengers and their baggage in taxicab service operation on a "pre-arranged and on-demand" basis, the first passenger: (1) having exclusive use of the vehicle unless he/she agrees to "Multiple Loading"; and (2) having the ability to designate any destination, route, or stops desired on the route.

(u) **Taxi Holding Lot**: An area dedicated to queuing of taxi operators prior to being dispatched to the terminal.

(v) **Taxi Terminal Queuing Area**: An area dedicated to queuing of taxi operators at the terminal.

(w) **Terminal**: means all buildings and structures located within the airport and open to the public for the purpose of flight ticket purchase, public lobby, waiting, baggage check-in and those other services related to public air travel.

(x) **Transportation Network Company or TNC**: A CPUC permitted company or organization, whether a corporation, partnership, sole proprietor or other form, that provides prearranged transportation services using an Online-Enabled Platform, Mobile Device or Application to connect passengers with drivers using personal vehicles.

(y) **TCP/Courtesy Vehicle Holding Lot**: An area, if applicable, dedicated to the queuing of TCP and Courtesy Vehicles prior to pre-arranged and on-demand passenger pick-ups at the terminal.

## **COMPLIANCE**

3.0 Commercial Operators conducting business activities upon Airport premises shall comply with all laws of the United States and the State of California, all rules and regulations promulgated by the Monterey County Regional Taxi Authority or the California Public Utilities Commission, the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA) and the Rules and Regulations of this document.

3.1 No Commercial Operator upon Airport property shall fail to obey any lawful directive of any Police Officer, Operations Staff, Ground Transportation Company Management Employee or Regional Taxi Authority Administrator (taxicabs only). Authority is hereby vested in Ground Transportation

Management Employees to enforce these regulations including, by way of example but not by way of limitation, authority to monitor the business activities – including AVI tracking - and the meet and greet of passengers by commercial operators at the Airport, to control vehicular traffic and solicitation at the Airport, to direct motor vehicle movements within commercial loading and unloading areas, and to require the removal of commercial motor vehicles from loading and unloading areas in order to alleviate congestion.

### **AIRPORT ACCESS**

4.0 All commercial ground transportation activities, including those operations conducted under proper California Public Utilities Commission and/or Monterey County Regional Taxi Authority, are prohibited on the Airport, unless expressly permitted to operate on the Airport in writing, in advance, and under permit by the General Manager or designee.

4.1 Each Commercial Operator seeking to conduct business activities and to operate motor vehicles upon Airport premises shall register with the Airport Police Department Administrator each Ground Transportation Year and shall possess an airport sticker permit for each vehicle accessing the Airport for the purpose of conducting business at the Airport, or shall be assessed a penalty fee. Taxicab operators, as a combined fee, must purchase an airport sticker permit and AVI medallion.

### **FEES AND PENALTIES FOR GROUND TRANSPORTATION**

5.0 **Permit Fee**: Each Commercial Ground Transportation Vehicle defined in section 1.1 shall pay Monterey Peninsula Airport District a permit fee per vehicle annually to operate at the Airport. A permit involves the issuance of a colorized sticker for all commercial operators designated for the appropriate ground transportation year, and an AVI Medallion issued one-time only for taxicabs (Section 6). Permit fees are established in the rates & charges schedule established by Board resolution or incorporated within the contractual agreement.

If airport access commences during the annual permit cycle, the Commercial Operator shall pay the pro rated portion of the annual fee for the remainder of the term of the annual permit. The term of the annual permit is from July 1<sup>st</sup> through and including June 30<sup>th</sup>. Each Operator shall pay the applicable permit fee in advance, (a) on or before the date it wishes to commence operations (if purchasing a new permit); or (b) on or before July 1<sup>st</sup> of each year (if renewing an annual permit).

5.1 **Permit Process**: A registration application must be completed in full and applicable insurances and other requirements set forth in this document including annual permit fees due must be received by the Airport Police Administrator prior to the issuance of an AVI Medallion (for taxis only) and Sticker Permit. AVI Medallions and Sticker Permits may be purchased by appointment at the Airport Police Administration Office. Notifications will be issued via mailings, website postings and/or other announcements prior to each Ground Transportation Year.

5.2 **Airport Surcharge Fee**: Each Commercial Taxicab Operator dropping off and picking up passengers will be assessed an airport per trip surcharge fee, except by waiver listed in section 5.3. Each represented taxicab company will be issued a monthly invoice with the total surcharges incurred by its fleet. Each TNC company will pay an annual fee pursuant to the contractual agreement between

the TNC and Monterey Peninsula Airport District. The Operator shall remit payment of fees within thirty (30) calendar days to the Airport. Surcharge fees are established in the rates & charges schedule established by Board resolution.

5.3 **Waiver of Airport Surcharge Fees:** Each Commercial Taxicab Operator dropping off or picking up passengers will not be assessed an airport per trip surcharge fee under the following events: When a passenger returns to the Airport to retrieve lost luggage or a rental car which was unavailable during their initial flight arrival; an RTA senior script program voucher or other unusual circumstances deemed acceptable to the Airport Manager, his designee or the Ground Transportation Management Company.

5.4 **Delinquent Fees:** Commercial Operators are considered delinquent after the original due date referenced is section 5.2. Airport Surcharge Fees not received by the Airport District prior to 5:00pm, on the day after the due date, the Commercial Operator shall pay a late charge of five percent (5%). At the discretion of the Executive Director, Commercial Operators with delinquent fees attempting to access the Airport may be expelled without having access to passengers or the terminal, and will not be allowed to conduct any Ground Transportation business. Expulsion will be performed by Airport Operations Staff, Law Enforcement Officers and/or the Ground Transportation Management Manager. The Airport will mail a statement for payment in arrears as a written record of fees owed.

5.5 **No Diversion of Passengers:** Ground Transportation Operators shall not, through their officers, agents, representatives, or employees, divert or cause to be diverted any prospective customer or item to a location off the Airport, in order to pick up or drop off said customer or item off the Airport and thereby avoid paying the fees and charges that would otherwise be owed to Airport hereunder. For example, and without limiting the foregoing, a Ground Transportation Operator shall not instruct a customer to utilize a Hotel/Motel Courtesy Vehicle to be transported or to transport an item off the Airport in order to then pick up the customer or item at a hotel/motel off the Airport to avoid paying fees and charges hereunder. A Ground Transportation Operator shall not instruct a potential customer to utilize a taxicab, TNC, limousine, or other form of public transportation, and offer to reimburse the customer for the cost of said transportation, in order to pick up the customer or item at a location off the Airport.

5.6 **Refusal of Fares:** Commercial Operators may only refuse a fare as follows:

- (a) A voucher offered by the Airlines.
- (b) If the passenger(s) luggage exceeds the capacity of the vehicle.
- (c) Any other right of refusal as stipulated in the Rules & Regulations set forth by the Public Utilities Commission, or Regional Taxi Authority.

5.7 **Penalties:**

(a) Every person who violates any provision of these rules & regulations is guilty of an infraction and upon conviction thereof shall be punishable by the penalties defined under MPAD Ordinances 916 or 912, and any additional rules and/or regulations imposed by the California Public Utilities Commission or Monterey County Regional Taxi Authority Regulations.

(b) In any action or proceeding to collect fees, penalties and interest due under these rules and regulations, the Airport shall be entitled to recover from the other party all costs, expenses and attorneys fees associated with such collection.

(c) Should Commercial Operator(s) fail to timely pay all fees and expenses as required by these Rules and Regulations, such Commercial Operator may be denied access to the Airport until payment in full is made, including any applicable late fees.

(d) Jurisdiction and venue for any suit, right or cause of action arising under or in connection with these Rules and Regulations shall be exclusively in the County Court of Monterey, California.

### **AUTOMATED VEHICLE IDENTIFICATION MEDALLION REQUIREMENTS**

6.0 The Monterey Peninsula Airport District maintains and operates an Automated Vehicle Identification (AVI) system. Before operating motor vehicles upon Airport premises, except as otherwise hereinafter provided, Commercial Taxicab Operators that will access the Airport shall secure an AVI Medallion for each of their vehicles and follow the medallion fee and display guidelines for passenger operators described in section 7. At the discretion of the Airport Board of Directors, TCP and Passenger Courtesy Vehicle Operators may be required to purchase an AVI Medallion and assessed an airport surcharge.

6.1 Airport sticker permits and AVI Medallions purchased from other airports may not be used.

6.2 Unless authorized by the Airport Manager or designee, airport sticker permits and AVI Medallions shall not be transferred between or among vehicles within the fleet of a Commercial Operator and the use by a Commercial Operator of an airport sticker permit and AVI Medallion issued to a different Commercial Operator is strictly prohibited.

6.3 Medallions will be deactivated in the event of misuse and access to the Airport denied.

### **AVI MEDALLION FEE AND DISPLAY GUIDELINES FOR COMMERCIAL OPERATORS**

7.0 All taxicab vehicles providing service at the Monterey Peninsula Airport are required to obtain and display an AVI Medallion with the airport operating permit sticker. All TCP, Courtesy Vehicle and TNC Operators pursuant to Ordinance 916 are only required to purchase an annual Airport sticker operating permit at this time. Any Commercial Taxicab Operator that does not display an AVI Medallion and Permit Sticker will immediately be issued a citation assessed as a penalty in an amount as prescribed in Ordinance 916 or 912 and required to leave the Airport premises immediately.

7.1 The following rules apply to all AVI Medallion and Sticker Permit holders:

(a) AVI Medallions and Sticker Permits must be affixed as directed so they are plainly readable by Airport District personnel and/or Ground Transportation Management employee at all times. The exact location of AVI Medallions and Sticker Permits will be affixed to the vehicle by Airport or Ground Transportation Management personnel. Use of fixatives other than permanent adhesive is prohibited and shall result in the loss of tampered or improperly affixed AVI Medallion and Sticker Permits. The Airport Manager or his designee, Ground Transportation personnel or Regional Taxi Authority administrator is hereby authorized to check the fixative or use of any permit which may appear suspect. Undisplayed AVI Medallions and Sticker Permits without the appropriate color, expiration date, identification number, and AVI Medallions and Sticker Permits displayed in any other location or with any other fixative will be deemed invalid and the vehicle will be deemed to be un-permitted and charged a Penalty Fee.

(b) AVI Medallions and Sticker Permits are not transferable from one vehicle to another except in the case of the destruction or sale of a vehicle and its replacement, proved to the satisfaction of the Airport Manager, his designee or Ground Transportation Management personnel at their sole discretion.

(c) If an AVI Medallion and/or Sticker Permit is damaged, destroyed or unreadable by AVI equipment, a new AVI Medallion and/or Sticker Permit will be issued only when the remains of the purchased Medallion/Permit are turned into the Airport Police Department Administrator or Ground Transportation Management personnel. Should AVI Medallions become inoperable for reason of neglect or abuse, it is the responsibility of the commercial operator to purchase a new one. Vehicles not displaying an AVI Medallion and Sticker Permit due to its damage or destruction will be assessed a Penalty Fee.

### **MOTOR VEHICLE OPERATING REQUIREMENTS**

8.0 Commercial Operator motor vehicles with an Airport permit shall be operated in compliance with the following requirements:

(a) **Unattended Vehicles:**

1. It shall be prohibited for any Commercial Operator to leave its motor vehicles unattended upon Airport roadways or in the commercial lanes of the Terminal. Notwithstanding the foregoing, a Commercial TCP or Hotel/Motel Courtesy Vehicle Operator, may leave an unattended vehicle in an authorized area of Airport property, as outlined in Attachment #1, if meeting and greeting a prescheduled passenger in accordance with Sections 9.0, not longer than fifteen (15) minutes or as otherwise directed by an on-duty Airport Police Officer.

2. Vehicles left without a driver, in contravention of these rules and regulations, in unauthorized areas of the Airport, or in a manner that causes an obstruction of traffic shall be immediately towed from the Airport at Commercial Operator's expense.

3. Commercial Ground Transportation Curbside Employees shall have authority, in their sole discretion, to require Commercial Operators to move their vehicles in order to maintain efficient traffic movement, to maintain Transportation Security Administration security requirements, and operating requirements set forth in this document.

(b) **Passenger Drop-Off in Designated Areas outside the Terminal Building:**

1. Commercial TCP, TNC and Courtesy Operators must deliver departing passengers to the departure curb of the Terminal in the designated parking stalls indicated in Attachment #1 unless directed by Airport or Ground Transportation Management personnel to another specific area. Attended vehicles may be in these designated drop-off areas only for the time required to unload passengers and baggage.

2. Taxicab Operators shall drop off passengers at one of the two (2) available parking stalls located immediately behind the taxi terminal queuing area (see Attachment #1). Drop-off of passengers at other terminal locations is not permitted unless unusual circumstances that require a

deviation of procedures are authorized by the Airport or Ground Transportation Management personnel.

(c) **Passenger Loading in Designated Areas outside the Terminal Building:**

1. **Commercial TCP and Courtesy Operators** must pick up arriving passengers at the baggage claim area of the Terminal or in the designated parking staging area listed in Attachment #1 unless directed by Airport or Ground Transportation Management personnel to another specific area. Attended vehicles may be in these designated pick-up areas only for the time required to load passengers and baggage or otherwise permitted in Section 8.0(d).

2. **Taxicab Operators** pick up on-demand passengers at one of the three (3) available parking stalls located at the taxi terminal queuing area (see Attachment #1). Taxicab Operators shall pick up pre-arranged passengers as indicated on Attachment #1 and as defined in Section 9.0(b), and are not authorized to leave their vehicle unattended or wait at great lengths, and must comply with Airport Police directives. Passenger pick-ups at other terminal locations are not permitted unless unusual circumstances require a deviation of procedures and are authorized by Airport or Ground Transportation Management personnel.

3. **TNC Operators** shall pick up and drop off pre-arranged passengers in the area designated, as indicated on Attachment #1 and as defined in Section 9.0(b), and are not authorized to leave their vehicle unattended or wait in excess of 5 minutes, and must comply with Airport Police directives. Passenger pick-ups at other terminal locations are not permitted unless unusual circumstances require a deviation of procedures and are authorized by Airport or Ground Transportation Management personnel.

(d) **Use of Hotel/Motel Courtesy Vehicle Staging Area:** If necessary, all TCP and Courtesy Vehicle Operators with operating privileges may make use of the fifteen (15) minute first come first served Staging Area, as outlined in Attachment #1. Drivers must remain with all parked vehicles, unless a particular driver is the one (1) designated Commercial Operator allowed inside the terminal for purposes of meeting a prearranged pick-up pursuant to these Ground Transportation Rules.

(e) **Use of Taxi Holding Lot:** All Commercial Taxi Operators who have operating privileges with the Airport shall make use of the Taxi Holding Lot (Attachment #2) when arriving at the airport to pick up an on-demand fare, unless otherwise permitted by Airport or Ground Transportation Management personnel, and may park their vehicles within the temporary parking area of the Commercial Taxi Holding Lot. Drivers must remain with all parked vehicles and adhere to the posted rules set forth by the Ground Transportation Management Company.

(f) **Use of Taxi Terminal Queuing Area:** All Commercial Taxicab Operators who have operating privileges with the Airport shall respond from the Taxi Holding Lot to the Taxi Terminal Queuing parking area in front of the terminal (Attachment #1), for queuing and loading of passengers when notified.

(g) **Taxi Staging Notifications:** All Commercial Taxicab Operators will be advised on specific procedures, developed by the Ground Transportation Management Company, when to respond from the Taxi Holding Lot to the Taxi Terminal Queuing Area and will only be allowed access to the Terminal in proper sequence. Taxicabs may leave the Airport premises; however forfeit their place in line if the window sequence has expired.



(h) **Cruising Prohibited**: It shall be prohibited for Commercial Operators to engage in Cruising upon Airport property.

(i) **Airport Parking Lots**: Commercial Operators shall not conduct any business upon or leave commercial vehicles in public parking lot facilities, including employee parking lots. Any commercial vehicle parked in public parking facilities will be towed at the expense of the Commercial Operator. This includes commercial vehicles used as personal vehicles of employees. Exceptions to this rule may be granted at the discretion of the Airport Manager, his designee or Commercial Transportation Management personnel as defined in Section 11.0(g) and 11.0(h). It shall be the responsibility of the owner and/or operator of any such vehicle to request such an exception in advance from the Airport Police or Operations Department, and to furnish the license number of the vehicle which is to be parked in an Airport parking facility to the Airport Police, Operations Department or Ground Transportation Management company if the request is granted.

(j) **Double Parking Prohibited**: Double parking of motor vehicles by Commercial Operators upon Airport roadways is prohibited.

(k) **Vehicle Trade Dress**: Motor vehicles operated upon Airport property by Commercial Operators, whether or not for hire, shall have clearly displayed name and/or trade symbol of the Operating Company and all applicable California Public Utilities Commission, Federal Highway Administration authority numbers and/or applicable rules outlined by the Regional Taxi Authority Regulations.

(l) **Vehicle Safety**: Commercial Operators shall maintain all motor vehicles operated upon Airport roadways in accordance with vehicle safety requirements of the California Public Utilities Commission and other state, county, city law and/or Regional Taxi Authority Regulations.

## **MEETING AND GREETING PASSENGERS**

### **9.0 Pre-arranged Pick-ups:**

(a) TCP and Courtesy Vehicle Operators, with prearranged pick-ups are authorized to meet passengers inside the Airport Terminal lobby or baggage claim, or in areas authorized by the Airport Manager or his designee and as outlined in Section 8. Operators shall have a passenger waybill available for immediate review by Ground Transportation Management personnel upon request. This waybill shall contain the date, full name of the passenger, number of affiliated riders, and airline with flight number. Flight numbers and date may be excluded only in cases when the patron explicitly has engaged in a business transaction with Airport Staff, its concessions or other aviation service providers. This waybill shall be carried by the driver of the Commercial vehicle operator.

(b) TNC operators must :

1. Provide the Curbside Management Company with evidence of a waybill upon request for pre-arranged pick-ups.
2. Avoid dwell time on the curb unless permitted by the Curbside Management Company.
3. May not accept airline vouchers, unless a contract has been arranged with an airline.

(c) Taxicab Operators, with pre-arranged pick-ups at the terminal are restricted as follows:

1. Flight Arrivals. The operator must produce the passenger's full name, number of affiliated riders in the same party, and the arriving airline and flight number.
2. Produce the full name of the patron which has explicitly engaged in an active business transaction with Airport Staff, its concessions or other aviation service providers.
3. May not accept Airline Vouchers as a pre-arranged pick-up fare.

9.1 No Commercial Operator of any ground transportation company may porter passenger baggage unless the passenger has, without solicitation from the Commercial Operator, requested such assistance; or unless the Commercial Operator is claiming and delivering delayed baggage under contract.

(a) **Drop Off:** If a passenger requests baggage assistance from the Commercial Operator at the time of drop-off and unloading, the Commercial Operator may assist the passenger with his or her baggage as defined in Section 8.0(a)1.

(b) **Pick Up:** If the passenger requests baggage assistance from the Commercial Operator at the time of pick-up, the Commercial Operator may assist the passenger with the baggage. The operator may take the passenger's luggage from the baggage claim area to the vehicle, and return for additional baggage without violating curbside parking privileges set in Section 8.0(a)1.

9.2 Self-service luggage carts, if located throughout the Airport for use by the traveling public shall not be gathered or retained by Commercial Operators for resale or for use in the operation of their businesses or for any other purpose. Commercial Operators shall not contract verbally or in writing with any other parties for the purpose of utilizing self-service luggage carts in the operation of their businesses.

9.3 Commercial Operators or other Company Representatives may not meet Walk-Up, or non-prearranged passengers inside the Airport Terminal.

### **SOLICITATION AND BUSINESS RESTRICTIONS**

10.0 It shall be prohibited for any Commercial Operator to conduct any ground transportation business or concession upon the Airport or roadways or other facilities used or operated in conjunction with the Airport or for any person to sell, offer for sale or furnish any ground transportation service or commodity upon the Airport except as specifically authorized herein for Commercial Operators.

10.1 Commercial Operators shall not engage in Solicitation upon Airport premises by initiating or engaging in a conversation regarding ground transportation services with any person on the airport for the purpose of seeking passengers or customers for a commercial passenger vehicle operator; employing, inducing, arranging for or allowing any person to initiate or engage in a conversation regarding ground transportation services with any other person on the airport for the purpose of seeking passengers or customers for a commercial passenger vehicle operator; engaging in any conduct or activity intended to or apparently intended to ask, implore or persuade a passenger or potential passenger to alter his or her previously chosen mode of ground transportation or commercial passenger vehicle operator, delivering literature on the airport discussing or describing ground transportation services to be provided by a commercial passenger vehicle operator to any person on the airport; or

offering ground transportation services provided by a commercial passenger vehicle operator to any person while on the airport. "Solicitation" does not include actions by employees of any airline in arranging for transportation for any passenger of such airline.

10.2 Commercial Operators likewise shall not enter into or attempt to make any arrangement with the curbside management company, maintenance employees, airline or other tenant employees, Airport District employees whether or not for compensation whereby such persons undertake or agree to engage in Solicitation for a Commercial Operator.

### **COMMERCIAL OPERATOR CONDUCT UPON THE AIRPORT**

11.0 Commercial Operators doing business upon Airport premises as authorized herein shall abide by the following rules of conduct while upon the Airport:

(a) **Commercial Operator Demeanor**: Commercial Operators shall be courteous to the public and to other Commercial Operators and their employees. The Commercial Operator's employees shall be clean, efficient and neat in appearance. Commercial Operators shall not allow employees on the Airport to use improper language or to act in a loud or boisterous or otherwise improper manner. Commercial Operators shall not engage in open, notorious and public disputes, disagreements or conflicts intending to deteriorate the quality of the ground transportation services of Commercial Operators or their competitors or incompatible with the best interests of the public at the Airport. Obscene communications, threats of violence or physical harm, fighting, gambling, public intoxication and carrying of weapons or illegal substances on Airport premises are expressly prohibited.

(b) **Deception of the Public**: It shall be a violation of these Rules for a Commercial Operator to deceive or attempt to deceive the public through false representations concerning its prices or services or those of any other ground transportation provider.

(c) **Obedience to Signs**: Commercial Operators shall obey all posted signs located upon Airport property.

(d) **Name Identification Tags**: At all times while on Airport Property, Commercial TCP and Courtesy Vehicle Operators, shall wear identification of the driver and company representative name of the Commercial Operator with whom he or she is associated. Name identification tags for Commercial Taxicab Operators are subject to Regional Taxi Authority Regulations.

(e) **Sleeping**: Commercial Operators are prohibited from sleeping inside the Airport Terminal Building or inside their vehicles at the Taxi Terminal Queuing Area or TCP and Courtesy Vehicle staging areas. Drivers observed sleeping are subject to return to the Taxi Holding Lot or dismissed from Airport property.

(f) **Credit Card Machines**: Credit card processing equipment is required for all Taxicab and TNC vehicles. Credit card processing must support Europay (EMV) payment technology. Commercial Vehicles are prohibited to decline a fare by means of accepting cash as preference. Violators will be immediately expelled and subject to suspension and permit revocation.

(g) **Food and Drink:**

1. Commercial Taxicab Operators, with a valid permit, are authorized to purchase food and drink inside the Airport Terminal provided the following conditions are met:
  - a) The driver informs the Ground Transportation Management Company in advance and within an authorized parking area as directed by the Ground Transportation Management Company.
  - b) Does not exceed a specific time period determined by the Ground Transportation Management Company.
  - c) The driver purchases their Food and Drink to go and displays a receipt if requested by the Ground Transportation Management Company.
  - d) Not engage in casual conversation with other drivers within the authorized waiting areas as defined in 11.0(j).
2. No Commercial Operator shall provide food or drinks to its customers at any location upon Airport Property other than in motor vehicles operated by Commercial Operators.
3. All personal food and beverage or other items brought into the Airport Terminal by a Commercial Operator Representative must remain in the possession of the person at all times while in the Terminal. Any unattended items will be disposed of by Airport personnel.

(h) **Terminal Restrooms:**

Commercial Operators not located at the Terminal Queuing Area, are authorized to utilize the restroom facilities at the terminal provided the following conditions are met:

- 1) The driver informs the Ground Transportation Management Company in advance and within an authorized parking area as directed by the Ground Transportation Management Company.
- 2) Not engage in casual conversation with other drivers within the authorized waiting areas as defined in 11.0(j).
- 3) Not perform any other personal or business functions in contradiction of these rules and regulations.

(i) **Gratuities:** Commercial Operators and their representatives while upon Airport property shall not solicit gratuities or tips, directly or indirectly, from their customers.

(j) **Authorized Waiting Area:** Commercial Taxicab Operators parked at the Taxi Terminal Queuing Area are authorized to wait along the curb immediately in front of the queuing and within the terminal center lobby areas. Waiting is unauthorized in any other areas unless specifically authorized by the Ground Transportation Management Company or Airport Staff for business related activity.

## **SUSPENSION AND REVOCATION**

12.0 All Commercial Operators must comply with the lawful directives of airport staff and with these rules and regulations. The Airport Manager or his designee shall have the power to suspend the operating privilege of any Commercial Operator for non-compliance with any lawful directive; a violation of these Ground Transportation Rules and Regulations; behavior that disrupts the effective operation of the Airport Terminal; or any behavior that the Airport Manager or designee determines creates a danger to the Airport personnel, Ground Transportation Management personnel or the traveling public. The Airport Manager or designee shall have the power to revoke the operating privileges of any Commercial Operator or its driver, employee or Company Representative for repeated non-compliance with these Ground Transportation Rules and Regulations or where the Commercial Operator or its representative is deemed a danger to the health, safety, and welfare of any Airport user, the public or Airport employee.

### **12.1 Suspension:**

(a) Any failure to comply with the lawful directive of Airport staff or Ground Transportation Management personnel or any violation of these ground transportation regulations by a driver, employee or Company Representative shall result in the issuance of a citation to the Commercial Operator.

(b) A Commercial Operator will be immediately suspended if the Airport Manager, or his designee in consultation with Ground Transportation Management determines that the Commercial Operator's behavior was willful and/or deliberate and a disruption to Airport Staff or the traveling public.

(c) If the Commercial Operator whose operating privileges are or may become suspended demonstrates that it is making a good faith effort to remedy its failure to satisfy the requirements, the Airport Manager or his designee may, in his or her discretion, remove or reduce the suspension. Any decision of the Airport Manager concerning suspension of Airport privileges pursuant to this Section of these Rules shall be considered final agency action.

### **12.2 Revocation:**

(a) The operating privileges of a Commercial Operator receiving three (3) infractions during a Ground Transportation Year shall be revoked for a period of one (1) calendar year.

(b) A Commercial Operator whose privileges have been revoked may apply for renewed privileges after a twelve (12) month period has elapsed following the date of revocation, during which time, said revocation was adhered to. The Executive Director, or his or her designee, in his or her discretion, may allow an earlier re-application following revocation where justified by equitable considerations.

(c) A Commercial Operator, driver, employee or Company Representative's failure to comply with the terms of revocation will result in an added suspension and/or revocation for an additional period of time, which time will be added to the current term of revocation.

(d) Notwithstanding the notice provisions hereof, the Executive Director or his or her designee may revoke without notice the operating privileges of any person or entity if, that person or entity is deemed to endanger the health, safety, and welfare of any Airport user, the public, or employees.

(e) Any Commercial Operator or Company Representative whose operating privileges are or may become revoked for other than a deliberate or willful violation of such requirements may request a meeting with the Airport Manager, his designee and Ground Transportation Management so as to demonstrate to the Airport Manager or his designee and Ground Transportation Management, at any time prior to such revocation or after such revocation has been imposed, that such operator or person has remedied or is making a good faith attempt to remedy its failure to satisfy the requirements of these ground transportation regulations granted to such Commercial Operator.

(f) If the Commercial Operator or Company Representative whose operating privileges are or may become revoked demonstrates that it is making a good faith effort to remedy its failure to satisfy the requirements, the Executive Director or his or her designee may, in his or her discretion, reverse the revocation if such revocation has been imposed, or abandon the procedure if such revocation has not yet been imposed.

(g) **Hearing Procedure:** Any Commercial Operator whose operating privileges have been revoked shall have the right to a hearing provided by the Executive Director, his or her designee, or in case of violations related to Regional Taxi Authority ordinances, rules or regulations, the Regional Taxi Authority Board (taxicabs); except where the basis of the violation has been proved in a court of law or before another local, state or federal regulatory or governmental agency. Such a hearing must be requested within ten (10) days of receipt of the notice of revocation. The Executive Director or his or her designee shall have the authority to waive the time requirements set forth herein upon good cause shown. The Executive Director, his or her designee or Regional Taxi Authority Board (taxicabs) decision following said hearing shall be deemed final agency action. All revocation periods will be held in abeyance pending any hearing or appeal.

## **INSURANCE**

13.0 Commercial TCP and TNC Operators shall submit certificates of insurance in a form acceptable to the Executive Director and/or designee with coverage in amounts required by the terms of these Rules and Regulations.

13.1 Licensed Regional Taxi Authority Taxicab Operators shall maintain appropriate insurance requirements established within the Regional Taxi Authority Regulations.

13.2 Commercial General Liability Insurance: A Commercial Operator, except Taxicab Operators, shall maintain a comprehensive general liability insurance policy which will cover against liability for injury to persons and/or property, and death of any person or persons occurring in or about the airport.

(a) TCP: Commercial General Liability: Commercial General Liability Bodily Injury/Property Damage Combined Single Limit: \$750,000.

(b) TCP: Comprehensive Motor Vehicle Liability Insurance; Bodily Injury/Property Damage Combined Single Limit: \$750,000.

(c) TNC: Not less than \$1,000,000 per incident when the driver's app is enabled on airport property and a passenger match has been accepted.

13.3 Motor Vehicle Insurance: A Commercial Operator shall maintain a motor vehicle insurance policy, provided by an insurance company authorized to do business in the state of California in such minimum amounts as required by the California Public Utilities Commission or State Law.

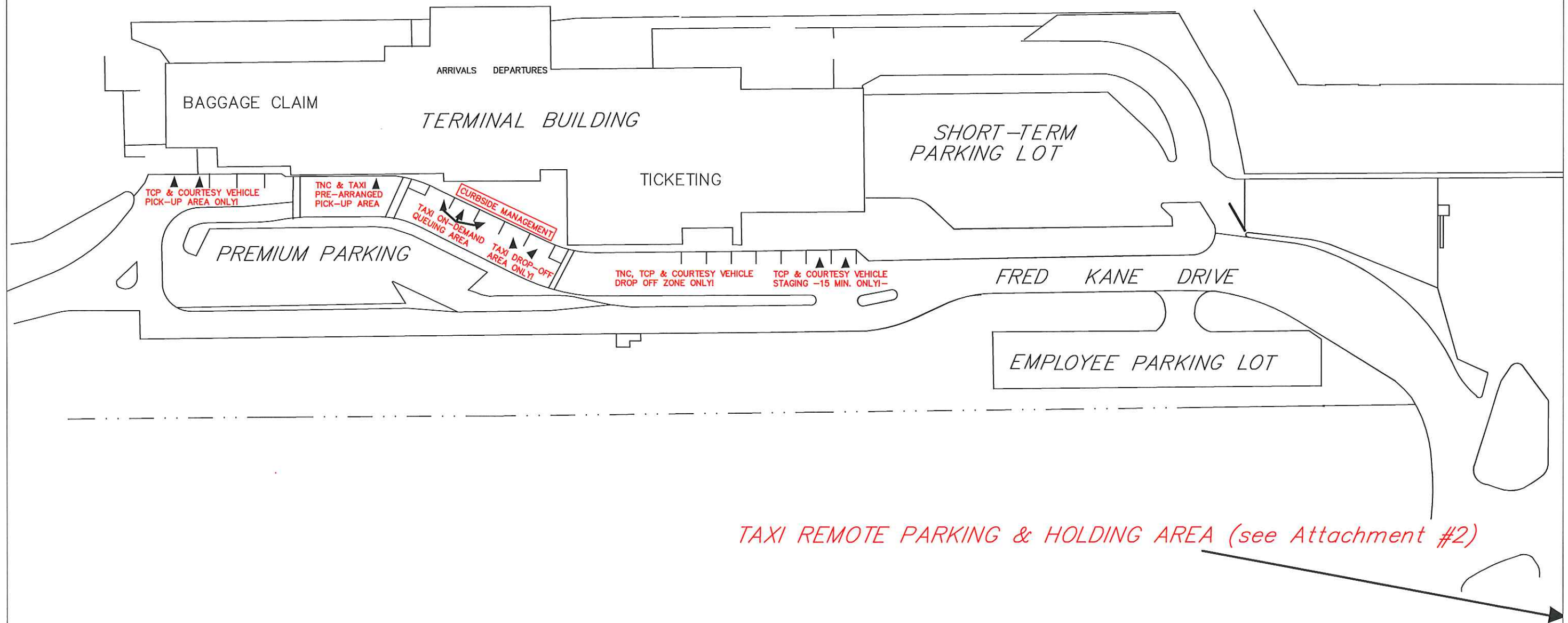
13.4 Additional Insured: Monterey Peninsula Airport District shall be endorsed on comprehensive general liability and motor vehicle liability policies as an additional insured. The Commercial Operator, except Taxicab Operators, shall furnish certificates to the District prior to commencing operations evidencing that the insurance is in full force and effect during the term of the operating privilege and that Monterey Peninsula Airport District be notified, in writing, by the insurers at least ten (10) days prior to any cancellation of the policy.

13.5 Indemnification: Commercial Operators shall indemnify, defend, and save Monterey Peninsula Airport District and their respective agents, officers, and representatives and employees harmless from and against any and all judgments, penalties, liability or loss, including costs and reasonable attorney's fees resulting from claims or court actions, whether civil, criminal or in equity, arising directly or indirectly out of acts of the Commercial Operator, his agents, employees or servants, or through any injury or casualty occurring on the Airport as a result of said loss.

13.6 Workers Compensation: The Commercial Operator shall maintain the statutorily required workers' compensation insurance coverage on all employees unless otherwise indicated in the Monterey County Regional Taxi Authority Regulations.

GROUND TRANSPORTATION PROCEDURES

Updated: August 2015





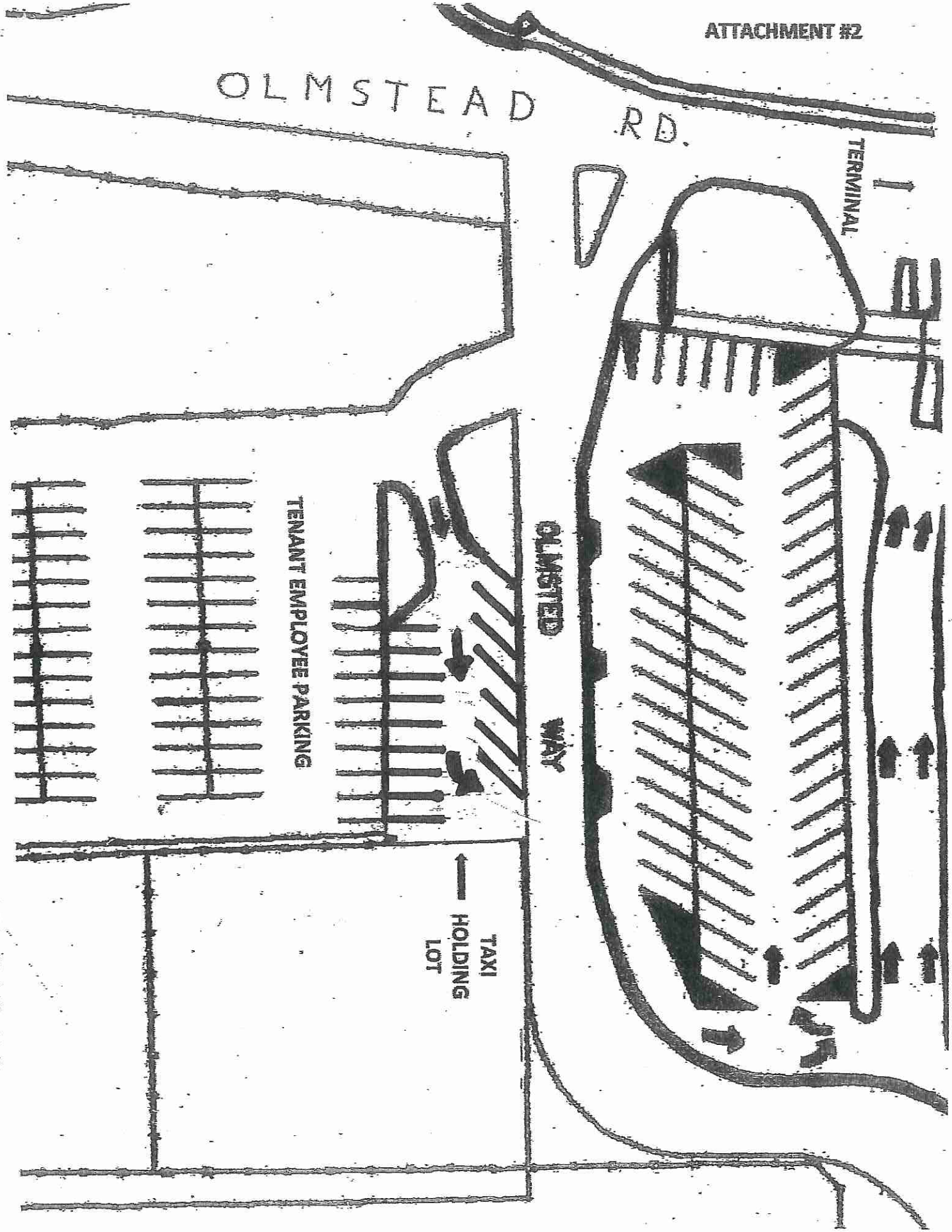
OLMSTEAD RD.

TERMINAL

OLMSTED WAY

TENANT EMPLOYEE PARKING

TAXI  
HOLDING  
LOT



**AGENDA ITEM:** I. a. ii.  
**DATE:** September 9, 2015

**TO:** Board of Directors, Monterey Peninsula Airport District  
**FROM:** Michael La Pier, Executive Director (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**

**September 2, 2015 1:30 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. | July 2015 & FYTD (FY 2016) Financial Statements |
| Review | 2. | Accounts Receivable Aged Invoice Report         |
| Update | 3. | Cash Position Update                            |
| Review | 4. | Fleet Management Policy                         |
| Update | 5. | Investment Policy                               |
| Update | 6. | FY 2015 Audit Plan & 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 09/02/2015 Finance Committee Meeting:**

- The meeting was called to order by Chair Sabo at 1:32 p.m.
- The meeting was attended by board members Bill Sabo and Carl Miller; staff members Mike La Pier, Tonja Posey and Jerry Merritt were present.
- There were no communications or public comments.
- July 2015 & FYTD (FY 2016) Financial Statements:
  - ✓ Presented Financial Summary for July 2015 (FY16),
  - ✓ Presented variance analysis,
  - ✓ Operating revenue was 3% or \$19,114 above plan for July,
    - Categories of operating revenue above plan were:
      - Terminal Rents,
      - Taxi Operator Permits & Trip Fees,
      - Terminal Concessions,
      - Rental Car Concessions,
      - Parking Concession,
      - GA Landing Fees,
      - Fuel Flowage Fees, and
      - Non-aviation Rents
    - All other categories of operating revenue were on or below plan
    - Staff answered questions regarding:
      - Utility Charges (Other Operating Revenue),
      - Passenger Facility Charges (Other Income and Expense) and
      - Interest Income (Other Income and Expense)
  - ✓ FYTD Operating Revenue was same as July
  - ✓ July operating expense was 9% (\$70,919) below plan
    - Primarily due to phasing
    - Staff answered questions regarding several expense lines in several departments asked by Director Sabo, specifically regarding:
      - Dues & Subscriptions – F&A,
      - Administration & Finance – F&A,
      - District Vehicle Repair & Maintenance – P&D,
      - District Vehicle Repair & Maintenance – Maintenance,
      - General Repair & Maintenance – Operations, and

- Office Supplies & Materials – Board of Directors
    - ✓ FYTD Operating Expense was same as July
    - ✓ Operating income was 156% or \$90,033 above plan for July
    - ✓ Operating income FYTD was same as July
- Accounts Receivable Aged Invoice Report:
  - ✓ reviewed the distribution of aged receivables for the month of July,
  - ✓ reviewed the aged A/R detail as of 08/31/2015, and
- Cash Position Update:
  - ✓ Reviewed operating cash position for July & FY 2016, and
  - ✓ Reviewed investment balance
- Fleet Management Policy
  - ✓ Director Sabo offered his comments on the draft policy,
  - ✓ Staff had received comments from MGO on the draft policy,
  - ✓ the FC will review a revised fleet management policy at the next FC meeting (10/1/2015),
  - ✓ FC will take to BoD at October regular meeting if completed.
- Investment Policy
  - ✓ Director Sabo offered his comments on the investment policy,
  - ✓ Will review and discuss at November FC meeting, and
  - ✓ FC will take to BoD at December regular meeting if completed.
- FY 2015 Audit Plan & Schedule
  - ✓ Reviewed schedule
- Future Agenda Items/Finance Committee Schedule:
  - ✓ Will update FC on audit, and
  - ✓ scheduled the next FC meeting for Friday, October 1, at 1:30 p.m.,
- Meeting adjourned by committee chair Sabo at 3:50 p.m.