

**SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.
REGULAR MEETING MINUTES
January 7, 2016**

Called to order by President Knight at 7:00 P.M.

Directors Present:	President Knight Treasurer Zimmerman Secretary Fischer Director Vrastil Director Thore	Vice-President Peternel Director Bollay Director Romero Director Zuelhke
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Directors Absent:

**Asst. Manager: Dave Romero – present
Consultant: Kim Joos – present**

Reading of the last minutes: Secretary Fischer moved to approve the minutes as amended from the Regular Board meeting of December 3, 2015. The motion was seconded by Director Zuelhke and carried. Directors Thore and Vrastil abstained.

Report from Closed Session: There was no Closed Session during the December 3, 2015 Board meeting.

Treasurer’s Report: Treasurer Zimmerman reviewed the financials and stated the cash position was over \$745,000.

President’s Report: President Knight reported that management is engaged with several projects to get ahead of anticipated rainfall. Eighty percent of the storm drains on the airport have been cleared to date. Assistant Manager Romero worked with Whittaker Construction to avoid a run-off situation that would have affected emergency services. President Knight reported that the Chumash crane NOTAM had expired on Monday and that the crane is no longer on the Chumash site.

Manager’s Report: Asst. Manager Romero reported that the construction on the USFS Administration building has been completed. CalTrans completed their annual site visit and documented some recurring issues: oak and eucalyptus trees need to be removed and trimmed respectively, faded signage, and elevation markings on the TW are not approved. Asst Mgr Romero reported that an aircraft nose gear collapsed and the RW had to be shut down for a few hours. He reported that a local towing company was used to remove the aircraft from the RW at a cost of \$7,000 to the owner of the aircraft. Romero asked that the issue of aircraft removal from RW or TW be agendaized for the February Board meeting. Asst. Mgr Romero reported that the fuel numbers for December were: 100LL= 6987 gallons and Jet= 1,337 gallons.

Public Comments: (limited to items not on the agenda): Ken Karas asked the Board how the fuel prices are set.

Agenda Items

President Knight reported that aircraft had to be towed off of RW 26 due to a nose gear collapse. The aircraft is in Hangar A5, which is the hangar designated for daily or weekly rates with not to exceed time limits. The aircraft will need extensive repairs requiring the use of A5 that will put it beyond the policy allowed time limit. As an emergency decision will need to be made regarding the use of A5. Director Thore moved to add “Approval for A5 Usage” as Agenda Item 1a. Director Vrstil seconded the motion and carried.

1a. Approval for A5 Usage - Current policy dictates that A5 will rent for \$175 per week with 3 week maximum consecutive use. The aircraft will need at least until March for needed repairs. Director Zimmerman moved to allow management to extend the usage of A5 beyond 3 weeks at the current rate of \$175 per week and to agendaize this item for the February Board meeting to revisit. Director Bollay seconded the motion and carried.

1. Finance Committee - Treasurer Zimmerman that per the Board’s ByLaws, both the President and Treasurer need to be signatories on the Authority’s bank accounts. Director Thore moved to appoint the President (Shawn Knight), Treasurer (Neil Zimmerman), and the Assistant Manager (Dave Romero) as the three signatories for the Authority’s bank accounts. Director Zuelhke seconded the motion and carried.

Treasurer Zimmerman reported that his committee has met and discussed various reserve investments but are not ready to recommend anything at this time. He also advised the Board that a six month operating expense reserve be established.

2. EAA Request for Property Improvement - Lloyd Sorensen of the Santa Ynez Chapter of the EAA requested the Board to consider participating in a cost share program to pave the area between J6 and J7. Cited reasons were: prevent damage to J6 and J7, to restore drainage contours, and to redirect runoff away from hangars. He stated the EAA was prepared to fund the installation of pavement over the EAA footprint area in the amount of \$6,300 and requested the Authority to pave the balance of the area in the amount of \$9,500. Director Vrstil moved to approve EAA 491 to add 720 square feet to their existing current rate as identified in their land lease and pay for installation of a 20’ x 36’ concrete patio at the approximate cost of \$6,300 to EAA. Vice-President Peternel seconded the motion and carried. The Board will agendaize during its February meeting ‘Authority installation of pavement at J Row’.

3. Membership Approval - Secretary Fischer reported that no new applications for membership had been received.

4. Website Maintenance - Director Bollay reported that he was close to finalizing the website and would soon move the domain name to the new site. He stated that he had developed the website and would use a vendor solely to host the site. The site would allow for Authority administration.

5. ABC Hangar Extension - Secretary Fischer stated he was still waiting on a schedule from Tartaglia Engineering.

6. Rodent Mitigation – President Knight reported that management had been in contact with two rodent disposal companies. He was impressed with Valley Gardener, who was pesticide certified, has a very good reputation in the valley, and does not use poison bait. President Knight stated the initial fee for rodent mitigation is \$5,000 and then a monthly fee of \$750 per month for ongoing control. Director Thore moved to approve an increase to the budget line item “Repair & Maintenance” in the amount of \$7,500. Treasurer Zimmerman seconded the motion and carried. Vice President Peternel abstained.

7. Ravine RW Encroachment: Short Term Solution – President Knight stated that he was working with Whittaker Construction to provide straw waddles at the two most western ravines to slow water flow and subsequent erosion. Whittaker Construction is currently on site as the contractor for the current grant project and would be able to provide and install straw waddling at a reasonable cost. Secretary Fischer moved to approve a budget item up to \$2,500 for temporary erosion control. Director Vrstil seconded the motion and carried.

<u>Advisory Committees:</u>	
Document Review: (Fischer/Thore)	None.
Finance: (Thore)	None.
Flight Ops: (Romero)	None.
Grants: (Peternel)	Kim Joos reported that she was working with the County and Tartaglia Engineering to approve a Change Order for the addition of a west end security gate to be positioned at Airport Road somewhere between the airport office and Hangar Row A.
Membership: (Fischer)	None.
Personnel/Safety: (Peternel/Zuelhke)	None.
Public Relations: (Zuelhke)	None.
Real Estate: (Zimmerman)	Vice-President reported that a safety rail should be installed to the west of G9 to keep vehicles from falling off the current terrace along J Row taxilane.
Special Events: (Bollay)	Scholarship recipient, Lily Connolly is withdrawing from the scholarship program due to scheduling conflicts. The balance of the scholarship fund is \$800 and will be reassigned to future scholarship recipients. Several ideas were shared that would promote the scholarship program.
Website: (Bollay)	None.
<u>Ad Hoc Committees:</u>	
Hangar Extension (Fischer)	None.
Deferred Maintenance (Peternel)	None.
AC Maintenance Facility (Knight)	None.

Chumash Expansion (Vrastil)	None.
<u>Closed Session:</u>	None.

Next Meeting: The next meeting will be February 4, 2016.

Meeting Adjourned: Regular Session adjourned at 9:32 P.M.

**Respectfully Submitted,
Felix Fischer, Secretary**

APPROVED