

**SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.
ORGANIZATIONAL/REGULAR MEETING MINUTES
January 4, 2018**

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

Directors Present: Chairman Fischer President Knight
Director Romero (arrive 7:07)
Director Bollay Director Marchi
Director Vrastil Secretary Jones
Director Murphy

Directors Absent:

Asst. Manager: Dave Romero - present
Consultant: Kim Joos - present

Reading of the last minutes: There was no meeting in December due to a lack of a quorum. Director Marchi moved to approve the minutes as corrected from the Regular Board meeting of November 2, 2017. The motion was seconded by Director Vrastil and carried.

Report from Closed Session: There was no Closed Session during the November 2, 2017 Board meeting.

Treasurer's Report: Director Romero reviewed the financial status with the Board. November report showed a \$7,279 net income. Accounts Receivable were \$15,599. Director Murphy asked to include on the February agenda an item to discuss over 90-day accounts receivable.

President's Report: President Knight reported on the Thomas Fire which began December 4, 2017. On December 13, 2018 the Santa Ynez Airport became a command center for helicopters. The daily rate was negotiated at \$1,000 per day plus \$350/day if the fuel depot was utilized. The first day, 4,500 gallons of fuel were sold.

Construction for AIP 16 is ahead of schedule. There are some issues with the runway lights which management is working with the engineer and contractor to remedy.

The AWOS was damaged during the Gainey grass fire. A contractor examined the AWOS and estimated repair to be approximately \$4,500. Management will seek Gainey insurance to pay for the damage.

Manager's Report: None.

Public Comments: (limited to items not on the agenda): Bob Perry requested that Airport Day be included in the February agenda. Shy voiced her concern for the \$10 electrical charge on top of the rent increase for the T-hangars.

Agenda Items

1. Membership – Secretary Jones stated she had three applications for membership: two for Non-User status and one for User status. For Non-User, she discussed Alan Hammel and Patty Hammel. They both are qualified as Non-User candidates. For User, Secretary Jones discussed Bill Krauch. He is qualified as a User candidate. All three candidates were recommended for membership approval. Secretary Jones moved to accept Alan and Patty Hammill for Non-User membership and Bill Krauch for User membership. Director Murphy seconded the motion and carried.

2. Appointment of Committee Chairs – Committee Chair appointments were discussed. Secretary Jones moved to accept the following appointments for the Advisory Committees. Director Vrastil seconded the motion and carried. The Advisory Committee Chair appointments are as follows:

Advisory Committees

Document Review – Felix Fischer
 Flight Operations – Shawn Knight
 Personnel/Safety – David Romero
 Special Events – David Romero
 Real Estate/Deferred Maintenance – David Romero
 Finance – William Murphy
 Membership/Nominating – Karen Jones
 Public Relations – Karen Jones
 Website – Denny Bollay

Director Bollay moved to accept the following appointments for the Ad Hoc Committees. Director Marchi seconded the motion and carried. The Ad Hoc Committee Chair appointments are as follows:

Ad Hoc Committees

Hangar Extension – William Murphy
 Land Acquisition – Shawn Knight
 AC Maintenance Facility – Shawn Knight
 Master Lease Review – William Murphy
 Land Lease Review – Kim Joos
 FAA Hangar Compliance – Denny Bollay
 CUP Effectuation – Kim Joos

3. Acceptance of Stan Peternel Resignation & Consideration of Appointment for User BOD position - The Board of Directors accepted the resignation of Stan Peternel effective immediately. Mr. Peternel vacated a three year term. Secretary Jones stated she had three User members who had submitted applications to fill the vacancy through Board appointment. They are: Jim Kunkle, Ken Karas, and Tony Moradian. A biography of Ken Karas and Jim Kunkle had been sent to the Board prior to the meeting. Jim Kunkle and Tony Moradian were both present at the Board meeting. Each was invited to tell the Board about themselves and why they wished to serve on the Board.

Director Murphy felt an appointment for the full term would not serve the membership well because they would not have input on an appointment. Director Murphy moved that an appointment be for such time until the October Organizational/Regular meeting at which time

membership could vote their approval for the appointment. Director Marchi seconded the motion. Discussion followed. Director Romero stated that it has been historically difficult to get volunteers to serve on the Board and usually an applicant runs unopposed. Chairman Fischer stated that the Board is made of volunteers and whether by appointment or election they tend to be the same people. He did not feel that adding complexity to the process was beneficial. The motion was taken to a vote and failed for lack of majority.

Chairman Fischer discussed the process for a secret ballot. If one applicant did not receive a majority of the Board vote, then the top two applicants who had received the most votes would be named for a revote. The applicant with the majority vote would fill Mr. Peternel's vacancy. Tony Moradian received the majority vote on the first secret ballot negating any further need for a revote. Secretary Fischer moved to accept Tony Moradian for appointment to the User Board position filling the vacancy created by Mr. Peternel. Director Murphy seconded the motion and carried.

Director Vrastil announced that February would be his last meeting as a Board member. He is retiring and moving to Florida. This will leave a User Board position vacant.

4. ABC Hangar Maintenance Update – Kim Joos reported that the scope of work included: new roof for A & B hangar rows and new screws on existing roof of Hangar C. Identified damaged hangar panels would be replaced. New electrical through AB&C hangars. Door maintenance performed on all T-hangars with new wheels and tracking system. Paint on AB&C hangar rows with new lettering in place.

The County has a new process called Job Order Contracting (JOC) where the County has precontracted with two general contractors for maintenance work on County properties. Unipricing is utilized. Gordian, acting as the JOC representative, met the committee on site to develop the scope of work for a Request For Proposal. The bid came back at \$775,000 for contractor work. On top of that there will be County management fee and Gordian fee.

Kim Joos reported that a loan was available for the work from the State of California's CalTrans loan program. Rates were currently at 2.8% - 3.0% for a 17 year term. Payments are made on an annual basis based on simple interest of principle amount. Prepayment could be made at any time without penalty. The current turn around time is approximately two months.

Kim Joos reported that the committee would need to review the proposal and trim it down; develop a contractor schedule; and look to the Board for direction regarding tenant compliance.

5. CUP Effectuation Update – Kim Joos reviewed the process to date. She stated that a travel trailer positioned as a "Security Residence" would not effectuate the CUP. She recommended that the Board move forward with an Equipment Garage that could house the Authority's vehicles and equipment and offer a place for maintenance to occur. She stated that her estimate for the project would be approximately \$60,000 and would include concrete foundation, steel building with roll-up dual garage doors for easy pass through. A motion was passed to authorize Kim Joos to proceed with the construction of an Equipment Garage to effectuate the Conditional Use Permit.

Kim Joos reported that the project could become a County project through the Capital Projects Group. A Project Charter would be developed with the County supplying a Project Manager for

the project. They would navigate our project through the permit process, CUP effectuation and mitigation. The County would work with Planning & Development, Debt Advisory Committee, engineer, develop the plans and specifications, take the project out to bid, select the contractor, supply a Project Manager, and develop a Project Charter.

If this project becomes a County project, the County needs to know that financing is available before they will start. If a CalTrans loan is used, this creates a “catch-22” situation because CalTrans will not issue a loan without a defined project including engineer’s preliminary drawings, engineer cost estimate, and other deliverables. In this case, the Authority could secure its own engineer to develop these deliverables and be reimbursed in a CalTrans loan.

Further exploration is needed to determine if the project should be done as an Authority project or if the Authority would be better served having this project be a County project.

6. Assignment of Lease – A motion was made by Secretary Jones to approve the Assignment of Lease for Hangar E-1 from Suzanne E. Roberts, Trustee of The Roberts Trust to Jim Yabsley, Trustee of the Yabsley Family Trust. The motion was seconded by Director Vrastil and carried.

A motion was made by Director Vrastil to approve the Assignment of Lease for hangar G-5 from Jon S. Payne to Jon Payne and Dina Payne 1996 Family Trust. Director Romero seconded the motion and carried.

7. FAA AIP Grant Program Sponsor Share - Kim Joos distributed copies of the Authority’s FAA Capital Improvement Plan for the next five years. She discussed that historically we have used funds in the County’s Fund 052 for the sponsor share of grant costs. This fund had been set aside from airport remediation money received from the State and was agreed upon by County and Authority to use it for the purpose of providing the sponsor’s share of a grant project. Kim Joos reported that with the current grant, Fund 052 will become depleted. Any future grant sponsor share will need to be funded by Authority monies. The next big project will be to design and construction the east ramp that will connect existing ramp to the service road and stabilize the northern slope. The sponsor share on this project will be just over \$100,000. This information needs to be included in future budget discussions.

<u>Advisory Committees:</u>	
Document Review: (Fischer)	None.
Finance: (Murphy)	None.
Flight Ops: (Knight)	None.
Membership: (Jones)	None.
Personnel/Safety: (Romero)	None.
Public Relations: (Jones)	None.
RealEstate/Deferred Maintenance: (Romero)	None.
Special Events: (Romero)	None.
Website: (Bollay)	None.
<u>Ad Hoc Committees:</u>	

Hangar Extension (Murphy)	None
AC Maintenance Facility (Knight)	None.
Land Acquisition (Knight):	None.
Land Lease Review (Joos, Knight, Kunkle)	None
Master Lease Review (Murphy, Knight, Kunkle, Fischer)	Director Murphy stated his committee would soon complete Draft I and Board members would receive a scanned copy for comment.
FAA Compliance	Chairman Fischer drafted a letter to airport users to be included in their monthly billing. The letter would address the issues associated with the FAA's stance on non-aeronautical hangar usage. He will distribute the letter to the Board for review and comment. If the airport is found in substantial noncompliance it could mean a loss of FAA funding.
CUP Effectuation (Joos, Kunkle, Knight)	None

Next Meeting: The next meeting will be February 1, 2018.

Meeting Adjourned: Regular Session adjourned at 9:15 P.M.

**Respectfully Submitted,
Karen Jone, Secretary**