

**SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.**  
**ORGANIZATIONAL/REGULAR MEETING MINUTES**  
**April 5, 2018**

**Called to order by Chairman Fischer at 7:00 P.M.**

**Directors Present:**    **Chairman Fischer**                    **Treasurer Romero**  
                                  **Secretary Jones**                    **Director Moradian**  
                                  **Director Murphy**                    **Director Bollay**

<b>Directors Absent:</b> <b>Director Vrastil</b>	<b>President Knight</b>	<b>Director Marchi</b>
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**Asst. Manager: Dave Romero - present**

**Consultant: Kim Joos - present**

**Reading of the last minutes:** Secretary Jones moved to approve the minutes from the Regular Board meeting of March 1, 2018. The motion was seconded by Director Murphy and carried.

**Report from Closed Session:** There was no Closed Session during the March Board meeting.

**Treasurer's Report:** Treasurer Romero reported has \$594,864 cash on hand. The Thomas Fire generated \$23,000 in revenue from a Facilities and Land Use Agreement with the U.S. Forest Service. The Accounts Receivable over 90 days has been reduced to two customers.

**President's Report:** None.

**Manager's Report:** Treasurer Romero reported the electric in Row A has been reworked, the locks have been changed, and the fire extinguishers have been serviced. Hangar Row C roof has received new screws and washers. Management will work with B and C Hangar Rows regarding the timing to rework the electric in those rows. Treasurer Romero reported that there is a possible leak in the lawn area and management will locate and repair. The tractor and mower have been maintained and are ready for mowing.

The fuel sales for Jan were: 100LL = 6,100 gallons; Jet A = 3,000 gallons

**Public Comments: (limited to items not on the agenda):** Theresa McLain from "We Watch" spoke in regards to the beacon shining into her home window located in Santa Ynez. She offered the potential solution of a pilot activated control. Kim Joos stated the grant that funded the beacon was still open and she would discuss with their engineer any possible solutions.

<b>Agenda Items</b>
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**1. Membership** – Secretary Jones stated that she has received two new applications. She will verify their membership eligibility and be ready to recommend at the next Board meeting. Secretary Jones is still working through the membership roll to purge members no longer in the area. Chairman Fischer reminded that the amended By-Laws allowed to remove persons from the membership roll if they had not returned a Proxy for two consecutive years.

**2. Acceptance of Bill Vrastil Resignation** - Secretary Jones reported she had received written resignation from Bill Vrastil effective immediately and moved to accept Mr. Vrastil's resignation. Director Murphy seconded the motion and carried. There currently is five months remaining in Mr. Vrastil's term. Discussion followed that nominations for Mr. Vrastil's 'User' should be sought by the Nominating Committee and that appointment to fill Mr. Vrastil's remaining term should be placed on the agenda for May. Bios of all nominated User members shall be posted on the Airport Board and to the membership. Membership shall be encouraged to voice their preference to a Director.

**3. Proposal for Gliderport Lease** – Director Murphy stated that he had met with James Lawson of Pacific Rim Adventures to negotiate terms for a lease agreement. Currently, Mr. Lawson is renting on a month to month basis, renting three tie-down spots. Mr. Lawson has repaired at his own expense the gliderport office at a personal cost to him of approximately \$7,000. Director Murphy moved and Director Bollay seconded to approve the following provisions:

- **Rate:** \$350/month to include a \$175/month credit for two years. Yearly CPI adjustment begins after two years
- **Term:** 5 year lease; operations beginning April 1, 2018
- **Insurance:** Mr. Lawson currently has \$1 million insurance and names both the Authority and the County as “Additional Insureds”.
- **Other:** The Authority will provide the gliderport area with an ADA accessible portable toilet facility

Discussion followed with concern that the insurance coverage was not sufficient.

Director Murphy amended his original motion to read that the provisions would remain in place with the following exceptions: the term would be temporarily month-to-month and that the Board authorize him to work with Mr. Lawson to increase insurance coverage and return to the Board with that additional information. Director Bollay seconded the amendment. Chairman Fischer called for a vote on the motion as amended and the motion carried. Secretary Jones was opposed.

**4. ABC Hangar Maintenance Update** – Director Murphy reported that Hangar Row C roof was complete. T. Brooks Construction was the contractor to repair the roof by replacing all new screws gaskets. The cost was \$26,696. It was also reported Hangar Row A electric service had been reworked by Riva Electric. This work took one week to complete with minimal inconvenience to the hangar tenants. The work plan is to continue with electric work in Hangar Row C, then move to Hangar Row B. Management will work the hangar tenants regarding timing and logistics. Director Murphy also stated that some half hangar walls were missing and that they will need to be replaced. He stated his committee will be examining replacement of the hangar exterior panels that have been damaged. The plan is to utilize interior panels for exterior panels to replicate the same metal pattern.

**5. ABC Hangar Liability Insurance** – Director Murphy stated he worked with E&F Hangar Row Association and the J Row Association regarding the insurance group rates they have secured. The average hangar cost per month is approximately \$20. Director Murphy is researching a larger participation of hangars for hangar liability with the assumption that the cost per hangar will decrease with larger participation. This participation would include the A,B, and

C hangar rows. Director Murphy will bring a recommended policy to the next Board meeting. Current contractual obligations are for every hangar tenant/owner to prove purchase of liability insurance. Management is to provide the recording keeping of this contractual obligation.

**6. ABC Hangar Non-responsive Tenants to Aircraft Storage License & Affidavit Updates**

– Director Murphy reported that the response to management’s letter to provide proof of the hangar and tie-down tenant’s registration and insurance was poor at only 20%. Director Murphy moved to authorize management to send a reminder letter that visually sets it apart from other mail. This letter will state that a non-response to the letter will begin the default proceedings on April 30, 2018. Director Moradian seconded the motion and carried.

**7. CUP Effectuation Update** – Kim Joos reported that she was working with David Burke on the plans and specifications for the Equipment Garage as well as the cost estimate. The next step was to begin working with the County to obtain a Zoning Clearance Permit. Kim Joos recommended the Board enter into a Project Charter with Santa Barbara County in the amount of \$10,270 to help through the Zoning Clearance Phase and the Bid/Award Phase. Director Murphy moved to approve an increase of the original \$10,000 allocation to \$20,000. Secretary Jones seconded the motion and carried.

**8. ADA Accessible Portable Restroom** - Discussion followed for the need to have ADA accessible portable restrooms at the gliderport and at B Row. Secretary Jones moved to authorize management to rent two ADA portable restrooms to service the gliderport area and the T-hangar area. If management determines that the Authority is legally obligated to provide an ADA bathroom near the office area then a third ADA portable restroom will be rented for the office area. Director Murphy seconded the motion and carried.

**9. Over 90-Day Accounts Receivable** - Director Murphy reported that there had been 20 parties that had an account receivable over 90 days. All these have either been brought up to date or a payment plan had been put into place. Director Murphy stated he felt the Board needed to have a policy in place for how the Authority will deal with aged accounts receivable to include a payment plan to reduce ARs within a short time frame. He stated the use of a credit card as a backstop against aged accounts and this policy could begin with all new signatories to the Aircraft Storage License.

**10. Brown Act & Public Records Act Board Training** – Secretary Jones reported that she has received public information requests, that the County has requested that the Authority take training in the Brown Act, and that she would like to see a policy put in place that requires the Board to take Brown Act training. Chairman Fischer stated he would like the Authority to take part in an existing training to reduce costs. Secretary Jones stated she would research on-line training options and their costs. Jim Kunkle from the audience asked if the Board still maintained a Conflict of Interest Statement signed by the Board. Chairman Fischer answered that annual conflict of interest statements were prepared as a portion of the annual audit. Mr. Kunkle noted that a prior comprehensive Conflict of Interest statement had been provided by counsel.

**11. Assignment of Lease** - Kim Joos reported on the assignment of lease for Hangar E2 from Braly Family Properties, LLC to Braly Capital Management LLC. Braly Capital Management LLC was 100% owned by Craig Braly and the account for E2 was up to date. Director Bollay

moved to approve the assignment of lease for Hangar E2 from Braly Family Properties, LLC to Braly Capital Management LLC. Secretary Jones seconded the motion and carried.

<b><u>Advisory Committees:</u></b>	
<b>Document Review: (Fischer)</b>	None.
<b>Finance: (Murphy)</b>	None.
<b>Flight Ops: (Knight)</b>	None
<b>Membership: (Jones)</b>	None.
<b>Personnel/Safety: (Romero)</b>	None.
<b>Public Relations: (Jones)</b>	None.
<b>Real Estate/Deferred Maintenance: (Romero)</b>	None.
<b>Special Events: (Romero)</b>	Bob Perry reported he had Airport Day postcards made up rather than flyers to be distributed to all the students at the high school. Educational programs will be presented during Airport Day. Tents for shade would be available. He suggested that the Board consider selling fuel to the EAA/Young Eagles program for the youth flights.
<b>Website: (Bollay)</b>	Director Bollay reported that the site received a domain change. It was requested that Airport Day be put onto the website.
<b><u>Ad Hoc Committees:</u></b>	
<b>Hangar Extension (Murphy)</b>	None
<b>AC Maintenance Facility (Knight)</b>	None.
<b>Land Acquisition (Knight):</b>	None
<b>Land Lease Review (Joos, Knight, Kunkle)</b>	None
<b>Master Lease Review (Murphy, Knight, Kunkle, Fischer)</b>	None.
<b>FAA Compliance</b>	None.
<b>CUP Effectuation (Joos, Kunkle, Knight)</b>	None

**Next Meeting:** The next meeting will be May 3, 2018.

**Meeting Adjourned:** Regular Session adjourned at 9:26 P.M.

**Respectfully Submitted,  
Karen Jones, Secretary**