

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.
REGULAR MEETING MINUTES
July 5, 2018

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

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

Directors Absent:	Director Marchi
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Asst. Manager: Dave Romero - present

Consultant: Kim Joos - present

Reading of the last minutes: Director Murphy moved to approve the minutes as read from the Regular Board meeting of June 7, 2018. The motion was seconded by Director Moradian and carried.

Report from Closed Session: Closed Session began at 7:25pm with the Authority's Counsel, Mike Cage. The purpose for the Closed Session was significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (1) of subdivision € of Section 54956.9 of the Government code. No action was taken.

Treasurer's Report: Treasurer Romero reported on the monthly treasurer's report for May. Available cash on hand is \$567,439 and restricted funds are \$377,402. Accounts Receivable over 90 days has been largely reduced to \$108,462, with the two largest accounts brought up to date in August. There was a loss of \$21,786. The Fuels Gallons Sold Report for May reported that 5,930 gallons of 100LL were sold and 3,414 gallons sold of Jet A.

President's Report: President Knight reported that he had been gone most of June but would begin working on insurance requirements for commercial enterprises operating on the airport. The FAA has received an additional billion dollars for AIP funding. The grant team will be keeping an eye on this to determine if this can benefit the airport.

Manager's Report: Treasurer Romero reported that the west gate is now operational. Roof work begins on Monday starting with B Row. It will take approximately three weeks to complete.

Public Comments: (limited to items not on the agenda): Mr. Noonan feels the minutes should be approved by membership.

Agenda Items

1. Membership – Secretary Jones stated that she has received an application from Jim Yabsley. Mr. Yabsley main residence is not within the Santa Ynez Valley Union High School District and therefore does not qualify for membership.

Secretary Jones stated there are multiple reasons to terminate or suspend membership which includes: resignation, death, incapacitation, moved out of the area, failure to vote in two consecutive elections, and subversive activities toward the organization. Subversive means “actions that are detrimental to the Authority”. She has been making headway in updating the Authority’s electronic membership database and has requested help with this endeavor.

Director Murphy questioned the current percentage of Non-Members to Members and wanted to know the current number of members that did not vote in the last election. Director Murphy requested this item be put on the August agenda. Because the By-Laws state requirements for noticing changes to the By-Laws to the Membership, Director Murphy also asked that an agenda item be placed on the August agenda to establish the date(s) of noticing the By-Law changes to the Membership.

2. Director Absences – Secretary Jones stated that participation of Directors is important to the function of the Board and that perhaps attendance could be improved through technology. Discussion followed and the consensus was that technology should never replace actual physical participation. The Board directed Secretary Jones to identify any Directors who were at risk of By-Law requirements.

3. Appointment of ‘User’ Director to complete Director’s Vrastil’s term (10.20.18) - Chairman Fischer stated that the term for Director Vrastil remained open until October 20, 2018 unless an appointment by the Board occurred. During the June Board meeting, each present Board member cast a secret ballot vote. The votes were tallied in secret by the Chairman and the Secretary. A clear majority was not established by one candidate, therefore the top two vote receivers were announced by the Chairman. A secret ballot was called for the top two candidates. The vote was a tie and no clear winner was announced. Therefore, the vote was retaken during the July Board meeting. It was discovered that the vote could not be by secret ballot per the By-Laws. The top two candidates for Director to fill the seat of Director’s Vrastil’s term were: Steven Kiss and Jon Payne. Chairman Fischer asked for a voice vote for Jon Payne. Those Directors who voted for Jon Payne were: Director Murphy, President Knight, and Chairman Fischer. Chairman Fischer then asked for a voice vote for Steven Kiss. Those Directors who voted for Steven Kiss were: Treasurer Romero, Director Moradian, Director Bollay, and Secretary Jones. Chairman Fischer announced that Steven Kiss was to be appointed immediately as Director and fill Director Vrastil’s term until the October Annual Meeting.

4. Assignment of Lease - Kim Joos reported that she had received an Assignment of Lease request from Greg Simon to Richard A. Compton and Mary P. Compton, Trustees for the Compton Family Trust, created July 10, 1998. She stated their paperwork was in order as well as their E-3 airport account and recommended approval of assignment. Director Bollay moved to approve the Assignment of Lease for Hangar E-3 between Greg Simon to Richard A. Compton and Mary P. Compton, Trustees for the Compton Family trust, created July 10, 1998. Treasurer Romero seconded the motion and carried.

Another Assignment of Lease request was received for Hangar F5 between John Linson to John Linson Living Trust, dated February 12, 2018 with John Linson as Trustee. All paperwork and

accounts were up to date and Kim Joos recommended approval. Director Moradian moved to approve the Assignment of Lease for Hangar F5 between John Linson to John Linson Living Trust, dated February 12, 2018, John Linson Trustee. Director Bollay seconded the motion and carried.

5. **CUP Effectuation Update** – Kim Joos reported that there continued to be questions going forward with the Fire Department. She stated that she was prepared to seek answers immediately or go up the chain of command at the fire department. She stated the potential need for an Emergency Meeting based upon the outcome.

6. **Proposal for Gliderport Lease** – Director Murphy stated that he, Shy Bourgeois and David Romero are continuing to work with Mr. Lawson of Pacific Rim Adventures toward a negotiated lease and will bring to the next Board meeting for action. In the meantime, Pacific Rim Adventures is operating on a month-to-month rent and is insured.

7. **ABC Hangar Maintenance Update** – Director Murphy reported that there was no further information at this time.

8. **ABC Hangar Liability Insurance** – Director Murphy reported that Steve Kiss and Shy Bourgeois have been working toward setting up an LLC of hangar tenants/owners. They are also setting up a bank account and physical address for the LLC. Once this has been established, the Authority can then do the billing and collection on behalf of the LLC.

9. **ABC Hangar Non-responsive Tenants to Aircraft Storage License & Affidavit Updates** – Director Murphy reported that David Romero had done an excellent job to determine the responsive and non-responsive T-hangar tenants. Current there are 4 tenants that had not signed an agreement and are non-compliant. Management now has a mandate to send out a Notice of Default. C-13 has received a Termination Notice to vacate by July 30, 2018.

10. **Over 90-Day Accounts Receivable** - Director Murphy requested that this agenda item be kept until the August Board meeting. Much progress was being made. There are currently seven parties that have over 90-day accounts. The amount of receivables has been greatly reduced. Two accounts may prove to be write offs.

11. **County Airport Fund 052 Balance & Authority Grant Sponsor Share** – Kim Joos reported that at the close of AIP Grants 15 and 16, the County's Fund 052 balance will be (\$60,809.56). With Fund 052 no longer available for grant share, the Authority will need to budget any grant share identified for that year. Looking forward through AIP 19, the Authority would need approximately \$150,000 in sponsor match. Kim Joos reported that she had structured the Project Charter with the County for the Authority to receive approximately 3% for administrative servicing of the grant. AIP 15 and AIP 16 will invoice just under \$80,000 at the close of these grants. Director Murphy moved to approve up to \$65,000 to fund AIP 15 and AIP 16 grant share into Fund 052. Director Moradian seconded the motion and carried.

<u>Advisory Committees:</u>	
Document Review: (Fischer)	None.

Finance: (Murphy)	None.
Flight Ops: (Knight)	None
Membership: (Jones)	Secretary Jones reported that there would be three Director positions on the October proxy. They are the terms currently held by Shawn Knight, Denny Bollay, and Steven Kiss. Chairman Fischer took this time to announce that his resignation would be effective after the August meeting. He has plans to move from the state.
Personnel/Safety: (Romero)	None.
Public Relations: (Jones)	None.
Real Estate/Deferred Maintenance: (Romero)	None.
Special Events: (Romero)	Bob Perry reported that the EAA was sponsoring an Executive Eagles Event on 7/21/18. He thanked the Authority for contributing \$100 toward their lunch program.
Website: (Bollay)	None.
<u>Ad Hoc Committees:</u>	
Hangar Extension (Murphy)	None
Land Lease Review (Joos, Knight, Kunkle)	None
Master Lease Review (Murphy, Knight, Kunkle, Fischer)	None.
CUP Effectuation (Joos, Kunkle, Knight)	None.

Next Meeting: The next meeting will be August 2, 2018.

Meeting Adjourned: Regular Session adjourned at 10:47 P.M. with Secretary Jones having left the meeting at 9:29 P.M.

**Respectfully Submitted,
Karen Jones, Secretary**