

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.
REGULAR MEETING MINUTES
September 6, 2018

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

Salute to the Flag

Directors Present: **President Knight**
 Secretary Jones
 Director Murphy

Treasurer Romero
Director Marchi

Directors Absent:

Asst. Manager: Dave Romero - present

Reading of the last minutes: Two Board meetings were scheduled in August and were agendized for approval on the September agenda. They were the Regular Board Meeting of August 2, 2018 and a Special Board Meeting scheduled for August 14, 2018.

The Special Board Meeting was scheduled for August 14, 2018 to:

1. Approve New Membership Applications
2. Approve Bruce McGowan's Membership Designation From "User" to "Non-User."
3. Membership Committee Appointments
4. Accept Nick Marchi's Resignation

Secretary Jones was not present and the meeting was not held due to a lack of quorum.

Three drafts were prepared for the Regular Board Meeting of August 2, 2018. Draft I was sent to three Directors for comment, additions, deletions, or corrections. Upon the receipt of comments from Directors, Draft II was completed. Secretary Jones questioned the legitimacy of the list of 21 names submitted for nomination by Director Murphy included in Draft II. Secretary Jones believed that only a list of 6 membership applications were approved and not the additional, separate list of 21 names. Draft III of the Regular Board Meeting of August 2, 2018 was written to reflect only the list of 6 applicants were approved. No mention of the 21 names submitted by Director Murphy were included in Draft III.

After much discussion of the correctness of Draft II and Draft III, Mr. Noonan's video recording of Agenda Item #1, August 2, 2018 meeting, was shown. Upon review of the recording, Director Murphy moved to accept Draft II with the following corrections: The list of 21 names as submitted by Director Murphy would strike the names of Tom Harpes and Jacqueline Peterson due to ineligibility for membership for a total of 19 names. The list of 6 names as submitted by Secretary Jones would strike the name of Edwin Skytt as his name already appeared on the list submitted by Director Murphy for a total of 5 names. The motion reflected the approval of a total of 24 new members. Director Kiss seconded the motion and carried.

Report from Closed Session: No Closed Session.

Treasurer's Report: Treasurer Romero reported on the monthly treasurer's report for August. Available cash on hand is \$518,578 and restricted funds are \$384,098. Accounts Receivable

over 90 days is \$7,937. Accounts Payable to the roofer in the amount of \$79,314 and Grant 15 and 16 sponsor share of approximately \$65,000 were discussed.

President's Report: President Knight reported that past ramp fees for fire activity was charged at \$500 per day. However the wear and tear and exclusivity of the ramp space has dictated that the daily ramp fee should be \$1,000 per day. The keypad for west gate entrance is hard to reach and will be discussed with the engineer. The AWOS is not reading correctly. It is believed that the grading being conducted next door which is causing enormous dust is effecting the AWOS's ability to read ceiling visibility correctly. The FAA is scheduled to conduct a flight test for the PAPIs on September 7, 2018.

Manager's Report: None.

Public Comments: (limited to items not on the agenda): Jeannie Hollingsworth was one of the names on the 82 list that were removed due to lack of membership participation. She requested that her name be reinstated. Mr. Fischer stated the Board needs send financial disclosure forms to its membership. Bob Perry requested that a discussion of Robert's Rules of Order be discussed at the end of the meeting. Request was approved.

Agenda Items

- 1. Membership** – Secretary Jones nominated Jim Kunkle, Bob Perry, Ruth Kunkle, and Shy Bourgeois to the Membership/Nominating Committee. Director Marchi seconded the motion and carried. By unanimous vote, these four names were appointed to the Membership/Nominating Committee with Secretary Jones serving as the Chair.

Approval of Date of Record Change for 2018 Annual Meeting - Bob Perry distributed copies of the User Membership List and the Non-User Membership List. Mr. Perry stated that the lists included the 82 persons previously removed by Board action for non-participation as outlined in the Authority's By-Laws. Mr. Perry stated the Membership/Nominating Committee determined the process for membership removal was lacking in clarity and defined Board policy. Problems with the recordation of due process, how to address those at risk, how long to wait, what action to take if no response, etc. were discussed. President Knight stated that the By-Laws need to be assessed to address process for membership removal. Director Murphy moved to reinstate the 82 names that had previously been removed during the August 2018 board meeting but remove five names due to known death to include: Roger Smith, Jack Olsen, Victor Martinov, Ronald Kline, and Mary Alexander. Also two names would be added: Jim and Theresa Richardson who were mistakenly left off original list. These changes cause the membership total to be 307 persons. The motion was seconded by Director Marchi and carried. This currently makes the User:Non-User ratio approximately 35%:65%.

Approval of Membership Applications – A Special Board Meeting was scheduled for August 14, 2018 to:

- ✓ Approve New Membership Applications

- ✓ Approve Bruce McGowan's Membership Designation From "User" to "Non-User."
- ✓ Membership Committee Appointments
- ✓ Accept Nick Marchi's Resignation

Secretary Jones was not present at the Special Meeting and the meeting was not held due to a lack of quorum. President Knight stated that membership applications must be approved by August 15, 2018 to be eligible to vote in the 2018 Annual Meeting. Because of the lack of quorum, no action could be taken to approve the pending applications. Pending membership applications will have to be postponed until the October Board meeting.

Approve Membership State for Bruce McGowan – Candidate McGowan is currently a User Member and is requesting his status get changed to Non-User due to his no longer owning a plane or hangar at Santa Ynez Airport. Discussion followed and questions were raised. The issue was tabled for future action.

2. Approve Slate of Nominations for Director Seats– President Knight stated that the Authority Board is to consist of 9 Directors. Two User Director seats are expiring: Directors Kiss and Romero both of whom will not be seeking reelection. One Non-User Director seat was expiring: Director Fischer who resigned after the August Board meeting. Three additional Non-User Director seats are unfilled due to resignations of Directors Bollay, Moradian, and Marchi. Two people will be running for the Board, but that would still leave four vacancies on the Board. He recommended that the Membership/Nominating Committee should vet and bring a recommendation to the Board for four additional Members to fill those vacancies. President Knight thanked the Committee for their work and diligence. Secretary Jones reported that the terms for Directors Romero and Kiss User Board seats will expire in October. The Membership/Nominating Committee has vetted and recommends User Members Bruce McGowan and Garth Carrier to run for these Director positions. Secretary Jones reported that there are no Non-User Members to run for the vacated Non-User Director seats. A motion was made and seconded that User Bruce McGowan and User Garth Carrier be accepted as slate for User Director seats and that the quorum be established as 154 voting members. Motion carried.

3. Appoint Nominating Committee – Tabled for future meeting.

4. ABC Hangar Maintenance Update - Director Murphy reported that the roof repairs and replacement were complete. Santa Barbara County Planning Department has approved the electrical plans. Code requires specific overhead lighting units for all enclosed hangars to reduce risk of sparking. Director Kiss stated that a committee was working with Director Murphy to assess electrical levels and needs of the hangar tenants to determine if the electrical plans submitted to County are sufficient. When plans are finalized at the committee level, they will be resubmitted (if needed) to the County and contractors will be sought.

5. ABC Hangar Liability Insurance Update – Director Murphy reported that Steve Kiss and Shy Bourgeois have been working toward setting up an LLC of hangar tenants/owners. They are establishing a legal entity and a bank account for that entity. When these items are complete, the entity can negotiate the insurance rate for hangar keeper insurance of the airport hangars. The cost of creating an LLC is \$800. Currently, any tenant of the T-hangars not producing evidence of liability insurance is in breach of the Aircraft Storage License.

6. Tie-Down Fees – Director Murphy stated that the following information was for the purposes of discussion only and that action would take place at a future Board meeting. The current tie-down rates are \$38 per month for a single engine. We currently have 40 tie-down spots. The tie-down fee is substantially below other airports in the area.

	Single	Twin
Bakersfield Muni		
Delano	\$60	
KPRB	\$50	\$75
Meadows Atlantic		
Meadows Bakersfield	\$180 (under shade)	
Meadows Epic		
Oceano	\$45.90	
Santa Paula	\$35	
Taft		
Camarillo	\$ 95	\$
Santa Barbara – Signature	\$198	\$265
San Luis Obispo	\$ 60	\$ 70
Santa Maria	\$ 66	\$ 77
Lompoc	\$ 60	\$ 69

Bob Perry suggested that all airports not comparable to Santa Ynez Airport should be removed from the survey such as those airports with a tower and an FBO. He stated if this was the case the average fee for tie-downs would be \$48 per month.

7. G-9 Roof Repair – Director Romero requested this agenda item be tabled.

8. Membership Reinstated – This agenda item was actionable during Agenda Item #1.

9. Contractor Work Suspension – This agenda item was discussed during Agenda Item #4.

<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.
Real Estate/Deferred Maintenance: (Romero)	None.
Special Events: (Romero)	Bob Perry reported on the Santa Maria Air Show on October 6-7th. Volunteers needed. A special thank you to Jim Kunkle for getting this inaugural event off the ground and organized.

Website: ()	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.

Bob Perry stated his concern for the instability volatility in the membership and urged the Board to reach out to members on a monthly basis. Membership will be turning to the new Board for direction and stability. Mr. Perry wished the new Board luck in guiding this pivotal community non-profit organization and thanked departing Directors for their service. President Knight thanked Director Marchi for his service to the Board.

Next Meeting: The next meeting will be October 4, 2018.

Meeting Adjourned: Regular Session adjourned at 10:06 P.M.

**Respectfully Submitted,
Bruce McGowan, Secretary**