

**SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.**  
**ORGANIZATIONAL/REGULAR MEETING MINUTES**  
**October 1, 2015**

Called to order by President Knight at 7:01 P.M. The meeting was recessed at 7:15pm and reconvened at 7:26pm.

<b>Directors Present:</b>	<b>President Knight</b> <b>Director Vrstil</b> <b>Director Zuelhke</b>	<b>Treasurer Romero (7:27)</b> <b>Secretary Fischer</b> <b>Director Peternel</b>
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<b>Directors Absent:</b>	<b>Director Thore</b>	<b>Director Bollay</b>
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**Asst. Manager: Dave Romero – present**  
**Consultant: Kim Joos – present**

**Report from Secretary on Election of Directors:** Secretary Fischer reported that 134 proxies and/or ballots were received from a total membership of 267 members representing a quorum at the Annual Membership Meeting and Special Meeting For Election of Replacement Director. Judges were: Dorothy Brunto, Jim Victor, Neil Zuelhke, Chuck Potter, Bob Perry, and Felix Fischer. The Directors selected for the following terms were:

<u>User</u>	<u>Non-User</u>
Dave Romero (3 yr term) – 102 votes	Dennis Bollay (3 yr term) – 105 votes
Bill Vrstil (3 yr term) – 105 votes	

**The election of Replacement Director Robert Leite was:**

Neil Zimmerman – 83 votes  
Karen Jones – 34 votes

President Knight accepted the report from Secretary Fischer and welcomed new Director Neil Zimmerman to the table and thanked Karen Jones for running.

**Election of Officers:** Director Vrstil moved to table the election of officers until the November meeting when all directors could be present. Director Zuelhke seconded the motion and carried.

**Appointment of Committee Chairs:** Secretary Fischer moved to table the appointment of Committee Chairs until the November meeting when all directors could be present. Director Vrstil seconded the motion and carried.

**Reading of the last minutes:** Director Zuelhke moved to approve the minutes as read from the Regular Board meeting of September 3, 2015. The motion was seconded by Director Vrstil and carried.

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

**Treasurer's Report:** Treasurer Romero reviewed the full financials and financial summary with the Board. The current cash position of the Authority is approximately \$765,000.00. Profit Before Depreciation was \$22,728.

**President's Report:** President Knight reported that Above All Aviation was bringing in a full-time flight instructor for a full week. Ms. Sullivan, owner of Above All Aviation would attend the next Board meeting to update the Board on the status of her business.

President Knight reported that AvFuel was installing three new displays at the fuel pumps. These new displays will be a three line display that can be seen while fueling aircraft. AvFuel will also replace the current single point fuel dispenser on the Jet A truck to accommodate more a higher velocity flow. This upgrade is valued at approximately \$40,000.

**Manager's Report:** Treasurer Romero reported that fuel sales for 100LL and Jet were 9,300 and 1,500 gallons sold respectively for the month of September. Treasurer Romero and Director Peternel continue to develop a capital improvement list. The USFS administration roof repair has now moved its efforts inside. Interior walls are being opened up to look for dry rot.

**Public Comments:** *(limited to items not on the agenda):* A letter was received from Jim K. Kunkle listing assorted concerns about airport management. President Knight stated management would be willing to meet with him regarding his concerns.

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## Agenda Items

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**1. Approval of Budget -** Director Vrastil moved to approve the submitted budget with the following change: to identify a line item for "Website Maintenance" in the amount of \$1,600. The motion was seconded by Secretary Fischer and carried. A copy of the approved budget is made a part of these minutes.

**2. Website Maintenance –** Director Vrastil reported that the current website maintenance vendor will raise his rates by 10% in January. Director Vrastil informed him that a Request For Proposal would be sought from multiple vendors. Director Zuelhke moved to authorize the Website Committee to develop a RFP that would identify the functions the Board wanted from a website. Secretary Fischer seconded the motion and carried. The RFP will be advertised in November.

**3. USFS Engine Bay -** Kim Joos reported that she had secured a bid to reroof the USFS engine bay with a steel roof and no skylights from Nunno Corporation. She reported that the contract amount was \$26,310. The scope of work includes remove and replace roof sheeting and trim, add gutters and downspouts on both the north and south side, gable trim, and insulation. The airport will need to supply a dumpster and all removed metal sheeting will be stacked on site for airport disposal. Kim Joos reported that Nunnon Corporation was approximately four weeks out. A previous motion by the Board allowed Kim Joos to negotiate a steel roof up to \$50,000.

**4. ABC Hangar Extension –**Secretary Fischer reported he had worked with John Smith of Tartaglia Engineering regarding optional configurations. He stated a total of 8 new T-hangars could be added. The engineer's preliminary cost basis was approximately one million dollars. Kim Joos was asked to contact CalTrans regarding their loan program. Secretary Fischer stated

he is continuing to move forward with determining a hangar layout, necessity of sumps and sprinklers, and a contract amount for engineer's plans and specifications and cost estimate. To date, Tartaglia has not submitted a proposal for engineer's P&S and cost estimate.

<b><u>Advisory Committees:</u></b>	
<b>Document Review: (Fischer)</b>	None.
<b>Finance: (Thore)</b>	None.
<b>Flight Ops: (Romero)</b>	None.
<b>Grants: (Fischer)</b>	Kim Joos reported that the Bid Opening occurred August 13, 2015 with seven bid submittals. The low apparent bidder was Whitaker Construction out of Paso Robles. However, Souza Construction has submitted a formal protest against the Whitaker bid. The County is currently still undergoing a final determination regarding the firms' responsiveness and DBE efforts.
<b>Membership: (Fischer)</b>	Secretary Fischer reported that five non-user members have moved out of the area. No new user members will be able to be added at this time.
<b>Personnel/Safety: (Knight)</b>	President Knight stated that the new electronic unit price boards will keep staff from having to use ladders to change unit prices.
<b>Public Relations: (Knight)</b>	President Knight wanted to revisit the airport's involvement with the community, especially the youth. A static aircraft display on the west lot from the business trailers with wood chips would be an asset.
<b>Real Estate: (Romero)</b>	None.
<b>Special Events: (Bollay)</b>	Free Lunch Saturdays was successful in that it invigorated the local pilot community. They commented that they felt appreciated. On 10/17/15 a Boy Scout camp out was being held on the airport lawn.
<b>Website: (Vrastil)</b>	None.
<b><u>Ad Hoc Committees:</u></b>	
<b>Land Lease Policy (Vrastil)</b>	Director Vrastil reported that he had reviewed correspondence with the Authority's legal counsel regarding the land lease policy and list and the development of the G10 footprint by the Authority. Because no money was involved to be on the list for the land list, the Authority could move forward to develop the site.
<b>Hangar Extension (Fischer)</b>	None.

<b>Deferred Maintenance Program (Peternel)</b>	None
<b>Aircraft Maintenance Facility (Knight)</b>	None.
<b>Airport Day (Bollay)</b>	Lily Connelly, the scholarship recipient has started her flying lesson. She opted for glider training. The amount of the scholarship is \$2,000.
<b>Chumash Expansion (Vrastil)</b>	None.
<b><u>Closed Session:</u></b>	None.

**Next Meeting:** The next meeting will be November 5, 2015.

**Meeting Adjourned:** Regular Session adjourned at 8:36 P.M.

**Respectfully Submitted,  
Felix Fischer, Secretary**

APPROVED