

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.
ORGANIZATIONAL/REGULAR MEETING MINUTES
November 2, 2017

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

Directors Present:	President Knight Director Romero Director Peternel Director Jones	Director Murphy Director Marchi Director Bollay Director Vrastil (Arrive: 7:29. Left 8:48pm)
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Directors Absent:	Secretary Fischer
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Asst. Manager: Dave Romero - present

Consultant: Kim Joos - present

Reading of the last minutes: Director Romero moved to approve the minutes as read from the Regular Board meeting of November 2, 2017. The motion was seconded by Director Marchi and carried.

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

Treasurer's Report: President Knight reviewed the financial status with the Board and reported that nothing noteworthy had occurred.

President's Report: President Knight reported on the progress of grant AIP 15: Electrical Infield and stated that the declination of the newly installed beacon had been corrected and was currently at the maximum angle the FAA allows. The newly installed landing lights have programmable options and IZA will have a photo cell that will cause the RW lights to turn on at low intensity and pilot controlled for further illumination. The electrical vault and new generator are a welcome addition and replace old generator and electrical panels.

President Knight reported on the progress of grant AIP 16: Infield Safety Grading and stated that most of the work for this grant will be done at night and will require a NOTAM that will close the RW from 8:00pm to 5:00am on work days. Management has been working with the airport community to make this inconvenience as painless as possible. This grant will be bringing the current lighting up to grade and will remove structural hazards in the infield. A vehicle gate will also be installed before A row to control ingress and egress from the airport. The purchase of lighted X's was approved for procurement by the FAA for inclusion within AIP 16 and will go out to separate bid. These lighted X's are intended for RW closures during nighttime.

A mechanical sensor at the fuel island is causing the pump to think there is a leak causing a check valve problem. B&T believe the problem can be resolved with an electrical sensor system at a cost of approximately \$12,000. B&T will research is a more cost effective solution can occur.

Manager's Report: Director Romero reported that winter hours will begin next week at daylight savings. A new fueler was hired, Colby Keller, and being trained. The new storage shed had been purchased and placed at the back of the administration building. The replacement tile in the

men's bathroom is scheduled for next week. The 100LL fuel sold in September was 5,400 gallons.

Public Comments: (limited to items not on the agenda): Jim Kunkle Jr stated his concern for AIP 16 that the plan sheet showed construction access between hangar rows. President Knight stated the construction vehicles were using the service road at the east end to access the construction project.

Agenda Items

1. County Hangar Rents – President Knight and Director Romero recused themselves from the agenda item and President Knight asked Director Murphy to lead the discussion before he left the room. Director Murphy explained the protocol for the agenda item and explained that several meetings were spent allowing the airport community to bring to the Board additional information that may have impact on the Board's previous approval of a \$0.35/square foot rent increase. Director Murphy stated that this agenda item was for the purpose to discover any additional new information that had not previously been brought before the Board.

Don Noonan stated the need for maintenance of the T-hangars and wondered how rent could be raised when maintenance had not been taken performed. He asked Director Murphy if he had visited the other airports identified in the market analysis. Director Murphy answered that he had not to date but was still available if the availability of a pilot and aircraft became available. Director Peternel stated he would take Director Murphy to several of the identified airports.

Director Jones stated that Santa Ynez Airport was not comparable to other airports and as a new Director would like more time to obtain information before a rent increase took place.

Jim Kunkle Jr stated he felt that fuel sales were an important for determining active versus inactive airports and therefore an indicator for setting rents.

Director Vrastil summarized the journey the Board took to arrive at a rent increase. He stated that the Authority's Master Lease requires the Board to cause rents to be a fair market value and that the T-hangar rents were well below what could be considered fair market. He explained the formation of the Master Lease Review Committee was to identify those areas of the lease agreement that needed updating, revision, or deletion. The Committee determined it had a fiduciary responsibility to raise T-hangar rates that were more representative of the market. The Committee was then tasked to prepare an analysis of area airport T-hangar rents. Upon the information of the analysis, the Board had approved a \$0.35/square foot increase. There was concern expressed from the airport community that this increase was too high, so the Board postponed the rent increase and invited any new information to come forward that may help the Board determine if it needed to revise the rent increase. Director Vrastil stated that while an analysis proved to be very beneficial and that he was thankful for Director Murphy's work, he realized listening to the concerns of airport users, that Santa Ynez Airport was a community. This rural community of airport users was unique among airports and needed to be a consideration by the Board while performing their fiduciary responsibility.

Director Vrastil moved to increase the T-hangar rents to \$0.30/square foot to become effective January 1, 2018. A \$10 electrical fee would be assessed each hangar and the Consumer Price Index for January would not be figured into the rent increase. Those who are signatories to an Aircraft Storage License for a T-hangar will be notified immediately in writing by management of the rate increase. Director Marchi seconded the motion and carried.

Skip Grey, Santa Barbara County Deputy Director for General Services, stated he felt comfortable that the Authority was moving in the right direction.

2. **Membership** – No report.
3. **ABC Hangar Extension** – No report.
4. **Assignment of Lease E-1** – Kim Joos reported that the paperwork was not ready for approval and requested this item be tabled until the December meeting.
5. **B-Row Garage to Effectuate the CUP** – Kim Joos reported to the Board 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. Director Murphy moved to authorize Kim Joos to proceed with the construction of an Equipment Garage to effectuate the Conditional Use Permit. Director Peternel seconded the motion and carried.
6. **FY 2016/2017 Audit** – President Knight reported that the audit had been complete and distributed to General Services per the Master Lease Agreement and distributed to the Board and membership. Director Murphy moved to acknowledge receipt of the 2016/2017 audit. Director Marchi seconded the motion and carried. It was brought to President Knight’s attention that the audit had not been received by membership. He stated this oversight would be corrected.
7. **Fuel Island Point of Sale** – President Knight reported that QT Technologies that provides the point of sale transaction for fuel sales using a land line. It was discovered that each “call” for a transaction was a long-distance call amounting to \$700 per year. QT offered a wireless wi-fi system for \$11,000. Director Murphy stated the \$700 per year expense was not a compelling reason to spend \$11,000 and that a way should be explored to get the \$700 down. Jim Kunkle Jr stated he uses a land line system at his jet center for \$40 per month and that he would talk to President Knight after the meeting.

In consideration of the time, Director Murphy made a motion to move Agenda Item #10 to #8. Director Marchi seconded the motion and carried.

8. Office Trailer Rental – A current offer from Sun West for the rear trailer is \$150 per month plus utilities, two reserved vehicle parking spots, and non-exclusive use of the restroom. Allen Jones of Sun West stated he is down to one aircraft and at this time a fuel incentive would not interest him.

A second offer from Yves Beujolais Flight School includes \$300 per month plus utilities. He wishes to utilize the trailer space as living space and to create a presence on the airport for additional security. Yves would be willing to drive the airport premises once a night as a security check.

Director Peternel moved to allocate up to \$7,500 for management to make the necessary repairs to the back trailer to bring it into useable condition and authorize management to enter into a rental agreement at \$300 per month plus utilities. Director Murphy seconded the motion and carried.

9. Election of Officers –

For the office of President, Director Bollay moved to nominate Shawn Knight. No further nominations were forthcoming and nominations were closed. A unanimous vote was cast for Shawn Knight as President.

For the office of Chairman, Director Jones moved to nominate Felix Fischer. President Knight moved to nominate Director Murphy. No further nominations were forthcoming and nominations were closed. President Knight called for the vote with Felix Fischer securing the majority vote.

For the office of Secretary, President Knight moved to nominate Karen Jones. No further nominations were forthcoming and nominations were closed. A unanimous vote was cast for Karen Jones as Secretary.

For the office of Treasurer, President Knight moved to nominate Dave Romer. No further nominations were forthcoming and nominations were closed. A unanimous vote was cast for Dave Romero as Treasurer.

10. Appointment of Committee Chairs – Upon unanimous consent, the appointment of committee chairs will be tabled until the December meeting.

<u>Advisory Committees:</u>	
Document Review: (Fischer)	None.
Finance:	None.
Flight Ops: (Romero)	President Knight stated that Sunday night would commence the first night of construction for AIP 16.
Membership: (Fischer)	None.
Personnel/Safety: (Peternel)	None.
Public Relations: (Knight)	None.
RealEstate/Deferred Maintenance: (Zimmerman/Peternel)	Skip Grey, SBC Deputy Director G.S. reported that there was a new County program, 'Job Order Contracting' that pre-qualifies contractors to work on County maintenance projects. He felt this would be a very useful program for the ABC hangar maintenance project.
Special Events: (Bollay)	None.
Website: (Bollay)	None.
<u>Ad Hoc Committees:</u>	
Hangar Extension (Peternel)	None
AC Maintenance Facility (Knight)	None.
Land Acquisition (Knight):	President Knight reported that the new land owner to the south of the airport has been identified and can be contacted regarding land purchase options.
Land Lease Review (Joos, Knight, Kunkle)	None
Master Lease Review (Murphy, Knight, Kunkle, Fischer)	None
FAA Compliance	None.

CUP Effectuation (Joos, Kunkle, Knight)	None
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Next Meeting: The next meeting will be December 7, 2017.

Meeting Adjourned: Regular Session adjourned at 10:18 P.M.

**Respectfully Submitted,
Felix Fischer, Secretary**

APPROVED