

**SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.  
REGULAR MEETING MINUTES  
December 1, 2016**

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

**Directors Present:**    **President Knight**                      **Secretary Fischer**  
                                 **Treasurer Zimmerman**    **Vice-President Peternel**  
                                 **Director Romero**                      **Director Vrastil**  
                                 **Director Bollay**

**Directors Absent:**

**Asst. Manager: Dave Romero – present**  
**Consultant: Kim Joos - present**

**Reading of the last minutes:** Director Fischer moved to approve the minutes as corrected from the Regular Board meeting of November 3, 2016 with clarification of Agenda item #4: Wage & Salary Committee report. The motion was seconded by Director Bollay and carried.

**Report from Closed Session:** There was no Closed Session during the November 3, 2016 Board meeting.

**Treasurer’s Report:** Treasurer Zimmerman reviewed the financial status with the Board. There were no questions.

**President’s Report:** President Knight reported that the AWOS was currently non-operable due to rodent activity that has impaired the wiring. The AWOS maintenance contractor and FAA representative will be on site within a week to repair the system on an expedited request. The repair cost is estimated to be approximately \$5,000. All wiring will be sleeved. A NOTAM has been filed. Vasaila no longer makes the AWOS system used by IZA.

General Services Director, Matthew Pontes, has been promoted to the CEO office. Janette Pell is now the General Services Director. The airport management has already met Janette Pell and has worked with her and has enjoyed a very good relationship with her.

A report was submitted to the Board of Supervisors by the General Services Department entitled “Santa Ynez Airport Review.” The report was requested by Supervisor Farr to detail the physical maintenance of the airport, future plans including FAA grants, overall budget and administration, and any recommendations for improvements. The report received positive comments. The recommendations for improvement included: (1) the Board of Directors receive Brown Act training; (2) Update land leases for consistency; and (3) Monitor the progress of the proposed FAA policy on the aviation use of hangar space and identify any indicated compliance issues. President Knight indicated his desire to form Ad Hoc committees to deal with numbers #2 and #3 and appoint committee chairs during the committee reports.

The gopher problem continues to persist. The last vendor solution proved to be ineffective. Management will continue to research another vendor.

The draft audit report for fiscal year 2015/2016 had an error on page 13, Note 14. Management will work with audit firm to correct and request a final audit report. A Conflict-of-Interest letter will be submitted to each Board member for signature and submitted to the CPA firm conducting the audit as soon as possible.

**Manager's Report:** Asst. Manager Romero stated that winter preparation work was continuing on the field and that the new fuel dispenser tops would be arriving soon. The telephone pole at the USFS has been repaired.

**Public Comments: (limited to items not on the agenda):** Alan of Sunwest Aviation reflected his unhappiness that the AWOS was nonoperational and that the altimeters were in need of being recertified.

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## Agenda Items

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President Knight reported that specific personnel details would be discussed during Agenda Item #6 and requested that it be moved into Closed Session. Director Vrstil moved to move Agenda Item #6: Wage & Salary Committee Recommendations, to Closed Session. Vice-President Peternel seconded the motion and carried.

### 1. Membership - -

- A. Application Approval – No new applications for membership were received.
- B. Nominating Committee – No new applications for director positions were received. However, several Board members had contacted members who were interested and would follow through.

**2. F-5 Assignment of Lease Approval** – Kim Joos reported she had received a request for the assignment of land lease for F-5 between Jeff Pryor as Assignor to John Linson as Assignee. She stated that all the paperwork was in order but hadn't been able to secure the status of F-5 account. She recommended that a motion to approve the assignment would be contingent upon her determining the account status once the bookkeeper returned. Secretary Fischer moved to approve the assignment of lease for F-5 between Jeff Pryor to John Linson contingent that the F-5 account is not outstanding. Director Vrstil seconded the motion and carried.

**3. Airport Office Flooring** – President Knight reported that the carpet replaced in the airport lounge and office areas had been installed several years ago. The carpet is holding up well in the lounge and office areas but not the foyer area. The carpet is looking shabby and does not present a good impression. Vice-President Peternel moved to approve up to \$3,9—to install a laminate in the foyer area. Director Bollay seconded the motion and carried.

**4. Website Maintenance Vendor** – Director Bollay reported that the new website was up effective December 6, 2016 at 5:30pm. A training session for management to take advantage of the new features of the website will be held to include Dave Romero, Kim Joos, Felix Fischer, and Shawn Knight.

**5. ABC Hangar Extension** – No further input has been received from Tartaglia Engineering, therefore Secretary Fischer is prepared to begin discussions with Gary Madjedi.

<b><u>Advisory Committees:</u></b>	
<b>Document Review: (Fischer)</b>	None.
<b>Finance: (Zimmerman)</b>	Treasurer Zimmerman stated he was still researching investment options.
<b>Flight Ops: (Romero)</b>	Director Romero stated he would be working with the line crew how to use the radio to talk with pilots while the AWOS is out.
<b>Grants: (Peternel)</b>	None.
<b>Membership: (Fischer)</b>	None.
<b>Personnel/Safety: (Peternel)</b>	None.
<b>Public Relations: (Knight)</b>	President Knight reported that a nice article about local pilot Jim Kunkle Sr was in the paper. He invited the Directors to let the paper know any time there was an event or a good story. Bob Perry is moving forward with an IZA newsletter.
<b>RealEstate/Deferred Maintenance: (Zimmerman/Peternel)</b>	Many of the T-hangar doors can barely be opened as the wheel mechanisms were old and deteriorated. President Knight asked if the committee could prepare a schedule of the hangar doors that need repair starting with the worst hangars to the least in need of repair. This was requested to be on the agenda for the January meeting.
<b>Special Events: (Bollay)</b>	Director Bollay stated that a Christmas lunch would be planned with sandwiches and cookies. This will be made available to the airport community.
<b>Website: (Bollay)</b>	None.
<b><u>Ad Hoc Committees:</u></b>	
<b>Hangar Extension (Fischer, Knight, Joos)</b>	None.
<b>AC Maintenance Facility (Knight)</b>	None.
<b>Land Acquisition (Knight):</b>	None.
<b>Wage &amp; Salary (Bollay, Knight, Zimmerman)</b>	President Knight created the Wage & Salary Ad Hoc Committee and appointed Director Bollay as the Chairman. The purpose of the committee is to review and recommend to the Board compensation amounts for the hired positions at the airport.
<b>Land Lease Review (Joos, Knight)</b>	President Knight created the Land Lease Review Ad Hoc Committee and appointed Kim Joos as the Chairman. The purpose of the committee is to determine the feasibility of updating leases for consistency.
<b>FAA Hangar Compliance (Bollay, Fischers)</b>	President Knight created the FAA Hangar Compliance Ad Hoc Committee and appointed Director Bollay as the Chairman. The purpose of the committee is to understand the FAA policy for non-aeronautical use of

	airport hangars and develop a program for compliance.						
<b><u>Closed Session:</u></b>	<p>President Knight adjourned the regular session at 9:00pm to convene a Closed Session. Treasurer Zimmerman moved to approve the following lineman wage categories:</p> <table> <tr> <td>3 month training period lineman</td> <td>\$12.50/hour</td> </tr> <tr> <td>Regular lineman</td> <td>\$15.00/hour</td> </tr> <tr> <td>Senior lineman</td> <td>\$20.00/hour</td> </tr> </table> <p>The Senior lineman position will assume more responsibilities that will be identified by the Wage &amp; Salary Committee within 30 days. Director Vrastil seconded the motion and carried.</p> <p>Based on the recommendation from the Wage &amp; Salary Committee, Secretary Fischer moved to identify the Assistant Manager position as a salaried part-time position to be compensated in the amount of \$40,000 annually. The list of responsibilities to be performed were identified by the Wage &amp; Salary Committee. The motion was seconded by Treasurer Zimmerman and carried.</p>	3 month training period lineman	\$12.50/hour	Regular lineman	\$15.00/hour	Senior lineman	\$20.00/hour
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The regular session was reconvened at 10:18pm and a report of findings during the Closed Session was announced.

**Next Meeting:** The next meeting will be January 5, 2017.

**Meeting Adjourned:** Regular Session adjourned at 10:35pm.

**Respectfully Submitted,  
Felix Fischer, Secretary**