

**SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.
ORGANIZATIONAL/REGULAR MEETING MINUTES
March 1, 2018**

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

Directors Present: **Chairman Fischer** **President Knight**
 Secretary Jones **Director Marchi**
 Director Murphy

Directors Absent: Director Vrastil Director Bollay
Treasurer Romero Director Moradian

Asst. Manager: Dave Romero - absent
Consultant: Kim Joos - present

Reading of the last minutes: Director Murphy moved to approve the minutes as clarified from the Regular Board meeting of February 1, 2018. The motion was seconded by Director Marchi and carried.

Report from Closed Session: There was no Closed Session during the February Board meeting.

Treasurer's Report: The Treasurer's Report was tabled until the next Board meeting.

President's Report: President Knight reported that the grant team has been working with the electrical engineers regarding the REIL issue and is moving toward a solution. The security gate as part of AIP project is scheduled to be opened during business hours and will be closed at night utilizing a key code access. A letter will be sent by management to airport tenants identifying the code when the gate is fully functional.

Manager's Report: None.

Public Comments: (limited to items not on the agenda): Shy Bourgeois requested that ADA restrooms be including in next month's agenda. Don Noonan asked about the access to the used oil receptacle. President Knight stated access was still available by the dumpsters.

Agenda Items

- 1. Membership** – Secretary Jones stated that no new applications had been received. She stated she needs to have a copy of the membership application.
- 2. Acceptance of Bill Vrastil Resignation** - Due to the absence of Director Vrastil, this agenda has been tabled until the next Board meeting.
- 3. Assignment of Lease** – Upon the recommendation from Kim Joos, President Knight moved to accept the Assignment of Lease for hangar E10 from Ruth A. Kunkle, Administrator for Roger A. Smith to Arlene and Michael Dougherty Trust. Director Marchi seconded the motion and carried.

4. ABC Hangar Maintenance Update – Director Murphy reported that T. Brooks Construction has begun work on Hangar C to repair the roof by replacing screws. The cost is \$26,696. Director Murphy also reported that Riva Electric has been engaged for electrical work on Hangar Rows A, B & C at the cost of \$44,925. The construction should be approximately 2-3 weeks in duration. Riva Electric will begin construction on the North end of the hangar row. Management will work with tenants and contractor to decide a start date. These funds had previously been approved by the Board for renovation. Director Murphy fielded many questions. The aircraft need to be removed from the hangars during electrical work, however tenant belongings may, at tenant’s own risk, continue to be stored at the hangar if it is moved to the center of the hangar leaving the sides and back half open to the contractor. Management will implement this project.

5. CUP Effectuation Update – Kim Joos reported that \$10,000 was approved during the previous meeting to allow her to move forward with Architect David Burke of Burke Design and any necessary County fees. She updated the Board that a contract was entered into with Burke Design for \$5,000 to include architectural services for the purpose of providing the Authority with plans suitable for obtaining SB County Planning approval to effectuate a Conditional Use Permit for the equipment garage and to be used as the basis for a competitive bid solicitation for construction of the equipment garage. She stated that David Burke was available to provide construction administration and preparing construction bid documents on a hourly basis. Kim Joos also reported that she was going to work with the County to draft a Project Charter that would detail the County’s assistance with securing a Zoning Clearance Permit and additional documents as may be needed for the completion of the Equipment Garage.

6. Over 90-Day Accounts Receivable - Director Murphy reported that there currently are 20 parties that have an account receivable over 90 days. Director Murphy stated he felt the Board needed to have a policy in place for how the Authority will deal with aged accounts receivable to include a payment plan to reduce ARs within a short time frame. He stated the use of a credit card as a backstop against aged accounts. He requested to discuss the language that could be inserted into the Aircraft Storage License in Agenda Item #8.

7. Collective Hangar Insurance - Director Murphy reported that the Aircraft Storage License requires commercial liability insurance ‘not less than \$1 million’. It further requires each insurance policy to name the Authority and Santa Barbara County as additional insureds, to be primary, and any insurance of the Authority is to be non-contributing. Compliance information is not available on ABC hangars. Director Murphy requested this information be made available to the Board within 30 days. Director Murphy stated that in the meantime he is researching collective negotiated rates to report to the Board at the next meeting. Don Noonan stated he gets his insurance through AOPA. J Row association gets their insurance from Joe Suffolk at approximately \$130-\$140 per hangar per year. The ABC hangar tenants will also be asked to supply affidavits of registration for the aircraft stored in the T-hangar.

8. Proposed Changes to Aircraft Storage License - Director Murphy stated the ABC Hangar Committee recommend the following changes to the Aircraft Storage License to include:

- **Clause 3:** Currently requires payments in advance of the month and a late charge of 10% after 10 days. Add: “Delinquent payments in excess of 90 days shall incur additional late fees of 1.5% per month. Any payments via a credit or bank card shall incur an additional 2% processing fee.”

- **Clause 6:** Amend to include the word “procedures, policies”.
- **Clause 18:** Add: “At all times at least one door to the Space shall be free of any locks other than those for which the Licensor has a key or combination.”

Additionally, the committee recommends that prior to the next Board meeting, management will secure (1) signed updated Affidavits, (2) provide proof of registration and insurance for each aircraft, and (3) provide proof of hangar insurance.

Discussion followed with some members objecting to Clause 18 addition. Secretary Jones moved to accept the Committee’s recommendation leaving out the addition in Clause 18. The motion died for lack of a second.

Director Murphy moved to revise the Aircraft Storage License (ASL) with the addition of the three Clause changes as stated above. The revisions are to be noticed to the ABC hangar tenants and receipt of a signed revised ASL is to be received by management no later than 30 days after notice is sent. Director Marchi seconded the motion and carried. Secretary Jones voted ‘nay’.

9. Proposal for Gliderport Lease – Mr. James Lawson of Pacific Rim Adventures stated his interest in entering into a contract for the gliderport at \$200 per month. He currently has 3 gliders and one tow plane as part of his business. Secretary Jones made a motion that Director Murphy, Shy Bourgeois, and management will bring to the Board during the April meeting, a proposal for a Gliderport Lease. Director Murphy seconded the motion and carried. President Knight recused himself from the vote.

<u>Advisory Committees:</u>	
Document Review: (Fischer)	None.
Finance: (Murphy)	None.
Flight Ops: (Knight)	President Knight stated that threshold lights have been lowered.
Membership: (Jones)	Secretary Jones stated she was making progress in transferring the membership list to her account.
Personnel/Safety: (Romero)	None.
Public Relations: (Jones)	None.
Real Estate/Deferred Maintenance: (Romero)	None.
Special Events: (Romero)	Jon Payne stated he would like to donate an AED to the airport.
Website: (Bollay)	Shy Bourgeois stated the Director List needs to be updated.
<u>Ad Hoc Committees:</u>	
Hangar Extension (Murphy)	None
AC Maintenance Facility (Knight)	None.
Land Acquisition (Knight):	President Knight stated that the new owner of Gainey Vineyards has plans to bring grape vines up to the southern edge of the airport property. He also reported

	that Gainey is seeking to utilize Airport Road as their 'new' access to their refinery plant. This should receive a 'Traffic Review' and the Authority needs to be an active player in this discussion with Planning Department.
Land Lease Review (Joos, Knight, Kunkle)	None
Master Lease Review (Murphy, Knight, Kunkle, Fischer)	Director Murphy stated his committee has met with the County and that discussions have been constructive.
FAA Compliance	Chairman Fischer stated that hangar tenants have received letter regarding the FAA language for hangar compliance.
CUP Effectuation (Joos, Kunkle, Knight)	None

Next Meeting: The next meeting will be April 5, 2018.

Meeting Adjourned: Regular Session adjourned at 8:58 P.M.

**Respectfully Submitted,
Karen Jones, Secretary**

APPROVED