

# SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC. REGULAR MEETING MINUTES

June 6th, 2019

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

Salute to the Flag

Directors Present: President Knight  
Treasurer Carrier  
Director Jones  
Director Kendall

Secretary McGowan  
Director Kiss  
Director Hammel  
Director Kaslow

Directors Absent: Chairman de Werd

Assistant Manager: Dave Romero - Present

Report from Closed Session: No Closed Session.

Reading of the last minutes: One amendment the ad agency asking for use of the east area for photo ops has a variety of clients one of which is the Chumash we are not working directly for the Chumash, we'd be providing space for the ad agency. Motion to approve by Director Kendall seconded by Director Hammel, the motion carried.

Treasurer's Report: Treasurer Carrier reported available funds to be \$471,980 Restricted funds \$374,054 for a total of \$846,034, Accounts Receivable \$105,887 including over 90 days, Accounts payable \$15,428, Percentage difference of budget year to date total income 10% above, cost of goods, 4.6% under, total expenses under .60.

Presidents Report: President Knight reported big thanks for everyone involved in airport day. This year has been bigger and smoother than previous years. Helicopter ops area signs are going to be improved hopefully in the next coming weeks, work for that has already been budgeted in R&M budget.

In regards to dust, planting is nearly done. Knight has spoken with the manager of that operation reasserting that it is a shared obligation of safety. We'll have the AWOS serviced again as they wrap up. We've been having more noise complaints lately, we'll be attempting to keep better track of problem aircraft and communicate noise abatement with them. President Knight informed of the unfortunate loss of well known local pilot Pierre Josefson on May 15 in an aircraft accident about 7 miles north of the airport. Keep an eye out for an article of our own Jim Kunkle senior in Normandy being addressed by the President of the United States.

Assistant Manager's Report: Dave Romero, brought up that we ought to look into adding a plaque for Pierre on the bench on the front lawn. Fuel sales 100LL sold 5451gal Jet A sold 4108gal. Knight is working on getting our damaged runway sign replaced as well as a new generator switch. East gate keypad was having some issues Romeo has called the gate company to come have a look at it although they do seem to take while to respond. Forest service maintenance one subject is the 3 bay doors for that building, Vortex company quotes \$6500 to service them however Romero has spoken with Hammand overhead doors who have said they could do it for much less but he has to get a quote from them. Forest service is willing to paint their own exterior if we purchase the paint. The Contracted forest service helicopter will be returning mid month of June.

In regards to Airport equipment, the tractor is being serviced now. The fuel island has had an overflow prevention tube replaced. We have been working with B&T to improve our underground tank sumps. Sheriff is having a helicopter fly in June 12. A notification from waste management in regards to our dumpster we can no longer put organic (green) waste. We had a situation with a dog heading out onto the runway, Romero has informed the tenant that the dog is no longer able to roam freely on the tarmac. We have had some more movement on the hangar list, Vince Odabachian should be moving into B8.

**Public Comments:** Jim Kunkle asked that the gooseneck on the east gate keypad be extended.

### **Agenda Items:**

#### **Old Business**

##### **1. SYVAA Capital Projects Process**

Director Kiss has incorporated the counties documents as well as feedback from our members. A capital process has not yet been approved and we'll keep this topic on the agenda. One in the audience asked about the possibility of including a CAT 5 wire in the electrical wiring, Kiss said he would look into it.

##### **2. Conflict of interest Acknowledgement for all ad hoc committees**

Everyone at the previous meeting has received our new conflict of interest document, it is requested that all board members list potential conflicts, sign, and turn in these document also all ad hoc committee members should do the same. Director Kaslow said she would send a copy of our document to Cathy Mehl so it could be checked by our auditor it see if its detailed enough to cover the yearly conflict of interest required by our auditors. Motion to approve this document by Director Kendall seconded by Kiss, the motion carried.

##### **3. Electrical Contractor Hangar A row possible refund for non-conforming work**

Director Kiss has started a document that he will bring to the board that is basically the basis for an RFP for this electrical work. It's divided into two pieces first part being remediation on the work already done. The second part is optional to continue work from the ground up on the second section. It is a thorough document including the county's requirement as well as director Kiss's items that he's put in his preliminary review of what's needed. JMPE has been authorized to design with 220 wiring included in hangar A row. We'll walk the hangars to determine the best location for a single 220 outlet in the hangar. Outlets and lighting will be on the same circuit so that it'd be known when the breaker is tripped. There are still some decisions to be made in regards to lighting, we can either go with the hardware already bought or start over with a different style of lighting. Director Kiss asked for some feedback on a few different items, one being if we wanted to aim for lowest cost for work done and how high a priority having the lowest cost would be. It was expressed that no, lowest cost is not our priority. Kiss is planning this process in 2 phases first is remediation of the hangar row thats already been worked on, the second is an optional phase to work on the rest of the hangars. A third adding a maintenance sheet so that management can add small changes. It is not required to go forward with the contract or the work the document is being written so that we can still back out. Kiss has put in some general language for safety but was trying to find any documentation about the airports liability for our involvement in the safety of construction personnel. We should be able to store hardware inside to prevent theft of construction supplies. Director Kiss has started a document that will detail the criteria for our decision of the top contractor decisions, in case of audits.

No development on refunds for non conforming work.

#### **4. Chumash Photo Shoot Approval**

Knight expressed that it is not the Chumash it is an Ad Agency. No new developments in regards to this topic.

#### **5. Dead oak tree removal**

The Tree is going to be removed, although the stump will not be uprooted just cut flush with the ground.

#### **6. Webmaster**

Secretary McGowan has been working with a man named Joseph who has been working well as the webmaster so McGowan is happy to continue working with him.

#### **7. Sign repair costs of sign damaged by pilot**

President knight reported that he has sent an email to our engineer that the damaged runway sign be replaced. Then after that has been done we will look into getting paid back from the pilot.

#### **8. Two each fuel recirculation devices for fuel truck**

Romero reported he'd had more discussion with don's petroleum in regards to external fuel recirculation devices. We averaged around 36 days for one of our 55 gallon drums it recently cost \$1,335 to pick up 4 barrels of fuel and our waste oil. Approved recirculation devices would permit us to recover most of the fuel. It was brought up that Santa Maria Jet Center uses a different type of onboard fuel recirculation device on their trucks, it was decided we would touch bases with Jim Kunkle jr. to see what he uses and compare these two different systems before taking action.

#### **9. Spill Kit Cost and authorization**

Romero reported that he was working on putting together some new spill kits and will report further details next meeting.

#### **10. Training with Kim**

Director Kaslow reported that she and Romero had met with Kim Joos beginning good discussion and training with her.

### **New Business**

#### **1. Appoint Fifth Membership Committee member**

Director Jones brought up a new committee member however the new member that had been hoped for removed their intention to join due to the possibility of a conflict. The membership committee majority had no concern of any conflict. This topic will be moved to next month's meeting.

#### **2. Discuss/vote on fuel price policy proposal from committee including guidance on fuel truck pricing**

Treasurer Carrier reported that through recent meetings the committee has discussed getting a pricing margin on fuel. Documents were handed out regarding specifics. For the period of 7/1/2018-4/30/2019 our income per gallon is .737 cents per gallon on 100LL Carrier proposed a 65 cent minimum and an 80 cent target for 100LL profits. That is a blended markup minimum between trucks full service and island self service of 65 cents and a target cumulative over time

of 80 cents. Our President has expressed the need to be able to change pricing quickly in response to competition and fuel prices, this should allow for that as well as having a firm pricing target and guidelines. Secretary McGowan moved that the board adopt a policy wherein the president of the airport is responsible for setting the actual fuel price that is constrained by a minimum blended markup on cost of 65 cents, and an expectation on a cumulative price of making 80 cents blended. seconded by Treasurer Carrier, prompting discussion. Knight stated that we used to have a fixed margin however back in 2012 we stopped having a fixed margin so we could be more competitive. The Blended pricing permits raising truck prices and lowering island prices or vice versa, this is being considered to cater to draw in a variety of customers. The cost focused customers able to use our low island prices with those seeking a greater level of service & convenience can pay the truck prices. Another value of this policy is transparency so that there are rules in place that show the reasoning for prices. Knight suggested the bottom price be 60 cents.

Secretary McGowan amended his motion to be blended minimum markup cost of 60 cents. therefore: that the board adopt a policy wherein the president of the airport is responsible for setting the actual fuel price that is constrained by a minimum blended markup on cost of 60 cents per gallon, and an expectation on a cumulative price target of making 80 cents blended per gallon for the fiscal year. Motion Seconded by Treasurer Carrier. The motion passed on a 6 to 2 vote with Directors Kaslow and Jones voting no.

### **3. Carmichael Training Systems use of airport for November event**

President Knight spoke in regards to this bicycle event. Knight did not feel there is a safety concern, aside from the possibility of alcohol however he has been reassured the event hosts will have sufficient security. There is another concern that if it rains close to the event date that the dirt parking area to the east may be unusably muddy. Knight suggested a \$4500 fee. One benefit of hosting the event is the ability to be involved in community events. This event will not interrupt the regular airport operations. A concern was raised that by beginning to accept events at the airport would we begin to have all sorts of events here. In response, the airport used to host different groups often, this airport is public and it is preferable to be involved in the local community.

Director Kiss made a motion that the board move forward with discussions with an end goal to bring the event hosts on board to do this years' event. Seconded by Secretary McGowan, the motion passed.

### **4. Attendees for July 10 2pm County meeting at KIZA**

For the General services meeting those attending will be Director Hammel, Director Kaslow, President Knight and Director Jones.

### **5. EAA Hangar Remodel Presentation**

Allen Maris brought forward a few details in regards to the EAA hangar remodel, the only difference from the rest of the hangar row would be a slightly different ridgeline. The board was interested to see if this construction would effectuate the CUP, Knight would look into if this could accomplish that.

### **6. Figueroa Mountain Cycling Event 11/9**

This topic covered in new business topic 3.

### **7. Board Concurrence with Membership Committee list of member removals**

The Membership committee presented a list of names they intended to remove due to a variety of reasons, for the board to agree with. Director Kaslow made a motion that the board accept the list attached to the agenda seconded by Carrier, the motion carried.

## **Advisory Committee Reports**

### **Membership/Nominating**

Director Jones Reported Kyle Lemon had applied to join the membership and the committee unanimously agreed he'd be a good addition to the membership.

## **Ad Hoc Committee Reports**

### **Cup Management and Review -**

Director Kaslow had discussed this topic with Kim Joos and wanted to restate the importance of getting the CUP effectuated.

### **Master Lease Review/Hangar Land Lease -**

Chairman de Werd was not present to discuss this topic although our county representative present stated he had the document in hand.

### **Rules and Hangar Compliance -**

Secretary McGowan stated that de Werd had reported that he had been researching FAA rules and has a summary level description of those rules and will be meeting in regards to them.

**Ordinance 3310** - President Knight stated that there had been a meeting held and they received a email of a clean copy of the ordinance however had trouble getting the file to work so would get that working with county and continue review.

### **Staffing Structure -**

Secretary McGowan reported that this would be discussed in greater detail in another meeting, there are primarily two things holding up this committee from making a proposal. One is a 10 year look ahead considering costs of a full time position, a second item is a few job descriptions.

### **Fuel Policy -**

This had already been covered in New Business item 2.

**Airport Day Committee** - Director Hammel reported over 40 aircraft signed up. There were 1,350 people attending. There were 500 hamburgers and 425 hot dogs. 500 kids and 850 adults, over 60 youth flew with young eagles they had nearly 100 sign up over 40 volunteers including from the board, civil air patrol from Santa Maria and Santa Barbara, Sheriff Explorers, High school automotive group, EAA, Rotary and committee members. Finances is \$700 in the black based on expected expenses including 4 scholarships drawing from the \$10,000 total scholarship fund.

**Next Meeting:** The next meeting will be July 11th 2019

**Meeting Adjourned:** Regular Session adjourned at 9:28 P.M.

This is the list of membership changes provided on the Agenda

2019 Removals & Additions

1. Removed-Tom Harps –Doesn't want to be a member any longer
2. Removed-Rick Slack –Deceased
3. Removed-Rick Slack –Deceased
4. Removed -Ellis Clark-moved
5. Removed-the Gregs–moved
6. Removed -Bill Vastril -moved
7. Removed-Carl Walson –deceased
8. Removed -Ben Williamson -moved to Santa Barbara
9. Removed-John Kerr-Moved to Santa Maria
10. Removed-Matt & Vicky Kallens –at their request
11. Removed-Harold Mc Hugh -at his request
12. Removed-Chuck Potter –moved out of area
13. Removed-Angel & Lisa Iscovich -moved out of the area
14. Removed-Michele Hinrichs –Moved to Costa Rica
15. Removed-Kevin Crossley -not a U.S. Citizen
16. Removed -Felix Fischer-moved to Colorado
17. Removed -Lynn Fischer-Moved to Colorado
18. Removed-Maura Jacobs-Moved to San Diego
19. Removed-Bruce McBroom-moved to Bainbridge Island
20. Removed-Kathie McBroom-Moved to Bainbridge Island
21. Removed-Patricia Murphy –Deceased
22. Removed -Kristie Petersen –moved
23. Removed -Gene Sinser –Deceased
24. Removed -Wymond Eckhardt –Deceased
25. Removed-Fred Rice Moved
26. Removed –Robert France moved
27. Added –Kyle lemon approved by membership committee