

**SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.**  
**REGULAR MEETING MINUTES**  
August 1st, 2019

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

Salute to the Flag

<b>Directors Present:</b> President Knight	<b>Chairman de Werd</b>
Secretary McGowan	Director Kaslow
Director Hammel	Director Kiss
Director Kendall	

President Knight arrived at 7:26 during assistant managers report.

**Directors Absent:** Director Jones, Treasurer Carrier

**Assistant Manager:** Dave Romero - Present

**Report from Closed Session:** No action taken.

**Reading of the last minutes:** Motion to approve minutes by Director Hammel Seconded by Director Kendall

**Treasurer's Report:** Treasurer Carrier absent, Chairman de Werd reported cash on hand at June month end approximately \$486,000 Restricted of \$380,000 for a total of \$867,000. Airport's year end is June 30th. Preliminary unaudited financials show that the airport has come in higher on revenue than was budgeted for by \$64,000 but also had \$79,000 of project management income from the FAA so technically revenues were under budget because we didn't budget in that project management income from the FAA.

Fuel sales \$28,000 under budget on 100LL sales were lower than last year.

Taking out contract management expenses the airport's approximate net profit, cash flow before depreciation, \$138,000.

**Presidents Report:** President Knight stated his items would be in open agenda items and he would address them there.

**Board Comments, Matters and Correspondence:** Director Hammel stated he would be absent next board meeting.

**Assistant Manager's Report:** June Fuel sales 100LL: 5836gal, Jet A: 5248gal. AWOS (Automated Weather Observing System) has been repaired, it appears squirrels got into and chewed through some of the wiring, its costed approximately \$1,500 to repair and has new metal conduit to prevent that from happening again. Dave is continuing to combat the growing squirrel problem with traps and bait, Romero has concerns of squirrels tunneling under the runway. East gate keypad has been repaired. Waiting to hear back regarding West gate keypad extension. Airport has had an inspection by the County APCD (Air Pollution Control District) recently which resulted in a few items that needed to be addressed. All items have been addressed aside from a 20 min employee refresher course given by B&T which will take place soon at the next Employee meeting on the 16th of August. B&T worked with the county during

this inspection. Mowing has continued typically in the morning with smaller swaths to prevent wear and tear on the mower. Golf cart will need service soon. Range fire caused the airport to be opened up for two days as a heli-base, this had a low impact on the airport they only brought in two additional fire helicopters. Employees have been instructed to be more active on the radios. Romero brought up a wish list of items that ought to be considered moving forward, he handed out a document showing this list. A few of the higher priority items include repairs for hangar doors, some of them are difficult to open, AC for the back office room due to electronic equipment back there and with the summer heat and little to no insulation that room can get very hot. Chairman de Werd said that once we get the new budget for the year we can begin to address these items. Some discussion was held regarding the entry and departure safety concerns and the idea of having a pamphlet that expresses our preferred patterns around the airport. Bob Perry said that he would try to meet with instructor Yves Bajulaz to create ideal patterns to this end.

**Public Comments:** Perry suggested the airport set a policy that defines the agreement between the airport and the donator when a memorial item is donated to the airport relating to its use.

### **Agenda Items:**

#### **Old Business**

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

Gen-set: Director Kiss reported He's spoken with Wilson regarding the Gen-set, and Wilson will be handmarking the changes to the plans. Kiss suggested we get training for the programming of the generator and related electronic controls. A regular inspection for the back automatic electrical switch battery will need to be established as well as regular oil changes for the generator itself.

Hangar Rows electrical: Kiss had highlighted ten wires to JMPE that may have been under-sized, 8 of those have been corrected, still waiting on the other two

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

Secretary McGowan stated he hasn't received most from the committee members, Chairman de Werd stated he would get an electronic copy to the members, also several committee chairs stated they would check with their committees.

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

Chairman de Werd stated he has sent the letter to RIVA electric so he'll be waiting on a response from them.

de Werd also had a side note that he had sent a letter to the hangar owner who had a dog off the leash after several warnings.

##### **4. Two Each Fuel Recirculation Devices for Fuel Truck**

Manager Romero stated that for a recirc device to be installed on both trucks would be estimated at \$11,000 whereas the two standalone gravity-fed devices would cost around \$5,000. Romero has spoken to the person Kunkle had suggested he talk to, that person estimated the on truck devices to cost \$15,000-\$20,000 and the two standalone devices to be about \$5,500

after some discussion secretary McGowan made a motion to approve the purchase of the two devices at \$5,500 seconded by Director Kendall, then follow discussion during which the uncertainty of ongoing costs namely filter costs, the motion was withdrawn by Secretary McGowan. Romero will look into ongoing costs.

#### **5. Spill Kit Cost and Authorization**

Manager Romero's suggested spill kit absorbs 41.7gal oil/fuel spill, and would cost \$726 Motion to purchase made by Director Kendall, seconded by President Knight the motion carried

#### **6. Carmichael Training Systems Use of Airport for November Training Event**

President Knight hasn't heard from them, the airport will follow up with them.

#### **7. Improvements to Local Computer/Broadcast Network**

Director Kiss reported that we'd need to be looking into cooling, power and webcams hopefully getting some help from Bajulaz. With considerations for webcam's in other locations around the airport for fire dept & others.

### **New Business**

#### **1. Meeting with County re: Master Lease**

Meeting with county scheduled for 2:00pm 15 of August at the airport to discuss details of the master lease, attending will be Chairman de Werd, President Knight, and Secretary McGowan.

#### **2. AWOS Update**

Knight reported AWOS was having intermittent issues on just the ceiling meter then later the the majority of the reading went out. Knight stated that eventually we will most likely be getting a grant for a new system hopefully around August 2020 however we should decide on a plan B in case of a catastrophic failure of the AWOS in the meantime. The company we work with is out of the east coast so it can cost \$12,000 to call out a specialized technician to work on the AWOS. It was discussed that one possibility to have someone reporting current weather at the airport, there may be necessary permitting to allow someone to do that. Another possibility is getting the webcam set up so that pilots can look at the airport weather.

### **Advisory Committee Reports**

#### **Membership/Nominating**

1 new member Greg Vernon a User from the valley.

New line on nonusers is 206 number of users is 96 our total is 302 and the number for Quorum is 152.

There are three applications for board members, Bill Krauch a user, James Cleland a nonuser, and Carey Kendall a nonuser.

### **Ad Hoc Committee Reports**

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

No report

**Master Lease Review/Hangar Land Lease -** Already covered.

**Rules and Hangar Compliance -**

Truckee is an excellent example of a well put together airport and has an excellent Rules and Hangar Compliance rules. This committee has held a meeting and is making progress.

**Ordinance 3310 -**

Knight asked a few committee members to sign conflict of interest document. This committee will begin to redline a version after the August 15 meeting

**Staffing Structure -**

To be discussed in closed session,  
After closed session report: No action taken.

**Fuel Policy -**

No Report

**Airport Day Committee -**

No Report

**Next Meeting:** September 5th

**Meeting Adjourned:** 8:31pm Closed session to be held after a few minutes break.