

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

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

Directors Present: **Chairman Fischer** **President Knight**
 Treasurer Romero **Secretary Jones**
 Director Murphy **Director Moradian**

Directors Absent:	Director Vrastil	Director Marchi	Director Bollay
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Asst. Manager: Dave Romero - present

Consultant: Kim Joos - present

Reading of the last minutes: Secretary Jones moved to approve the minutes as clarified from the Regular Board meeting of January 4, 2018. The motion was seconded by President Knight and carried.

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

Treasurer's Report: Treasurer Romero reviewed the financial status with the Board. December report showed \$584,221 Cash On Hand and \$400,838 Restricted Funds for a total of \$985,059. Accounts Receivable over 90 days are \$54,655. Treasurer Romero stated the Thomas Fire ramp and fuel depot income was \$19,350. The Santa Ynez Airport was used for 19 days for fire helicopter operations plus one day for fuel depot usage.

President's Report: President Knight reported that the AWOS was damaged during the Gainey grass fire. A contractor examined the AWOS and estimated repair to be approximately \$4,500. Those repairs have been completed. However, there are burned wires that will still need repair at an estimated cost of \$8,000. These costs will be submitted for insurance reimbursement. President Knight reported the Authority acquired two Lighted X's paid for through the grant program. Each lighted X is mounted on its own trailer and is self-contained by a dedicated generator. President Knight is very happy with the Lighted X's.

President Knight reported on Grant 15. A new antenna was installed and now communications from pilot to airport are good from 15 miles out. The REILS and RW lights are supposed to be at the same intensity however they currently are not. The contractor is currently working on solutions. The hydro-seeding and soil stabilizer for erosion control and dust suppression have been complete. Weather permitting, the entrance gate construction is expected to be installed next week. This gate placement will be on Airport Road just after the drive accessing the parking lot of the office trailers. Beyond the gate is to be used for airport operations and not for general public.

President Knight reported on an aircraft crash. The aircraft was subject to Part 103.9 and therefore a license to fly is not needed. No injuries were reported. Hangar A13 was damaged in the accident as well as the aircraft inside A13. An FAA investigation has been opened.

Manager's Report: Dave Romero reported the oak, eucalyptus, and willow tree trimming has been completed. The waste oil receptacle location will be moved to the dumpster area and will

be maintained under lock and key. The December fuel report was: 5,400 gallons of LL and 6,091 gallons of Jet A were sold.

Public Comments: (limited to items not on the agenda): James Lawson of ‘Balloon Rides’ introduced himself and stated that he would be operating the glider ride operations. Several members in the audience spoke about their concern for the pilot of the aircraft that crashed. They stated he had crashed before and wondered if there was any regulations that would prohibit that pilot from flying again.

Agenda Items

1. Membership – Secretary Jones stated she had one applications for User membership from Jon Payne. He is qualified as a User candidate. President Knight moved to accept Jon Payne for User membership. Director Moradian seconded the motion and carried.

2. Acceptance of Bill Vrastil Resignation - Due to the absence of Director Vrastil, Secretary Jones moved to table this agenda item until the March Board meeting. President Knight seconded the motion and carried.

3. Airport Day Funding Approval - Director Romero stated that Airport Day would be May 19, 2018 this year. In the past the Authority has donated \$2,000 toward the event. President Knight stated that the budget for this year’s Airport Day was \$2,500. Bob Perry stated that the additional sponsorship is almost complete but asked the Board to increase its contribution for increased marketing. The Chumash have contributed \$4,000 toward a flying scholarship for two students (\$2,000 for each student). Director Murphy moved to increase the Airport Day budget item to a total of \$5,000, which shall include \$2,000 toward one additional student scholarship. President Knight seconded the motion and carried. Secretary Jones voted ‘Nay’.

4. Assignment of Lease – Upon the recommendation from Kim Joos, President Knight moved to accept the Assignment of Lease for hangar D6 from Ellis Clark to Neil Cushman. Director Moradian seconded the motion and carried.

5. ABC Hangar Maintenance Update – Director Murphy stated his committee has met with both Brooks Construction and Gordian, JOC Representative for Santa Barbara County. The Gordian bid proposal came in at \$733,000 before contingency and fees of \$258,000 for a total of \$995,385.50 based upon the scope of work identified by the Authority earlier. The committee is awaiting a bid proposal from Brooks Construction.

6. CUP Effectuation Update – Kim Joos reported that both the existing airport structures and the equipment garage would need a Zoning Clearance through Planning & Development. The ‘conditions of approval’ as identified in the CUP will need to be met before a Building Permit for the Equipment Garage will be issued. These conditions include various mitigation fees in the approximate amount of \$5,000. Once the Zoning Clearance has been received, the CUP is effectuated. A Building Permit must be signed off within two years of the Zoning Clearance. Kim Joos reported that she met with David Burke, an approved architect of Santa Barbara County. He has submitted a proposal of \$5,000 to (1) measure and photograph as-is condition of the site; (2) prepare plans for a generic pre-engineered metal building and foundation; (3) provide a representative set of shop drawings for the metal building; and (4) provide a

construction cost estimate for the building and foundation. These documents will be necessary for the Zoning Permit Clearance as well as any CalTrans funding we might choose to seek for this project. Kim Joos recommended that this money be front funded so the Authority can begin immediately. The County has made itself available to partner with the Authority to provide County permitting assistance. A Project Charter could be drafted.

Director Murphy moved to approve \$10,000 to allow Kim Joos to move forward with David Burke plus additional County fees. The agenda item will be revisited at the next Board meeting. Treasurer Romero seconded the motion and carried.

7. Over 90-Day Accounts Receivable - Director Murphy stated that there currently are 11 parties that have an account receivable over 90 days. There are a few who are over nine months. One party is approximately \$30,000. 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 his committee would have a draft policy for Board consideration during the March meeting. He suggested that this policy could be reflected in the Aircraft Storage License agreement.

8. Trailer Rental - President Knight reported that the approved amount of \$7,500 for trailer repair had been used, mostly for mold mitigation. President Knight moved to approve an additional \$3,300 to complete the HVAC system. Director Murphy seconded the motion and carried.

<u>Advisory Committees:</u>	
Document Review: (Fischer)	None.
Finance: (Murphy)	None.
Flight Ops: (Knight)	President Knight stated Grant 16 has done an excellent job of grading and taking away water from the RW area. Low profile concrete abutments have been installed with flush grates and break-away lights and signage for increased safety. A marker is needed to identify 'off RW' areas 250' off each RW.
Membership: (Jones)	Secretary Jones stated she was in process of transferring the membership list to her account.
Personnel/Safety: (Romero)	None.
Public Relations: (Jones)	None.
RealEstate/Deferred Maintenance: (Romero)	None.
Special Events: (Romero)	Jon Payne stated he would like to donate an AED to the airport.
Website: (Bollay)	None.
<u>Ad Hoc Committees:</u>	
Hangar Extension (Murphy)	None
AC Maintenance Facility (Knight)	None.

Land Acquisition (Knight):	None.
Land Lease Review (Joos, Knight, Kunkle)	None
Master Lease Review (Murphy, Knight, Kunkle, Fischer)	Director Murphy stated a mark-up of the lease is in process and will be forwarded to counsel. A meeting with the Authority's counsel is expected by the end of the month. Director Murphy requested that 'Hangar Insurance' be agendized for next month. Also, Director Murphy stated that he wished to prepare and present changes to the existing Aircraft Storage License as it relates to FAA procedures, aircraft registration, insurance, and hangar door locks.
FAA Compliance	Chairman Fischer drafted a letter to airport users to be included in their monthly billing. Management stated the letter would be going out with the billing in a couple of days.
CUP Effectuation (Joos, Kunkle, Knight)	None

Next Meeting: The next meeting will be March 1, 2018.

Meeting Adjourned: Regular Session adjourned at 9:03 P.M.

**Respectfully Submitted,
Karen Jones, Secretary**