

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.
REGULAR MEETING MINUTES
February 7, 2019

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

Salute to the Flag

Directors Present: All in attendance

Report from closed session: No closed session.

Approval for last meeting's minutes: Director deWerd moved to approve the January 3, 2019 minutes. Motion was seconded by Director Kiss, and the motion carried.

Treasurer's Report: Treasurer Carrier reported that the current available cash on hand was \$412,896. Restricted funds were \$400,838

Director de Werd made a comment in reply to a question posed at a previous board meeting concerning the conditional use permit, saying that just under \$175,000 has been capitalized on balance sheet shown as a long term asset

Presidents report: President Knight reported winds over 70 mph in the last month have done a variety of damage around the airport, one glider was totaled. Three hangars damaged, damage to signs around the airport and the porta potty flipped over. After power was lost our automatic generator turned on and kept the runway lighting system operational, however the office and fuel island needed to be manually switched over to generator power. The office and its connection to the island will soon also automatically switch to generator power once a few updates to a recently installed transfer switch system are finished. Storm drainage system improvements performed effectively. Fuel prices have been brought back down to competitive pricing.

Assistant Managers Report: Assistant Manager Romero Reports that the number of fuel gallons sold in December were 5,086 Gal of 100LL and 1,358 Gal of Jet-A. Employee's Daniel and Colby have left. Training has begun for two new employees Ryan and Hanna. Porta potty will be replaced and staked down. Weed abatement is in progress around the airport. Pilot guidance PAPI lights are now operational. Forest service intends to burn our burn pile within next few weeks. Fuel island meter has been fixed and a new ground reel for Jet-A terminal ordered. Air Compressor by fuel island has ceased to operate so pricing for a new compressor and hoses will be looked into. Romero expressed concern over traffic flow through the helicopter pad area and suggested consideration of a simple gate to reduce said traffic. Romero will need approval in the coming months to update spill containment kits at fuel island and fuel

trucks. Romero spoke positively towards Yves communications relating to security around the airport during day and night hours. Sale pending for hangar G6.

Agenda Items

1. Appoint membership committee member – Secretary McGowan addressed that a vacancy need be filled for a membership committee member. Director Jones nominated Jerry Long for the position, Treasurer Carrier seconded and the motion passed.

2. Review and potentially fill Vacant officer Roles – Secretary McGowan suggested consideration of vacant board officer roles to be filled. Director Jones made a motion to place Director de Werd into the Chairman position, secretary McGowan seconded, and the motion passed. President Knight put forth a motion to have Director Kaslow become the Assistant Treasurer. Chairman de Werd seconded and the motion carried. President Knight expressed the importance that considerations be made for someone to be in the Vice President position to Knight in order to share in the methods and knowledge President Knight has gained during his time as President.

3. Committee Assignments – Secretary McGowan expressed a need to clarify the personnel in the various committees in order to better include them in future agendas. After some discussion over the need for these committees, Chairman de Werd made a motion that the flight ops committee be eliminated, motion was seconded by Director Kiss and the motion passed.

Next after discussion over the personnel/safety committee being redundant due to the ability for Manager Romero to include that report along with his regular assistant manager's report. Secretary McGowan moved to eliminate the Personnel/safety committee, seconded by Chairman de Werd, the motion was passed.

Secretary McGowan made a motion to change the name of the Special Events committee to the Airport Day's Committee and change it to an Ad Hoc Committee. That motion was seconded by President Knight and passed.

Chairman de Werd made a motion to delete the Real Estate/Deferred Maintenance committee, Secretary McGowan second and the motion passed.

After some clarification and discussion over requirements and needs regarding the Membership/Nominating Committee it was determined that the Membership/Nominating committee would continue with Director Jones as the only Director, alongside Shy Bourgeois, Jim Kunkle, Ruth Kunkle and Jerry Long.

Chairman de Werd moved that the board delete the Public Relations committee, seconded by Secretary McGowan and the motion passed.

Chairman de Werd then moved that the website committee also be removed, Secretary McGowan then seconded the motion and the motion passed.

On the Ad Hoc Committees it was clarified that the CUP management and Review Committee is comprised of Chairman de Werd, Shy Bourgeois & Jim Kunkle.

The Master Lease and Land Lease Review committees have the same members each with Director Kendall, President Knight, Jim Kunkle, Secretary McGowan and Chairman Jourdi de Werd. It was decided that these two committees should be combined.

On the subject of the Rules and Hangar Compliance Ad Hoc Committee, Secretary McGowan motioned that Chairman de Werd chair the Rules and Hangar Compliance committee, this motion was seconded by President Knight and the motion was carried. De Werd asked for additional members, and Treasurer Carrier, Secretary McGowan, and Assistant Manager Romero, volunteered to join that committee.

On Ordinance 3310 Committee President Knight offered to chair, asking for additional committee members to be Shy Bourgeois, Dave Romero and Yves Bajulaz. Chairman de Werd then made a motion that President Knight be made Chair of the Ordinance 3310 committee. McGowan seconded, and the motion passed.

4. Establish Committee to evaluate and propose airport staffing structure – Secretary McGowan suggested the staffing structure be evaluated for improvement toward efficiency and employee opportunity. Chairman de Werd made a motion that Secretary McGowan be appointed Chair of this new Ad Hoc Committee to evaluate and make propositions in regards to improving on the staffing structure. Motion was seconded and it passed. Committee members are Director Kiss, Director Carrier, Kim Joos, Bob Perry, and President Knight.

5. Bylaws - status and updates- schedule and responsibility - Chairman de Werd updated the board on the recent and upcoming actions in regards to the master lease and bylaws. The committee met with counsel and has brought together the master lease as well as three amendment documents that will be combined by counsel to make one master lease agreement document. The committee will then make recommended changes and bring this document to the airport board for approval. After that approval it will be sent to the County for their approval. Once that master lease document is approved the bylaws can then also be addressed.

6. SYVAA Capital Projects Process - Director Kiss wrote and submitted a document to the board to begin creating a capital projects procurement process framework and asked the board for discussion in regards to this draft of that document. That document will be reviewed for further consideration.

Kim Joos then spoke about the details surrounding the effectuation of the CUP agreement, especially in relation to the letter of intent to install a fire hydrant before September 1st, 2020 that the airport authority had signed in order to get the fire department's approval for the CUP. If any construction under the CUP were to begin on the airport before the hydrant is put in a stop order could be issued. Construction needs to be completed on one CUP project before the CUP agreement is fully effectuated. Additional conversation with the fire department in regards to options and possible re-evaluation will be researched.

7. Hangar Electrical Update - Director Kiss went over details of the electrical update and expressed a need to get started on B and C rows before going back to A row's electrical system. Director Kiss stated the need to get more information on the goals of updating the electrical systems. Member Noonan expressed concern on the scope of the existing permit and adequacy of design to meet the desired purpose. It was agreed that further work is necessary on design scope and budget before authorizing additional construction.

8. Half-Hangar Usage for Authority Equipment vs. Private Rentals - Secretary McGowan made a motion that the half hangar becoming available be used by the airport authority for equipment storage. Motion was seconded by Chairman de Werd and after some discussion the motion carried.

9. Fuel Price Discussion and Possible Policy Action - Treasurer Carrier expressed interest to form a committee in order to consider establishment of a set policy to the formation of the airport fuel prices in written form. Treasurer Carrier offer to chair and made a motion to form that committee. Motion was seconded by Chairman de Werd and after discussion the motion passed. Secretary McGowan, President Knight and Assistant Manager Romero volunteered as members on that committee.

10. ADA Restroom Discussion - Treasurer Carrier spoke for installing a high quality external prefabricated restroom, that would cost roughly \$175,000-\$200,000. Treasurer Carrier was added to the CUP committee to order to join discussion of which projects should be prioritized.

11. Consider Moving January and July meetings to 2nd Thursday of the month - Secretary McGowan made a motion that the July of 2019 and January of 2020 meetings be moved to the second Thursdays of those months instead of the first Thursdays, motion was seconded by President Knight and motion carried.

Meeting was adjourned at 9:29 pm.

Next Meeting: March 7th