

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

Directors Absent: Chairman deWerd

Director Kaslow

Assistant Manager: Dave Romero - Present

Report from Closed Session: No Closed Session.

Reading of the last minutes: Director Jones Motion to approve February minutes, seconded by Director Kiss, motion carried.

Treasurer's Report: Treasurer Carrier reported available funds to be \$413,364 Restricted funds \$364,010 for a total of \$777,374. \$9,600 in over 90 day accounts. Received a load of fuel in January so net profits were \$3,062, Fuel bill was \$32,699. Treasurer expressed concern about accounts over 90 days, he would be getting additional information on those accounts to follow up with.

Presidents Report: President Knight mentioned the security fence to be part of a long term goal at more complete security. He also reported that someone has been putting up post-it notes with the code on the west gate keypad. The airport may have to consider using card access or what other options could be used. Knight also reported that Yves has been very helpful in regards to airport security.

Assistant Manager's Report: Dave Romero Reported January fuel sales for 100LL was 3974 Gal. and Jet-A was 2946 Gal. New Employees Ryan and Hannah continue training and one new employee with aviation experience will start his training soon. The men's bathroom is now fully repaired. The ice machine had flooded and was inspected by a plumber who applied a fix to it although plumbing in the building is old so may cause more issues. Weed abatement is in progress around the airport. The tractor is being serviced in preparation for mowing. A few runway lights have been broken and one taxiway sign is broken, President Knight has been following up on getting new parts as our current parts fit the previous system. Forest service has burned our large burn pile on the east side of the airport. Romero brought up alternate options to a burn pile as he worried the previous pile had taken a long time to get burned. Romero had gotten estimates for wood chipping the current branches that had been recently trimmed from the trees along the North road, estimates were \$800 for a company to come and do all the chipping, alternatively a chipper could be rented for \$250/day. Romero said our current gardeners might be able to work with the rented machine. Repairs continue on the Sheriff hangar roof. Recent storm caused a window to crack on the forest service building the cost for repair is about \$280. The PTO clutch on the tractor is damaged and the estimate to repair is \$7,165. Costs for tractor rentals or mowing services will be looked into by Romero. Jet-A

Dispenser grounding cable has been replaced. Bottom loading hose for 100LL truck is in full working order now. Romero is getting bids for a recirculation method for our sump waste fuel. A new fuel island compressor, will cost around \$750-\$1000 not including reels and hoses. Airport hours will be back to 7:00am to 7:00pm. Romero expressed a need for updated spill kits, costs will be about \$231 for each truck, as well as about \$600 for a larger kit to contain a more serious spill.

Agenda Items:

1. Approval of Lease Assignment McCurdy to Cohen

Kim Joos reported that the McCurdy account is up to date and paperwork is in order, She recommended that a motion be made to approve the McCurdy Alaska LLC. assignment of lease to Burt R Cohen who is the Trustee of MOM S Trust. Motion was made by Director Kendall and seconded by Treasurer Carrier, the motion carried. Secretary McGowan and President Knight signed the paperwork to confirm.

2. Appoint Master Lease Review Committee Chair

Director Jones Nominated Secretary McGowan to Chair the Master Lease Committee Director Kiss seconded and the motion carried.

3. Authorize distribution of consolidated draft Master Lease

Both the Master Lease with 3 amendments consolidated into one document as is and the redlined version with proposed changes will be used as starting point for internal proposed changes. It will not be sent to the county for approval until changes are completed and we have legal review.

4. SYVAA Capital Projects Process

Director Kiss had received an email from the county regarding guidelines for capital projects. The county has agreed to a meeting, no action suggested aside from meeting with county to discuss guideline details.

5. Electrical Demand Requirements

Director Kiss had been speaking with county in regards to Hangar rows A B and C. He had been especially inspecting hangar row A. Within a few months new electrical codes will change and the airport will be subject to the new codes so a consensus for work should be decided upon soon. Considerations will have to be made of what level of work will be supported in the hangars. Director Kiss asked for a budget in case his contact to inspect discrepancies in A row required payment or in case other costs arose. Secretary McGowan motioned to supply a \$2000 conditional budget contingency for discrepancy corrections, Treasurer Carrier seconded and the motion carried.

6. Website Compliance with Brown Act

Brown act requires that website access to agenda requires one click to agenda and minutes, Maki who regularly helps with website maintenance will help with updating website navigation to align with these requirements.

7. Consider cost/benefit of Authority Attorney attending one or more Board Meetings

President Knight addressed that there had been requests to have our council attend board meetings, The airport currently pays Mike Cage \$450 an hour he lives several hour away so the costs may be significant to have him observe the airport meetings. Options were discussed

such as alternative attorneys or additional training instead of having an observer. Director Kiss suggested the discussion be tabled until Director Kazlow returned as she had expressed an interest in this topic. Kiss also suggested the old Conflict of Interest document be labeled interim, distributed and signed as a board. President Knight stated he would get that document to Secretary McGowan and that McGowan would then distribute that document to the board before next months meeting.

Advisory Committee Reports

Membership/Nominating

Director Jones stated that the membership committee would begin meeting on a regular basis. Discussion was had among the board on methods to streamline notice for membership meetings. The prevailing opinion was that notification be posted on the website and in the airport office. Requirements and methods will be reviewed prior to future meetings.

Ad Hoc Committee Reports

Cup Management and Review - deWerd not present & a meeting had not been held.

Master Lease Review/Hangar Land Lease - Work so far has been to consolidate Master lease and amendments, next steps will be to apply changes and submit to board for consensus on what changes are wanted.

Rules and Hangar Compliance - deWerd not present & a meeting had not been held.

Ordinance 3310 - President Knight stated he would be having a meeting this month to review Ordinance 3310.

Staffing Structure - Director McGowan reported two meeting were held, no suggestions to be brought to the board at this time. Interviews of Dave Romero and Austin Storey had been conducted. There is currently a difficulty in definition of responsibilities, the committee has asked that Knight and Romero write job descriptions to clarify duties. The Committee is going to be working with the Treasurer, Bookkeeper & President Knight to generate 10 year predictions to better understand the needs and costs of a full time position and what the responsibilities of said position.

Fuel Policy - Treasurer Carrier Brought up concerns of proper fuel testing and the need for recurring AVFUEL online training for employees. Next step for fuel pricing considerations will be gathering detailed information of all the costs surrounding the sales of fuel, no new suggestions at this time.

Next Meeting: The next meeting will be April 4th 2019

Meeting Adjourned: Regular Session adjourned at 8:43 P.M.