

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC. REGULAR MEETING MINUTES

April 4th, 2019

Called to order by Chairman de Werd at 7:02 P.M.

Salute to the Flag

Directors Present: President Knight
Treasurer Carrier
Director Jones
Director Kendall

Chairman de Werd
Director Kiss
Director Hammel
Director Kaslow

Directors Absent: Secretary McGowan

Assistant Manager: Dave Romero - Absent

Report from Closed Session: No Closed Session.

Reading of the last minutes: Treasurer Garth Motion to approve March 7 minutes, seconded by Director Kendall, motion carried.

Treasurer's Report: Treasurer Carrier reported available funds to be \$453,923 Restricted funds \$376,358 for a total of \$821,281, Accounts Receivable \$10,698, Total accounts payable \$19,742, Profit year to date July through February \$75,546

Presidents Report: President Knight reported that this month the airport has been doing work to prepare for airport day with extra budget put toward gardening. Trees along the airport road have been trimmed as well as much of the mowing around the airport has been done. We've had a recent drop in fuel prices that is unexpected to last. Chumash has requested use of an area of the airport to use as an area for photos taken by an Ad company working for the Chumash. They have no need for a specific place as they use their own backdrop. They have come by to take some test pictures and President Knight is waiting for feedback regarding how well our area worked and how much they're willing to pay the airport. Once Knight hears back from the Chumash he will share that information with the airport board. These Photo operations will not have any effect on the regular airport operations.

Manager's Report: Dave Romero was absent but Chairman de Werd received notes from Romero which he relayed to everyone present. All employees are working on their Avfuel online safety courses. Hangar G9 roof repairs have been completed. A cracked window on the forest service building has been repaired. Tractor PTO repair bids have been received one previously at \$7,000. Two new bids have been received, both approximately at \$3,000 one from R & M Enterprises and one from Farm and Ranch Equipment. There was some discussion about the size of the mower attached to the tractor, one company had told the airport that it was too large however Knight reported that this new tractor has the recommended horsepower for the mower currently used. Don's Petroleum is looking into bids on fuel waste recirculation equipment should have more info next month. B&T is looking into a way to easily sump the fuel island tanks regularly more info should be available next month. Notes with the West gate code on them are still being found on the gate terminal. Some issues arouse with the west gate staying open or closed, those issues have been resolved. A car that had been left unpaid for several months has been paid for and taken back by the owner. Chairman de Werd also reported he

had received correspondence about the condition of the website and stated that he would be putting that on the next meeting's agenda.

Agenda Items:

1. SYVAA Capital Projects Process

Director Kiss has done a site walk around the A hangar row with JMPE electrical company, he has asked them for a list of non-conforming items. Kiss has not yet received that list back from JMPE however he presented a preliminary list he had written with the information gathered so far. Director Kiss brought two options for the wiring and electrical capabilities to the board that he had researched with his preliminary notes he prepared with the information from the site walk. Option A would be 110 volt with only 20amps while option B would be to have both 110volt and 220volt with 20 amps. Kiss estimated this would cost the airport an additional \$500-\$800 per hangar. The cost for these upgrades will need to be confirmed with the JMPE report and additional bidding. He suggested that the report from JMPE be circulated once it is received. The board determined that it would be best that this information and the proposed options be shown to the most vocal hangar tenants to ensure the tenants concerns are addressed.

2. Electrical Demand Requirements

Director Kiss reported that much of the discussion on this topic would be covered by the JMPE report. Kiss's preliminary report also addressed this concern, and his options reported would best be run by a few of the more involved hangar tenants as well as be made available at the airport office. Much of the details of this agenda item were covered in the first agenda item.

Advisory Committee Reports

Membership/Nominating

Director Jones stated that the membership committee had met in the past week prior to this meeting. The membership list has been continued to be updated and cleaned up to ensure more active members. This committee now has regular meetings whose meeting times are intended to be posted to the airport website. The committee had discussed procedure for receiving membership applications, revising new member applications and revisions for director applications. A list of names that the committee was read that for various reasons were prepared to be removed from the membership list, out of a concern for the correct method to remove members, taking this action was tabled so that it can be added in detail with the specific names to next month's agenda.

Ad Hoc Committee Reports

Cup Management and Review - Chairman de Werd had spoken to all parcel owners listed on the CUP to have construction projects done under the CUP. None of those parties were ready to move forward on their projects so it would be up to the airport authority to begin a construction project in order to effectuate the CUP.

Master Lease Review/Hangar Land Lease - President Knight gave an update that the committee has submitted a cleaned up, redlined version of the Master Lease to council Michael Cage and are currently waiting to receive that back. It is intended to be returned before the May board meeting so that it can be on the agenda to be voted on in May.

Rules and Hangar Compliance - de Werd reported no action had been taken in the last month

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

Staffing Structure - Chairman de Werd reported that this committee has asked David Romero to put together a job description of all the management duties at the airport to be put into a document with a top priority being safety.

Fuel Policy - Treasurer Carrier mentioned that they had been working on ensuring every fuel inspection be properly recorded consistently. This committee is also putting together a detailed cost analysis on all the factors related to the cost per gallon on fuel.

Airport Day Committee - Director Hammel reported that the committee has been meeting regularly. There are currently 21 aircraft committed and they would like to have 30-40 aircraft an additional flyer in the monthly billing letters. Hammel requested that anyone able to help get additional aircraft committed to do so. Bob Perry reported the posters will be completed soon. Additionally banners will be put up around the airport and nearby cities. Still waiting on a few additional monetary commitments for both the BBQ and scholarships.

Additional Comment - Director Kaslow wanted to ensure a previous directive from county was being addressed. One being that Leases and other documents be addressed, that process is in progress. Another be that 4 Meetings with county be held throughout the year, President Knight offered Kaslow be involved in the next meeting that Knight would be setting up to be held in April. Another topic on the non aeronautical use of airport hangars, Knight stated that that was tied into several active committees and that county was aware that the airport is currently in progress on that topic.

Next Meeting: The next meeting will be May 2nd 2019

Meeting Adjourned: Regular Session adjourned at 8:51 P.M.