

**SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.**  
**REGULAR MEETING MINUTES**  
May 2nd, 2019

Called to order by Chairman de Werd at 7:00 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 - Present

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

**Reading of the last minutes:** President Knight mentioned a correction to previous minutes that it was the ad company working for the Chumash had requested use of airport land for photo ops. Director Kaslow Motion to approve March 7 minutes, seconded by Director Kendall, motion carried.

**Treasurer's Report:** Treasurer Carrier reported available funds to be \$451,934 Restricted funds \$370,706 for a total of \$822,641, Accounts Receivable \$95,651, Over 90 days \$10,102

**Presidents Report:** President Knight reported that the oak tree on the west side of the airport near the runway 8 departure would need to be addressed soon. Cal Trans has asked it be remove during recent years, there is no fee or penalty related to this request, only liability if an aircraft were to hit that tree. Many pilot's ashes have been spread in that area and so it is of sentimental value to a large number of users. Knight had an arborist to check the tree and it is dead so legally can now be cut down, Knight suggested a memorial be put in the tree's stead and that this topic be put on June's agenda for further action.

Runway signs and backup hardware for runway/taxiway lights will be ordered soon. The sign that a pilot hit is should be paid for by that pilot.

A user mentioned the large amount of dust coming from the agriculture operation to the south of the airport, Knight responded that there is not much action we can take to reduce that unless damages occur though Knight stated he would look into how much longer they intent to be operating.

**Assistant Manager's Report:** Dave Romero reported the next Cal Trans inspection should be in August so it would be good to take care of the west end tree by then.

Fuel sales in February have been 4,533gal 100LL and 1,670gal Jet-A.

One employee has quit and a new employee Jim Duffy has joined the current line crew. Tree Trimmings have been cleaned up along the road.

Tractor and Mower have been working without the repairs, there's more to do he suggests once we've caught up on the mowing the PTO will be serviced. May 13 J row will be getting a slurry seal on its asphalt. Forest service will be using their building full time soon, Romero has been checking to ensure the building is in good order.

Don's Petroleum has given Romero a quote for \$2,200 each for fuel recirculation devices we'd need two one for each fuel type. A recent hazardous waste pickup of 2 oil barrels and 4 fuel barrels cost approx. \$900. The airport fills about a 55gal barrel of fuel per fuel type in just over a month.

Bajulaz spoke in terms of airport security that we do get cars driving up to the gate and turning around at approx 11pm.

**Public Comments:** CTS (Carmichael Training Systems) asked about using the airport for an upcoming event November 9th, a 100mi ride leaving in the morning riders would trickle in the afternoon as they completed the ride. The event would likely have drinks, live music and an awards ceremony. A large need is parking they'd expect up to 400 vehicles they'd like to use the area in the north east corner of the airport property, Chumash is a sponsor and will be providing a shuttle.

Knight expressed concern that the event being in November could mean we could get rain which would turn that parking area muddy and unusable CTS is looking into backup locations in case of this. CTS has volunteers for all operations only thing they would need is the space and access to power for their stage setup. Chairman de Werd stated the airport will put this as an item on next months agenda and requested a general layout/info packet for clear details about the event.

### **Agenda Items:**

#### **Old Business**

#### **Items 1 and 2 combined.**

- 1. SYVAA Capital Projects Process**
- 2. Electrical Demand Requirements**

Director Kiss reported he had spoken with some users about their needs and preferences in regards to electrical designs for the hangar rows A B & C and is moving forward with that information. Kiss asked if the airport should install 220v electrical into the half hangars and generally got an affirmative response. This electrical update to A row will also improve the electrical system going into the porta port hangars. Kiss is looking into options in regard to lighting, we may be able to just change the bulbs however it may also be necessary to change the lighting ballasts as well.

#### **Items 3 and 4 combined**

- 3. General Services Directive of December 12, 2018**
- 4. Conflict of Interest Acknowledgement**

Knight reported that himself, Director Kiss, Director Kaslow and Director Jones have met with general services and went over bullet points of the original list and came to a better understanding of the items finished and as well as those that need attention many of which rely on the completion of the master lease. Knight stated that previous general services personal have been difficult to contact and that he'd like to set up once a year meeting with them. One point he emphasized was that we need to give them heads up before sending larger projects so they are more prepared to address them. Knight suggested it would be a good idea to rotate directors for these meetings so all our board members could gain experience with these meetings.

Next meeting with general services will be held at the SY airport Wednesday July 10th @ 2pm. Our council has sent us a form 700 doc that relates to known conflicts of interests for users, county will send their version of the same document to ensure the same necessary contents are

included. Much of this document's contents don't apply to SYVAA because it pertains to a particular level of assets being dealt with.

Chairman de Werd brought a separate conflict of interest document that had been updated by council intended to disclose any conflict of interest. Chairman de Werd suggested all board members and committee members sign this document for legal security. The annual auditors will also have their own separate conflict of interest to be signed during the annual audit.

#### **5. Electrical Contractor Hangar A Row Possible Refund for Non-Conforming Work**

Chairman de Werd asked the board if there was a signed contract detailing the work already done on A row's work that was not completed properly. Romero stated he would search for the document and if found give that document to de Werd before the next board meeting

#### **6. Chumash Photo Shoot Approval**

Knight reported no new information.

#### **New Business**

##### **1. Identify and Retain New Webmaster**

President Knight reported that our previous webmaster Maki is no longer working for us. Maki referred us to a new webmaster that has come in and updated the website in the mean time. Director Kaslow also knew of another experienced option. Knight suggested that Secretary McGowan decide who he would best like to work with regarding the website. This item was tabled until the next board meeting when McGowan would be present to make a decision to move forward with.

##### **2. SYVAA/General Services Required Meetings**

This topic was covered in the old business items 3 & 4 section.

##### **3. Master Lease 1st Review and Approval**

The amended and restated management agreement and lease has been received by the airport board. Chairman de Werd suggested this document be approved to be sent to county so they can begin their review of the document, they will then get us a redlined document, once it is returned there will be availability for public comment before the final document is approved. he also mentioned that the Master lease review committee would move on to working on the by-laws with the assumption that this document would be approved.

Director Jones made a motion to send the master lease in its current form to the county for their inspection and review, seconded by Director Kiss, then additional discussion was held about this choice. Nothing controversial or new has been added it's merely updated to be one clear concise document. There is also requests of changes the airport board would like to be able to make. The motion was approved.

#### **Advisory Committee Reports**

##### **Membership/Nominating**

Director Jones reported that the committee did not meet this past week, next meeting planned for May 14th at 4:00pm. With intention to remove members who have passed away, moved out of the area etc. New members will need to be submitted before the first Thursday of August in order to be ready for the elections coming in October.

#### **Ad Hoc Committee Reports**

**Cup Management and Review** - President Knight stated that he'd had several conversations with General Services, regarding potential needs of the sheriffs department hangar. General services should be getting back with information on how to contact the necessary personnel to begin discussion regarding the hangar.

**Master Lease Review/Hangar Land Lease** -

This topic was covered previously in New Business topic 3.

**Rules and Hangar Compliance** - Chairman de Werd reported that work on this topic can now begin with the updated master lease now being available.

**Ordinance 3310** - President Knight stated that there had been a meeting held and they requested a 3310 document from county so they could redline and send that document back to county for review.

Knight stated that though there is too much work for the board to address the topic of an Minimum Service Agreement (MSA) at the moment, the board needs to address this eventually in order to be able to request non-local commercial operations making money off of using the Santa Ynez airport without buying fuel or contributing to the airport to have a minimum to pay for the airports use.

**Staffing Structure** - Chairman de Werd reported that they had received a draft of a job description from Romero. Romero and de Werd had met to broaden that description and bring a document to the board for review at the next meeting.

It was also brought up that Kim Joos had previously offered to provide training with regards to grants. Chairman de Werd replied with the recommendation that one director and the assistant manager be trained by her, and the Chairman asked if any directors would be interested in receiving this training. Director Kaslow said she was willing to participate in this training. Director Kiss also stated a need for more understanding of staffing responsibilities. He suggested that a form be made that would show opened and closed items by the manager, and stated that the staffing structure committee would begin work on that.

**Fuel Policy** - Treasurer Carrier stated fuel prices are going up, but a meeting had not been held this past month.

**Airport Day Committee** - Director Hammel reported that there are currently 37 aircraft committed with possibly 4 more as well as 24 exhibitors. Expenses are in line with the budget. though there is a strong need for volunteers.

**Next Meeting:** The next meeting will be June 6th 2019

**Meeting Adjourned:** Regular Session adjourned at 8:59 P.M.