

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC. REGULAR MEETING MINUTES

July 11th, 2019

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

Salute to the Flag

Directors Present: President Knight
Secretary McGowan
Director Jones
Director Kendall
Director Kiss

Chairman de Werd
Treasurer Carrier
Director Hammel
Director Kaslow

Directors Absent: None

Assistant Manager: Dave Romero - absent

Report from Closed Session: No Closed Session.

Reading of the last minutes: Motion to approve minutes by Director Jones Seconded by Director Kiss

Treasurer's Report: Treasurer Carrier reported cash on hand \$445,252 Restricted of \$377,402 accounts payable \$21,538 Purchased 100LL and Jet in May, Percent of differential of budget total income 9.2% positive, cost of goods sold -5.6. Total expenses 3.3 net profit of \$1,388

Presidents Report: President Knight gave both president's & assistant manager's reports as Romero was absent.

Knight reported, the airport had an overflow alarm sound during a tanker truck's delivery of Jet fuel to our underground tanks, it was discovered that the delivery driver had mistakenly attached his fuel line to the vapor recovery output which caused the alarm to sound. The airport has had a manager from Jim Kunkle's operation in Santa Maria to check the fuel integrity just in case, there were no problems reported. Knight had discussions with Romero about how to avoid similar mistakes. Everything relating to the process has had placards placed on them, and for the time being employee Austin will be present for all fuel loads until the other employees have shown to understand the process well.

Assistant Manager Romero Volunteers for search and rescue as well as working with cottage hospital. Recently he was unable to make one shift at the airport he was scheduled to work due to unexpectedly being kept overnight on a SAR operation outside of cell service. He apologized and spoke with Knight and assured for future operations he'll have an employee available to come in should a similar circumstance occur.

4,714 gallons of avgas & 3300 gallons of Jet-A have been sold. No personnel changes to report.

Related to facilities we've ordered the destroyed runway exit marker box replacement, we're also looking into extra parts for the runway and taxiway lights for small repairs. Issues with keypad sticking on the east gate are scheduled to be inspected. The gooseneck on the west gate will be extended.

The airport's Tractor has been returned, after repairs, President Knight has done some research on our mower related to its requirements for use with our tractor. The manufacturer suggests a 40hp tractor pull the mower, our tractor has 55hp. The power coming from the PTO that the

mower attaches to outputs 46hp so there is an extra 6hp on top of the manufacturers requirement. Knight and Romero will be mowing in a manner to put a less strain on the mower. Knight believes the strain on the PTO to have been caused in part by the lever that engages the PTO to have not engaging completely prior to repairs.

Romero had made some calls to the Santa Maria Jet Center to speak with one of their contacts in regards to fuel recirculation equipment, He had already spoken with Jim Kunkle Jr. about it however he still intends to follow up on additional details.

We have rejected one of our Jet-A fuel deliveries as an employee found some debris in a sample from the delivery tanker and rejected the load.

The airport has had a recent fuel waste cost of \$860, this included one oil barrel and three barrels of fuel.

Romero had mentioned to Knight the risk a pilot's dog has been posing around the airport by being allowed off the leash despite Romero warning said pilot multiple times. Romero asked the board for advice on further action, the board decided that the hangar owners, would be told that this pilot was potentially putting their continued rental of the hangar in jeopardy.

Drones have been a growing concern in the area. Knight turns requests for permission to fly drones in the airport's area down. If we approve a drone's operation and an accident occurs, liability may land with the airport for permitting the drone's operation.

Our contact with Comcast, Leslie Neighbors, who was helping to put together a proposal for additional security cameras around the airport has been unreachable, however a new contact from Comcast has recently contacted Knight to assist with that process.

Knight additionally reported we have two major leases on the airport, G9 and Forest Service. G9 lease has been renewed, however the Forest Service's lease is ending in October. The forest service may be interested in expansion options however no definitive discussions have been held.

Assistant Manager's Report: Included in President's Report.

Board Comments, Matters and Correspondence: No comments.

Public Comments: A comment was made that other names should not be added to Roger Smiths memorial bench as it was bought by friends of Roger Smith specifically for him.

Agenda Items:

Old Business

1. SYVAA Capital Projects Process

Director Kiss reported that we're close with JMPE on finishing electrical designs for hangar rows A, B and C. Kiss has sent a letter to JMPE asking them to recalculate their numbers based on their new information as well as Kiss's input. Moving forward with design the airport can just call out the desired outlet locations. Kiss stated that this report contains a lot of smaller items as we get closer to design completions. He expects JMPE will have us replacing the wiring that had been previously installed to be up to code. the airport has purchased light fixtures previously, They would not be Director Kiss's first choice. It will need to be decided if the airport continues with the already purchased lights or if the airport buys new lights, then needing to decide what to do with the already purchased lights. Knight brought up that Comcast had previously spoken about getting internet wired into the private hangars, and asked about the possibility of wiring internet cables down the hangar A row. Kiss reported that it couldn't be included in the same conduit as power, but it may be allowed to be installed easily without its own conduit.

Director Kiss has been working on getting the automatic transfer switch for emergency generator power delivery to the office set up and working. He's made good progress and will be working on a few additional details related to that, one of which is getting regular checkups for a battery that has to be in the switch as well as a binder related to said switch.

2. Conflict of interest Acknowledgement for all ad hoc committees

Secretary McGowan reminded everyone on the board to get the document signed and back to him, as well as the committee members.

3. Electrical Contractor Hangar A row possible refund for non-conforming work

Chairman de Werd has attempted to contact Riva electric but has been unable to contact them. Chairman de Werd stated he would send them a letter stating the airport will take them to small claims court unless they begin some discourse.

4. Next Movement Photo Shoot Approval

Knight gave McGowan contact info for the ad agency Next Movement in order to contact them about payment for their photo shoots using airport property, as they've already had two shoots. Knight stated they are happy to provide anything the airport needs from them, they just need someone to contact regarding payment. Director Kiss raised a concern that the Ad agency was getting close to being in line with the runway in the dirt area near the glider operation before the approach end of runway 26. Secretary McGowan will be contacting them regarding the operation, documentation and payment.

5. Two Each Fuel Recirculation Devices for Fuel Truck

Addressed in conjunction with President's report.

6. Spill Kit Cost and Authorization

No Report

7. Training with Kim

Director Kaslow and Director Kiss reported that the two of them have been doing what they can with Kim, and been working towards creating a compliance calendar to keep clear dates for a variety of regular requirements around the airport.

8. Appoint Fifth Membership Committee Member

Director Jones reported that Judine Victor was suggested as a new member of the membership committee. Her selection was praised by multiple people present. Chairman de Werd made a motion to nominate Judine Victor to the Membership Committee seconded by Director Kendall, the motion passed.

9. Carmichael Training Systems Use of Airport for November Training Event

Knight asked to push this topic for the next meeting.

New Business

1. Presentation and Discussion on Helicopter Facility Needs/Wants

Director Kendall had spoken to Lt. Brian Olmstead with the Sheriff helicopter operation, as well as to a possible renter requesting the largest hangar on the airport, and suggested the airport may be able to use funds from one to make the other possible. Lt. Brian Olmstead spoke about a need for a much larger facility than hangar G9, with a diverse set of needs such as living space, storage, and a workshop for repairs. Olmstead wants to begin discussion with the airport

regarding the process of how to see if the airport and Sheriff can make this possible, the quicker the better.

2. Increased Scope for Tartaglia Engineering in Managing KIZA Capital Improvement Plan

Secretary McGowan reported that there has been a meeting with Tartaglia and have acquired a commitment from them to help the airport manage the 5 year plan, as well as recognizing that Tartaglia helps a number of airports and is an excellent help to this airport. McGowan suggested that there be a standing committee to interface with our engineer be it Tartaglia or any future group acting as engineer as well as to understand and further the airport visions for the future. The need was raised for a Compliance and Review ad hoc committee that will currently involve Directors Kiss and Kaslow who are welcoming additional members to help. The grant topics should be left with CUP management committee, perhaps to be separated later.

3. Creation of Advisory Grants Committee to Work with Engineer

Addressed in previous topic

4. How to Address Escalating Noise Complaints

Secretary McGowan brought up a blog that had been created regarding noise at Santa Ynez Airport. McGowan questioned should the airport have a PR effort to address this situation. President Knight has been talking to pilots as much as he has the opportunity to in order to spread an understanding of noise abatement procedures. Knight speaks to every noise complaint coming into the airport and contacts the pilots causing these complaints. Most pilots are happy to oblige, although most of our complaints are caused by pilots from other airports. It was also suggested that some form of handout be made to be given to transient pilots.

5. Consider Improvements to Local Computer/Broadband Network

It had been brought up that the airport has a good webcam that could be streaming photos of the airport, however we need to ensure we have the network to support it. Director Kiss to report further.

Advisory Committee Reports

Membership/Nominating

Membership committee minutes to be put on website. Next meeting is scheduled for 25th of July. currently the committee needs more users and less non-users to achieve the 40% users and 60% non-users in membership. The revised director application is now available in the office.

Ad Hoc Committee Reports

Cup Management and Review -

No report

Master Lease Review/Hangar Land Lease -

Waiting on county, Skip is working on it.

Rules and Hangar Compliance -

The ordinance on this topic is 700 pages long, however the FAA has given a 9 page frequently asked questions & answers, that de Werd gave to Treasurer Carrier and made available at the meeting.

Ordinance 3310 -

No Report

Staffing Structure -

Director Kaslow requested to join this committee and Knight offered to let Kaslow take his place in an upcoming meeting in regards to staffing structure.

Fuel Policy -

No Report

Airport Day Committee -

No Report

Next Meeting: August 1st

Meeting Adjourned: 9:17pm

Approved