

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.
REGULAR MEETING MINUTES
September 5th, 2019

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

Salute to the Flag

Directors Present: President Knight	Chairman de Werd
Secretary McGowan	Director Kaslow
Director Jones	Director Kiss
Director Kendall	Treasurer Garth

Directors Absent: Director Hammel

Assistant Manager: Dave Romero - Present

Report from Closed Session: No Closed Session.

Reading of the last minutes: Motion to approve Aug 1st Minutes by Director Kaslow, Seconded by Director Kendall Garth abstained as he was absent from previous meeting. Motion passed.

Treasurer's Report: Treasurer Carrier reported, current cash on hand \$478,775, Restricted funds \$384,098 total of \$862,873 net profit for July \$476. Accounts receivable over 90 days is approx \$12,000. Garth suggests pursuing or writing off those charges. He also suggested considering gaining possession of one of the "derelict" aircraft that hasn't been paying takedown fees on the airport for years to sell in order to pay some of those debts, however he is unfamiliar with that process.

Presidents Report: President Knight Reported, that he usually presents the budget at either this meeting or the October meeting. He's willing to work with Garth or others to get that ready. and suggests that some of the other board members get involved with that as Knight will be leaving soon. Once all board members sign the paperwork presented by Lisa McGraff the audit will be finalized and can then be distributed to the membership.

President Knight also reported on the minor aircraft incident that occurred earlier that day, a twin had a landing gear failure on landing but was able to taxi off the runway without damaging any airport infrastructure. It is currently sitting on one area of taxiway A although it is not impeding airport operations. A NOTAM has been issued until Saturday although its predicted it will be taken care of before that. cones have been set at both ends of that section of taxiway in addition to our runway closure signs have been placed pointing to the north, away from the runway in order to illuminate the cones during the night. Knight also mentioned that a hangar had recently been rented out, however the registered aircraft to be kept in the hangar has been outside of the hangar while other vehicles occupy the hangar for approximately the duration (~4-6 months) of their time renting. Chairman Jourdi will contact Romero to get a standard notice of violation letter to send to this tenant. Knight also reported that the Sheriff helicopter operators have mentioned that some customers to the glider port have occasionally driven into the heliport area. new signage has been added to make it clear that is a restricted area. Additionally Knight suggested trying the outstanding grapes on our fence line.

Board Comments, Matters and Correspondence: Director Kaslow stating she is seeking out the Retention policy as that's one document she has been unable to find. Also, she mentioned the snacks in the office fridge are all out and ought to be stocked.

Treasurer Carrier commented that he hasn't seen a 5 year plan or a 10 year plan so the board can be aware. Knight mentioned that there is a plan in place and that will be reviewed.

Director Carrier also mentioned that the glider port hasn't had a proper lease and there haven't been increases in rent. Knight mentioned that there was a lease however the board was previously threatened with a lawsuit if the lease wasn't terminated. The board had moved to terminate the lease and instead charge rent for every piece of equipment kept by the glider port. Chairman de Werd added that after the master lease and the hangar leases were reviewed, a lease for the glider port would be third to be considered.

Assistant Manager's Report: David Romero reported still working with squirrel problems. He hasn't heard more on the generator switchover setup. A couple runway lights are out, in addition to that, a few PAPI lights are dimming. The runway sign was going to be ordered by John Smith but Romero was uncertain where we are in that process. Romero mentioned he would like to have a few employees and/or himself oversee the repairs on some of the runway lights so they'd understand the process. Mowing has been challenging due to the frequency of growth, the infield has been mowed approx. ten times this season. The disabled aircraft will be dealt with by the owner, in the next day or so. After being asked if any equipment to move the aircraft was needed Romero mentioned he's reluctant to do so as the risk of damaging the aircraft is too high and our current policy is to have either the owner/pilot move the aircraft or an agency that is experienced in moving a variety of aircraft. Romero mentioned that Bob has been tasked with organizing a diagram for our traffic pattern. Romero has been speaking with many of the regular pilots around the airport, so that a document can be published to be handed out to pilots that fly in. Secretary McGowan mentioned that its more important that we get only a document for departure procedure, there being no need to address entry patterns. Chairman de Werd suggested the board let the team organize a pamphlet with what they suggest and then discussion can be had about which contents are to be had in the handout. Bob and Yves agreed that they would have a document ready by the October meeting. Romero additionally ask that instead of board members going directly to employees with requests that those requests go to Romero then he will give those tasks to employees.

Public Comments: No public comments.

Agenda Items:

Old Business

1. SYVAA Capital Projects Process

Director Kiss reported he had received verbal confirmation for all corrections he had made on hangar row A drawings given to him by JMPE, though Kiss is waiting on receiving those corrected drawings back. Kiss has not moved forward on lighting changes he feels he may make those changes later on but for now the lighting systems are what they are. the next step for him is to get those completed drawings and bring them to the county for a review then we can move forward.

2. Conflict of interest Acknowledgement for all ad hoc committees

Secretary McGowan stated he still needs some conflict of interest acknowledgement documents.

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

Chairman de Werd stated he has not heard back from the electrical contractor.

4. Two Each Fuel Recirculation Devices for Fuel Truck

Manager Romero stated that there is no maintenance cost for the fuel recirculation devices. Romero would like to limit that operation to himself and maybe one other individual. Chairman de Werd made the suggestion that the operation be carried out by two people to insure no mistakes.

Director Kaslow made a motion to authorize the expenditure of up to \$6,000 for two standalone gravity fed devices, seconded by President Knight, the motion passed unanimously.

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

President Knight reported that we would not be hosting the event, they will instead be using Solvang as their event location.

7. Improvements to Local Computer/Broadcast Network

Director Kiss reported that he'd like to put around \$550 into the equipment in the back office. A motion was made by Director Kiss to put up to \$550 aside for computer related equipment seconded by Secretary McGowan, motion passed.

New Business

1. Board Concurrence with Membership Committee

Secretary McGowan's understanding was that there are no new members but Greg Vernon was mentioned in the previous meeting, and the board needs to be confirmed. A motion was made by Secretary McGowan to concur with the membership committee's addition of Greg Vernon to the membership, motion seconded by Director Kendall and passed.

2. Hangar G10

President Knight reported G10 is the 5,000 sq. ft. box hangar approved in the CUP that would be positioned next to the sheriff hangar G9. It was an item on the CUP that was not to be developed by the Airport Authority. There used to be a waitlist of people who wanted to build out on that site. The list had some controversy because some people stated there was a deposit to get onto that list but when reviewed there was no deposits found for that waitlist, additionally there was some concern over the sequence of individuals on that list. At that time no-one came to the board with plans to build and the board at the time didn't address that situation. Now recently the airport has had an individual approach the board with an interest to build in that location again, so the board should begin considering how to approach this plot, saying that there are 3 potential requests for property development on the airport. The Sheriff is interested in expanding their helicopter operation, potentially Dispatch may want to utilize property on the airport, and Los Padres have considered expanding their operations as well. There is also that old list that could be reviewed as additional options.

There's only a year left on the CUP so we need to begin considerations toward these groups.

3. Policy on Donation Agreements between Authority and Donator

Chairman de Werd suggested pushing this to the next board meeting.

4. Review and Discussion of the CUP Path Forward

Knight will set up meeting and report back with details in the October meeting.

Advisory Committee Reports

Membership/Nominating

Director Jones reported the membership spreadsheet has been sent to Inklings so that the proxy ballots and packets can be sent out on the 10th. The membership will have a meeting on Sep 24th to evaluate progress and work towards making sure as many vote as the committee can get.

Ad Hoc Committee Reports

Cup Management and Review -

No update aside from what was already discussed.

Master Lease Review/Hangar Land Lease -

There has been a meeting with county, there is more discussion to be had with county but this committee is currently waiting on county to get back with another meeting time.

Rules and Hangar Compliance -

A list of priority's has been made, there will be a report on this at the next meeting.

Ordinance 3310 -

Still waiting on finalized language of the master lease to move forward.

Staffing Structure -

There were accidentally 5 board members invited to the last meeting so McGowan left the previous meeting, the issue of the number of board members has been solved, nothing to report from this committee.

Fuel Policy -

No meeting, although Garth has acquired fuel sale numbers from June, and the sales on 100LL between the truck and island sales we're at 73 cents per gallon, very close to target of 80-85 cents.

Airport Day Committee -

Perry Reported that one of the scholarship winners had solo'd same day as this meeting on his 16th birthday by Yves's instruction. A Total of 3 of the airport day scholarship students have solo'd so far.

Next Meeting: October 3rd 6pm for the Annual meeting for members and 7pm for the Board meeting. Voters who intend to vote in person (Not via proxy) then you must be at the airport lounge by 6 otherwise those will be unable to vote.

Meeting Adjourned: Motion to adjourn the meeting at 8:32 passed by unanimous agreement.