

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

Called to order by Chairman de Werd at 7pm
Salute to the Flag

Directors present:

President de Werd
Secretary McGowan
Treasurer Carrier
Director Krauch
Director Kiss
Director Jones
Director Cleland

Directors Absent: Director Kaslow

Assistant Manager: Dave Romero present

Reading of the last minutes: Motion passed to approve November 7, 2019 meeting minutes

Treasurer Report: Treasurer Carrier reported current cash on hand \$497,715, restricted funds at \$394,142, receivables \$89,857 with \$15,175 aged over 90 days.

Presidents Report: President de Werd presented the preliminary fiscal budget for fiscal year 6/30/2019. He stated that budget did not including capital projects and will be an agenda item at next meeting.

Board comments, matters and correspondence: none

Assistant Managers Report: David Romero reported upcoming personnel loss of two employees by year end 2019. Applications received from candidates have been limited in availability and concerns with starting wage. Suggestion made to review comparable starting wage, and if need be to talk with board if starting wage increase would be needed.

Facilities are being updated, faulty wiring determined and fixed and bulbs ordered but back ordered. Arrival of fuel cells with discussion of securing and safety of the fuel cell, suggested option of fully gated enclosure. President de Werd request for proposal detailing security of fuel cells. Security no reported problems. No hangar changes. Average fuel prices reported in detail for surrounding areas.

Closed session report: none

Public comments:

Yves reported two new airplanes on the airport and still getting information on functional security cameras and trespassing. Gate timing and opening also to be reviewed and possibly adjusted during operational hours.

James request and statements specific to accounting and management changes.

President de Werd email request to meet with James and discuss concerns for resolution.

OLD BUSINESS: Kiss

1. Final design approval on Hangar rows A, B, and C electrical project from County. Kiss requests that John Smith with Tartaglia take over for Kiss on the project. No computer work to report.

NEW BUSINESS :

1. Kiss requesting a motion to update current accounting practices and policy on capital projects. Detailed proposal provided to attendees showing a phase payment policy and procedure. Also requested policy review specific to bookkeeping and accounting. Explained a need to better document all payments to provide audit trail. President advised to separate capital projects motion from general bookkeeping. Kiss moved with second by director Jones to adopt policy requiring approval of progress payments on capital projects. Motion passed unanimously.
2. Memorial donation policy - formed ad hoc committee led by Bill Krauch. Robert Perry and Ruth Kunkle volunteered to participate.
3. E9 hangar sale - motion made and approved to authorize transfer of land lease when requested by current owner.
4. Comcast camera proposal for airport security discussed. Will work towards receiving other bids.
5. Public relations proposal- Jerry Long proposition to consider cost effective methods for community relations website and newsletter, requested ad hoc committee to conduct research and analysis of alternatives for outreach to members and community. Jerry Long will chair with Judine Victor and Karen Jones volunteering to participate.
6. Airport flying safety - Yves. Incident reporting form presented to address concerns for airport safety and incident management primarily with safety priority.
7. Available Scholarship Fund- Yves and Robert Perry. Scholarship recipient withdrew from program leaving scholarship money available. Board agreed to reassign remaining dollars to Jorge.

AD HOC COMMITTEE REPORTS

CUP MANAGEMENT AND REVIEW- Secretary McGowan explained attending and purposes of the Hawthorne meeting with FAA in January, representation on ACIP 5-year plan. Adding maintenance of runway, slurry seal and additional maintenance.

Additional ad hoc committee reporting-none

Meeting adjourned at 8:55pm.