

# SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC. REGULAR MEETING MINUTES

March 5, 2020

Called to order by Director Kaslow at 7pm  
Salute to the Flag

## **Directors Present:**

Secretary McGowan Treasurer Carrier Director Kaslow Director Krauch Director Cleland  
Director Kiss Director Kendall

**Directors Absent:** President and Chairman De Werd

**Assistant Manager:** Dave Romero present

**Reading of the Last Minutes:** Director Kaslow requested motion to approve February 6, 2020 minutes, Director Jones made motion, Director Cleland seconded motion, motion carries unanimous.

**Treasurer Report:** Treasurer Carrier reported cash on hand \$400,838 with restricted funds of \$433,587 for total of \$834,429. Total receivables \$146,069, aged over 90 days \$23,240 of which forest service balance remains owed at an estimated \$9,000. Accounting process development for collecting on aging accounts are in discussion with Kathy and Director Kaslow.

**President Report:** no items to report

**Board Comments, Matters and Correspondence:** Director Kiss stated that UCSB and Norte Dam received FAA approval to proceed with their weather station project.

**Assistant Managers Report:** Dave Romero reported personnel progressing well, equipment update 100LL pump replacement completed in the current week with no issues, general maintenance addressing removal of weeds and upkeep on grounds. No security or hangar issues to report. Fuel report formula reviewed including a document providing details of retail costs

**Report from Closed Session:** none to report

## **Public Comments(limited to items not on the agenda):**

Shy stated that the memorial tree is gone and requested a memorial landscape area around the flagpole be formed. Director Kaslow advised on Memorial Funds Committee to meet and discuss her idea. Shy discussed situation with sheriff helicopter on downwind and glider port unable to communicate with sheriff with ongoing traffic. She suggested possibility that sheriff create separate area away from traffic using government issued Marsden Matting. Dave Romero advised that communication attempts have been made regarding helicopter and new pilot training and traffic patterns and they are reviewing traffic patterns and to communicate when helicopter training would be conducted. Safety committee is also involved with traffic pattern diagram. Jim Kunkle suggested that the new easement with Gainey property and County property be investigated for permits and maintenance along with Dave Romero suggestion to review that proper signage posted for airport and fire department, Director McGowan will follow up for next meeting.

Yves Bajulaz brought up the PAPI light sensitivity between red and white and asked if it could be reviewed including the specifications and if they can be adjusted. Dave Romero will make phone calls and report at next meeting regarding the PAPIs.

## **Old Business:**

1. Cameras for Airport Security. Director Kiss reported that camera security project is in pricing phase and he has two contractor bids. Director Kiss is working on the standardized pricing document to resubmit to the contractors. He has met with the sheriffs and they would like to be tied into the new system and assist with costs. Director McGowan opened discussion regarding scope and cost of the project. Suggested utilization of existing equipment specifically the camera inside, have outside three cameras at the fuel island and Sheriff camera near G10 hangar equipment. Director Kiss stated that the standardized scope being made would include the suggested camera placement but would be amendable through discussion

before moving forward with project and costs. Director Kiss confirmed that electrical would be included in standardized bid document. Bob Perry asked about history of suffered losses as a result and possibly use history in the decision of security project. Proceeding and will present to the board when ready.

2. Improvements to local computer/broadband network. Director Kiss stated that working with Yves Bajulaz through systems and equipment items needed. He did not use the \$500 funds provided after all . Specific items he stated needed to be discussed are the replacement of the air conditioner in the back room, new Point of Sale system being tied to the new network, and AWOS connectivity. The proposed design will include the Point of Sale system, business and public networks and all will be upgraded through Comcast and battery backed up until the generator is up and running. \$4,000 for network and will include the UPS electrical. Conduit does exist and trying to confirm that it can be used in the project including to the fuel island. Wireless will be added also for outside access point that will be accessible ramp area. Director Kiss addressed that the POS system is being worked by Dave Romero and Kiss is limiting his scope to the communications portion of project only. Dave Romero stated the need to choose from the options of cellular, WiFi and wired for the new system. Project for the new Point of Sale system is estimated at the \$18,000 range and motion made by Director McGowan to move to proceed with system purchase prior to June 30,2020 to receive the available \$2,000 discount. Second by Director Kiss . Unanimously passed.

**New Business:**

1. Proposal for Website update. Jerry Long stated proposal was done last month. Options were provided, and Director Kaslow suggests to move forward with the website update for the \$800 bid received. Motion made by Director Jones to proceed with approval for \$800 to Park Central for website update including email description of scope of services, access to all passwords, and ownership of content. Director Kendall seconded motion. Unanimously passed.
2. Rent escalation and calculations. Director Krauch stated his understanding with experience on hangar row A January bill included a 6% increase and should be 3%. Formula from Kathy shows the change and rental increase based on LA Consumer Price Index for rental increase from September 2019. Issue had been resolved. He proposed that documentation for rental increases be available and changes to be reviewed by board prior to the increases. Jim Kunkle reported that there was confusion in prior meetings with prior board and not documented. Dave Romero stated that committee members have a meeting with Kathy to develop a policy and will have it available. Motion made by Director McGowan that land and ground leases are reviewed and approved by board prior to increases on a yearly basis and presented by Bookkeeper no later than December meeting. Second by Director Kiss. Unanimously passed.

**Advisory Committee Reports:**

Membership/Nominating (Director Jones, Ruth Kunkle, Shy Bourgeois, Jerry Long, Judine Victor) no update to report. Meeting to be called within next month and application forms are available. Minutes for membership meetings are awaiting approval prior to be published.

**Ad Hoc Committee Reports:**

**Safety-** Yves Bajulaz advised working on system and forms for reporting incidents.

**Public Relations-** Robert Perry stated that numbers reported on past newsletter were inaccurate. Jerry Long confirmed that costs incurred were as reported by bookkeeper.

**Memorial Donations** meeting to be conducted.

**Accounting oversights:** Kathy wanted to impart that changing accounting system to be researched with Jim Kunkle, advises will take time. Accounting system is currently not conducive to point of sale system now but the process, systems and project are still being researched for productivity and accuracy with accounting. Meeting with Jim and Kathy to be conducted.

**Airport Day:** Director Krausch met with Alan Hammel and Shy. He suggested a smaller scale community event for current year with EAA and an Airport Day be planned for next year 2021. Shy added that young eagles usually fly during airport day. Director McGowan suggested promoting scheduled vintage aircraft hangar displays on website. Young Eagles event is planned for May 16, 2020 per Robert Perry. Confirmed that third Saturday of each month is the vintage aircraft display and hours are 10:00-4:00. Benefits to aircraft owners discussed. Suggested for public to be made aware.

Adjourned at 8:15pm