

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.

REGULAR MEETING MINUTES

May 7, 2020

Called to order by Chairman de Werd

Directors Present:

Secretary McGowan Treasurer Carrier Director Kaslow Director Krauch Director Cleland
Director Kiss Director Kendall Director Jones Chairman de Werd Director Carey

Directors Absent: none

Assistant Manager: Dave Romero present

Reading of the Last Minutes: Motion by Director Kaslow to approve, second by Director Kendall. Unanimous pass

Treasurer Report: Treasurer Carrier reported for February available funds \$524,006, restricted funds \$367,356 total available \$892,362. Accounts receivable \$226,175 and total aging over 90 days \$29,139. Noted that Forest Service amount was paid \$13,452 up through March. Accounts Payable \$28,530, profits \$9,000.

February Fuel 100LL 4937, Jet 2319

March Fuel 200LL 2720, Jet 2817

Treasurer also reported that Kathy has found someone for PPP loan and lender to receive funding. Financial reports to be sent to all by Director Kaslow.

President Report: President de Werd reported the Forest Service has interim lease signed. Master lease received and being reviewed with anticipated adjustments and renegotiations to be discussed once received from County.

Board Comments, Matters and Correspondence: none to report.

Assistant Managers Report: Dave Romero reported: operational hours maintained at 8-5, no personnel changes, POS system updates within the month, hangar door quotes have been received from two companies; Vortex quoted \$5475 per door and Travelweld quoted for the two different door types, \$2860 and \$3460. He advised that not all hangar doors needed the same repairs, the quality of materials to be used were not included by each company. Dave and Treasurer Carrier will survey the repairs to each hangar to report a more detailed estimate for the project cost. Maintenance to fire extinguishers completed except to the 8 hangars that were not accessible, annual fuel truck maintenance completed, ground maintenance is ongoing and quotes for mowing received for \$100-\$125 per hour and estimated two days of work. Discussed options for mowing property, options to use existing tractor, borrowing tractor, or hiring to have property mowed. Solutions will be discussed with Chairman de Werd in the following week. Reported that 3 Security cameras were purchased totaling about \$250, have been installed and have been functioning well. Hangar change with one tenant in B8 leaving at the end of month. Addressed COVID compliance concerns with visitors to airport and facility usage, concern is interior use, requirements on sanitization and safety for staff and visitors. Requested board suggestions to current COVID procedures, Chairman de Werd advised to meet with staff on solutions, and board would support the decision for safety procedures and requirements. Suggestions to use masks indoors, lounge and restroom use restrictions, and maintain compliance with County and CDC requirements.

Report from Closed Session: none to report

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

Shawn Knight stated to have public restroom availability, wind sock replacement to be done every 6 months and fuel pricing in relation to the margins and changing fuel pricing.

Old Business

1. Cameras for Airport Security (Director Kiss) 3 cameras that were installed and functioning provide temporary solution and suggesting to expand a few more cameras. Worked on conduit run for POS system to use the security cameras that have been added.
2. Improvements to local computer broadband network (Director Kiss) Waiting on improvements due to COVID before getting started and extending approximately 2 months.
3. Fuel Island Point of Sales System Replacement (Dave Romero) Installer advised to set appointment once system is received and for QT pod team for the technical installation. Director Kiss discussed conduit and

type of network to be used for POS. Discussed digging a trench to install conduit for wiring to connect POS to building. Secretary McGowan motion to authorize \$2000 for trenches and install conduit from fuel island to the building as needed, motion second from Director Kendall. Unanimous passed.

4. CARES ACT funding (Chairman de Werd) County has made applications available and paperwork was submitted and have not received update. PPP application submitted updates to come.
5. Hangar Rows A, B,C Electrical (Director Kiss) Retained company and submitted documents and meeting due Tuesday to review document and draft for admitting documents. Permit documents to be reviewed to be reactivated, and transfer of permit to the contractor.
6. Hangar Rules Compliance (Chairman de Werd) Letter for lease violations developed with Dave Romero. Hangar B4 letter is being delivered with a 10 day to cure violations, other tenants in violation will be listed and provided with letters.
7. Runway 26 Approach Lights (Secretary McGowan) Attempted to reach John Smith and has not received a call back. Last communication was to lower the concrete bases to accommodate flush mounted lights and to get estimates.
8. **New Business:**
 - 1 Financial Software Recommendation (Director Kaslow) General Accounting Software oversight second installment for current software was due May, paid through to November. During meeting with Cathy solutions that had been recommended are to phase out total FBO and use Microsoft Business Solutions, payment for current software to be switched to month to month subscription, and keep until new software has been used for at least a month keeping in mind upcoming audit, time and allowing for transition to upgrade. Alternatively, Quickbooks was researched. Cost of Microsoft's accounting depends on user.

Advisory Committee Reports

Membership/Nominating- Director Jones reviewed User and non-user percentages, and reaching out to potential members. More user members are needed. 206 non users, 95 users at this time. Jerry Long assisting with memberships and newly involved users.

Fuel Committee- Possible meeting to be held 5/8. Initial discussions will commence for fuel contract with County.

AdHoc Committee Reports

None to report

Next meeting 6/4/2020

Adjournment at 8:31pm