

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC. REGULAR MEETING MINUTES

June 4, 2020

Called to order by Chairman de Werd 7PM

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: Director Kaslow requested amendment to New Business item 8, first line removal of duplicate "for", spelling of accountant name to "Cathy", and payments for current software to be worded as a 6 month premium. Motion for approval by Director Jones as amended, everyone seconded motion, unanimously passed.

Treasurer Report: Treasurer Carrier reported March available cash on hand of \$526,456 and restricted funds at \$377,003 with total available \$897,169. Accounts receivable of \$105,415 with \$20,109 aging over 90 days, total profits \$6,198. April available cash on hand \$519,918, restricted funds at \$374,050 with total available \$893,968. Receivables total \$108,165 with \$27,846 aging over 90 days. Accounts payable at \$5,309 with total profits \$7,021. April fuel sales 100LL total 2,943 gallons and Jet 523 gallons. He stated that the \$2,000 scholarship from the Buellton Rotary has been collected. In regards to 6 month premium for total FBO, Treasurer Carrier stated that per Cathy in accounting, the bill has been cut in half for May-November \$1,935 and they are researching as to why.

President Report: President de Werd reported that he and Jack had delivered the citations to tenant of hangar B4, violations and rules were addressed in the citation to be serious. The issues with electrical, vehicles and some of the violations are being rectified. The Master Lease changes have been accepted by County Counsel and changes were being sent to the Authority Counsel that week. Chairman de Werd stated that most of the items were accepted except the issue of lease termination for convenience. Secretary McGowan added they did receive the ability to write leases for up to the duration of the Master Lease. Once our counsel has reviewed, we will forward to the County for final review and approval.

Board Comments, Matters and Correspondence: none to report.

Assistant Manager's Report: Dave Romero reported that the more costly AV fuel has been sold, a new fuel load is in and being sold at \$3.95 per gallon and within the \$.75 margin, truck margin is \$1.35 and blended is \$1.05. He advised there are no personnel changes to report, the facilities are currently operating M-F 8am-5pm, weekends 8am-6pm for the time being. He advised there is signage posted on doors requiring masks, portable restrooms are open with a wash station and compliance with visitors has been good so far. Point of Sale unit has arrived and waiting for scheduling with electrician and installation within the next 2 weeks. Hangar rows A, B and C electrical repair bidding is moving forward, the 10 foot mower will be replaced with a new 6 foot John Deer in July. No security issues to report. There may be a new hangar available but will know more at the end of the month. Hangar repair question addressed by advising that list of items put together with Director Kiss for the hangar repairs is moving forward.

Report from Closed Session: none to report

Public Comments(limited to items not on the agenda): none to report. Director Krauch asked about oil recycle costs on the financials report and Dave Romero advised that it was the waste removal cost. He is anticipating that it will reduce in the near future. Director Krauch asked about the liability on the financials for cost of hangar waiting list. Romero advised that it was for the \$200 wait list deposits collected. Director Krauch asked about the \$203,000 note payable and was advised that it was the remaining balance on the USFS building improvements.

Old Business

1. Cameras for Airport Security - 3 cameras were installed and are working okay. Starting to work on POS system, WIFI to ramp area and an additional camera. This is the first phase of the project that is underway, so far he has met with the electrician that will be pulling cable to start installation of POS, local Ethernet WIFI access point at the fuel island and the 4th camera, and additional conduit with camera. ABC electrical paperwork has been done for bid documents, including all the requirements for contract and permits. County has denied the use of best value contracting. Award must be lowest price. Director Kiss requested Board approval to proceed with bidding.

Secretary McGowan requested that the Board receive a budget estimate prior to voting for approval of the bid process. Director Kiss stated he will work on it and bring it to the next meeting. Director Jones asked for clarification on what he was requesting from Board. Director Kiss advised that he was requesting a confirmation that the Board is committed to moving forward with the process of getting bids for the project on repairing the hangars to help reassure bidders of Board commitment to the project. Director Kiss stated that no financial commitment was being made at this time. Director Jones made the motion to proceed with the bidding process. Director Kendall 2nd motion and passed unanimously.

2. CARES ACT funding -Chairman de Werd stated that application is still under review and moving toward using another institution and will have an update by the next meeting.
3. Hangar Rules Compliance -Chairman de Werd- stated that he is working with Dave on getting remaining letters to the remaining hangars in violation.
4. Runway 26 Approach Lights – Secretary McGowan attempted to reach John Smith of Tartaglia Engineering and has not received a call back. Last communication was to lower the concrete bases to accommodate flush mounted lights and to get estimates and he advised that he has still not received a call back and the lights need to be lowered.
5. Financial Software Recommendation-Director Kaslow reported that the financial software will be supported. Cathy advised that a lesser grade of software will support the needs of the airport. She also stated that should the premium reduction on current software remain, we should consider continuation of using existing accounting software.
6. Wind Sock Replacement- Dave advised that wind sock was replaced within the same week it was discussed.
7. Forest Service Lease Renewal- Chairman de Werd stated that he is to reach out on the lease renewal for an update.
8. **New Business:**
 - 1 Bylaws Conformance with proposed Master Lease. The need for a committee and chair to move forward on developing the outline and detail bylaws from the master lease. Director Kaslow will chair. Committee made up of Director Jones, Jim Kunkle, Jerry Long and Bob Perry.

Advisory Committee Reports

Membership/Nominating- Jerry Long stated that membership will meet on 6/29/20 and the imbalance with users/non users should be resolved with applications they have already received.

AdHoc Committee Reports

Hangar Wait List and Hangar Compliance will have report for next meeting.

Ordinance 3310- waiting on master lease.

Safety- Yves discussed reported improvements for COVID safety including masks, distancing and facility use limitations. Bob Perry stated that safety procedure flyers for transient aircraft are being developed but he needs assistance in using a graphic program to continue.

Public Relations Committee- Jerry Long stated that the website is up and running, there is a calendar for events, added membership forms and has been more user friendly as of now.

Memorial Donations- no items to report.

General Accounting Oversight Committee - Director Kaslow stated that they have discussed options to use MS Business Solutions over Quickbooks. Cathy stated that the transition to new software in November should be ok however if the premium for Total FBO remains at the reduced price then changing the software systems may not be necessary. The committee is to contact Total FBO and inquire if the pricing will remain. Director Kaslow and Dave Romero will follow up.

Fuel Sale Contract concern discussed with what the County is doing for fuel. A meeting with Sheriff's and Fire Department should be set up to discuss their expectations and come to agreement for fuel purchased through this airport instead of getting fuel elsewhere.

Questions asked regarding PRIST, blended fuel, processes and benefits. It will be added to agenda for next meeting but it was confirmed that the next order of Jet A will be blended and there is still the option to do on site mixing with PRIST due to fire season and demand.

Next meeting 7/9/2020

Adjournment at 8:30pm