

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.

REGULAR MEETING MINUTES

July 9, 2020

Called to order by Chairman de Werd 7PM

Directors Present:

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

Directors Absent: Director Krauch joined video portion of meeting at 7:34pm

Assistant Manager: Dave Romero present

Reading of the Last Minutes: Member Perry requested that draft minutes be made available prior to meetings. President de Werd agreed that they would be posted to the website prior to meetings. Minutes were approved after motion by Kaslow and second by Carey.

Treasurer Report: Treasurer Carrier reported May available cash on hand of \$544,261 and restricted funds at \$377,979 with total available \$922,240. Accounts receivable with aging over 90 days has reached \$39,159 leading to discussion on how to collect. Treasurer Carrier stated that we need to be more aggressive with collections and will discuss with Romero and Mehl. Loss for the month of \$53,808 with several one-time expenses. May fuel sales 100LL total 3,672 gallons and Jet 1,086 gallons.

President's Report: President de Werd reported that ABC hangar insurance may be covered by the County who has liability insurance. We are checking to see if they have structure insurance. Also, we may not need additional insurance. USFS lease conversation with Heather. They are two months behind in writing new leases. Discussed daily fees for helicopters at the airport.

Board Comments, Matters and Correspondence: Director Kaslow questioned process for getting items on the agenda and was told to submit to the Secretary prior to Monday morning of the week of the meeting. Director Kaslow also informed Board that annual audit was imminent.

Assistant Manager's Report: Dave Romero reported that fuel margins remain the same with blended at \$1.05. Committee met with AvFuel on contract fuel for County as well as discussion on long term AvFuel contract negotiation. Will be on month to month in September until negotiation is complete. Normal 8-6 operating hours and 8-7 on weekends. POS equipment installed and working well. Much easier and faster. We do have additional fire helicopter for approx. 75 days. New mower is here and Dave will be working on weed cutting. No report on Safety or Security. A few hangar changes will be coming up in the next month. Director Kaslow asked about SWPPP annual report due July 15. President de Werd commented on objective to be competitive on Jet A for County Air Operations with goal of getting nearly 100% of their sales by using contract mechanism with AvFuel.

Report from Closed Session: none to report

Public Comments(limited to items not on the agenda): Yves asked about pavement maintenance of aprons in front of hangars, specifically ABC rows. Director McGowan will pursue slurry seal quotes from GPM and Ramsey. Midco did hangar row F and hangar owners paid approximately \$600 per hangar. We will ask for an additive alternate for Rows E and F. No budgeted funding currently exists for this. FAA paid for last apron work but, per President de Werd, FAA is not supporting this type of work currently. Romero is updating priority list for capital projects.

Member Shy B asked to be put back on memorial committee.

Old Business

1. Director Kiss reported that Hangar Row ABC electrical job walk is July 23 with bids due July 31. RFP went out through County. Bid will include 220 volt only. Director Carrier stated that we were supposed to get 110 volt base bid with 220 as an alternate.
2. Runway 26 approach lights will likely be modified under a change order to the AWOS contract with Wilson Electric.
3. Financial Software Recommendation-Director Kaslow reported that Cathy Mehl and Jim Kunkle are not happy with Microsoft and are looking for best software to work with AvFuel hub system. Director Kaslow suggested that we may have to extend existing software while researching solutions.

New Business

1. Hangar J3 transfer was approved with expected date of July 31 from Coastal Alliance to DeFriez. Motion by Director Jones and second by Director Kaslow. Passed unanimously. Shy started discussion about hangar row associations and collecting fees when sales occur.
2. President de Werd notified membership that member Bob Perry had requested a copy of the membership list. He was provided list without phone numbers in accordance with Counsel advise. President de Werd requested that anyone who felt the use of the list was being abused by Perry should report that to President de Werd. Perry talked about his rights to list. Director McGowan pointed out that reason for list was not provided until third request by Perry. Further pointed out that Perry had previously abused the privilege of having the list. President de Werd stated that Perry would be recommended for suspension or termination if he misused the list.
3. Board approval of formation of each committee – see below
4. Board approval of committee membership – see below

Agenda Items 3 and 4 - Formation of Committees and Approval of Committee Members

Committee Name	Motion and Second	Members	Motion and Second	Duration of Service
Membership	Kaslow, Kiss	Jones, Ruth Kunkle, Bourgeois, Long, Judine Victor		Ongoing
CUP Mgmt & Review	Jones, Kiss	de Werd, Kunkle, Knight, Bourgeois, Carrier	Jones, Kendall	* 12 months de Werd, Kiss
Master Lease Hangar	Kaslow, Kiss	McGowan, Kunkle, de Werd, Kaslow	Jones, Kiss	* 3 months McGowan, Kiss
Rules/Compliance	Jones, Kiss	de Werd, Carrier, Bourgeois, Romero	Jones, Kiss	* 6 months de Werd, Kendall
Ordinance 3310	Jones, Kiss	Knight, Bourgeois, Romero, Bajulaz	Jones, Kiss	* 6 months Jones, Kiss
Safety	Kaslow, Kiss	Bajulaz, Perry, Millard, Macomber, Romero	Jones, Kiss	* 3 months de Werd, Jones ***
Memorial Donations	Jones, Kiss	Krauch, Carrier, Perry, Kunkle, Bourgeois	Jones, Kiss	* 9 months Krauch, Jones
Accounting Oversight	Kaslow, Kiss	Kaslow, Kiss, Jones, Romero	Jones, Kiss	* 9 months Kaslow, Kiss
IT Networking/Systems	Kaslow, Kiss	Bajulaz, Kiss	Jones, Kiss	* 4 months Kiss, de Werd
Airport Days 2021	Kaslow, Kiss	Krauch, Bourgeois	Jones, Kiss	* 12 months Krauch, Kendall
Fuel Sales to County	Kaslow, Kiss	McGowan, de Werd, Kiss, Kunkle, Romero, Krauch	Jones, Kiss	* 2 months McGowan, de Werd
By Laws Update	Jones, Kiss	de Werd, Kunkle, Perry, Long, Kaslow	McGowan, Kiss	** 3 months de Werd, Kendall

* Approved unanimously

** Approved 7 to 2 with Kaslow and Jones opposed. Subsequent to vote, Kaslow and Long resigned from committee

*** Approved 7 to 2 - Opposed by Kiss and Kaslow

Significant discussion on Safety and By Laws Committees. Discussed possible need for a standing Safety Committee to address ongoing safety concerns. Identified the scope of formed committee to create reporting form and informational handout for pilots only. Other safety issues can be addressed separately. Discussion around right of Bob Perry to sit on By Laws Committee over objections of members due to potential bullying. President de Werd will be present at meetings and will remove Bob Perry from committee and seek termination or suspension from Authority membership if there is misbehavior. Directors Jones and Kaslow expressed disappointment that other board members did not support their position.

5. Board acceptance of membership changes – Jerry Long proposed voting online vs paper ballots. Will be addressed by Membership Committee and brought to Board for approval. Membership changes approved unanimously on motion by McGowan and second by de Werd.
6. Audit recommendations – Director Kaslow reviewed last year audit recommendations. President de Werd will look into formal sick leave policy.
7. Ethics Training – Brown Act training is preferred by County for new Board Members. Usually done every two years. Free online training through FPPC. Director Jones spoke in favor of bringing Shane Stark back. President de Werd requested link for online training from Director Jones.

Advisory Committee Reports

None

AdHoc Committee Reports

Safety Committee – reported on Covid-19 effects and efforts of committee to get compliance. Discussion of committee meeting in office and whether masks were required. No consensus.

Adjournment – 9:22 pm

APPROVED