

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC. REGULAR MEETING MINUTES

August 6, 2020

Called to order by Chairman de Werd 7:12PM

Directors Present:

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

Directors Absent: None – Director Kendall joined late

Assistant Manager: Dave Romero present

Approval of the Last Minutes: Minutes approved on motion by Krauch and second by Carrier. Passed unanimously after one correction by Director Krauch.

Treasurer Report: Treasurer Carrier reported May available cash on hand of \$570,803 and restricted funds at \$380,744 with total available \$951,147. Accounts receivable with aging over 90 days down to \$324,673 after Cathy worked on collections. Total income ytd down over 16%. Glider port late on \$4,100. Working on moving cash out of Montecito Bank to stay below insurance caps. Will have resolution on redistributing bank accounts for next meeting. Accounts Payable of \$41,000 with AvFuel being the largest. Discussion initiated by Director Kiss on establishing policy to stop allowing credit after 30 days late. No vote taken. Largest receivable currently is glider port. Total receivables is \$141,000 with \$91,000 current. Director Krauch requested distribution of financials prior to monthly meetings. Secretary will link to agenda each month. Director Kaslow asked about write-offs occurring during audit. No vote of board required.

President's Report: Nothing to report.

Board Comments, Matters and Correspondence: Director Krauch asked about social media comments on “rockets” going off at airport. President de Werd said it was model airplane flying which is allowed at uncontrolled airport. This includes drones. Shawn Knight pointed out that permission of airport is required. Director Kaslow requested that public comments be limited to board members during agenda item discussions. President de Werd stated that public is allowed to comment during items. Agreement that it was appropriate to limit comment time to two or three minutes. Director Jones respectfully disagreed and stated that public comments should be limited to a sequence that includes motion, second, discussion, then public comment. Director Jones stated that no board reply should be made to public comment. President de Werd said we will have an agenda item next month to discuss rules of order and policy but that, for now, there is no policy.

Assistant Manager's Report: Dave Romero reported that fuel margins remain strong with blended at \$.99. Several signs and runway/taxi lights have been replaced. Taxi lights failing before warranty period ends so that is being investigated. County inspection of underground tanks noted two problems. Leak detection sensors are being replaced. Also, there is a seepage leak at pipe from tank to pump. Exploring repairs and cost for that. Complaints during Sheriff training last week. A few safety issues with straight in arrivals and pattern issues. Cars speeding down airport road and too many cars on ramp. No security issues but a couple of non-aviation campers on lawn. Two new hangar tenants in A,B,C rows. Further discussion on RC issues. Director Krauch asked about designated area for RC models. There currently is none. More discussion on Sheriff's operations. Director McGowan stated that we should encourage more safety training and inform public of safety needs for training. Discussion on helicopter patterns. Meeting with County on patterns will be held.

Report from Closed Session: none to report

Public Comments(limited to items not on the agenda): Shawn Knight pointed out that we have agreed upon pattern information in office. Shawn asked about CUP continuation and our failure to start work. President de Werd summarized prior board discussions and decision not to proceed. Shawn mentioned box hangar option or private sale of G-10. President de Werd noted that we are holding that area for County Air Operations in an effort to support the County. Agreed to have motion on the record at the next board meeting. Knight commented on RC airplanes and drones that expressed permission of manager is required before utilizing non-tower airspace.

Old Business

1. Director Kiss reported that Hangar Row ABC electrical quotes are in. Low bid for Hangar Row A repair and restoration was \$38,340, row B was \$58,000, and row C was \$68,000. President de Werd stated that, because of red tag on prior work, we had no choice but to proceed with row A work. Discussion on when we could proceed with row B and C. President de Werd stated that the remaining work would be included in the prioritized list of capital projects for the airport. Discussion on need to charge an electrical premium to tenants of row A. That decision will be deferred. Kiss confirmed that scope of work includes 220-volt service to each hangar at approx. \$250-\$400 per hangar. Kiss stated that we will develop a tenant paid option to add 220-volt service to individual hangars in rows B and C if requested by tenants. Director McGowan suggested that our transfer list sign up include names desiring to move from row B or C to row A as hangars become available. Director McGowan made a motion to accept the low bid for hangar row A with a 15% contingency to be administered by Asst. Manager Romero and Director Kiss. Second by Director Jones. Passed unanimously.
2. IT materials ordered to hard wire from fuel island to office. This will support cameras as well as extended wi-fi to support flight planning from the apron. Conduits all in place existing so this is a relatively easy install.
3. Runway 26 approach lights lowering design is complete and out to bid. Expected to be less than \$20,000.
4. Financial Software Recommendation-Director Kaslow reported that Cathy Mehl has requested that board retain existing Total FBO software because of strong audit trail capabilities. Director McGowan supported that decision pending a determination that there is a better alternative that will provide like audit controls.
5. Director Jones discussed ethics training and Shane Stark's summary which she emailed to the board in the middle of the meeting but had provided subsequent to the training. Stark is retired County Counsel. Jones questioned resistance to training and emphasized need for retained counsel by the Authority. She stated that ethics training including sexual harassment training was important and supported by Third District Supervisor Hartman and Janette Pell. Also felt that orientation of new board members was important. Discussion proceeded on having ethics training when new board is seated. Director Krauch made a motion that we have Brown Act training within three months of seating the new board. Debate ensued on including sexual harassment training and ethics training. Motion remained as stated with annual recurrence added and was seconded by Director Kendall. Passed 8-1 with opposition by Director Jones.

New Business

1. Residence on airport lease – Director Jones reviewed 2017 lease bidding process on residential trailer occupied by Yves Bajulaz. Jones asked for clarification on description of duties surrounding safety walks. Yves was asked for “night watchman” job description. Trailer was repaired due to mold issues and air conditioning was installed in 2017.
2. Board resolution as required by Montecito Bank to document all signers on accounts. Proposal by Director Kaslow to approve signers as follows: Checking account signers at Montecito Bank and Trust to be Directors Garth Carrier, Terri Kaslow, and Bill Krauch. Fuel Account signers to be Assistant Manager Dave Romero and Director Garth Carrier. Savings Account signers will be Director Garth Carrier and Assistant Manager Dave Romero. Motion seconded by Director McGowan. Passed unanimously.
3. Master Lease – Director McGowan stated that draft Master Lease nearly ready for signature. Approval by all parties is necessary by August 24 to ensure a County Board of Supervisors acceptance vote at their September meeting. Copies were previously provided to board and public. McGowan requested a vote tonight if possible. Director Krauch asked about various provisions including phone availability at office, creation of exhibit of a lease in rows E & F that are referenced in Master Lease, insurance provisions for tenants, and use of term “enterprise” in reference to accounting systems. Director McGowan noted remaining negotiating points include indemnification by the County for hazardous materials pre-dating original master lease, provision of a long-term non-FAA capital improvement plan, dollar amount for change orders without authorization from County, and County requirement for indemnification against County bad acts including gross negligence. Director McGowan made a motion to approve the current draft of the Master Lease with four outstanding issues plus exhibit on hangar leases and definition of “enterprise”. Second by Director Krauch. Public comment by Robert Perry expressed concern of re-defining “User” to include County wide residents. President de Werd noted that Board is controlled by non-users and this issue has been discussed extensively by the Board and proposed by Santa Barbara County. Motion passed 8-1 with opposition by Director Jones who requested delay for one week.

4. Board election applicants – Director Jones stated that membership meeting was held on August 5th but that they had failed to consider one user application which can be corrected with special meeting next week. Two director applicants include Jim Kunkle and Shy Bourgeois and one non-user applicant submitted by Jeff Hecker. Special meeting will be held prior to August 15 date of record. Agreed that Board would meet on the 13th and Membership on the 12th. Jerry Long noted that there are at least three additional membership applications. Noted that we cannot accept non-user applicants due to ratio of users to non-users.

AdHoc Committee Reports

Safety Committee – working on diagram for airport pattern but need addition of Air Operations patterns. After discussion on other scope topics, it was pointed out that Safety Committee scope is limited to original two items.

3310 Committee – with completion of master lease, they will begin work.

Adjournment – 10:00 pm on motion by McGowan

APPROVED