

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC. REGULAR MEETING MINUTES

November 5, 2020

Called to order by Chairman de Werd 7:05PM

Directors Present:

Secretary McGowan Director Kaslow Director Kendall Director Carrier Director Kunkle President de Werd Director Krauch Director Porter

Directors Absent: Director Cleland arrived late

Assistant Manager: Dave Romero present

Approval of the Last Minutes: Minutes approved unanimously on motion by Kaslow and second by Krauch.

Treasurer Report: Director Krauch reported small profit of \$300 for month due to lack of Jet A sales during month but expects increased sales due to agreement with County Air Operations. Financials were distributed prior to meeting. Director Carrier asked about A/R on Linsen – all collected. Also asked about glider operations. Director Krauch advised that we would look at lien on assets if we cannot resolve.

President's Report: ACIP meeting with FAA went well. AWOS project on track with equipment being ordered. Quarterly County General Services meeting also went well. Purpose is to keep dialogue open with County. Biggest issue was noise complaint. President de Werd had phone call with complainant and discussed patterns and normal operations noting that airport activity has increased recently.

Public Comments (limited to items not on the agenda): None

Assistant Manager Report: 100LL sales of 4,700 gal and JetA 1,800 gal in September. Very strong sales in October. Margin on 100LL at \$.99 blended. Personnel issues with two departed employees. Three new hires started training. Working 8:00am-5:00pm. Fuel island passed third party test so good for one year with no repairs required. JetA single point reel and nozzle will cost \$5,000-6,000. Update to come. Electrical on Hangar Row A is starting Monday, 11/16 with update of existing and new hangar lights. 220 volts available at some locations. No safety issues to report but still have cars driving on taxiway. Being more aggressive on radio to inform pilots of incorrect patterns being flown.

Public Comment: Robert Perry made request for someone with graphic arts skills to work on pilot handout. Jen Van Schmus offered to help. Mike Burchardi requested to erect memorial bench or some other commemorative donation for pilot friend. President de Werd recommended that he contact Director Krauch who chairs Memorial Donations Committee.

Old Business

1. Fuel Island repair – no longer required
2. Approach light replacement – Director McGowan reported that bids were in excess of \$45,000 to lower the lights and recommended that we replace with the previously removed breakaway lights. He requested approval up to \$2,500 to do so. Bob Perry reported that Shawn Knight believed the engineer should pay for this since they managed the work that was incorrect. Director McGowan noted that he had researched the history of the install and the problem was not the fault of the engineer. Motion for approval of up to \$2,500 expense by Director Kunkle. Second by Director Kaslow – passed unanimously.

New Business

1. Authorization for bank signature card updates – Treasurer Krauch requested that the existing signatories on the following accounts be removed and replaced with Directors de Werd, McGowan, and Krauch: Union Bank, Pacific Western Bank, and U.S. Bank. Approved on motion by Krauch and second by Director Kendall. Passed unanimously. Director Krauch will work on spreading money between existing accounts to stay within federal insurance limits.
2. Approval of Master Lease and Resolution for Signature – Director McGowan and President de Werd reviewed the process of arriving at a new lease as well as the comments received during public comment. Primary comments received involved reducing the age of Authority membership to 16, expanding the residency of Users to include all of Santa Barbara County, and potential conflict of interest of User Board Members who own or lease hangars. President de Werd made a motion to approve the lease with potential amendments to be considered separately prior to voting on the

lease approval. Motion was seconded by Director Krauch. Comments made by Robert Perry opposing lowering the age to 16 and limiting User membership to local school district only. He also stated that non-users are under represented on committees and chairman appointments to committees should favor non-users. Jerry Long expressed strong support for County wide inclusion for User membership and noted that it is a very small population of County wide Users with non-users always in control. William Murphy spoke to concern for non-user participation and believes the lease document should reflect that non-users can hold more than five board seats. He requested that we delay approval for more discussion. Director Krauch requested specifics from Murphy on all of his issues. Murphy believes that non-users should have a majority position on all committees and that Users generally have a conflict of interest. Jen Van Schmus commented that she agreed with Murphy. She also believes management of the airport should be limited to locals only. Motion by Secretary McGowan to keep the User membership limited to Santa Ynez Valley residents as in the original lease. Seconded by Director Kunkle. Passed unanimously. Motion by Secretary McGowan to maintain the age requirement at 18. Seconded by Director Krauch. Passed on 8-1 vote with Director Porter voting no. Resolution as posted on the website is attached and was reviewed by President de Werd approving the Master Lease and authorizing President de Werd to execute on behalf of the Authority. A vote to approve the Master Lease was taken and passed unanimously.

3. Conflict of Interest – President de Werd stated that conflict of interest disclosure form must be submitted before further participation by board and committee members.
4. Operating Budget Approval – Director Krauch presented fiscal year budget for 7/1/2020-6/30/2020. Discussion initiated by Director Kunkle on need for cash flow forecast that accounts for cash outlay on ACIP and other **capital** projects. Director Krauch will work with Cathy to generate cash flow statement. Director Kunkle asked for policy on approval of cash outlays requiring Board approval. On motion by Director Krauch and second by Director Kaslow, budget was approved unanimously.

Membership Committee Report: President de Werd stated that schedule of meeting of the Membership Committee will initially be quarterly.

Ad Hoc Committee Reports:

Lease and Compliance – Director McGowan reported on quarterly County meeting and their request to participate in land lease and hangar rental process. They will provide their input on essential language to be included.

Airport Days – Director Krauch noted that, with pandemic, we will not have 2021 Airport Days but may have three or four much smaller events during 2021.

By-laws Committee – Director Kunkle stated that By-laws committee will begin meeting now that Master Lease is complete.

Fueling Committee – Director McGowan noted that County has yet to complete application for AvFuel and that a meeting with County Air Operations, Airport Staff, and committee members is being planned.

Strategic Planning – Director Kunkle is identifying participants. He also proposed a Youth Council to work with high school and EAA for mentorship and education of future Authority members.

Adjournment: Meeting adjourned on Motion by Director Kunkle and second by Director Cleland at 9:55pm

Closed Session: A personnel discussion took place concerning the current staff shortage and the need for David Romero to work longer than normal hours. The Board determined that we need to compensate Romero for additional hours worked. Dave is to provide a proposal for long term compensation package. Director Porter moved to pay Romero on an hourly basis at his current rate until we adopt a long-term proposal. Second by Kunkle. Adjustment would be to beginning of current pay period. Passed unanimously.