

SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC. REGULAR MEETING MINUTES

January 14, 2021

Called to order by Chairman de Werd 7:02PM

Directors Present:

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

Directors Absent: None

Assistant Manager: Dave Romero present

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

Treasurer Report: Financials strong with profit of \$17,000 for month with 100LL sales of 3,600 gal and Jet A sales during month down to 5,400 gal. Noted improvements in A/R. Director Krauch has moved some cash from Montecito Bank to Pacific Western and invested in a \$250,000 CD. He proposed that we pay off existing loan for Forest Service improvements. Action will be added to agenda for Board action next month. Request to set up direct deposit for employee's pay will be added to February agenda also. Director Kunkle met with Gliderport operator and discussed plan to resolve outstanding account. Authority received notice that Gliderport had ceased operations and would no longer pay monthly rent other than tie-down fees.

President's Report: President de Werd reported that executed Master Lease had been executed and returned by County and would be posted on the website. He also reported that Hangar Row A electrical work was complete and thanked Steve Kiss for his hard work and positive outcome. Consideration of improvements for rows B and C will be added to agenda for next month.

Board Comments: None

Assistant Manager's Report: Dave Romero reported on Bonanza accident resulting from lack of fuel. No injuries and aircraft has been removed from premises. Fuel margins remain strong. Purchased new Jet A fuel nozzle do to failure of existing nozzle which will be rebuilt as backup. Safety issue remains with vehicles driving on taxiway. Asked for consideration for storage boxes for tie-down aircraft. Cost would be paid by Authority and added to rent for those utilizing them. Item will be added to next month's agenda.

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

Assistant Manager Report: Noted increase in jet A sales mostly due to training in Blackhawk. Margins combined for 100LL sales is \$.99/gal. New hire training is progressing well. AWOS maintenance contract continues until new AWOS is installed. Weights and measures coming for inspection. A-row electrical nearing completion. Some lighting work remains. Two individuals adding self-paid upgrades to scope to add outlets. Steve Kiss noted that it is important to manage any increased electrical loads as panel is very near capacity. Will need to coordinate access for remaining light work with tenants moving aircraft in and out. On question from Director Kunkle, Romero noted that Forest Service was paying added tie-down fees. Director Kunkle advised that a new regulation from National Fire Protection Agency is likely coming that will require a second shut-off for the fuel island as well as trucks. Could be \$15,000 to \$20,000 to comply.

Public Comment: Shawn Knight noted that fuel system for 100LL is not priming in the morning. This is a long-term issue and is resulting in lost sales. Director Kunkle noted that, rather than a work-around, we should fix the problem.

Old Business:

1. Approach lights replacement quotes are higher than anticipated due to need to buy new lights. Director McGowan requested a motion to increase the approved spend from \$2,500 to \$4,000 accordingly. On a motion by Kunkle and second by McGowan, this was approved unanimously.
2. County Flight Operations camera install – President de Werd reported that camera install including 3 years of quarterly maintenance would be \$19,000 and recommended a monthly charge to County Air Operations of \$571 to recoup this expense with a 6% return over a three year period. On a motion by McGowan and second by Director Kaslow, the expense was approved subject to agreement with County Air Operations to a three-year term.

New Business

1. Safety Committee Pilot Handout – Bob Perry reported that he and Director Krauch met and reviewed draft document. Proposed changes will be discussed with other stakeholders and draft will be sent to Board members for consideration at the February Board meeting. Discussion followed on helicopter patterns and concern for turbulence related to Blackhawk operations.
2. Access Gate Operations – Director Kunkle suggested that we move forward with completion of function at both gates. Currently, too many people using the same passcode reducing security. Steve Kiss will investigate costs to provide either wired or wireless connectivity or camera coverage. Kunkle suggested that we might do both gates under the upcoming security and ramp improvement project with the FAA.
3. Memorial Donation Policy – Director Krauch proposed the following resolution: “The Memorial Donation Committee hereby recommends the approval of a donation by Mike Burchardi in honor of Bill Bell. The donation will be a bench exactly the same as the existing bench dedicated to Stratman. A plaque may be installed in the center of the bench using the same materials, design and size (10.5” x 3”) as Stratman. Additional plaques of 6x3 inches may be donated in the future by other donors on either bench and will be separated by 3 inches between each plaque. Material and design will be donated by Burchardi at his expense and placement on the airport property will be in coordination with the airport manager.” Motion was seconded by Director Cleland and passed unanimously.
4. Glider Operations – Director Kunkle met with James, current operator of the gliderport and subsequently received his notice of termination of operations. Kunkle proposed a six-month first right of refusal to lease the existing facilities including building and meeting area be given to an interested group considering forming a glider club to resume operations. This group is led by Teri Holt who asked that the Board suspend any “request for proposal” activity related to this area to allow their group time to put together a proposal. It was expressly stated that the group would have exclusive use only of the building and surrounding meeting area but not of other airport improvements. Insurance in favor of the Airport Authority will be required before operations can commence. On a motion by Director Kunkle and second by Director Krauch, the group led by Teri Holt was given the first right of refusal for six months to rent the facilities at the east end. Passed unanimously.
5. Expense Authorization Policy – Director Krauch led discussion on developing a policy for expense authorization. The goal would be to provide Dave Romero with clear guidance on when Board approval is required for non-routine expenses and to clarify when and if budgeted expenses need further approval. President de Werd asked for a month to consider how best to proceed and he will report back at the February meeting.
6. Commercial Operations on Airport – Director McGowan expressed concern on whether insurance was legitimately in place from commercial operators onsite who did not have a lease or other operating agreement. He advised that he would like to consult with Authority counsel on this issue. Based on advise of counsel, the Board may want to further consider a policy on when an agreement is required for commercial operations on the airport.

Membership Committee Report: President de Werd advised that the next meeting would be held on March 1.

Ad Hoc Committee Reports:

Lease and Compliance – Director McGowan reported that a second committee meeting was held and that our input was forwarded to Michael Cage for inclusion in the draft of new hangar leases.

By-Laws Committee – Director Kunkle noted that they were going to begin work on the by laws now that the Master Lease was in place and he requested volunteers interested in joining the effort.

Adjournment: Meeting adjourned on Motion by Director McGowan and second by Director Cleland at 8:30 pm.

Respectfully Submitted by Bruce McGowan, Secretary

APPROVED