

# SANTA YNEZ VALLEY AIRPORT AUTHORITY, INC.

## REGULAR MEETING MINUTES

February 4, 2021

Called to order by Chairman de Werd 7:05PM

**Directors Present:**

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

**Directors Absent:** Kunkle, Kendall

**Assistant Manager:** Dave Romero present

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

**Treasurer Report:** Profit of \$8,000 for December and plus \$63,000 for the first six months of the fiscal year. 100LL sales of 3,800 gal and Jet A sales during month of 4,200 gal.

**President's Report:** President de Werd reported that Department of Forestry has been slow to respond on their revised lease but we continue on month to month with no issues.

**Board Comments:** None

**Assistant Manager's Report:** Dave Romero reported on progress painting office building. Getting quote to repair leaking roof at the office but it is not a major problem. Getting a firm quote to install single point nozzle for Jet A. Cal-Trans inspection revealed three items. 1. Runway taxiway intersection striping needs to be refreshed. Dave will do with our existing equipment. 2. Runway light at west end needs to be replaced. This is in process. 3. Inspector did not feel east end runway end lights needed to be replaced. He suggested that we simply raise the surrounding grade 4 or 5 inches. See discussion under old business. No hangar changes. Exit gate does not work reliably after morning dew on sensor. Staff wipes it down in the mornings which corrects the problem.

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

**Public Comment:** None.

**Old Business:**

1. Director McGowan stated that Caltrans inspectors solution of raising the grade around approach lights was considered when it first was raised as an issue and it was determined with our engineer that it would be more expensive and not desirable to have the grade higher than the landing zone pavement. Will proceed with the approved plan of returning the breakaway lights to service.
2. County Flight Operations camera install – President de Werd working to schedule a meeting with the Sheriff/Fire Air Operations to discuss installation of added cameras.
3. Expense Authorization Policy – President de Werd proposed that items in budget did not need Board approval. After discussion, a proposal was made that non-recurring expenses in excess of \$1,000 will require a Board Officer's approval prior to purchase followed by written documentation to be presented to the Board at the following meeting. Motion carried with no opposition.
4. Airport Access Gate – Director Kunkle asked that we not drop the effort to complete the installation of controls. Steve Kiss is working on determining scope and connectivity issues.
5. Safety Committee pilot handout – Bob Perry noted that he would have something for the Board next month.

### **New Business**

1. Pay off of existing Forest Service loan – Director Krauch proposed payoff of \$173,600 existing loan which has a 5.1% interest rate. He confirmed that we have adequate cash balances to allow the payoff. Motion by Krauch and second by Director Kaslow. Passed unanimously.
2. Resolution for direct deposit of employee pay – Director McGowan motion with second by Director Carrier for Board approval of direct deposit of employee paychecks. Passed unanimously.
3. Consideration of electrical upgrade for hangar rows B and C - Steve Kiss reported that B and C row costs as quoted was \$58,000 per row. He suggested that we re-bid this work and also consider a reduced scope that would only be lighting improvements which would reduce existing electrical demand. Director McGowan asked that the Board consider repainting all of the rental hangars as a priority over the electrical work. President de Werd asked Dave Romero to follow up on door repairs and suggested that painting should be a priority. Steve Kiss will work on revised scope and pricing of the electrical.
4. Storage Boxes for tie-down users - Dave Romero proposed installing four storage lockers that will be charged as monthly rentals. After discussion, it was decided to locate these boxes in one location by eliminating one existing fence line tie-down spot. Dave will report on details next month.
5. Single point nozzle for Jet-A – Dave Romero had a quote of \$8,776 for complete install of second dispenser on existing truck. This will allow both overhead and single point nozzles to be available without having to remove and replace nozzles which is difficult and results in wasted fuel. Motion by Director Krauch and second by Director Carrier. Passed unanimously.
6. Status of oil waste container – Dave Romero reported that waste container at the end of B row is permanently out of service. We are now depositing waste oil at the office garbage area which provides better control. Approximately \$2,500 to remove the tank. Dave will get a firm quote.

### **Membership Committee Report:** None

### **Ad Hoc Committee Reports:**

Lease and Compliance – Director McGowan reported that committee thoughts have been submitted to our attorney who is developing a draft lease for our further input. Goal is to be in compliance with FAA requirements without any added requirements. McGowan will follow up with attorney for an update.

**Adjournment:** Meeting adjourned at 8:11 pm.

Respectfully Submitted by Bruce McGowan, Secretary