

# **Minutes of the Palo Alto Airport Association Board meeting, 2/11/2020.**

Bob Lenox called the meeting to order 7:30pm.

Andrew Pollack moved and Bob Lenox seconded to approve the minutes of the previous board meeting. The motion was approved unanimously.

Gerald Barker reported that the current account balance is unchanged at \$5033.06. So far 12 members have renewed their membership for 2020. Wolfgang Polak moved and Andrew Pollack seconded to approve the treasurers report. The motion was approved unanimously.

There was a brief discussion on dues reminders through email or a newsletter. Andrew Pollack will contact Andrew Patton about the status of the newsletter. In addition to construction information, the annual meeting and BBQ needs to be announced in the newsletter.

Andrew Swanson presented the airport manager's report.

- The airport would like to issue a quarterly report to tenants but currently there are no resources for this.
- The assessment report has been delivered to the city. An issue with the electrical wiring in the West Valley building will be addressed with a stop gap solution. Some office space is available for lease. Development of the business plan will start in summer.
- Phase II of the ramp construction is being wrapped up.
- The FAA requested phase III bids as soon as possible. The airport budget plan is being sent to the city. Bids are expected to be received by 5/1. Phase III construction could start as early as July. Repair of the pooling problems of Phase I should be done during Phase III. The wash rack is still delayed and may be completed during Phase III. Andrew Swanson will meet with airport businesses to discuss the phasing plan to mitigate construction impact.
- The fuel island is awaiting the final permit.
- Michael Luetgens is now officially the operations manager. He is expected soon to take a 3 week leave. An offer has been made to one new admin staff. Current staffing consists of 3 operations staff, one administrator, and 2 half-time operational positions.
- The tower expressed concern about transient aircraft taxiing through green ramp areas. This problem may go away once signs are placed in these areas.

Tom Meyers suggested that the T markings in the run-up area be rotated in order to avoid blasting other aircraft.

The meeting adjourned 8:36pm.

Present Andrew Pollack, Andrew Swanson, Bob Lenox, Gerald Barker, Johanna Dolan, Rick Rairden, Tom Meyers, and Wolfgang Polak

Respectfully submitted by Wolfgang Polak (Secretary).