

**Minutes of a Meeting of the
Board of Directors of the
Palo Alto Airport Association
(the “Association”)**

3/4/2025

The duly noticed and scheduled meeting of the board of directors of the Association (the “Board”) was held in person at Palo Alto Airport (“KPAO”) and by teleconference. All attendees could hear and be heard.

Attendance (for all or part of the meeting):

Alice Mansell, Andrew Brown, Andrew Swanson, Bob Lenox, Carol Munch, Charlie Brown, Chris Toeppen, David Pearson, Eli Pasternak, Gerald Barker, Johanna Dolan, John Carlsen, Lloyd Stephens, Marcie Smith, Michael Mashack, Mike Luetgens, Spencer Marks, Rick Rairden, Tom Myers, Yaron Ekshtein, and Zack Lenox

Call to Order

Bob Lenox noted that a quorum was present and called the meeting to order at approximately 19:00. Spencer Marks served as Secretary of the meeting.

Administrative Matters

Bob Lenox noted that the minutes of the February Board meeting (the “Minutes”) had been circulated to the members of the Board before the meeting. After discussion, upon a motion duly made and seconded, the Board unanimously:

RESOLVED: That the Minutes are hereby approved and adopted.

Treasurer Gerald Barker presented a report on the financial status and paid membership of the Association.

Airport Manager’s Report

Andrew Swanson presented the airport manager’s report, which included the following topics:

- An update on the AWOS bid currently in process;
- Discussion of the City of Palo Alto’s master planning process;
- A review of a meeting with representatives from air traffic control, including requests related to pilot communication, tower tour approvals, recruiting efforts for new air traffic control professionals, and related topics;
- Discussion around ongoing sales of unleaded fuel and the status of alternative fuel options; and
- Outreach from a Swiss solar airplane that would like to perform an exhibition at KPAO.

The Board asked questions and discussed the topics.

Disaster Airlift Response Team Update

Carol Munch provided an update regarding an event that the Disaster Airlift Response Team will hold on April 26, 2025, from 10:00 to 14:00 Pacific Time. Dignitaries from various places in California will visit airports in neighboring cities to form closer relationships to advance preparation for emergency events that require assistance from the Disaster Airlift Response Team. The Board discussed assembling a welcoming committee for the visitors to KPAO.

Association Outreach Update

Charlie Brown then provided an update on the Association's community outreach and communications strategy. He discussed, among other things, creation of an airport newsletter, the proper content for such newsletter, and efforts to drive subscriptions to the newsletter in the airport community.

Upcoming Events

The Board then discussed the upcoming annual meeting on Tuesday, May 6th.

The Board then discussed scheduling the annual Airport Day event in September and considerations related to preparations for Airport Day.

Throughout the foregoing updates and presentations, members of the Board and other attendees asked questions and engaged in discussion.

Adjournment

There being no further business, the meeting was duly adjourned at approximately 20:30 Pacific Time.

Respectfully submitted by Spencer Marks.

Spencer Marks, Secretary of the Meeting