



## Infrastructure and Financial Planning (I&F) MEETING Minutes

Tuesday March 16, 2021, 4:00 P.M. open session  
NOTE: Changed from Thursday 3/18 to Tuesday 3/16

**FACE TO FACE MEETINGS ARE SUSPENDED UNTIL FURTHER NOTICE DUE TO COVID 19**  
**MEETING TO BE REMOTELY BROADCAST**  
**PHONE AND/OR VIDEO PHONE COORDINATES TO FOLLOW**

**Chair:** Knud Kirkegaard,

**Members:** Kevin Cooksy, Burl Skaggs, Keith Uota, Jim Bray

**1) 4:00PM Call to Order/roll call**

KK\_P\_ KC\_P\_ BS\_P\_ KU\_P\_ JB\_A\_ (P-Present, A-Absent)

**Public Present\_2\_\_**

**2) ADOPTION OF AGENDA: KK\_Y\_ KC\_Y\_ BS\_Y\_ KU\_Y\_ JB\_A\_ (Y=yes, N=no, - ABSENT))**

**3) ADOPTION OF 4 MARCH 2021 MINUTES: KK\_Y\_ KC\_Y\_ BS\_Y\_ KU\_Y\_ JB\_A\_ (Y=yes, N=no)**

**4) PUBLIC FORUM/PUBLIC COMMENT:** Only items that are within the jurisdiction of this committee will be considered. Statements from the floor will be heard during public forum/public comment; public comments are limited to one 5-minute comment per person per topic.

*No comments*

**5) OLD BUSINESS:**

a) Update on Request for Proposal for Professional Engineering Services AST

a. Project update

*Final RFP submitted to list of 6 recipients. Mead and Hunt has declined to bid due to stand alone project and limited experience with fuel projects. Armstrong may decline as well. Still 4 with intent to bid.*

*Armstrong did visit the site and strongly recommended to start with a clean slate of tank, pumps, and dispensers.*

*Recently a number of issues with the fuel POS not making modem connection and dispenser #2 not pressurizing. System is showing several signs of aging. Decision on whether to replace aging equipment can be made prior to finalizing the project scope.*



- b) Unfunded or underfunded item review
  - a. Prepare funding priorities for board

*This list will be used to form the cost basis for a general fee increase for all properties in the District*

*List of not fully funded items in the budget like obstruction mitigation, repairs, and maintenance, and prepared for the board to decide which to fund and how.*

*List of airport unfunded items like audit, exempt salary, airport vehicle, fuel POS system, fuel hoses, hangar maintenance, and tie-downs prepared for the board to decide which to fund and how.*

- c) Fee proposal for additional aircraft

*Burl had prepared a review of old resolutions and board decisions on fees for additional aircrafts from 1989, 2004, and the latest 2017. None of these appear to ever have been enforced. Revised fee proposal based on the 2017 resolution reviewed and updated in the meeting for presentation to the board.*

*Main updates to original proposal are:*

- *Determine location of aircraft based on El Dorado County personal property list. Honor system was also proposed.*
- *Unflyable aircraft pay the fee with an exemption for aircraft under initial construction*

*Knud researched collection and the CPAD bookkeeper is already setup to handle fee collection. Overhead depends on number of customers, how frequently they change, frequency of collection, electronic vs mail bills.*

*Board has to decide on the following items*

- *Whether to initiate a fee at all for additional aircraft.*
- *Fee amount per additional aircraft. Suggested is \$300 to create equal burden between commercial property and residential*
- *Monthly vs. annual payment. Recommended annual to eliminate a lot of fee overhead.*
- *If fees are approved ensure public meeting to be held to notify about the fee proposal 45 days before they are invoked*
- *Legal side should be OK as fees have been in place since 1989 but not enforced.*

*Committee briefly touched on having measure in November 2021. Agenda item will be added to the board meeting to decide on whether to pursue a measure and for the board to ultimately decide on what will be funded at what amount in this fee.*

## **7) NEW BUSINESS:**

- a) Airport vehicle request review

*Airport vehicle project request reviewed together with written public comments submitted for the meeting.*



*CPAD has relied on borrowed or personal vehicles in the past.*

*Request to be updated with comprehensive list of usage. Liability of using personal and borrowed vehicles. Insurance coverage to be explicit. Addition of no personal usage. Condition inspection prior to purchase.*

*The government guidance on paying for use of personal vehicle mileage is currently at about \$0.56/mile and insurance.*

*Board to approve not to exceed amount and how to fund it.*

**8) ADJOURNMENT at 5:29pm**

**NEXT MEETING: April 8, 2021**