CPAD BOARD REGULAR MONTHLY MEETING – June 30, 2025

**Meeting Minutes**

IN-PERSON MEETING

IN ROBERTSON’S HANGAR - 3188 BONANZA DRIVE

Directors: Chris Cockrell, Greg Wright, Mark Eagar, Tina Robertson, and John Cook

1. **7:03 PM Call to Order/Roll Call**

|  |  |
| --- | --- |
| **Chris Cockrell** | **Absent** |
| **Greg Wright** | **Present** |
| **Mark Eagar** | **Present** |
| **Tina Robertson** | **Present** |
| **John Cook** | **Present** |

## **PLEDGE OF ALLEGIANCE**

1. **ADOPTION OF AGENDA**

**MOTION** to adopt Agenda for the June 30, 2025 Regular Meeting of the Board of Directors

### Motion by: Mark Eagar Second: John Cook

### Record of votes:

|  |  |
| --- | --- |
| **Chris Cockrell** | **Absent** |
| **Greg Wright** | **Yes** |
| **Mark Eagar** | **Yes** |
| **Tina Robertson** | **Yes** |
| **John Cook** | **Yes** |

1. **ADOPTION OF MINUTES**

**MOTION** to adopt Minutes from May 28, 2025 Regular Meeting of the Board of Directors

### Motion by: Tina Robertson Second: Mark Eagar

### Record of votes:

|  |  |
| --- | --- |
| **Chris Cockrell** | **Absent** |
| **Greg Wright** | **Yes** |
| **Mark Eagar** | **Yes** |
| **Tina Robertson** | **Yes** |
| **John Cook** | **Yes** |

* **SPECIAL GUEST**

Dan Kurywchak and Larry Ellsworth, Operations Manager Sgt. of the CHP Volunteers gave a report on both last year’s and the upcoming Props, Cops, & Rodders event in September. Last year’s event was a great success and an even larger event is expected this year. A motion was made to approve

**MOTION:**  **APPROVE THE CHP REQUEST TO HOLD THE COPS, PROPS, & RODDERS EVENT IN THE AIRPARK WITH THE CONTINGENCY THAT PROPER INSURANCE DOCUMENTS BE SUBMITTED TO CPAD IN A TIMELY MANNER PRIOR TO THE EVENT**.

**Motion: Tina Robertson Second: John Cook**

### CC /\_\_\_GW Y ME Y TR Y JC Y (Y-YES, N-NO, A-Abstain, /-Absent)

1. **TREASURER REPORT**  Director Robertson

**Financial reports**

* + - * Monthly Report
      * Bookkeeper Update
      * 25/26 Budget

Discussion:

The QuickBooks online migration went well.

Director Robertson went over the current reports.

The YTD Actuals to Budget were explained.

Director Robertson is interviewing bookkeeper candidates with one due for further discussion.

Spreadsheets covering 24/25 YTD actual to budget and 24/25 forecast to budget were shown.

The 25/26 Budget was reviewed and brought to a vote.

Supporting documents have been posted.

**MOTION: APPROVE FY25/26 BUDGET AS PRESENTED BY TREASURER.**

### Motion: Tina Robertson Second: Mark Eagar

**CC /**\_\_**GW Y ME Y TR** Y\_\_**JC Y (Y-YES, N-NO, A-Abstain, /-Absent)**

1. **AIRPORT MANAGER REPORT** Manager Salzman

* Fuel Sales
* Volunteers
* Mowing, weed eating taxiway and parking area.
* Fixing obstruction lights.
* Creek cleanout, tree trimming
* CALFIRE - Growlersberg Crews #1 & #5 creek cleanout & tree trimming.
* One bid to fix crumbling area in front of Chuck Wahl’s hanger.
* CALFIRE – All mowing must be completed by 10:00 AM.

Discussion:

Fuel Sales – Since May 28, 2025: Total gallons 4,837. Total sales = $24,430.00.

Community Work Days have been successful thanks to our volunteers.

Quote to seal runway and street cracks was received.

Growlersberg crew was on property June 6, 10, 17, 24, 26.

Don Jordan coming July 3 to look at creek cleanout and provide bid. One additional bid received.

Supporting documents have been posed.

1. **UPDATE ON PROCUREMENT AND CONTRACTS** Director Eager

* Upgrade the AWOS computer – have quote, will put in FY25 budget.
* Potential contract to remove sediment and trees in creek near Cameron Park Drive.
  + Still need to talk to County regarding responsibility for getting ditch cleaned out.
* Seeking bids for fixing asphalt in front of Chuck Wahl's hangar.

Discussion  
Various asphalt repair solutions discussed. Bids are forthcoming.

1. **VOLUNTEER SERVICE REPORT**  Director Cook
   * Continued excellent support by resident volunteers
   * Equipment repair and maintenance completed for tractor, walk behind mowers, weed sprayer.
   * Extensive mowing and trimming accomplished.
   * Obstruction light batteries replaced.
   * Next Planned Work Party Saturday is July 12th. Need to get word out.

Discussion:  
Second Saturday chosen as the volunteer work day in airport. Next Saturday Work Day is  
 July 12th.  
Constant Contact will be the main communication tool for notifying residents, etc.  
Project list will be send out with notifications.  
Mark provide a detailed photographic presentation on the challenges of changing batteries on hillside obstruction lights.

1. **PUBLIC FORUM/PUBLIC COMMENT:** *Only items that are within the jurisdiction of CPAD 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. Comments and or requests requesting board action will be referred to staff and if appropriate, placed on a future agenda.*

### OLD BUSINESS: Director Eagar Status of Airport Layout Plan

* Response sent to FAA on airport layout plan questions and actions. Ad Hoc Committee working details on access control.
* Status of Over the Fence plan from Terry – see attached presentation. Need to finalize communication plan, policy changes, etc. at next board meeting

Obstruction Mitigation Update

* + Status – Growlersberg crews removed trees along fence line. Identification of additional trees in process.

Maintenance

* + At least one walk behind mower is needed for airport fence line (rocks, debris) and islands next to storage facility. Purchased two brush type weed eaters to see if they will replace walk behind mower. No metal blade so can be used throughout the Summer.

Discussion:

Within next 30 days a we need to create a policy for allowing access to the airport and draft a  
 document that everyone needs to sign prior to being given access. “Access Agreements &  
 Policy Development Plan & Status” document posted.  
There will also be need a plan of how we will communicate the new procedures and amount of  
 time they have to comply with the new terms.  
Possibility of Fund raising events discussed. More research to be done on this topic.

1. **NEW BUSINESS:** Director Eagar

Approve Budget for FY25/26. - Approved earlier in meeting.

1. **NEXT REGULAR MEETING *Monday, July 21. 2025***
2. **ADJOURNMENT 9:08 PM**