**CPAD BOARD REGULAR MONTHLY MEETING – October 25, 2021**

**MEETING MINUTES-FINAL**

**FACE TO FACE MEETINGS ARE RESUMING**

**MEETING ATTENDANCE VIA VIDEO CONFERENCE IS AVAILABLE**

**PHONE AND/OR VIDEO CONFERENCE INFORMATION IN MEETING ANNOUCEMENT**

**Directors: Diane Shariff, Glenn Gordon, Knud Kirkegaard, Jeff Robertson, and Terry Bohlen**

**1. 7:00PM Call to Order/Roll Call *Called to Order: 7:04***

DS\_\_\_P\_\_ GG\_\_P\_\_\_ KK\_\_P\_\_ JR\_\_\_P\_\_ TB\_\_P\_\_\_ (P-Present, A-Absent)

***Public Attendees: 8***

**2. PLEDGE OF ALLEGIENCE**

**3. ADOPTION OF AGENDA**

**MOTION to adopt Agenda for October 25, 2021 Regular Meeting of the Board of Directors**

**Motion: GG Second: TB**

**DS\_\_Y\_\_\_ GG\_\_Y\_\_\_ KK\_\_Y\_\_\_ JR\_\_\_Y\_\_ TB\_\_\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

**4. ADOPTION OF MINUTES**

**MOTION to adopt Minutes from September 27, 2021 Regular Meeting of the Board of Directors**

**Motion: TB Second: GG**

**DS\_\_Y\_\_\_ GG\_\_\_Y\_\_ KK\_\_Y\_\_\_ JR\_\_Y\_\_\_ TB\_\_\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

**5. COMMITTEE REPORTS**:

a. FINANCE REPORT Director Kirkegaard

***“ No comments or questions“***

b. AIRPORT MANAGER REPORT Manager Coutches

Repair to containment for #1 fuel system tank status

***“ Vendor scheduled to work on system 10/28 and test on 11/2”***

Hanger Door maintenance / repair status

 ***\*\* Looking for alternate vendor“***

Runway Lights recent issue

***“Director Bohlen worked on lighting system and reset them to operate all lights on “3 clicks” that will last 15 minutes. This will prevent inadvertent light turn off by other pilots.***

***Need to install a “UPS”***

***“***

Other repairs

***“El Dorado County fixed the damaged fencing and did a beautiful job.***

***EPIC recommendations for fuel systems.***

***\*\*Hoses are end of life. Need to be replaced. Board approved purchase.***

***\*\*Fire extinguishers need to be upgraded to 20# BC with cabinets. Flight school volunteered to pay for a need extinguisher.***

***\*\*System needs 4 new gauges.***

***“***

Fuel sales

***“Sold 3056 gals in Oct”***

***“***

Tractor & Mowing Training October 23

***“Dave Becker did tractor /mower training for 10 volunteers.***

***“***

Mowing plans and schedule

***“Non scheduled“***

Moving and spreading of dirt piles on approach end of Runway 13 status

***“Victor spread out piles“***

Erosions mitigation on approach end of Runway 31 status?

***“Victor spread out mulch.***

 ***Looking for additional sources of mulch. PG&E ? Tree Trimming companies?“***

c. UPDATE ON PROCUREMENT AND CONTRACTS Director Bohlen

Scheduling special meeting to review consultant findings and cost estimates to get District consensus on approach to move forward.

Fuel system repair contract initiated at NTE $4,000 which is within previously approved amount. Likely addition costs required due to extensive repairs.

d. VOLUNTEER SERVICE REPORT Director Bohlen

Since the last Board Meeting -about 96+hours. Excellent support by resident volunteers!

***“Mowing training.***

***19 volunteers totaling 130 hours.“***

6. **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. Requests requiring board action will be referred to staff and brought on the next appropriate agenda.

***“\*\*Discussed tanks for unleaded fuel***

 ***\*\*Discuss fuel tank procurement new vs used and possible sources.***

***\*\*Mike Bigler commented on the value the flight school bring to community and local economy.“***

**7. OLD BUSINESS:**

a) Discuss scheduling of public on fuel system replacement special meeting.

Propose Monday, November 15. Director Bohlen

***“ “***

b) Discuss scheduling of public meeting on District financial status and forecast including measure.

 Propose Monday November 8. Director Bohlen

c) Update from Dave Becker on obstruction mitigation for Sudbury property. David Becker

***“ Completed on 3225 Sudbury. 3217 Sudbury sold to Zillow and is for sale. We have given “Notice to Enter” to have trees trimmed. “***

d) Update from Dave Becker on street jurisdiction process. David Becker

***“ No update “***

e) Audit status Director Kirkegaard

***“ Starts 11/12” “***

f) Update on assignment of District debt cards and signature authority Director Kirkegaard

***“ Completed “***

g) Airport Signage Update Plan – in work, target briefing at February 2022 Board Meeting Director Bohlen

***“ In progress “***

h) Obstruction Mitigation Update Director Bohlen

***“ Sent letter to Boeing property. “***

i) Painting TAXI on each end of Boeing - Discuss is Board should seek a volunteer to manage this project or request revised bid(s) from contractor(s)?

- Project involves: 1) Paint black background, 2) Size letters to meet FAA requirements, approximately 60-ft high, 3) layout caulk lines or equivalent, 4) paint letters, 5) paint half the street at a time to allow traffic to pass. 6) organize volunteer work party

- Prior approximate contractor bids \_\_\_\_\_\_\_\_\_\_

***“ \*\*Director Gordon volunteered to figure out scheme to layout lettering for painting.***

 ***\*\*Pursuing as a community project to do the painting. “***

**8**. **NEW BUSINESS:**

**a)** Motion to authorization for $550 as a rental payment for the tractor David Becker has been able to acquire from its owner Don Hinshaw.

- Newer tractor to pull the district flail mower

- District responsible for maintenance and any repairs

Sponsor: David Becker

**MOTION: Motion to authorize payment of $550 to Don Hinshaw as a rental payment for use of tractor for the upcoming mowing season.**

**Motion: TB Second: JR**

**DS\_\_Y\_\_\_ GG\_\_Y\_\_\_ KK\_\_Y\_\_\_ JR\_\_Y\_\_\_ TB\_\_Y\_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

***“ “***

**b)** Should CPAD file an insurance claim with District Insurance for the damage fence along Cameron Park Drive at Mira Loma?

- Damaged by car on October 13, 2021 at about 5:00am

- Damage is 50-ft long on 6-ft high fence

- Estimate to repair fence, from Quality Fence Company, is $2,450.

- Our insurance as $1,000 deductible

Sponsor: Manager Couches

**MOTION: Motion for CPAD to file an insurance claim with District Insurance to repair the damage fence along Cameron Park Drive at Mira Loma caused by an automobile collision?**

**Motion: TB Second: JR**

**DS\_\_Y\_\_\_ GG\_\_\_Y\_\_ KK\_\_Y\_\_\_ JR\_\_Y\_\_\_ TB\_\_Y\_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

***“ “***

**c)** Proposal to update the CPAD Policy 1.4.3 CPAD Accounting Procedures Bookkeeper.

Proposed: Add to Policy as item 17): “With one Board member approval, and copying the District Manager (aka Airport Manager), CPAD will authorize the outside bookkeeper to make online transfers between District bank accounts only. All confirmations will be forwarded to the District Manager for retention.”

The purpose is to simplify transfers from the CPAD general account to the Assessment District accounts and restricted accounts.

Sponsor: Director Kirkegaard

**MOTION: Add to CPAD Policy 1.4.3 Accounting Procedures Bookkeeper, that with one Board member approval, the outside bookkeep is authorized make online transfers between District bank accounts.**

**Motion: TB Second: KK**

**DS\_\_Y\_\_\_ GG\_\_\_Y\_\_ KK\_\_\_Y\_\_ JR\_\_Y\_\_\_ TB\_\_Y\_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

***“ “***

d) Proposal to:

1) replace the fuel dispenser hoses as current ones are beyond recommended life and are deteriorating.

2) Purchase compliant fire extinguishers for fuel pumps area

3) Replace the four pressure gauges at fuel filters to ensure calibrated readings.

Sponsor: Manger Couches

**MOTION: Purchases new fuel dispenser hoses, compliant fire extinguishers and fuel filter pressure gauges as presented, including cost.**

**Motion: TB Second: KK**

**DS\_\_Y\_\_\_ GG\_\_\_Y\_\_ KK\_\_Y\_\_\_ JR\_\_\_Y\_\_ TB\_\_Y\_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

***“ “***

e) Aircraft, automobiles and commercial business operating on Cameron Park Airport liability insurance coverage discussion.

- CPAD requires tenants to name CPAD on their insurance, but not for aircraft in T-hangars. Should we?

- Does the airport liability insurance cover non-CPAD tenant’s airplanes?

- Does the airport liability insurance cover tenant’s automobiles when on the airport?

- Does the airport liability insurance cover non-CPAD tenant’s automobiles when on the airport? If not, should it?

- Does the airport liability insurance cover accidents/incidents related to the commercial operators?

- What requirements are placed on the insurance for the commercial operators and is it sufficient?"

Sponsor: Director Shariff

***“ Good comprehensive discussion. Dave Becker recommends additional study on liability of cars on taxiway.***

 ***Study Team***

***Dave Becker***

***Mike Bigler***

***Diane Shariff***

***Dominic Coutches***

 ***“***

**8. ADJOURNMENT NEXT REGULAR MEETING: November 22, 2021**

***Adjourned at : 9:23 PM***