

CPAD BOARD REGULAR MONTHLY MEETING - October 24,2022 AGENDA - PENDING - DRAFT

IN-PERSON MEETING IN GORDON'S HANGAR 3204 WESTERN DRIVE

Dir	ectors: Dia	ne Sha	riff, Gle	nn Gord	don, Knu	d Kirkegaard, Jeff Robertson, a	nd Terry Bohlen
1. 7	:00PM Call	to Ord	ler/Roll	Call			
	DS(GG	KK	JR	TB	(P-Present, A-Absent)	
2. P	LEDGE OF	ALLEGI	ENCE				
3. A	DOPTION (OF AGE	NDA				
	MOTION	to adop	ot Agen	da for th	ne Octobe	er 24, 2022 Regular Meeting of	the Board of Directors
	Motion:	Seco	nd:				
	DS	GG	F	κк	_JR	_TB(Y-YES, N-NO, A-Ab	stain, /-Absent)
4. A	DOPTION (OF MIN	IUTES				
				tes from	the Sep	tember 26, 2022 Regular Meetii	ng of the Board of Directors
		Seco			4		
				κк	_JR	_TB(Y-YES, N-NO, A-Ab	stain, /-Absent)
5. (OMMITTE	E REPO	ORTS:				
a.	FINANCE I	REPOR ⁻	<u> </u>				Director Kirkegaard
	Septembe	er 2022	financi	al repor	t		
b.	AIRPORT I						Manager Coutches
	• Se	eptemb	er fuel	sales: 3!	598 gallo	ns. 11% less than last year.	
	AWOS Tri-	-Annua o Issue	•	ction Oc	t 5		
	Paul Posy	Tracto	r servic	e for Rei	nt		
	• \$5	500 pei	mow.	Mr. Posy	y has trac	ctor which is compatible with ou	ır mower

and is experienced with using the tractor

Assisted in Flight School and T-Hangar Discussions
Discussed further into the meeting

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Props, Cops, and Rodders Toilet Graffiti

 Portable toilets were reported to have been graffitied and damaged beyond repair. Anyone with camera footage of the areas please email to managaer@cameronparkairport.org

c. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

1. No active procurements

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in September -about 42 hours. Continued excellent support by resident volunteers!

Highlights: Board Meeting preparation, Lease AHC meeting, fuel sales financial reporting, Street Safety AHC preparation and meetings.

Volunteer Hours Summary				
2021			2022	
Jan	260		Jan	80
Feb	125		Feb	85
Mar		No Data	Mar	140
Apr	140		Apr	100
May	175		May	152
Jun	250		Jun	75
Jul	200		Jul	30
Aug	200		Aug	60
Sep	110		Sep	107
Oct	130		Oct	42
Nov	113		Nov	
Dec			Dec	
	1703			871
Average per month	155	Aver	rage per month	87

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.

7. OLD BUSINESS:

a) Risk Management Ad-Hoc Committee Status report **Director Shariff**

b) Street Safety Lease Ad-Hoc Committee

Director Bohlen



Status report

c)	Obstruction Mitigation Update
	No update

Director Bohlen

- d) OLD BUSINESS ON HOLD
- Update on street jurisdiction process.

Director Bohlen

- Subject of Street Safety Ad-Hoc Committee
- 2. Airport Pickup Truck Donation Ready

Director Bohlen

First offered by Jason Rieger at the April 26, 2021 Regular Board Meeting. Official donation and handover is TBD. Registration pending. For District Use only.

8. NEW BUSINESS:

a) **MOTION** to approve Auditor; Robert W. Johnson, an Accountancy Corporation, for the FY 2021/22

Audit

Director Bohlen

Discussion: Robert W. Johnson conducted the District's Audit for FY 2019/21 and FY 2020/21 last year. With the District conducting an audit every year, the process needs to start soon. Feedback about this audit company was good. Robert W. Johnson submitted a bid on July 7, 2022 which is still valid. Motion is to approve Robert W. Johnson conduct the audit for FY 2021/22.

Motion:	Second:					
DS	GG	кк	IR	TB	(Y-YFS, N-NO, A-Abstain, /-Absent)	

b) **MOTION** to approve T-Hangars airport access Fee & plan

Director Bohlen

Discussion: Discussion with Charlie Langdon, resulted in agreement, subject to board approval, to impose access fee for each of his hangar and tie-down tenants at the same rate as paid by residents, currently \$25 per month. With passage of Measure J, rate will increase to \$50 per month. Agreed to make fee required beginning calendar year 2023, with invoices being send in January for full year, which coincides with ground lease payment. Airport Manager will include fees in current system for tie-down and hangar payments.

wouldn:		Secona:			
DS	GG	KK	JR	TB	(Y-YES, N-NO, A-Abstain, /-Absent)

c) **MOTION** to approve Foothill Hangar 8 Commercial Lease Agreement

Director Bohlen

Discussion: At the September Regular Board Meeting, negotiation with Foothill for a Commercial Lease Agreement for Hangar 8, and the negotiation team was approved. The team met with Foothill on September 30 where rent schedule and key terms were agreed to. A draft lease agreement was drafted and reviewed by Foothill. The agreement is subject to CPAD Board Approval.

As it was at the September Board Meeting, Directors Shariff and Kirkegaard are recused from debating and voting on the Foothill lease agreement.



	Motion:		Second:								
	DS	gg	KK	JR	TB	(Y-YES, N-NO, A-Abstain, /-Abs	sent)				
d)	MOTION to approve language in non-commercial hangar lease agreements for future leases										
	Discussion: New Non-Commercial Lease Agreement proposed to include condition that if there is an aircraft ownership change from the executed agreement, the lease is terminated.										
	Motion:		Second:								
	DS	GG	KK	JR	тв	(Y-YES, N-NO, A-Abstain, /-/	Absent)				
e)	MOTION to	Director Bohlen									
	Discussion: CPAD Policy, 1.2.6.1. Appointment of Committees, requires Board approved of Ad-Hoc Committees and 1.2.6.4. Appointment of Chairperson, requires Board approval of the committee chair.										
	Discussion: Current Chair is Director Bohlen. However, nomination for another chair is encouraged.										
	Motion:		Second:								
	DS	GG	KK	JR	тв	(Y-YES, N-NO, A-Abstain, /-Ab	sent)				
a)	Initiation o	f Ad-Ho	c Committe	es			Director Bohlen				
	At regular formation			_		8, plan to have on the agenda mo	tions to approve				
1.	Street Pavement AHC										
	Purpose: 1) Evaluate residential street pavement condition and maintenance options, including slurry Seal, 2) Develop recommendation(s) for near term maintenance, including costs.										
2.	Airport Pavement AHC										
	•	-				on and maintenance options, includentenance, includentenance, including costs.	ding slurry Seal, 2)				
3.	Airport Mo	Airport Mowing AHC									
	Purpose: 1) Develop and evaluate options for mowing, including maintenance and training, if applicable, and costs and 2) Develop recommendation(s) for consideration by the Board										
4.	Airport Equ	Airport Equipment Maintenance Planning AHC									
	Purpose: 1) Develo	p list of ear	uipment	that need	d regular maintenance. 2) Develop	plan and				

schedule, for maintenance, 3) develop tracking and reporting process.

5. <u>Infrastructure Maintenance – Restricted Accounts Policy and Procedure AHC</u>

Purpose: 1) Draft CPAD Policy on how funds shall be handled and reported for infrastructure maintenance, possibly including procedures and notification of intent to withdraw funds,



information meetings, etc. 2) Draft policy for recommendation to the CPAD Board.

9. NEXT REGULAR MEETING: November 28, 2022

10. ADJOURNMENT