



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

**IN-PERSON MEETING
IN GORDON’S HANGAR 3204 WESTERN DRIVE**

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

1. 7:00PM Call to Order/Roll Call

DS____GG____KK____JR____TB____(P-Present, A-Absent)

2. PLEDGE OF ALLEGIENCE

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for the October 24, 2022 Regular Meeting of the Board of Directors

Motion: Second:

DS____GG____KK____JR____TB____(Y-YES, N-NO, A-Abstain, /-Absent)

4. ADOPTION OF MINUTES

MOTION to adopt Minutes from the September 26, 2022 Regular Meeting of the Board of Directors

Motion: Second:

DS____GG____KK____JR____TB____(Y-YES, N-NO, A-Abstain, /-Absent)

5. COMMITTEE REPORTS:

a. FINANCE REPORT Director Kirkegaard

September 2022 financial report

b. AIRPORT MANAGER REPORT Manager Coutches

Fuel Sales

- September fuel sales: 3598 gallons. 11% less than last year.

AWOS Tri-Annual Inspection Oct 5

- No Issues

Paul Posy Tractor service for Rent

- \$500 per mow. Mr. Posy has tractor which is compatible with our mower and is experienced with using the tractor

Assisted in Flight School and T-Hangar Discussions

- Discussed further into the meeting



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 manaqaer@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	Average 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 Director Bohlen
No update
- d) OLD BUSINESS ON HOLD
1. 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 _____ KK _____ JR _____ TB _____ (Y-YES, 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.

Motion:

Second:

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.



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

9. NEXT REGULAR MEETING: November 28, 2022

10. ADJOURNMENT