

Proposed Organization of Documents

Feb 17, 2020

Cameron Park Airport Operational and Maintenance Procedures and Policies

- Cameron Park Airport Rules and Requirements
- Airport Emergency Procedures
- Airport Access Policy and Procedure
- Noise Abatement Procedures
- Operation and Inspection Checklists
 - Daily, weekly, monthly, annual, checklists
 - Fuel System
 - Annual schedule of inspections, payments and activities
- Maintenance Plans and Equipment Specifications
 - Overall Equipment Inventory
 - Airport Support equipment
 - Golf cart
 - Mowers
 - Powered hand tools
 - Office equipment and computers
 - Computer and associated equipment
 - Printer
 - Runway Lighting
 - Approach Indicator
 - Hangars
 - Powered Doors
 - Outside lighting
 - Inside Lighting
 - Pavement
 - Runway
 - Taxiway
 - Tie Down
 - Fences and Gates
 - Signs
 - Fuel System
 - AWOS
 - Lighted Tee and Windssock
 - Office
 - Mowing and weed control
- Airport Land Use Plan
- Airport Layout Plan

Cameron Park Airport District Procedures and Policies

- CPAD Vision and Mission Statement
- Board Meeting Procedure
- Agenda Setting Procedure

Board Member Duties

Job Descriptions

- Role of the Board Chairman
- President
- Board Committees
- Chairperson of Board Committee
- Chief Administrator
- Member of the Board
- Airport District Manager
- Recording Secretary
- Boo

Press Release Procedure

Accounting Procedures

Expense Authorization and Purchasing

District Auditor

Legal Counsel

Legal Opinion Procedure

Personnel Policies

Filling Board Vacancies

Material to be passed on to new board members

Resolution Index

Reference Section

- District Rules and Regulations

- Rules of Order

- The Brown Act

- Conflict of Interest Code

- Legal Opinions

- Trespass Posting/Attorney Opinion

- Minimum Standards for Commercial Aeronautical Activities for El Dorado County

- CC&Rs

Hard Copies of Resolutions

MAPS and Drawings with Index