



CPAD BOARD REGULAR MONTHLY MEETING – May 24, 2021
AGENDA

**FACE TO FACE MEETINGS ARE SUSPENDED UNTIL FURTHER NOTICE DUE TO COVID 19
MEETING TO BE REMOTELY BROADCAST
PHONE AND/OR VIDEO PHONE COORDINATES TO FOLLOW**

Directors: Burl Skaggs, Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Jeff Robertson

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

TB___ JR___ GG___ KK___ BS___ (P-Present, A-Absent)

2. PLEDGE OF ALLEGIENCE

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for May 24, 2021 Regular Meeting of the Board of Directors

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

4. ADOPTION OF MINUTES

MOTION to adopt Minutes from April 26, 2021 Regular Meeting

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

MOTION to adopt Minutes from May 17, 2021 Special Meeting

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

5. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Kirkegaard

b. AIRPORT MANAGER REPORT

Manager Cooksy

c. UPDATE ON PROCUREMENT AND CONTRACTS

Skaggs/Cooksy

RFP for fuel system

Search for fuel system repair contractor

d. VOLUNTEER SERVICE REPORT

Director Skaggs



May-175 hours

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.

6. OLD BUSINESS:

- a) Review options for painting TAXI designation on Boeing, Board to provide guidance on how to proceed
- b) Report from I&F committee on their budget and income recommendations
- c) Discuss possible content and scheduling of public meeting on District financial issues
- d) Golf cart is for sale, bids start at \$300, June 7 close, highest bid gets it

7. NEW BUSINESS:

- a) Review best approach to initiate District policy and procedure for managing vehicular traffic rules of operation, including but not limited to:

- i.) Legal counsel consultation
- ii.) Existing Signage
- iii.) Additional Signage
- iv.) Right of Way
- v.) Speed limits
- vi.) Enforcement
- vii.) Fines

MOTION to approve Resolution to establish vehicular traffic rules of operation:

Motion:

Second:

TB ___ JR ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

- b) Discuss Board action related to District voter proposal for November ballot measure.
From Phil Albee:



” Add to general board meeting agenda: To increase the annual homeowner fees from \$300.00 per year to \$600.00 per year, per parcel. I feel that this proposal would pass and the home owners would support it. It would increase annual revenue approximately \$36,000.00 and should be divided 50 / 50 between the Airpark and the Airport. Additionally, a fair funding schedule should be addressed for the airport users on the East side of the Airport. From what I understand, the proposal can be voted on in the next election as long as it is submitted in June, so time is of the essences to submit a proposal, if additional funding is truly a concern.”

MOTION to _____? _____ proposed ballot measure.

Motion:

Second:

TB ___ JR ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

c) Actions due to resignation of Airport Manager

WE NEED HELP!!!!!! We have nowhere near enough volunteers

i) Who will be responsible for doing and managing the following essential activities?
(this is only a start and more essential functions will be identified as we move along)
Tasks not identified or with no volunteers will not get done.

Obstruction Mitigation-Skaggs, Bohlen

Maintain landscape, mowing, brush clearing, spraying-Becker,

Fuel system- required daily monitoring and repair due to three year inspection failure-Kirkegaard, Robertson, Bohlen, Skaggs

24/7 coverage of phone-Robertson

Basic office tasks-check email, voicemail, take garbage out, deal with regular mail, restroom cleaning and supplies-Kirkegaard, Robertson

Check operation of lighting, AWOS, gates etc and initiate repairs-Bohlen

Complete financial tasks including tie down and hangar fee collection, paying bills, etc.-

Monitor and support financial Audit-

Manage tie down and hangar leases-

Initiate and close NOTAMS-Bohlen, Albee

Interface with regulatory agencies-Skaggs

Follow up on contracts for fuel system repair and RFP for Fuel-Skaggs

Response list for emergencies on the airport-Albee

ii) Discuss need to update liability releases for all volunteers, establish sign up sheet to identify who has done what, enforce equipment training, condition checks, security



iii) Key access to equipment and office

8. ADJOURNMENT

NEXT REGULAR MEETING: June 28, 2021