



CPAD BOARD REGULAR MONTHLY MEETING– February 28, 2022
MINUTES-PENDING

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: 7:00 PM Public Attendees: 10

DS__P__ GG__P__ KK__P__ JR__P__ TB__P__ (P-Present, A-Absent)

2. PLEDGE OF ALLEGIENCE

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for February 28, 2022 Regular Meeting of the Board of Directors

Motion: JR Second: KK

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 January 24, 2022 Regular Meeting of the Board of Directors

Motion: TB Second: KK

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

“ Reports briefed by Director Kirkegaard. No comments or questions.

b. AIRPORT MANAGER REPORT

Manager Coutches

Hanger Door maintenance / repair status

“ Hangar 8 spring replaced by Knud and Dominic.



Fuel sales

3673 Gallons sold in February. Increase of 13%

Fence Repair Status

“ Dominic did a “Zip Tie” repair on fence.

Fuel Hose Replacement status

“ To be replaced on 3/1 by Johnson Petroleum.

Keycard System status

“ Numerous “ghost cards” out there. No way to track them.

Other repairs

“ AT&T repaired line for alarm system.

AWOS inspected last week of February.

Slag pile burning

“ PJ and Dominic burned slag files on north end of runway. Looking for volunteers to burn piles on south end.

c. UPDATE ON PROCUREMENT AND CONTRACTS

Director Bohlen

Hangar repair contract - status. – See Manager’s report

Additional Signs at Airport

Check sent on Feb 18. Signs haven’t arrived yet.

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in January -about 85 hours. Continued excellent support by resident volunteers!

Highlights: Managed burn pile burning. Prepared and revised draft financial charts for public meeting, audit support, surface operations liability study Ad-Hoc Committee, two Infrastructure & Finance Committee Meetings, Fuel System Replacement Ad-Hoc Committee Meeting, board meeting preparation,

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.

“Phil commented on street committee finding for street seal\$180K + cost of striping.

Phil commented on used fuel tank from Hunt Bros. Sell for \$15K. \$130K-\$150K to install.

Jeff brought up the Summer Spectacular ad need to get a request to the board from Cameron Park Services District. Jeff to reach out to CPSD.

7. OLD BUSINESS:

- a) Proposal by Foothill Flight Center to change their hangar lease: Increase the rent and extension of lease term. Consideration by Board process recommendation. Director Bohlen

Infrastructure and Finance Committee to evaluate and make recommendation to the Board at the March meeting. (Was February)

- b) Fuel System Replacement Ad-Hoc Committee Report Director Bohlen

Discussed in Public Comment.

- c) Hangar Lease Update Ad-Hoc Committee Report Director Bohlen

TBD

- d) Liability study of airport surface operations Ad-Hoc Committee Report Director Shariff

No update

- e) Status and scheduling of public meeting on District financial status and forecast and measure. Director Bohlen

- f) Preparation status fuel system replacement public meeting as part of financial meeting.

Director Bohlen

Infrastructure and Finance Committee to conduct study. Present options, financial impact, financing and schedule recommendation(s) to the board.

- g) Update from Dave Becker on street jurisdiction process. David Becker

No update

- h) Audit status Director Kirkegaard

Fours items brought up by auditor. All four have been addressed.

- i) Airport Signage Update Plan – in work, target briefing at February 2022 Board Meeting Manager Couthes

“Check sent on Feb 18. Signs haven’t arrived yet.



- j) Obstruction Mitigation Update Director Bohlen
“ **No update**
- k) Minimum letter size for painting TAXI on each end of Boeing, status- Director Bohlen
“ **Waiting to talk to the new contact at CALTRANS. On Hold.**

8. NEW BUSINESS:

- a) Proposal to transfer funds from checking account to Airport Restricted Maintenance Account.

Review how our current airport assets have developed since the beginning of the fiscal year 2019/2020 and what it represents

Discuss amount to transfer

MOTION to approve transferring \$25,000 from checking to Airport Restricted Maintenance Account

Motion: TB **Second:** JR

DS__Y__ GG__Y__ KK__Y__ JR__Y__ TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

- b) Proposal to initiate actions to include a ballot measure in the November 2022 General Election

Discuss merits of pursuing another ballot measure for increasing fees

Review schedule and required actions and submittal deadlines

Review/discuss I&FC study results so far

“ **Terry went over process for ballot measure and timing.**

Diane went over monetary needs and reviewed Measure P shortfalls.

MOTION to approve pursuing a ballot measure for the November 2022 General Election

Motion: TB **Second:** DS

DS__Y__ GG__Y__ KK__Y__ JR__Y__ TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

- c) Proposal to revise CPAD Policy 1.4.1 Accounting Procedure Budget to include capitalization policy.

Note: This proposed revision is in response to audit question about our capitalization policy.



MOTION to approve revision to CPAD Policy 1.4.1

Motion: **Second:**

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

DEFERRED

d) Proposal to revise CPAD Policy 1.5 CPAD Personnel Policies for Employees.

Note: This proposed revision updates the vacation policy to be consistent with employment agreements

MOTION to approve revisions to CPAD Policy 1.5

Motion: **Second:**

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

DEFERRED

Boy Scout Eagle Project, by Malcolm Cooksy, completed. Emergency equipment cabinet by airport office, No Trespassing Signs, and parameter map. Thank-you Malcolm!

“ Thanks you Malcolm!

8. ADJOURNMENT NEXT REGULAR MEETING:

March 28, 2022

Adjourned: 9:10 PM