

<u>CPAD BOARD REGULAR MONTHLY MEETING – January 25, 2021</u> 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.	SWEARING IN NEW BOARD MEMBERS, Jeff Robertson and Terry Bohlen NOTE: (need form 700 filed and ethics and harassment training completed ASAP by all board members, send copy to office for files)
	Acknowledge 12 years of service on the Board by former member Joe Fuller
4.	ADOPTION OF AGENDA
	MOTION to adopt Agenda for January 25, 2021 Regular Meeting of the Board of Directors
	Motion: Second:
	TB JR GG KK BS (Y-YES, N-NO, A-Abstain, /-Absent)
5.	Selection of Board Directors (required to review and elect Directors each year)
	MOTION to approveas Board President
	Motion: Second:
	TB JR GG KK BS (Y-YES, N-NO, A-Abstain, /-Absent)
	MOTION to approveas Board Treasurer
	Motion: Second:
	TB JR GG KK BS (Y-YES, N-NO, A-Abstain, /-Absent)
	MOTION to approveas Board Secretary
	Motion: Second:



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

6. ADOPTION OF MINUTES

MOTION to adopt Minutes from November 23, 2020 Regular Meeting

Motion: Second:

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

7. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Kirkegaard

b. AIRPORT MANAGER REPORT

Manager Cooksy

c. <u>UPDATE ON PROCUREMENT AND CONTRACTS</u>

Skaggs/Cooksy

d. VOLUNTEER SERVICE REPORT

Director Skaggs

December-January- more than 260 hours (significant additional effort trimming, mowing, and scraping south area)

8. **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.

9. OLD BUSINESS:

a. OBSTRUCTION MITIGATION EFFORTS | REGULAR UPDATE

Director Skaggs

- i. Trimming of priority areas complete, night operations status pending reinspection, which was conducted January 21, 2021
- ii. Notifications will go out shortly for additional trees that need to be trimmed as part of ongoing mitigation effort. (once night ops are restored we still must push to maintain and improve these clearances forever)

b. CARES Act: Current Status & Process

Director Skaggs

i. Funds received, a BIG THANK YOU to the efforts of Kevin Cooksy and Knud for nine months of work to get this done. FAA and District data still not completely correct, need further work to avoid future problems.

10. NEW BUSINESS:

a) Clarification that Authorized signatures for all District accounts shall include president, treasurer, secretary and manager. Joe Fuller shall be removed.



MOTION to approve that authorized signatures on District bank accounts shall include only president, treasurer, secretary, and manager.

Motion:	Second:		
TB JR GO	3 KK	BS (Y-YES	S, N-NO, A-Abstain, /-Absent)
	•	sibility, fundi	ng source and need for guidelines for the repair of
returning the ma Anticipate salary extra hours and	anager to an l costs to incr overtime, wh	hourly position rease unless ranich means le	w requirements for exempt position, District is on, requiring time cards, payment of overtime, etc. nanager coverage greatly reduced to minimize ss will be done. Manager typically works beyond critical activities completed such as obstruction
\$15,000 of the \$	30,000 CARE		tion to the board by I&F committee to reserve cal year 2021/22 to ensure payment for audit and
MOTION to appr	ove reserve S	\$15,000 of th	e \$30,000 CARES grant for fiscal year 2021/22
Motion:	Second:		
TB JR GO	3 KK	BS (Y-YES	s, N-NO, A-Abstain, /-Absent)
their private 250 to people and the and meets Count	l-gallon autor e environme ty requireme	mobile fuel di nt than using nts including	e fee to flight school for District costs in support of spensing system. This system is much safer both portable containers. The system is self-contained location. The system uses District power for pump shed. Fuel will not be available to the public.
		_	O per gallon (\$25 to be collected for each fill of el system owned by flight school.
Motion:	S	econd:	
TB JR	_ GG KK	(BS (Y	-YES, N-NO, A-Abstain, /-Absent)
Prioritize unfund	led or underf	unded projec	ts
	•		ee to the board to prioritize immediate s follows:
1. Audit 20	21/2022		- \$10k LEGAL REQUIRMENT
2. Tree and	lobstruction	mitigation	- \$5K OPERATIONAL REQUIREMENT
3. Fuel hos	es at end of I	ife	- \$3-4K SAFETY
	Discussion of Disgutters along struction manager returning the material Anticipate salary extra hours and usual work hours mitigation. Review use of CA\$15,000 of the \$ obstruction mitigation. TB JR GO Proposal to charge their private 250 to people and the and meets Count operations and is MOTION to a system) Motion: TB JR GO Prioritize unfund Recommend underfurent and to the count of the count of the count operation and is system) Audit 20 Tree and	Discussion of Districts responding gutters along street edges. Due to manager compensation returning the manager to an Anticipate salary costs to increatra hours and overtime, who usual work hours and on wee mitigation. Review use of CARES funds. Review use of CARES funds. Review use of CARES funds. Review use of the \$30,000 CARE obstruction mitigation. MOTION to approve reserve substruction mitigation. MOTION to approve reserve substruction mitigation. Proposal to charge \$.10 per getheir private 250-gallon autor to people and the environment and meets County requirement operations and is located next motions. MOTION to approve flow system) for private and Motion: Substruction mitigation. MOTION to approve flow system) for private and meets County requirement operations and is located next motion. Motion: Substruction is substruction by the underfunded or underfunded or underfunded or unful. Audit 2021/2022 Tree and obstruction	Discussion of Districts responsibility, funding utters along street edges. Due to manager compensation being below returning the manager to an hourly position Anticipate salary costs to increase unless mextra hours and overtime, which means lesusual work hours and on weekends to get mitigation. Review use of CARES funds. Recommendation \$15,000 of the \$30,000 CARES grant for fist obstruction mitigation. MOTION to approve reserve \$15,000 of the Motion: Second: TB GG KK BS (Y-YESTED FOR The Motion is succeeded and the environment than using and meets County requirements including operations and is located next to the fuel of the system of the formula of the funding operations. MOTION to approve flowage fee of \$.1 system) for private automobile fuel of the funding operations. MOTION to approve flowage fee of \$.1 system) for private automobile fuel of the funding operations and is located next to the fuel of the funding operations. MOTION to approve flowage fee of \$.1 system) for private automobile fuel of the funding operations. MOTION to approve flowage fee of \$.1 system) for private automobile fuel of the funding operations. MOTION to approve flowage fee of \$.1 system) for private automobile fuel of the funding operations. TB JR GG KK BS (Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-Y-



5. Hangar repairs (door operators) STBD SAFETY 6. Fuel system project plan and preliminary engineering by outside firm -10k to be determined with RFQ PRIORITY PROJECT 7. Meet minimum exempt Salary - \$4-5k COST SAVING RETENTION OF EMPLOYEE 8. Tie-down repairs (hooks, chains) - STBD SAFETY and OPERATIONS 9. Fuel POS (point of sale) system - \$12K OBSOLETE DOES NOT MEET CURRENT BANK REQUIREMENTS 10. Airport vehicle (4WD) - \$10K NEED TO INITIATE REVIEW g) Review income options for the Board to select which of the following approaches will be determined once details of proposal are developed. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established. New ballot measure. Requires six-month public notice. Review amount. Phil Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board MOTION to attempt another ballot measure at this time. Motion: Second: TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second: TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent)			4.	. Gate card reader repair-\$1k FAILED REQUIRED FOR SAFETY AND SECURITY										
determined with RFQ PRIORITY PROJECT 7. Meet minimum exempt Salary EMPLOYEE 8. Tie-down repairs (hooks, chains) 9. Fuel POS (point of sale) system CURRENT BANK REQUIREMENTS 10. Airport vehicle (4WD) - \$10K NEED TO INITIATE REVIEW GROUP TO SPECIFY NEED g) Review income options for the Board to select which of the following approaches will be pursued. Agreement includes the future expenditures for legal support. Legal fee will be determined once details of proposal are developed. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established. New ballot measure. Requires six-month public notice. Review amount. Phil Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board MOTION to attempt another ballot measure at this time. Motion: Second: Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second:		5. Hangar repairs (door operators) \$TBD SAFETY												
EMPLOYEE 8. Tie-down repairs (hooks, chains) - \$TBD SAFETY and OPERATIONS 9. Fuel POS (point of sale) system - \$12K OBSOLETE DOES NOT MEET CURRENT BANK REQUIREMENTS 10. Airport vehicle (4WD) - \$10K NEED TO INITIATE REVIEW GROUP TO SPECIFY NEED g) Review income options for the Board to select which of the following approaches will be pursued. Agreement includes the future expenditures for legal support. Legal fee will be determined once details of proposal are developed. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established. New ballot measure. Requires six-month public notice. Review amount. Phil Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board MOTION to attempt another ballot measure at this time. Motion: Second: TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees			6.	-										
9. Fuel POS (point of sale) system CURRENT BANK REQUIREMENTS 10. Airport vehicle (4WD) - \$10K NEED TO INITIATE REVIEW GROUP TO SPECIFY NEED g) Review income options for the Board to select which of the following approaches will be pursued. Agreement includes the future expenditures for legal support. Legal fee will be determined once details of proposal are developed. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established. New ballot measure. Requires six-month public notice. Review amount. Phil Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board MOTION to attempt another ballot measure at this time. Motion: Second: TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees MOTION to request estimate for legal review of Boards ability to directly assess fees			7.			exempt	Salary		- \$4-5k	COST SAV	/ING RE	ETENTION OF		
CURRENT BANK REQUIREMENTS 10. Airport vehicle (4WD) - \$10K NEED TO INITIATE REVIEW GROUP TO SPECIFY NEED g) Review income options for the Board to select which of the following approaches will be pursued. Agreement includes the future expenditures for legal support. Legal fee will be determined once details of proposal are developed. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established. New ballot measure. Requires six-month public notice. Review amount. Phil Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board MOTION to attempt another ballot measure at this time. Motion: Second: TBJR GG KK BS (Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees			8.	Tie-dov	vn repairs	(hooks	, chain	s)	- \$TBD SAFETY and OPERATIONS					
g) Review income options for the Board to select which of the following approaches will be pursued. Agreement includes the future expenditures for legal support. Legal fee will be determined once details of proposal are developed. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established. New ballot measure. Requires six-month public notice. Review amount. Phil Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board MOTION to attempt another ballot measure at this time. Motion: Second: TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second:			9.			-	•		- \$12K OBSOLETE DOES NOT MEET					
pursued. Agreement includes the future expenditures for legal support. Legal fee will be determined once details of proposal are developed. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established. New ballot measure. Requires six-month public notice. Review amount. Phil Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board MOTION to attempt another ballot measure at this time. Motion: Second: TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second:	g) Review income options for the Board to select which of the following approaches will be pursued. Agreement includes the future expenditures for legal support. Legal fee will be determined once details of proposal are developed. Information is presented in draft by committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established. New ballot measure. Requires six-month public notice. Review amount. Phi Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount base District's survival and street maintenance needs and dropping all improvem to airport except fuel system. Result then to be reviewed and approved by t Board									INITIAT	E REVIEW			
Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board MOTION to attempt another ballot measure at this time. Motion: Second: TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second:										al fee will be d in draft by I& h is chosen to	.F			
Motion: Second: TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second:										ggests an mount based o Il improvement	ts			
TB JR GG KK BS (Y-YES, N-NO, A-Abstain, /-Absent) Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second:														
Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second:	Motion: Second:													
to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents. MOTION to request estimate for legal review of Boards ability to directly assess fees Motion: Second:		TB JR GG KK BS (Y-YES, N-NO, A-Abstain, /-Absent)												
Motion: Second:				to g	get legal r	eview a	nd ass	istance. It wa				_		
			MO	TION to	request 6	estimate	e for le	gal review of	f Boards	ability to	directly	y assess fees		
TB JR GG KK BS (Y-YES, N-NO, A-Abstain, /-Absent)			Мо	tion:		Seco	ond:							
			TB_	JR	GG	KK	_ BS	_ (Y-YES, N-N	IO, A-Ab	stain, /-A	bsent)			



Review impact and viability to Increase fuel prices

MOTION to Review impact and viability to Increase fuel prices							
Motion: Second:							
TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent)							
Review impact and viability of hangar and tie-down rates and ensure they are unified.							
MOTION to Review impact and viability of increasing hangar and tie-down rates and report to Board							
Motion: Second:							
TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent)							
Pursue aircraft/hangar fee for private /commercial hangar, tie-downs on airpor side							
MOTION to develop draft document and request quote from legal to evaluate aircraft/hangar fee for private /commercial hangar, tie-downs on airport side							
Motion: Second:							
TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent)							
Pursue special district assessment funding similar to street assessment district Request for funding to get legal review. a) Current cost to set up and manage special assessment b) Is Maintenance allowed by special assessment							
c) Use for Capital improvement projects							
MOTION to pursue special district assessment funding including determining current cost, and legal determination if maintenance funding is allowed from a special assessment.							
Motion: Second:							
TBJRGGKKBS(Y-YES, N-NO, A-Abstain, /-Absent)							
Research current rates and possibility for District to obtain loan or bond							
MOTION to Research current rates and possibility for District to obtain loan or bond							
Motion: Second:							
TB JR GG KK BS (Y-YES, N-NO, A-Abstain, /-Absent)							



Solicit residents to create Independent Non-profit and other special funds organization, e.g. 501(c)(3). or modify FOCA for airport fundraising

MOTION to solicit residents to create independent non-profit or modify FOCA for airport fundraising.

Motion:		Seco	ond:	
TB JR	GG	_ KK	_ BS	_ (Y-YES, N-NO, A-Abstain, /-Absent)
Legal review develop wor			•	direct donations and legacy(estate) donations to
MOTION to and process	•	egal qu	ote to	review direct and legacy donations including wording
Motion:		Seco	ond:	
TBJR	GG	_ KK	_ BS	_ (Y-YES, N-NO, A-Abstain, /-Absent)

NEXT REGULAR MEETING: February 22, 2021

11. ADJOURNMENT