



CPAD BOARD REGULAR MONTHLY MEETING – January 25, 2021
MINUTES - APPROVED

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 - Called to Order at 7:00PM**

TB__P__JR__P__GG__P__KK__P__BS__P__ (P-Present, A-Absent)

Six Public attended

2. **PLEDGE OF ALLEGIENCE**
3. **ADOPTION OF AGENDA**

MOTION to adopt Agenda for January 25, 2021 Regular Meeting of the Board of Directors

Motion: BS Second: KK

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

Agenda adopted after discussion: Director Knud recused himself from agenda item 10. b) as he is a flight instructor for subject flight school.

Director Gordon asked if he should be rescued from the same agenda item as his son is taking flight lessons at the flight school. Response from Director Skaggs was no.

Agenda adopted with no changes.

4. **Swearing in new board members, Jeff Robertson and Terry Bohlen (need form 700, ethics and harassment training completed ASAP by all board members) New members need to sign certificates**

Oath of office administered by Director Skaggs to Jeff Robertson and Terry Bohlen

5. **Selection of Board Directors (required to review and elect each year)**

MOTION to approve Director Skaggs as Board President

Motion: TB Second: KK

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

Motion to approved Director Skaggs as Board President is adopted



MOTION to approve Director Kirkegaard as Board Treasurer

Motion: TB Second: BS

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

Motion to approved Director Kirkegaard as Board Treasurer is adopted

MOTION to approve Director Bohlen as Board Secretary

Motion: Second:

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

Motion to approved Director Bohlen as Board Secretary is adopted

6. ADOPTION OF MINUTES

MOTION to adopt Minutes from November 23, 2020 Regular Meeting

Motion: BS Second: TB

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

Director Skaggs reviewed the Minutes

Minutes adopted without changes

7. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Kirkegaard

Reviewed by Director Kirkegaard. Need \$90,000 in reserve, have \$92,000. Up to date as of the end of 2020.

b. AIRPORT MANAGER REPORT

Manager Cooksy

*Reviewed by Manager Cooksy. Fuel price as done about 40%, now back up to January 2019. Pump price now \$4.30/gal. We are a little high, however others may not have purchased fuel yet. Fuel sales increased 20% in 2020 over 2019. January sales might beat last year. * Trying to digitize important papers, tagging for searches. * Working on recovering the four tie-downs near Airport Office. FAA Form 7460 back. Today received informal ok. * Introduced ideal of self-contained, solar powered hazard lights that can be mounted on building without external connections. Cost is \$400 for non-smart version and \$600 for smart version that provide checking status with cell phone. Can satisfy concerns about trees and houses next to Runway and building on other side. Director Bohlen to work with Manager Cooksy to develop plan/proposal. * Regarding upcoming audit: RFPs/Qs sent to 3 CPA firms. First response came back this afternoon. Expect more at next board meeting.*



- c. UPDATE ON PROCUREMENT AND CONTRACTS Skaggs/Cooksy
No new or on-going contracts

- d. VOLUNTEER SERVICE REPORT Director Skaggs

December-January- 260 hours

Thank-you to Dave Becker for arranging the scrapping of the south end, next to Oxford to allow mowing.

Thank-you to Jeff Thornhill for cutting, and assisting neighbors in obstruction mitigation.

- 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.

Phil Albee asked if there was anything from the fuel tank vendor. Response form Director Skaggs was no and added that we need to be careful with that vendor to not preclude them from bidding due to procurement regulations. CPAD will have to put this out for bid. Director Skaggs and Director Kirkegaard met with El Dorado County Monday, January 15, about above ground fuel tank requirements, including setbacks. County said they will have to think about it. Director Skaggs and Kirkegaard are working on a RFQ. Director Skaggs said he wants to reach out to AOPA regarding the \$10,000 grant (mentioned by AOPA at a previous meeting). Also noted that he forwarded CPAD financial information to AOPA as discussed at a previous meeting.

9. OLD BUSINESS:

- a. OBSTRUCTION MITIGATION EFFORTS | REGULAR UPDATE Director Skaggs

- i. Trimming of priority areas complete, night operations status pending re-inspection

- ii. Notifications will go out shortly for additional trees that need to be trimmed

*Caltrans Aero conducted an inspection, at the request of Manager Cooksy, on January 21. Inspection seemed to go well. Runway lights were tested as requested during the inspection and worked. Letting will take about 2 to 3 weeks. * Obstruction mitigation will continue to maintain night ops and there is a list of trees to trim. Have cut/trimmed about 200 trees so far. * Manager Cooksy and others are cutting and burning.*

- 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.



Need to continue to follow up on data discrepancies in the airport data base.

10. NEW BUSINESS:

With the departure of Joe Fuller and arrival of Jeff Robertson on the board, need to update bank signature cards. Was carrying all five board members. Proposal to trim back to 3 plus the manager.

Proposed changes to be on the bank signature list:

Remove former Director Joe Fuller

Add Director Burl Skaggs, CPAD Board President

Add Director Knud Kirkegaard, CPAD Treasurer

Add Director Knud Kirkegaard, CPAD Secretary

Add Manager Kevin Cooksy, Cameron Park Airport Manager

MOTION to approve the above persons for check signature authority and remove former Director Joe Fuller.

Motion: KK Second: BS

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

Motion approved

- a) Discussion of Districts responsibility, funding source and need for guidelines for the repair of gutters along street edges.

David McClelland, house on Fairway Drive, requested CPAD to repair the gutter in front of his house as there is about 1-inch difference between the concrete gutter and the street as he said it was a trip hazard. David got an estimate to repair at \$10,000, (which is about half the total funds in the CPAD street budget). Director Skaggs stated that a review is needed to assess; who responsibility and if it is a hazard under OSHA guidelines. Some discussion if CPAD is responsible, but appears Gutter is part of the street. Prior repairs by others have been handled by the effected property owner. Director Skaggs recommended that CPAD do a survey of the airpark gutters to assess conditions, what is a hazard and what are the repair options. Need a street management assessment. Phil Albee said the high side could be ground down and knows a reasonable guy that could do it. Director Skaggs stated that we need to define what needs to be done. Director Skaggs asked if there were any volunteers, board and public, who could do the street assessment. There was silence.

- b) Due to manager compensation being below requirements for exempt position District is returning the manager to an hourly position, requiring time cards, payment of overtime, etc. Anticipate salary costs to increase unless coverage greatly reduced to minimize extra hours



and overtime, which means less will be done. Manager typically works beyond usual work hours and on weekends to get critical activities completed such as obstruction mitigation.

Discussion: Need to pay manager about twice minimum wage to be exempt, which is about \$3,000 more per year. Overtime cost is likely to exceed this cost. For now, this is information only for the Board. Due to current financial situation, action is deferred.

- c) Review use of CARES funds. Refer to input from Infrastructure and Finance Committee.

Discussion: Reviewed recommendation from the Infrastructure and Finance Committee to allocate \$15,000 of the \$30,000 CARES funds in to FY 2021 reserves. Rationale being that obstruction mitigation grant funds next year are uncertain; audit will need to be funded so additional funds are likely to be needed.

MOTION to approve recommendations of I&F committee for using CARES funds.

Motion: TB Second: KK

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

- d) Proposal to charge \$.10 per gallon flowage fee to flight school for District costs in support of their private 250-gallon automobile fuel dispensing system. This system is much safer both to people and the environment than using portable containers. Fuel will not be available to the public.

MOTION to approve flowage fee of \$.10 per gallon (\$25 to be collected for each fill of system)

Discussion: Flight school was using 5 gallons cans for auto gas for their auto gas airplanes. New 250 gallons dispenser is for the flight school only, not for autos or public. Proposal is for 'flowage fee', similar to what an airport operator would charge for FBO fuel. Flight school is expected to refill the dispenser about once a week. Fee would cover electricity and supplies used indirectly by the school – restroom. Was discussion if the proposed amount was too high. The proposed amount is thought to be higher than charged by other airports. When discussion about the restroom was introduced, the board agreed on the proposed amount. Phil Albee asked if our insurance was checked. Answer was yes, it was check and no issues. Dave Becker commented that we need ensure that the purchaser of fuel is the consumer of the fuel and can only be used by the flight school for their airplanes.

Motion: TB Second: BS

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

Director Knud recused himself as he is a flight instructor for subject flight school.

Motion adopted



- e) Review income options for the Board to select which of the following approaches will be pursued including the future expenditures for legal support. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces.

*Discussion: Director Skaggs reviewed each option, stating the I&F committee is looking for Board guidance. Options include another Ballet Measure and to determine the ability of the Board to assess fees directly. Phil Albee discussed a lower amount on the ballet to build confidence in how the board would handle money. * After further discussions Director Skaggs suggested tabling the motions with the recommendations that the I&F Committee come up with 1) a dollar number to operate the airport based on need, and 2) legal cost estimate to determine ability of Board to assess fees. Review results at the next Board meeting. Director Kirkegaard to check with El Dorado elections for the cost of a special election. Board agreed.*

MOTION to attempt another ballot measure at this time

Motion: Second:

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

Motion tabled

MOTION pursue legal input for direct assessment of fees for each property.

Motion: Second:

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

Motion tabled

MOTION to pursue legal determination to create special assessment for funding maintenance activities

Motion: Second:

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

Motion tabled

MOTION to pursue legal determination to create special assessment for funding capital projects such as fuel system.

Motion: Second:

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

Motion tabled



11. ADJOURNMENT

NEXT REGULAR MEETING: February 22, 2021

Meeting adjourned at 8:54PM

Minutes prepared by Director Terry Bohlen, CPAD Board Secretary

Minutes Approved by Board vote on February 22, 2021

A handwritten signature in black ink that reads "Terry Bohlen". The signature is written in a cursive style and is positioned above a horizontal line.

*Director Terry Bohlen
CPAD Board Secretary*