



CPAD BOARD REGULAR MONTHLY MEETING – January 24, 2022

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: Diane Shariff, Glenn Gordon, Knud Kirkegaard, Jeff Robertson, and Terry Bohlen

1. 7:00PM Call to Order/Roll Call *Call to Order: 7:02*

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

Public Present: 4

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for January 24, 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 November 22, 2021 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

No comments or questions

b. AIRPORT MANAGER REPORT

Manager Coutches

Hanger Door maintenance / repair status

H8: Straps replaced, Beam Installed, Still needs spring.



Fuel sales

Dec 2021: 2255 Gallons

Jan 2022 to date: 2808 gallons (down 11%)

Fence Repair Status

2 Holes cut in fence by transient. Manager Catches to repair.

Fuel Hose Replacement status

Still waiting on one hose to arrive.

Fuel Nozzle Replacement

Nozzles on Pump 2 plus 2 couplers. Fixed

Bonding Reel Clamp Replaced

Reel replaced.

Fire Extinguisher Inspection

Good inspection

Keycard System status

Manager Catches working through accounts to get up to date. Half way through.

Other repairs

N/A

c. UPDATE ON PROCUREMENT AND CONTRACTS

Director Bohlen

Fuel system repair contract - completed. – See Manager's report

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

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in November -about 80 hours. Excellent support by resident volunteers!

Highlights: Replace brackets on North and South Gates edge sensors, clean connectors in gate controller to restore operation, lubricate gate chains to restore operation, replace grounding cable clamp at fuel pump, design, fabricate and install hangar door interlocks for hangars 7 & 8, prepare draft financial charts for public meeting, audit support, surface operations liability study, 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.

Director Gordon expressed concerns over Aircraft vs. Auto interaction on airpark streets. Director Shariff to review CC&Rs for taxiway right of way guidance.

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 February meeting.

Director Robertson presented a summary of local airport hangar pricing and procedures

- b) Preparation status and scheduling of public meeting on District financial status and forecast and measure. Director Bohlen
1st meeting in February TBD, hope to have in person.

- c) 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.

Director Bohlen discussed financing options with several companies”

- d) Update from Dave Becker on obstruction mitigation for Sudbury property. David Becker
No updates “

- e) Update from Dave Becker on street jurisdiction process. David Becker
No updates “

- f) Audit status Director Kirkegaard
All materials submitted to auditors. All good so far.

- g) Airport Signage Update Plan – in work, target briefing at February 2022 Board Meeting Manager Couthes
Manager Couthes ready to order signage. Will provide pricing.

- h) Oakland Fuel Tank Report



Manager Coutches

Oakland tanks were cracked and would be too expensive to repair. Manager Coutches will contact Hunt Bros. who have tanks available as well.

l) Obstruction Mitigation Update Director Bohlen

No updates.

“

j) Painting TAXI on each end of Boeing, status- Director Gordon

Director Gordon briefed board on researched specifications for size and location. Discussion if FAA guidance for letter sizes need to be complied with. Action to contact Caltrans to clarify.

k) Liability study of airport surface operations Director Shariff

Director Shariff briefed board on results of Risk Committee research. Recommendations for CPAD owned/controlled areas. Committee will research other areas in the future.

8. NEW BUSINESS:

a) Board Position Elections. In compliance with CPAD Policy 1.2.3.1, Election Procedure

1. The Board President, Vice president, Treasurer and Secretary are elected or reelected to office in the first general meeting of every calendar year. In the event of a vacancy, the vacancy will be filled at the first possible general meeting.

2. The election is always the first item of business on the agenda before New Business. If neither the previous Board President or Vice President is present, as might happen in a newly elected Board, one Board member is informally chosen at the beginning of the meeting to chair the meeting. The newly elected officers assume their roles immediately.

3. Election of an officer requires a majority vote of the Board just like a normal motion. Nominations or volunteers may be accepted by the chair in an informal fashion, but a specific motion must be made and voted upon to finalize the decision of the Board for each position. No one Board member may hold more than one position.

President

Nomination(s): Terry Bohlen

Elected: **Terry Bohlen (Unanimous)**

Treasurer

Nomination(s): Knud Kirkegaard

Elected: **Knud Kirkegaard (Unanimous)**



Secretary

Nomination(s): Jeff Robertson

Elected: **Jeff Robertson (Unanimous)**

a) Reminder that all board members must file the Form 700 about Conflict of Interest with El Dorado County.

b) Burn Day with PJ

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

8. ADJOURNMENT NEXT REGULAR MEETING:

February 28, 2022

ADJOURNED: **8:50 PM**