

<u>CPAD BOARD SPECIAL MONTHLY MEETING – SEPTEMBER 14, 2020</u> <u>MINUTES - PENDING</u>

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 (President), Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Joe Fuller

1) 7:00PM Call to Order/Roll Call - Called to Order at 7:06PM

TB_P_JF_A_GG_A_KK_P_BS_P_(P-Present, A-Absent)

Public: 5 attended plus our Airport Manager, Kevin Cooksy

- 2) PLEDGE OF ALLEGIENCE
- 3) ADOPTION OF AGENDA

MOTION to adopt Agenda for Sept 14, 2020 Special Meeting of the Board of Directors

Motion: Second:

TB_Y_JF_-_GG_-_KK_Y_BS_Y_(Y-YES, N-NO, A-Abstain, /-Absent)

Agenda adopted with no comments or changes

4) 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.

No comments

5) NEW BUSINESS:

a) RESOLUTION 20-07 regarding CPAD Documents

Director Skaggs

Reference Resolution 20-07 draft provided with agenda package with CPAD Documents for review/approval as listed below with disposition.

Each document was reviewed paragraph by paragraph with the exception of the documents deferred near the end of the meeting due late running meeting.

 1.1 CPAD Vision and Mission Statement MOTION to adopt Document 1.1 CPAD Vision and Mission Statement Motion: Second: TB_Y_JF_-_GG_-_KK_Y_BS_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)



Document 1.1. is: Adopted

1.12	CPAD Assurances		
	MOTION to adopt Document 1.12 CPAL	O Assurances	
	Motion: TB	Second: BS	
	TB_Y_JFGGKK_Y_BS_Y_(Y-YES		n. /-Absent)
		,,	Document 1.12 is: Adopted
1.13	CPAD Authority and General Condition	ns	
	MOTION to adopt Document 1.13 CPAD Authority and General Conditions		
	Motion: TB	Second: BS	
	TB_Y_JFGGKK_Y_BS_Y_(Y-YES		n /-Ahsent)
		, 10 100, 717105101	Document 1.13 is: Adopted
1.4.1	Accounting Procedure- Budget		
	MOTION to adopt Document 1.13 CPAL	•	General Conditions
	Motion: TB	Second: KK	
	TB_Y_JFGGKK_Y_BS_Y_(Y-YES	, N-NO, A-Abstai	n, /-Absent)
			Document 1.13 is: Adopted as
			marked up during discussion
1.4.2	Accounting Procedure- Airport Manager		
12	MOTION to adopt Document 1.4.2 CPAD Accounting Procedure – Airport Manager		
	Motion: TB	Second: BS	in port manager
	TB_Y_JFGGKK_Y_BS_Y_(Y-YES		n /-Absent)
		,	Document 1.4.2 is: Adopted
1.4.3	Accounting Procedure- Bookkeeper		
	MOTION to adopt Document 1.4.3 CPA		General Conditions
	Motion: TB	Second: KK	
	TB_Y_JFGGKK_Y_BS_Y_(Y-YES	, N-NO, A-Abstai	
			Document 1.4.3 is: Adopted
			with numbering
			cleaning/correcting numbering
1.4.4	Procurement and Purchasing Policy		
	MOTION to adopt Document 1.4.4 Procurement and Purchasing Policy		
	Motion: TB	Second: KK	<u> </u>
	TB_Y_JFGGKK_Y_BS_Y_(Y-YES		n. /-Absent)
		,,	Document 1.4.4 is: Adopted as
			marked up during discussion
2.1	CPAD Airport Rules and Regulations		
	MOTION to adopt Document 2.1 CPAD	•	d Regulations
	Motion:	Second:	



TB__JF_-_GG_-_KK__BS__(Y-YES, N-NO, A-Abstain, /-Absent) During discussion: Questions regarding 3.4.1 Engine start and taxi; Burl to follow-up. Included airport boundary discussion. Decided to defer approve until questions are resolved.

Document 2.1 is: **Deferred**

2.7.1 Policy on Use of Tools and Equipment MOTION to adopt Document 2.7.1 Policy on Use of Tools and Equipment Motion: BS Second: TB TB_Y_JF_-_GG_-_KK_Y_BS_Y_(Y-YES, N-NO, A-Abstain, /-Absent) Document 2.7.1 is: Adopted as marked up during discussion

2.13.2 CPAD Requirements for Volunteer Work MOTION to adopt Document 2.13.2 CPAD Requirements for Volunteer Work Motion: KK Second: BS TB_Y_JF_-_GG_-_KK_Y_BS_Y_(Y-YES, N-NO, A-Abstain, /-Absent) Document 2.13.2 is: Adopted as

marked up during discussion

F2.13.2-1 CPAD Pre-Task Checklist

MOTION to adopt Document F2.13.2-1 CPAD Pre-Task Checklist Motion: TB Second: BS TB_Y_JF_-_GG_-_KK_Y_BS_Y_(Y-YES, N-NO, A-Abstain, /-Absent) Document F2.13.2-1 is: Adopted

F2.13.2-2 CPAD Volunteer Waiver

MOTION to adopt Document F2.13.2-2 CPAD Volunteer Waiver Motion: TB Second: BS TB_Y_JF_-_GG_-_KK_Y_BS_Y_(Y-YES, N-NO, A-Abstain, /-Absent) Decument 52,12,2,2 in Adopted

Document F2.13.2-2 is: Adopted

2.13.3 Volunteer Activity Tracking

MOTION to adopt Document 2.13.3 Volunteer Activity Tracking Motion: Second:

TB___JF_-_GG_-_KKY_BS___(Y-YES, N-NO, A-Abstain, /-Absent) Due to meeting running long, decided to defer review/approval until another Board meeting.

Document 2.13.3 is: Deferred

F2.13.3 Volunteer Activities Spreadsheet MOTION to adopt Document F2.13.3 Volunteer Activities Spreadsheet Motion: Second: TB__JF_-_GG_-_KK__BS__ (Y-YES, N-NO, A-Abstain, /-Absent) Due to meeting running long, decided to defer review/approval until another Board meeting.



Document F3.13.3 is: Deferred

2.3 CPAD Gate Access Control Policy MOTION to adopt Document 2.3 CPAD Gate Access Control Policy Motion: Second: TB_Y_JF_-_GG_-_KK_Y_BS_Y_(Y-YES, N-NO, A-Abstain, /-Absent) Due to meeting running long, decided to defer review/approval until another Board meeting.

Document 1.13 is: Deferred

3. MOTION to adopt Resolution 20-07 approving revised CPAD documents.

Motion: Second:

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

Resolution 20-07 was <u>approved only for the documents adopted at this meeting</u>. Deferred documents will reviewed/approved at a later date, most likely in another Special Board Meeting due to the length of the documents and anticipated discussions.

6) ADJOURNMENT – Adjourned at 9:05PM

NEXT REGULAR MEETING: September 28, 2020