



CPAD BOARD REGULAR MONTHLY MEETING – February 22, 2021
MINUTES

**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 7:00 PM

TB_P__JR_P__GG_P__KK_P__BS_P__ (P-Present, A-Absent)

11 Public attended

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for February 22, 2021 Regular Meeting of the Board of Directors

Motion: KK Second: TB

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

*Agenda adopted with addition of motion for adoption of minutes from February 15, 2021
Special Board Meeting*

4. ADOPTION OF MINUTES

MOTION to adopt Minutes from January 25, 2021 Regular Meeting

Motion: KK Second: TB

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

*Motion approved with: 1) Under item 10, New Business; for purposes of updating signatures
at bank, explicitly say that Joe Fuller is no-longer a signer, 2) Correct the name of the voted in
board Secretary from Knud Kirkegaard to Terry Bohlen (copy and paste error). Under item 10
c), Review use of CARES funds, added discussion and result of motion.*

MOTION to adopt Minutes from February 15, 2021 Special Meeting



Motion: TB Second: BS

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

Motion approved with no changes to minutes

5. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Kirkegaard

Director Kirkegaard discussed financial data;

Assessment district (for street bond for resurfacing): Big payment due in September of about \$72,000 to \$75,000. March payment just interest.

Profit and Loss Statement: CPAD was paid about \$1,700 for administration of bond, and assessed an administration fee of \$1,000. Income: Expecting \$10,000 from Caltrans in June. Next year's Caltrans funds unlikely.

District Balance: General account has about \$158,000, of which about \$70,000 will go to assessment. CARES money in general account. Need to transfer about \$13,000 to street account. EPIC account receivable is about \$54,000. Does not reflect transfer of \$25,000 to general account.

Repair and Maintenance expense exceeding budget

In-kind donation from Dave Becker of about \$1,400 for clearing south area, next to Oxford.

b. AIRPORT MANAGER REPORT

Manager Cooksy

Report summarized by Manager Cooksy.

Tenant Status; full up, after some turn over.

Fuel: Whole sale prices up to pre COVID. Sales in January were up about 10 to 12% over last year. February so far down from last year by about 10 to 15%, mostly due to weather.

Airport History Project: Still working, going through documents, have request into county for documents. Next is to request documents from Caltrans. Interesting information coming out.

Operations: Night Operations back, lights work.

Additional Tie-Downs Near Office: Still working formal FAA 7460 determination for recovery of 3 to 4 tie downs.

Noise: RV airplane seen taking-off, accelerating down runway then doing a zoom climb, causing lots of noise close to the ground, in addition to safety concerns. Tenant, not resident airplane. Director Skaggs; Should consider action against pilot. Encouraged residents that know pilot, talk to the pilot.

Manager Cooksy suggested a voluntary curfew of night ops, from 10PM to TBD.

Demonstrate that we are good neighbors. Director Skaggs: Should be a Board Motion to add to policy.

Manager Cooksy reminded Board member to take the on-line mandatory training and send certificate to him.



Email and CPAD website are now .org

CARES Act: Cameron Park Airport is eligible for additional \$13,000. Application sent in early February.

- c. UPDATE ON PROCUREMENT AND CONTRACTS Skaggs/Cooksy
No contracts. Manager Cooksy: We continue to accumulate in-kind from CalFire work, about \$2,000.

- d. VOLUNTEER SERVICE REPORT Director Skaggs
February-125 hours

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.

Dan Kurywchak addressed schedule for this year's Cops & Rodders / Show & Shine. Usual schedule conflicts with other shows. Discussion on dates of airplane and car shows. Director Skaggs suggested putting topic on agenda for next board meeting for public review and input. Bret (from CHP) stated that they may not be able to do it earlier due to COVID, and has not reached out yet to the county for dates. Director Skaggs suggested sending schedule input to Dan. Dan will then send them to CHP.

Julie Bohlen: Julie Bohlen and Tina Robertson coordinating thank-you event for return of Night Ops. Working logistics for possible parade. Would be good for community spirit. Tina: Wanted to make sure to thank the volunteers. Director Skaggs noted that Measure P events were done outdoors, with consideration of guidelines. Event in next several weeks.

7. **OLD BUSINESS:**

- a. OBSTRUCTION MITIGATION EFFORTS | REGULAR UPDATE Director Skaggs
 - i. Night Operations have been restored, lights are enabled as of Feb 19, 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)
Director Skaggs noted that 10 to 15 trees are on list, sending out letters, trimming will continue. Noted that it took 10 to 11 years of neglect before Caltrans suspended night ops. Intent is to continue to spend money and get trees cut/trimmed.
 - iii. CalTrans inspection letter still indicates that we need to complete the marking of Boeing to meet FAA standards.



8. **NEW BUSINESS:**

- a) Update from the I&F Committee on minimum budget amount including underfunded activities

Director Skaggs: I&F Committee established reasonable operating, stay alive budget. Without Measure P, had to reduce operating budget by deleting improvement and enhancement projects. Above ground fuel system is priority due to risk of current system failing. Airport Layout Plan (ALP) required to go after FAA funding. Also discussed was need for airport and residential pavement assessments.

- b) Update from the I&F committee on status of income options

Request for legal services to determine what options are available for the district to assess fees. David Becker reported that he did look at what it would take for such a study. Complex issue, reference to propositions 218 and 226. RFP would be sent to 2 or 3 leading law firms. Estimated cost of study would be about \$50,000.

Summary from David Becker: Lots of options for special districts, details very complicated. Cost about \$80,000 to \$100,000. User Fees less complicated, linked to actual costs, based on best practices. David to send summary to Director Skaggs.

- c) Discussion of another new business proposed across Cameron Park Drive and Board response.

Manager Cooksy: New business proposed is the empty lot across Cameron Park Drive, near Alhambra Drive. Business is a drive through coffee shop 'Bean Barn'. Discussion that this is a straight forward response to the county and that these types of requests do not need to go to the board for approval as there is no direct impact to the airport. David Becker suggested that the Board authorize a "Level 1" response where the airport manager can prepare the response (based on previous responses for proposed businesses at the last board meeting).

MOTION to authorize the airport manager to prepare Level 1 responses to county for proposed businesses within the airport area of influence.

Motion: BS Second: TB

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

Motion approved

- d) **MOTION** to initiate RFQ and set aside funding for the following activities:

A. Above ground fuel System validation of layout, preliminary engineering and project estimate \$5,000

Discussion: Director Bohlen asked is funding was available. Yes, up to \$5,000. Noted that the expenditure requires a separate board action.



Motion: TB Second: BS

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

Motion adopted without changes

B. Airport Layout Plan- initiate discussion on process to move forward with grant request for upgrading ALP \$5,000

After discussion, this Motion was tabled.

Motion: Second:

TB__ JR__ GG__ KK__ BS__ (Y-YES, N-NO, A-Abstain, /-Absent)

Motion tabled

C. Pavement Condition assessment for streets by conducting an onsite survey of streets and gutters and provide recommendations, schedule and estimates for maintenance \$10,000.

After discussion, this Motion was tabled.

Motion: Second:

TB__ JR__ GG__ KK__ BS__ (Y-YES, N-NO, A-Abstain, /-Absent)

Motion tabled

D. Pavement Condition assessment for runway, taxiway and tie down areas by conducting an onsite survey and provide recommendations, schedule and estimates for required maintenance. Outline process to submit grant applications for airport improvement funds. \$10,000.

After discussion, this Motion was tabled.

Motion: Second:

TB__ JR__ GG__ KK__ BS__ (Y-YES, N-NO, A-Abstain, /-Absent)

Motion tabled

10. ADJOURNMENT

NEXT REGULAR MEETING: March 22, 2021

Adjourned at 8:45 PM