



## **Infrastructure and Financial Planning (I&F) MEETING Minutes - Final**

Thursday May 20, 2021, 4:00 P.M. open session

**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**

**Chair: Knud Kirkegaard,**

**Members: Kevin Cooksy, Burl Skaggs, Jim Bray**

- 1) **4:00PM Call to Order/roll call**  
KK\_P\_ KC\_P (joined around 4:10)\_ BS\_P\_ JB\_P (Joined around 4:15\_ (P-Present, A-Absent)

**Public Present\_ 4 \_**

- 2) **ADOPTION OF AGENDA: KK\_Y\_ KC\_A\_ BS\_Y\_ JB\_A\_ (Y=yes, N=no, X- ABSENT))**  
3) **ADOPTION OF 6 May 2021 MINUTES: KK\_Y\_ KC\_Y\_ BS\_Y\_ JB\_A\_ (Y=yes, N=no)**

- 4) **PUBLIC FORUM/PUBLIC COMMENT:** Only items that are within the jurisdiction of this committee 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.

*No comments*

- 5) **OLD BUSINESS:**

- a) Financial needs and plans for the district
- a. Continue review of short- and long-term budgets for operational expenses, capital improvements plans, streets
  - b. Review of numbers and priorities
  - c. Finalize recommended fees or taxes for airport operations, capital projects, streets
  - d. Discuss the approach to develop simple charts to convey info to Board, details in background unless asked. Needed by May 24 Regular Board meeting

*Airport income and operations numbers were refined and compared to actual number for the previous 3 fiscal years. Knud to improve and up level presentation for the board and public forum. Make it very clear what the additional funds needed for airport operations are. We do have the detailed data now for income and operations. It is estimated that in order to meet the CPAD policy requirement of 5-10% in contingency, fund currently unfunded, and fund underfunded projects airport operations will need additionally \$40,000 - \$50,000 annually. It was recommended to provide a funding range for each item that needs funding.*



*Burl prepared charts for needed airport and street funding that breaks down the cost for airport operations, crack seal, slurry seal, gutter replacement, street resurfacing. This clearly demonstrates the options the district has to decide on what the cost is for each option. There can be some flexibility in the maintenance schedule. The graphs and charts are well suited for presentation at the board meeting and a public meeting.*

*Presentation will be refined and hopefully the I&F committee will be comfortable presenting at the Board meeting May 24.*

- b) Update on CPA firm selection. Check if any new CPA company bids have emerged and proceed accordingly. Board plans to award to low bid CPA firm at May 17 Special meeting unless significant issue is raised. Accelerated time line due to departure of Airport Manager at the end of the month.

*No new bids were received. The board awarded the contract to the Accountancy Corporation Robert W. Johnson at the Special Board meeting on May 17. Board will need to ensure that someone is assigned to manage and assist with the audit process as the manager leaves.*

**7) NEW BUSINESS:**

- a) Thank Keith Uota for his service on the I&F Committee

*The I&F committee would like to thank Uota for his time and contributions to the I&F committee over the last year.*

- b) Discuss public forum to present recommended funding

*It was suggested that CPAD have quarterly update meetings. FOCA could provide monthly updates in different media formats to ensure everyone can access the information. Dan Kurywchak and Jim Bray will work on a proposal.*

*Dan said that a check for FOCA donations made as part of member renewal and social events will be made available for CPAD soon.*

**8) ADJOURNMENT at 5:13pm**

**NEXT MEETING: June 3, 2021 or TBD**