



CPAD BOARD REGULAR MONTHLY MEETING – March 28, 2022
AGENDA – APPROVED

IN-PERSON MEETING
IN GORDON'S HANGAR 3204 WESTERN DRIVE

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

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

DS____ GG____ KK____ JR____ TB____ (P-Present, A-Absent)

2. PLEDGE OF ALLEGIENCE

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for March 28, 2022 Regular Meeting of the Board of Directors

Motion: **Second:**

DS____ GG____ KK____ JR____ TB____ (Y-YES, N-NO, A-Abstain, /-Absent)

4. ADOPTION OF MINUTES

MOTION to adopt Minutes from February 28, 2022 Regular Meeting of the Board of Directors

Motion: **Second:**

DS____ GG____ KK____ JR____ TB____ (Y-YES, N-NO, A-Abstain, /-Absent)

MOTION to adopt Minutes from March 07, 2022 Special Meeting of the Board of Directors

Motion: **Second:**

DS____ GG____ KK____ JR____ TB____ (Y-YES, N-NO, A-Abstain, /-Absent)

5. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Kirkegaard

b. AIRPORT MANAGER REPORT

Manager Coutches

Hanger Door maintenance / repair status



- Fuel sales & delivery
- Fuel tank interior visual inspection
- Fuel hose replacement
- Other repairs
- Brush pile burning
- Airport sign installation
- Weed cutting

c. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

- Tanknology tank inspection -
- Signs at Airport

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in January -about 140 hours. Continued excellent support by resident volunteers!

Highlights: Managed burn pile burning, Repaired water leak by restroom, prepared and revised draft financial charts for public information meetings, Risk Management Ad-Hoc Committee Meetings, Fuel System Replacement Ad-Hoc Committee Meetings, Consultant Meeting, Board 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.

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

With formation of Lease Update Ad-Hoc Committee, will be evaluated and recommendation made to the Board

- b) Tenant Lease Update Ad-Hoc Committee Report Director Bohlen

Ad-Hoc Committee formed with charter to evaluate and recommend to the Board updates to hangar and tie-down leases and fees. Director Robertson is leading. First meeting is anticipated within two weeks



- b) Fuel System Replacement Ad-Hoc Committee Report Director Bohlen
 Second meeting held March 17. Discussed tank interior visual inspection
- d) Risk Management Ad-Hoc Committee (formally called the Liability study of airport surface operations Ad-Hoc Committee Report) Director Shariff
- e) Status and scheduling of public meeting on District financial status and forecast and measure. Director Bohlen
- g) Update from Dave Becker on street jurisdiction process. David Becker
- h) Audit status Director Kirkegaard
- j) Obstruction Mitigation Update Director Bohlen
- k) Minimum letter size for painting TAXI on each end of Boeing, status- Director Bohlen
 On hold until discussed with Caltrans. Meeting TBD.

8. NEW BUSINESS:

- a) Cameron Park Summer Spectacular – Presentation by
 André Pichly, M.S., CPRP
 General Manager
 Cameron Park Community Services District

b) Public Notice of Resolutions – CPAD is considering preparation of ballot measures for the November 2022 General Election. Such ballot measures will determine whether District property owners wish to adjust special tax to sustain the airport and streets. A draft Notice, required by local government rules, has been prepared by the Infrastructure and Finance Committee and is submitted to the CPAD Board of Directors for review and approval. If approved, the notice will be mailed to District property owners.

MOTION to approve “Notice of CPAD Board Seeking Adjustment of Property Assessment Amount” for timely posting and distribution to District property owners

Discussion

Motion: **Second:**

DS _____ GG _____ KK _____ JR _____ TB _____ (Y-YES, N-NO, A-Abstain, /-Absent)

- b) Risk Management Update - User fees, Indemnification, and Security for East Side Owners

MOTION to Authorize Risk Management Committee to commence negotiations regarding user fees, security, and insurance.

Discussion



Motion: **Second:**

DS_____ GG_____ KK_____ JR_____ TB_____ (Y-YES, N-NO, A-Abstain, /-Absent)

c) Proposal to revise CPAD Policy 1.4.1 Accounting Procedure Budget to include capitalization policy.

Note: This proposed revision is in response to audit question about our capitalization policy.

MOTION to approve revision to CPAD Policy 1.4.1

Motion: **Second:**

DS_____ GG_____ KK_____ JR_____ TB_____ (Y-YES, N-NO, A-Abstain, /-Absent)

d) Proposal to revise CPAD Policy 1.5 CPAD Personnel Policies for Employees.

Note: This proposed revision updates the vacation policy to be consistent with employment agreements

MOTION to approve revisions to CPAD Policy 1.5

Motion: **Second:**

DS_____ GG_____ KK_____ JR_____ TB_____ (Y-YES, N-NO, A-Abstain, /-Absent)

8. ADJOURNMENT NEXT REGULAR MEETING:

April 25, 2022