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**CPAD BOARD REGULAR MONTHLY MEETING – August 22, 2022**  
**Minutes – 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** **Called to Order: 7:00** **Public Present: 16**

DS    P    GG    P    KK    P    JR    P    TB    P    (P-Present, A-Absent)

**2. PLEDGE OF ALLEGIENCE TB**

**3. ADOPTION OF AGENDA**

**MOTION** to adopt Agenda for the August 22, 2022 Regular Meeting of the Board of Directors

**Motion: TB** **Second: GG**

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 the July 25, 2022 Regular Meeting of the Board of Directors

**Motion: TB** **Second: DS**

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

July 2022 financial reports **presented. No questions.**



b. AIRPORT MANAGER REPORT

Manager Coutches

Cal Trans Aero Inspection Report

- Frangible posts for airport signs needed
- Trees on approach for R13 need to be trimmed
- Crack on North Taxiway loop needs to be filled
- Taxi painting on Boeing Rd. needs to conform to FAA Advisory Circular 150/5340-1M, *Standards for Airport Markings*, Chapter 5, section 5.15 *Interim Surface Marking for Taxiways Mistaken as Runways*
  - “In practice “TAXI” extends across the entire pavement including any paved shoulder as shown in the figures. The color is yellow with a 12 inch (30.5 cm) wide black border along the sides of each letter and a 4-foot (1.2-m) black border on the tops and bottoms of the letters.”
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❓ **TAXIWAY PAINTING IS TABLES UNTIL FURTHER NOTICE**

QT-Pod Fuel Point of Sale Installation

- **Installed Wednesday, August 17<sup>th</sup> over a 12-hour period. System is working well, and all the previous month’s data was downloaded.**

Hangar and Tie-down status

- **Waitlist Clarification. Reviewing the waiting list for hangar confirmation. If there is a desire for an independent wait list audit, I encourage.**

Fuel Sales

- **As of Friday 8/19/2022, Sold 2881 gallons. Down 8% compared to last year . BEGINNING NEXT MONTH, THE AIRPORT MANAGER WILL REPORT THE GRAND TOTAL FOR THE PREVIOUS MONTHS SALES**

c. **Grass/weed cutting**

- Big thank-you to resident volunteers who mowed the airport!
  - Rented tractor and used flail mower
- Volunteer day coming up. Waiting for cooler day.

Solar Panel reviews

- 8 hours a week review of Solar Projects from the county. Referring to FAA standards for Solar Panels and sending them to [Solar Glare and Flux Analysis Tools – Sandia National Laboratories](#) [Solar Glare and Flux Analysis Tools – Sandia National Laboratories](#)

Airpark Self-Storage Project

- Rumors of RV parking residents having to move so the owners can break ground in a couple of months. Calling Bianca Dinkler at El Dorado County Planning Department
- **APPEARS TO BE A PREMATURE RUMOR. CAN’T BE VERIFIED.**

1010 Camerado Dr. Suite 101 Dish Network Tower Project

- Owners want to install a 35ft Dish Network tower on their roof. Drafting a response so they comply with FAA Part 77

d. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

Contract with MSI FUEL MANAGEMENT, INC, Vacaville, CA for purchase, installation and set-up of a new QT-Pod MS 4000 Point of Sale (POS) system.

**PROJECT INTALLED AND INVOICED. JUST NEED TO CUT CHECK.**



e. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in July -about 60 hours. Continued excellent support by resident volunteers!

Highlights: Airport mowing and trimming, newsletter preparation, Board Meeting preparation, Lease AHC, fuel sales financial reporting.

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.

**\*Jon Gibson briefed a document that was presented to the board from business owners in the CPAD jurisdiction.**

**Expressed support for the upcoming Prop J**

**Objected to a letter that was sent Main Air and other businesses.**

**Requested removal of person blocking Foothill Flight Center Lease and recusal of board member in a relationship with that person.**

**Request letters from businesses be entered into the public record. Approved by Director Bohlen**

**\*Phil Albee recommended CPAD puts the recently inspected fuel tanks on a maintenance plan to hopefully reduce insurance rates.**

**\*Alex Erdman from Foothill Flight Center requested the presentation of the Flight School Lease proposal publicly. He also requested Diane be recused from Flight Center Proposal votes due to her relationship with Jim Edixon and potential conflict of interest. Director Robertson stated he would have a counterproposal of the Flight Center proposal before the next board meeting.**

**7. OLD BUSINESS:**

- a) Fuel System Replacement Ad-Hoc Committee Report Director Bohlen  
**No meeting since last meeting on July 12. With retiring risk of Fuel Master POS failure, with purchase of QT-Pod. Fuel Ad-Hoc Committee work is completed, at least for now.**

- b) Risk Management Ad-Hoc Committee Director Shariff  
Status report

- Committee has had 2 meetings. Discussed Gate Card Reader (x2) and Tie Down Area lighting.
- Numerous public comments and discussion regarding the letter Dave Becker sent to Business Owners. Perceived misunderstanding of whether the letter was open for discussion or CPAD policy.

- c) Infrastructure and Finance Committee Report Director Kirkegaard  
**Last meeting was held July 21 to develop the recommended District budget for fiscal year 2022/23. To be reviewed/approved by the Board at the Regular Board Meeting on August 22**

- d) Tenant Lease Ad-Hoc Committee Director Robertson



Met on 8/15 to discuss Foothill's lease proposal. Will be meeting again to discuss changes before making a board recommendation.

e) Obstruction Mitigation Update Director Bohlen  
**No update**

f) OLD BUSINESS ON HOLD

1. **Update on street jurisdiction process.** **David**  
**Becker On hold until Fall 2022.**

2. **Minimum letter size for painting TAXI on each end of Boeing, status-** **Director Bohlen**  
**Caltrans referred CPAD to FAA AC for guidance. Plan in work.**

g) OPEN BOARD SEATS ELECTION STATUS Director Bohlen

**Three open Board positions for November 2022 General Election. Candidate filing deadline was August 12 with El Dorado County Elections Office by August 12. The qualifications of a nominee and of an elective officer of the district are: Registered Voter within the District**

**Three Full Terms to be elected will Expire 12/02/2022**  
**(Incumbents) Knud Kirkegaard and Glenn Gordon (Appointed incumbent) Diane Shariff**

**Three candidates filed: Diane Shariff, Greg Wright, and Mark Eagar**

**Thank-you!**

h) Airport Pickup Truck Donation – Ready Director Bohlen

First offered by Jason Rieger at the April 26, 2021 Regular Board Meeting. Vehicle is a 1988 GMC 2500 Pickup. Official donation and handover is TBD. Registration pending. For District Use only.

**8. NEW BUSINESS:**

a) **MOTION** to adopt Resolution 22-06 approving the budget for FY 2022/2023 - Director Kirkegaard  
 Discussion: No questions from board.

**Motion: KK            Second: DS**

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

b) Planned Ad-Hoc Committees Director Bohlen  
 Proposed by Director Bohlen to initiate in the next several months. Announcements requesting members coming soon.

1. Street Pavement AHC

Purpose: 1) Evaluate residential street condition and maintenance options, including slurry Seal, 2) Develop recommendation(s) for near term maintenance, including costs.



2. Airport Equipment Maintenance Planning AHC

Purpose: 1) Develop list of equipment that need regular maintenance, 2) Develop plan and schedule, for maintenance, 3) develop tracking and reporting process.

3. Infrastructure Maintenance – Restricted Accounts Policy and Procedure AHC

Purpose: 1) Draft CPAD Policy on how funds shall be handled and reported for infrastructure maintenance, possibly including procedures and notification of intent to withdraw funds, information meetings, etc. 2) Draft policy for recommendation to the CPAD Board.

**9. NEXT REGULAR MEETING: September 26, 2022**

**10. ADJOURNMENT Time: 9:13**