



**CPAD BOARD REGULAR MONTHLY MEETING – OCTOBER 28, 2024  
MINUTES –DRAFT  
IN-PERSON MEETING  
IN ROBERTSON’S HANGAR - 3188 BONANZA DRIVE**

**Directors: Chris Cockrell, Greg Wright, Mark Eagar, Jeff Robertson, and Terry Bohlen**

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

**CC A GW P ME P JR P TB P (P-Present, A-Absent)**

**Public Present: 2**

**2. PLEDGE OF ALLEGIANCE: TB**

**3. ADOPTION OF AGENDA**

**MOTION** to adopt Agenda for the October 28, 2024 Regular Meeting of the Board of Directors

**Motion: JR Second: TB**

**CC / GW Y ME Y JR Y TB Y (Y-YES, N-NO, A-Abstain, /-Absent)**

**4. ADOPTION OF MINUTES**

a) **MOTION** to adopt Minutes from the September 23, 2024 Regular Meeting of the Board of Directors

**Motion: TB Second: ME**

**CC / GW Y ME Y JR Y TB Y (Y-YES, N-NO, A-Abstain, /-Absent)**



## 5. COMMITTEE REPORTS:

### a. FINANCE REPORT

Director Cockrell

September 2024 financial report **Director Cockrell Absent No update**

### b. AIRPORT MANAGER REPORT

Manager Coutches

- Fuel Sales: September 2024 sales 5,826 gals. Up about 43% compared to September 2023. Mostly good flying weather, comparatively low price, and no fuel available in Placerville 9/10 - 11/10.
  - - September was about 38% above normal compared to historical data. Average for September 2012 to 2024 is 4,219 gals.
  - - The best sales in September since we started to track monthly data is this September 2024: 5,826 gals.
  - October Fuel delivery on 10/2. The new fuel price is \$5.75.
- Attended Association of California Airports Conference: Discussed later in the meeting.
- Contacted Cal Trans regarding the AWOS upgrade and they are looking to find the exemption in their files for the location since it is currently not in an authorized zone but construction was still approved.
- Airport Lights: PG&E power outages have caused the light system to malfunction. Our current UPS was not able to maintain the system. Director Bohlen and Eagar replaced the batteries on 10/25 but a UPS with a longer power supply is recommended.
- Mowing Plan: Fire Department still states it is fire season, so mowing is not recommended until we have more rain to saturate the ground. More rain is in the forecast for this week.
- Work Parties: Coordinating with Director Eagar to weed the Tie-Down area and mowing once the weather cooperates.
- Props, Cops & Rodders report: I am still waiting on FOCA for the final dollar amount, but we had a large presence of cars and with 7 outside aircraft arriving to be in the show. We also had a good showing of residential aircraft. For next year, I recommend aircraft be position at the north and south gates the night before if they are leaving the day of the event because vendors and show cars were positioning themselves around 5am.

### c. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

N/A



d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in September: about 81 hours. Continued excellent support by resident volunteers!

Highlights: Board Meeting preparation, fuel sales, financial reporting, ACA Conference and meetings, Meet the Candidates

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.

- **John Cook recommended looking into solar options for lighting, radio, etc backup power supply.**

7. **OLD BUSINESS:**

a) Airport Layout Plan

Manager Coutches

- Status: Exhibit A is completed but we are waiting for a meeting with FAA compliance officers before we can begin the full ALP.

b) Obstruction Mitigation Update

Director Bohlen

- Status – No changed. Identification of trees in process.

c) Maintenance

Director Eagar

- Status and Work Parties.
- UPS Battery replacement on 10/25.
- **Director Eagar and Manager Coutches will set up a field mowing party after first couple of rainy days. Added it's time for application of pre-emergent .**

d) CPAD Policy Updates

Director Bohlen

- Status

8. **NEW BUSINESS:**

Manager Coutches & Director Bohlen

a) Association of California Airport (ACA) Conference report:

- a. Workshops for leasing agreements and requiring insurance for contractors on the field.
- b. More information about requirements for federal and state funding which will be useful when we are proposing plans after our ALP is completed.



- c. Meeting with FAA about our Exhibit A. The Exhibit A is up to standards for their requirements. However, we are still not within compliance according to our airport classification, Part 77 obstacles, and basic rights and powers restricted to only residents deciding if they want to close the airport. I have repeatedly asked for the follow up meeting with their compliance officers but the meeting has not been scheduled.
  - i. Caltrans states the airport is classified as a type A airport in our 5010 form which is smaller than what the FAA has in their files so this will be brought up during our compliance meeting.

b) CPAD Procurement and Purchasing Policy (1.4.1) Review

**Discussion:** Review policy, discuss possible revisions. If revisions are desired, Board would review and approve at a later regular Board Meeting

c) **Transition to New Elected Board Members Review** - Transition Plan Discussion:

At the November 25 Regular Board Meeting, to avoid a board quorum gap between the expiration of terms for three directors on December 6, until the regular board meeting on January 27, 2025, swearing in of the new board members, [will be at the regular board meeting on November 25. \(As was done in 2022\) Procedurally, County Elections, Kim Smith, is notified and she sends the 'Certificates of Election and Oath of Office' dated November 25, 2024 to CPAD. At the November meeting, Director Bohlen, as President, will administer the Oath of Office to the new board members, followed by hand over of the gavel to the Vice President, Director Eagar.](#) Director Eagar will act as president until the January board meeting.

With the swearing in, the elected board members are directors, and Director's Robertson and Bohlen terms on the board ends.

At the Regular January Board Meeting on January 27, 2025, per CPAD Policy 1.2.3.1 Board Position Elections, the Board President, Vice president, Treasurer and Secretary are elected or reelected to office. The election is always the first item of business on the agenda before New Business. Director Eagar as Vice President will chair the meeting. The newly elected officers assume their roles immediately.

Election of an officer requires a majority vote of the Board just like a normal motion. Nominations or volunteers may be accepted by the chair in an informal fashion, but a specific motion must be made and voted upon to finalize the decision of the Board for each position. No one Board member may hold more than one position.

**Discussion:** Due to the certification of the election not being accomplished until after the November 25 board meeting, the swearing in process of the new board members as highlighted in blue above, can't take place. The board recommends having a special board meeting on December 6 to accomplish the swearing in. A formal motion to have this special session will be voted on at the November 25 regular board meeting.



**9. NEXT REGULAR MEETING:** November 25, 2024

**10. ADJOURNMENT 8:25**