

Accomplishments CPAD 2025

1. New board installed and board positions agreed to (January board meeting)
2. Interviewed for and hired new interim airport manager (February).
3. Hired new district manager and made permanent airport operations manager position
4. Hired new bookkeeper and moved finances to online quicken for more visibility into income and expenditures, reducing bookkeeping costs
5. Passed 2 financial audits
6. Performed multiple repairs on fuel system – filters, dispenser, fuel readout, downtube seals
7. Upgraded AWOS and AWOS computer with CPAF grant and FOCA donations
8. AWOS now on FAA website
9. FAA weather cameras back on FAA website
10. Migrated the airport computer files to the Microsoft cloud for improved access, backup and security.
11. Installed remote power control in light shed for cycling lights when needed.
12. Repaired weed sprayer and sprayed airport boundaries, taxiway and runway edges.
13. Replaced airport signs with FAA compliant ones
14. Cleaned out drainage ditches to stop storm runoff from washing gravel onto runway and runup areas
15. Repaired broken asphalt south of fuel pumps
16. Mowed, sprayed, weeded, cleaned throughout the year to maintain airport
 - a. Multiple work days and many volunteer hours
17. Arranged for ~10 work days with Growlersberg fire work crews – cleaned creek and along ditches of vegetation, cut trees along fence and in creek, chipped many trees.
18. Coordinated and supported community events including summer spectacular, props cops and rodders, and hayward air races fly over.
19. Repaired berm by transient parking and tie downs with help from community
20. Accessibility contract purchased for CPAD website to assure compliance with new laws
 - a. Should address archived documents accessibility
21. Rented all hangars and tie downs, including light repairs in hangars
22. Purchased walk behind weed eaters for clearing weeds around lights and ditches
23. Evaluated FOD control systems and selected tow behind fod pickup for purchase
24. Maintained compliance with government inspections, information requests, audits, etc.

Accomplishments detail - Treasurer

New hiring strategy eliminated airport operations management risk identified in Grand Jury report from May 2015. Staffing model ensures continuity for both operations and fiscal management.

Migration to Quickbooks online:

- 1) increased speed and efficiency of invoicing and collections.
- 2) reduced total cost of bookkeeping and financial reporting.
- 3) eliminated external ownership and risk of manual, cumbersome bookkeeping processes.
- 4) after extensive search, hired a bookkeeper qualified and experienced in Quickbooks online.
- 5) increased financial management visibility and related reporting needs with roll based access to QB.
- 6) established policy for reporting and management of Special Tax.
- 7) updated and documented full spectrum of accounting and reporting policies and procedures