



**CPAD BOARD REGULAR MONTHLY MEETING – OCTOBER 23, 2023
MINUTES – PENDING
IN-PERSON MEETING
IN ROBERTSON’S HANGAR - 3188 BONAZA DRIVE**

Directors: Diane Shariff, Greg Wright, Mark Eagar, Jeff Robertson, and Terry Bohlen

1. 7:02 PM Call to Order/Roll Call

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

Public Present: 8

2. PLEDGE OF ALLEGIANCE : Mark Eagar

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for the October 23, 2023 Regular Meeting of the Board of Directors

Motion: ME Second: JR

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

4. ADOPTION OF MINUTES

a) **MOTION** to adopt Minutes from the September 25, 2023 Regular Meeting of the Board of Directors

Motion: ME Second: GW

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

b) **MOTION** to adopt Minutes from the October 17, 2023 Special Meeting of the Board of Directors

Motion: ME Second: GW

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

5. COMMITTEE REPORTS:

- FINANCE REPORT Manager Coutches
September 2023 financial report. No issues

- AIRPORT MANAGER REPORT Manager Coutches
 - Fuel Sales: 6055 gallons, up 68% compared to Sept. 2022. Cooler temperatures this year.
 - Props, Cops, & Rodders: Rained out but was still successful.
 - Tri-annual AWOS Inspection: Passed, will need to replace some parts next visit.



- Much of this month was dedicated to ALP, Tractor, and Self-Storage project.
 - ALP: Met with Brandley and volunteer Chris Silva over Zoom. They stated that we should start with an Exhibit A in order to then pursue funding for the ALP from the FAA. Need to create meets and bounds of airport using formation documents.
 - Tractor: Went to John Deere and Massey Ferguson dealerships with Director Eagar and Phil Albee. Have the quotes for discussion later.
 - Self-storage project: Meetings with Supervisor Gerorge Turnboo, Chief of Staff Mark Treat, and El Dorado Transportation Commission Woody Deloria about self-storage project. Search for precedence and authority of Special District in formation documents. Drafted and delivered letter to County Counsel David Livingston.

• UPDATE ON PROCUREMENT AND CONTRACTS Manager Coutches

- Tractor procurement: In Progress to be briefed by Director Eagar.

• VOLUNTEER SERVICE REPORT Director Bohlen

Since the last Board Meeting in August and September no hour report has been produced. Continued excellent support by resident volunteers!

Highlights: Mowing, and other mowing/trimming machines, Board Meeting preparation, 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.

- Russ Morris inquired on the status of the self storage project

- Don Knights voiced concerns over self storage project and recommended a board member request a stop work order by a judge. Director Eagar provided input from AOPA saying non board would have a better chance

- Phil Albee inquired on status of T-hangar letter and use fee collection. Manager Coutches provided current status.

7. OLD BUSINESS:

a) Self-Storage Project Director Eagar

- Status: County Counsel has approved the continuation of Self-Storage project. Also states that the time for appeal has already passed. The Board is looking into legal options regarding special districts laws.



*Recommendation from public that someone start going to county planning meetings so we don't get blindsided in the future.

*Recommend getting a specialized attorney covering Special Districts and Real Estate for an opinion on whether CPAD has a case or if its too late.

- c) Airport Layout Plan Manager Coutches
 - Status:
 - RTTF Plan: Waiting on Director Bohlen's final draft before sending to the FAA.
 - Airport Diagram: No current FAA Diagram, can be created by Brandley. Foreflight diagram has been updated to remove streets.
 - Exhibit A: Working with volunteer Chris Silva. Have original documents for boundaries and formation of district. Will schedule meeting with Brandley to see if they require more information before asking for a bid to create Exhibit A.

- b) Obstruction Mitigation Update Director Bohlen
 - Status – Identification of trees in process. **NO UPDATE**

- c) T-Hangars airport access Fee & Payment Plan Manager Coutches
 - Status: Letters finalized and received list of T-hangar resident's contact information. Letter's have been sent out.

- d) Maintenance Director Eagar
 - Status and Work Parties **NO CHANGES**

- e) Street Maintenance Director Wright
 - Bid Status
 - Waiting on 3rd bid from VeerKamp
 - May move forward with only two bids since they were very similar in price and process.
 - **ADD to Agenda for November meeting.**

- e) CPAD Poilicy Updates Director Bohlen
 - No update



8. NEW BUSINESS:

a) Open Board position

Director Shariff resigning effective October 31

Seeking candidates to appoint to fill position until the 2024 General Election. Interested persons can contact Director Bohlen and/or Manager Coutches.

Filling this vacancy is per CPAD Policy 1.2.3, shown below.

CPAD Policy 1.2.3 Filling Vacancy

1. When a vacancy is created on the Board of Directors such vacancy shall be filled by appointment of the Board as set forth herein. If the next District general election is less than 130 days after the effective date of the vacancy, the person so appointed shall hold office for the balance of the term of the person who had vacated said office. Otherwise, if the vacancy occurs during the first half of the term, the person so appointed will serve the remainder of the first half of the term. The second half will be filled by District general election.
2. Notice of the vacancy shall be posted in at least three conspicuous places within the District at least 30 days prior to the appointment. The Board shall make the appointment within 60 days after the creation of the vacancy at a regularly or specially noticed public meeting.
3. Applicants are required to have a written application delivered to the Airport Manager no later than close of business 14 days prior to the Board meeting date. The application shall contain the following information: name, educational background, business or work experience, previous elected or appointed office or public service or volunteer history and a statement as to why the applicant desires appointment and what the applicant feels that he/she can contribute to the Board's administration of the District. No applications will be accepted after the deadline date nor will applications be accepted from the floor at the meeting.

***Set December 4, 2023 as deadline for applications.**

***Call special Board meeting on Dec 18 to vote on applicants for board appointment.**

b) Selection of Auditor

Manager Coutches

Discussion: Comparison of bids

Reference CPAD Policy 1.4.4 (e)

Motion to contract with TBD to conduct FY2022/2023 Audit

Motion: ME Second: JR

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



C) **Mower Request: Proposal to purchase sub-compct/compact tractorfor mowing**

Director Eagar

Discussion: Proposal to purchase sub-compact/compact tractor with rotary cutter

Motion to approve purchase of Mower (Massey Ferguson 1825E with rotary mower attachment.)

CPAD Policy 1.4.4 under OVERVIEW OF THE PURCHASING PROCESS

“A Capital Project/Purchase request form must be filled out and approved by the Board during a Public Board Meeting for funding authorization of any items not stated in the budget.”

CPAD Policy 1.4.4 (d) requires Board approval.

Discussion:

*Director Eagar presented a comparison of several tractor/mower combinations . Based on analysis, he recommended purchase of a **Massey Ferguson 1825E with rotary mower attachment.***

Motion: GW Second: JR

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

9. **NEXT REGULAR MEETING:** November 27, 2023

10. **ADJOURNMENT 8:45**