



## Infrastructure and Financial Planning (I&F) MEETING Minutes

Thursday February 4, 2021, 4:00 P.M. open session

**FACE TO FACE MEETINGS ARE SUSPENDED UNTIL FURTHER NOTICE DUE TO COVID 19**  
**MEETING TO BE REMOTELY BROADCAST**  
**PHONE AND/OR VIDEO PHONE COORDINATES TO FOLLOW**

**Chair:** Knud Kirkegaard,

**Members:** Kevin Cooksy, Burl Skaggs, Keith Uota, Jim Bray

**1) 4:00PM Call to Order/roll call**

KK\_P\_ KC\_P\_ BS\_P\_ KU\_P (Joined a few minutes after 4pm) \_ JB\_P\_ (P-Present, A-Absent)

**Public Present\_8\_**

**2) ADOPTION OF AGENDA:** KK\_Y\_ KC\_Y\_ BS\_Y\_ KU\_A\_ JB\_Y\_ (Y=yes, N=no, - ABSENT))

**3) ADOPTION OF 21 JANUARY 2021 MINUTES:** KK\_Y\_ KC\_Y\_ BS\_Y\_ KU\_Y\_ JB\_Y\_ (Y=yes, N=no)

**4) PUBLIC FORUM/PUBLIC COMMENT:** Only items that are within the jurisdiction of this committee 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.

*No comments,*

**5) OLD BUSINESS:**

a) Minimum required budget

*Knud presented a budget update intended to show the minimum funds needed to just operate the airport. The deficit shown is the amount CPAD will need to raise in order to keep the airport open and operating with a balanced budget in the fiscal year 2020/2021. The budget includes funds for engineering services (RFQ) for a new fuel system but no new projects or infrastructure improvements are funded.*

*The budget proposal is to be updated with all critical unfunded and underfunded items and then reviewed at the next I&F meeting before submitting to the board.*

*It was suggested that a budget should include proposals/engineering for runway, taxiway, and apron maintenance. Long lead time on grants for slurry seal for example.*

*Keith suggested doing the budget exercise for the following years so the board doesn't have to go through the same exercise every year. Should include funding for seeking a grant for Airport Layout Plan (ALP). ALP will be required to secure FAA grants.*



*Residential street funds should include a budget for maintenance activities including crack sealing and slurry coating as part of the minimum budget.*

b) Request for Quote for Professional Engineering Services AST  
*Burl and Knud will continue to refine the RFQ for engineering of the AST fuel system. Still need feedback from El Dorado County building services and the local fire department for setback requirements. Scaled sketch has been made of the area around the existing tanks for suggesting possible layout plans. Project parameters to be reviewed at next I&F meeting and an amount to be budgeted for the RFQ to be presented to the Board for approval at the next meeting.*

c) Income options next step  
*Next election the district can participate in without paying fees is the El Dorado County Consolidated District Election (UDELE) on 11/2/2021. Any measure must be submitted by 6/30/2021. According to the EDC election department a special election will cost the district about \$1,000.*

*The income options that are available to the board are:*

- *Special tax (measure)*
- *Fees approved by the board*
- *Special assessment*

**7) NEW BUSINESS:**

- a) Fee structure proposals.
- a. Operations
  - b. Streets
  - c. Projects: AST

*Burl presented three adopted CPAD resolutions (89-4, 04-3, 17-4) regarding extra aircraft fees that don't appear to ever have been implemented or enforced. The 17-4 resolution does include fees for aircraft on commercial properties. He also mentioned resolution 88-8 for the District to directly collect fees for operation and maintenance of the District.*

*The committee solicited input on going ahead with a fee proposal. A mechanism for collecting the fee will need to be put in place. The method for collection needs to be determined and any cost part of the fee. Review County requirements for incorporation into property tax bill or cost for third party fee collection. It should not be the manager's responsibility to collect fees due to the time and effort required.*

*I&F Committee to prepare a draft fee proposal for the board to consider. Next step is Board approving funding for current legal review of Board ability to assess fees directly.*

*Streets: Streets are very expensive to maintain or repair and scope is increasing. The white paper indicated that over \$250 per month per property would be required to catch up with suggested maintenance since the bond funded re surfacing, so another bond may be the only option.*



*Discussion of gutter repair. The Board will need to come up with a policy that addresses gutter repair and determination of hazardous conditions. It is estimated that the complete repair will run about \$1m for the District. The district has about \$30,000 as of now for street maintenance for the entire district. Simpler gutter repairs may be sufficient to avoid hazards and need to be included in the plan.*

*It was recommended that the Board consider funding to have a current condition assessment of the streets available to ensure data driven decisions can be made about street maintenance and resurfacing. This could be incorporated into the runway, taxiway and tie down pavement condition report required to start the grant application process. I&F to propose this approach at next Board meeting and request budget to move forward.*

**8) ADJOURNMENT at \_\_5:31pm\_\_**

**NEXT MEETING: February 18, 2021**