



Infrastructure and Financial Planning (I&F) MEETING MINUTES

Thursday, April 30, 2020, 3:00 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: Terry Bohlen, Kevin Cooksy, Mark Harris, Burl Skaggs, Keith Uota

1) 3:00PM Call to Order/roll call

Called to Order at 3:03PM

KK_P_TB_P_KC_P_MH_P_BS_P_KU_P (P-Present, A-Absent)

Public Present__2__ (*Mike Bell and Sue Austin*)

- 2) ADOPTION OF AGENDA:** KK__Y_TB__Y_KC__Y_MH__Y_BS__Y_KU__Y (Y=yes, N=no, - ABSENT))
- *Mark Harris request an addition for the Committee to approve him representing CPAD in discussion with and IT vendor resulting from his working with Kevin. Burl commented that it was not required as Mark would not be making any commitments on behalf CPAD. Not added to agenda.*

- *Under New Business item a), changed to "Prepare invitation letter to be sent out"*
3) ADOPTION OF 23APR2020 MINUTES: KK__TB__KC__MH__BS__KU__ (Y=yes, N=no)
Noted that Becky Hooper was a Public attendee. Name added to minutes and adopted.

Burl noted that the FAA CARE Application was submitted and approved by the FAA. Amount is \$30,000. Not expecting any further actions or request at this time from the FAA for this funding. Recognized that Knud quickly prepared a 13-page application required a lot quick research by Burl and Kevin as many old existing airport documents were out of date or where not available.

- 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) Schedule review and updates if needed
- *No schedule updates*
 - *Invitation letter for information meeting to go out on Monday, May 4*
 - *Information Meeting start time proposed; 7:00PM*
- b) Finalize fee proposal for the CPAD board and amount apportioned to airport and residential side



Each member presented their 'homework' from last week's meeting regarding fee split, budget adjustments. Last week it was agreed that the total fee request is \$1200 per year or \$100 per month, a \$75 per month increase.

- Terry: Evaluated a split of 66/34, \$66 for Airport and \$34 for Streets. Adjusted the Airport operations budget by deleting the contingency budget, and reducing salaries by \$65,000 and amortizing over 9 years. Reduced the Fuel system replacement budget by \$60,000 and moved out other projects to begin in 2030. Streets side at \$34 per month did not build up sufficient funds for resurfacing, but did build funds for repairs.

- Burl recommended keeping the salaries up as the ability to acquire and manage the requirements for grant funding and other airport tasks, needed another person. Suggested a 80/20 split. Suggested stretching out street maintenance intervals as it may have greater time between maintenance.

- Knud: Noted that we currently have about \$21,000 in the street account. Suggested indexing the \$1200 per year to the Consumer Price Index (CPI). Suggested a 75/25 split as \$75 is the tie-down fee. Discussion about how the FAA evaluates grants with through the fence operation as likely requirement the residents pay about the same as non-residents.

- Mark: Looked at 66/33 split. Concerned about current financial situation for some residents and ability to afford increase.

- Keith presented his briefing charts. Suggested showing in formation package what the fee is to support airport and streets then show requested fees.

- Terry to update fee model with suggestions discussed.

- Fee Split decision differed. Keep the \$100 total fee for increase of \$75 per month.

7) **NEW BUSINESS:**

a) Prepare invitation letter to be sent out

- Draft invitation letter prepared by Burl discussed. Action for every member to review and submit edits this Friday, May 1.

- Kevin's paper discussed. Action for member to review and submit edits this Friday, May 1.

b) Plan how to conduct the public forum meeting

Discussed meeting logistics and format

- Burl agreed to host. Suggested breaking in to sections with different presenters.

o Airport Operations

▪ Current budget, proposed...

o Airport Long-term Maintenance

o Street Maintenance

- Action for each member to think about an agenda

- Meeting duration discussed: Start at 7:00PM and allow for presentation time and questions. Target to complete by 8:00PM however allow addition time to for further discussion and questions.

Action Item Summary:

1. Each member; edit Burl's invitation letter, complete on Friday, May 1

2. Each member; edit Kevin's paper, complete on Friday, May1

3. Each member think about the Public Form agenda and what we want to see in the meeting.

8) **ADJOURNMENT at _____ 4:50PM _____**

NEXT MEETING: May 7, 2020