



Infrastructure and Financial Planning (I&F) MEETING Minutes - Approved

Thursday May 6, 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) 4:04PM Call to Order/roll call

KK_P_KC_P_BS_P_KU_P_JB_P (*Joined a little later*)_ (P-Present, A-Absent)

Public Present 5

2) ADOPTION OF AGENDA: KK_Y_KC_Y_BS_Y_KU_Y_JB_A_ (Y=yes, N=no, X- ABSENT))

3) ADOPTION OF 22 APRIL 2021 MINUTES: KK_Y_KC_Y_BS_Y_KU_Y_JB_A_ (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.

- *Request to have high level, one-page statements from board members on vision for the CPAD airport district. This will help understand the budgets.*
- *Question on options for funding a fuel system upgrade*
 - o *In general: Assessment district, loan, or special tax*
- *Question on consequences if fuel system fails*
 - o *UST must be removed in all cases which is a financial liability for the district*
 - o *Loss of income*

5) OLD BUSINESS:

- a) Financial needs and plans for the district
 - a. Develop budgets and financial projections
 - b. Actual needs
 - i. Operational (study similar airports)
 - ii. Infrastructure recovery (assets)
 - iii. Capital improvement projects (determine priorities)
 - iv. Streets
 - c. Short- and long-term budgets
 - d. Planning for public meeting



Knud presented high level historical data on actual operational expenses from fiscal year 2017-18 through 2019-20 (2020-21 is not complete yet) to establish a budget foundation. Looking at worst- and best-case scenarios as well as averages for those years gives a foundation of a bare bones operational budget which still lacks reserves, needed maintenance accumulated over the years, grant seed money, saving for infrastructure upgrades and replacement.

Burl recommended to add:

- Assured, stable income during normal operations e.g., special tax, hangar rent, tie-downs*
- Special income which has helped meet the needs e.g., Caltrans grant, FAA CARES money.*

Kevin recommended to add the required reserve be added to the data for budget purposes.

Burl prepared a graphical presentation of the funding needs for the street and gutter maintenance as well as additional airport funding for operations and needed maintenance currently not funded or underfunded. I&F committee agreed this is a good way to communicate the funding needs to the residents and airport users. Needed funding for streets and gutters divided by 125 residential parcels to provide needed annual increase given the assumptions for street funding needs. Airport funding divided by 131 residential and airport properties to provide needed annual increase given the assumptions for airport funding needs. The presentation does not include funding for capital improvement projects, like the fuel system, and grant funding. The street funding

Jim suggested the charts present income as positive and expenses as negative for better clarity of the charts.

I&F committee suggested that there is a street funding option that includes a complete resurfacing sometime in the future as this will change the maintenance schedule. Suggestions to be sent to Burl and Knud for suggestions on numbers used in the funding as well as priorities of projects.

7) NEW BUSINESS:

- a) Discuss District voter proposal for November ballot measure and any recommendation to Board

From Phil Albee: Add to general board meeting agenda: To increase the annual homeowner fees from \$300.00 per year to \$600.00 per year, per parcel. I feel that this proposal would pass and the home owners would support it. It would increase annual revenue approximately \$36,000.00 and should be divided 50 / 50 between the Airpark and the Airport. Additionally, a fair funding schedule should be addressed for the airport users on the East side of the Airport. From what I understand, the proposal can be voted on in the next election as long as it is submitted in June, so time is of the essences to submit a proposal, if additional funding is truly a concern.

I&F Committee will prepare input to the board on how the impact on the budget and needed funding. It is too late for a board sponsored measure on the November 2 consolidated district election in order to meet the deadlines. General consensus is that it does not meet funding needs and effort is high. Ideally it won't be necessary with multiple measures to get to the needed funding. The I&F committee is working on a multi-pronged approach to funding and of course any additional funding is better than none, but the board voted against a new board sponsored measure at the March general meeting. The board to decide



on the general meeting May 24 whether or not to proceed with the proposed measure. I&F committee will provide additional input on the impact.

- b) Choosing CPA firm for annual audit with recommendation to Board
Kevin presented CPAD audit history and the two bids received for CPAD audits. It is considered good practice to change auditor occasionally to get a fresh set of eyes on the audit. Kevin will see if additional bids can be received before the next I&F Meeting on Thursday, May 20 and the board meeting May 24. In particular we will check James Martha & Company LLP that presented at the CSDA financial management workshop. In the absence of new bids, the I&F committee recommends the bid from Robert Johnson CPA (\$4,000/year). The company comes highly recommended, is very responsive, and qualified.
- c) Monthly updates to district residents
 - a. Content and format of monthly updates
 - b. Suggestion to form committee for information distribution- need people to help
Jim Bray proposed a CPAD information committee responsible for communicating CPAD financials, state of the district, and statistics like volunteer efforts. This would be a less formal communication style like FOCA. I&F committee asked Jim to follow up on whether this should be done as a CPAD committee or more informal group.

8) ADJOURNMENT at 5:33pm

NEXT MEETING: May 20, 2021