



**CPAD BOARD REGULAR MONTHLY MEETING – AUGUST 26, 2024**  
**MINUTES-PENDING**  
**IN-PERSON MEETING**  
**IN ROBERTSON'S HANGAR - 3188 BONANZA DRIVE**

**Directors: Chris Cockrell, Greg Wright, Mark Eagar, Jeff Robertson, and Terry Bohlen**

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

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

Public Present: 9

**2. PLEDGE OF ALLEGIANCE: TB**

**3. ADOPTION OF AGENDA**

**MOTION** to adopt Agenda for the August 26, 2024 Regular Meeting of the Board of Directors

**Motion:** TB **Second:** GW

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

**4. ADOPTION OF MINUTES**

a) **MOTION** to adopt Minutes from the July 22, 2024 Regular Meeting of the Board of Directors

**Motion:** TB **Second:** GW

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

**5. COMMITTEE REPORTS:**

a. FINANCE REPORT

Director Bohlen

July 2024 financial report. Nothing out of the ordinary to report.



b. AIRPORT MANAGER REPORT

Manager Coutches

- July Fuel Sales; 4,241.3 gals, down 1% from last year. Fuel Delivery on 8/20, new fuel price \$5.25 per gal, \$0.97 mark up and still below average for the area.
  - Missing Cal Trans \$10,000 found. Cal Trans forgot to send and we will receive soon
  - 2024-25 Cal Trans grant submittal has been completed
  - 2024 Tax Levy documents have been signed and sent to EDC
  - TSA Inspection AUG 20<sup>th</sup>. Standard interview process they are starting with GA Airports. May need another inspection but nothing serious
  - Epic Fuel Quality Assurance Inspection. Passed without an incident and overall happy with how everything is running
  - Work parties on 8/13 and 8/17 were successful. Please see Volunteer Report and thank you to everyone for helping out
  - Request from CSD for "Turkey Trot". 5k run that starts in the airport and finishes by the lake on Thanksgiving day. **Recommendation made to set up a committee to oversee Turkey Trot proposal.**
  - Need to replace the all terrain walk behind mower. Cables and linkages are broken, and gearbox is grinding
- c. Will be attending ACA conference in South Lake Tahoe on October 1<sup>st</sup>-4<sup>th</sup>. **Dominic and Director Eagar will be attending.**

d. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

- Robert Johnson Audit Proposal

e. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in July, about 65 hours. Continued excellent support by resident volunteers!

Highlights: Work Parties for weed removal, Board Meeting preparation, fuel sales, financial reporting, recruiting, budget preparation\*

**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.

- Dan Kurywchak provided an updated overview of Props Cops and Rodders event along with input from CHP representative. Expecting large crowd (weather cooperating). Several agencies sending helicopters, maybe 5.



- Knud provided a CPAF update. The INTEL donation volunteer officially expires 8/22/24, however the volunteer will continue volunteering his time.
- Knud updated status on AWOS III upgrade . Needs \$60K for project and have current donations/commitments of \$47K. Spread the word emails coming soon.

**7. OLD BUSINESS:**

- |   |                  |
|---|------------------|
| a) Airport Layout Plan  | Manager Coutches |
| <ul style="list-style-type: none"> <li>• Status: After meeting with Brandley, a few titles issues need to be cleared up. With the help of Chris Silva, all docs have been submitted again to Brandley and we should have a viable document to show FAA at the ACA Conference</li> </ul>   |                  |
| b) Obstruction Mitigation Update  | Director Bohlen  |
| <ul style="list-style-type: none"> <li>• Status – No changed. Identification of trees in process</li> </ul>   |                  |
| c) Maintenance  | Director Eagar   |
| <ul style="list-style-type: none"> <li>• Status and Work Parties. No updates</li> </ul>   |                  |
| d) CPAD Policy Updates  | Director Bohlen  |
| <ul style="list-style-type: none"> <li>• Discussion during budget review / approval</li> </ul>  |                  |
| e) <u>OPEN BOARD SEATS: 2024</u> Election Status Update   | Director Bohlen  |
| <p>All open seats have at least one candidate</p> <ol style="list-style-type: none"> <li>1. Chris Cockrell, having been appointed to an unexpired short term such that there is an election for that term this year, and will be up for election in 2026. Chris filled for that term. Since no one else filed for that term, he was automatically 'elected' and will not be on the November 5<sup>th</sup> ballot.</li> <li>2. For the two four-year term openings, that the incumbents did not file, there are four people on the November 5<sup>th</sup> Ballot: Tina Robertson, John L Cook (Senior), Anthony Kurywchak, and Dennie Salzman           <ul style="list-style-type: none"> <li>• Suggestion made to invite all the candidates to the next board meeting.</li> <li>• Dan from FOCA will look into hosting a “Meet the Candidates” event. TBD</li> </ul> </li> </ol> |                  |



**8. NEW BUSINESS:**

- a) **Transfer of funds from general checking to restricted street account as catch up from first year of receiving Measure J funds.**

**Discussion:**

**MOTION** to approve transferring \$39,900 from Account 1121 Cash-General Checking to Account 1125 Cash-Restricted Street Maintenance

Motion: TB      Second: JR

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

- b) **Transfer of funds from general checking to restricted airport account as catch up from first year of receiving Measure J funds.**

**Discussion:**

**MOTION** to approve transferring \$39,900 from Account 1121 Cash-General Checking to Account 1023 Cash-Restricted Airport Reserve.

Motion: TB      Second: GW

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

- c) **Minimum required contingency for airport operating expenses budget**

**Discussion:**

**MOTION** to approve a 5% contingency to the Total Expenses minus Fuel Cost for the FY2024/25 Budget

Motion: TB      Second: JR

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

- d) **Transfer of funds from general checking to restricted street account during the FY20224/25 as funds are received from El Dorado County and identified as from ‘Special Tax’.**

**Discussion:**

**MOTION** to approve transferring a total of \$39,900 from Account 1121 Cash-General Checking to Account 1125 Cash-Restricted Street Maintenance during the FY2024/25.

Motion: TB      Second: JR

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



- e) **Transfer of funds from general checking to restricted airport reserve account during the FY2024/25 as funds are received from El Dorado County and identified as from ‘Special Tax’.**

**Discussion:**

**MOTION** to approve transferring a total of \$13,191 from Account 1121 Cash-General Checking to Account 1023 Cash-Restricted Street Maintenance during the FY2024/25.

Motion: TB Second: GW

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

- f) **Review and approval of proposed District budget for Fiscal Year 2024/25** Directors  
Cockrell & Bohlen

**MOTION** to adopt Resolution 24-01 approving the budget for Fiscal Year 2024/2025

Discussion: Approved with identified change.

Motion: TB Second: JR

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

- g) **Review and approval of proposed District Conflict of Interest Code 2024/25**

**MOTION** to adopt Resolution 24-02 approving the Conflict of Interest Code Fiscal Year 2024/2025

Discussion:

Motion: TB Second: JR

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

- h) **Discussion: Dirt dumping on airport – consequences and process?**

**Discussion:** Need to have broader board communication on items such as this that impact airport residents.

- i) **Transition to new elected board members review - Transition Plan Discussion:**

At the November 25 Regular Board Meeting, to avoid a board quorum gap between the expiration of terms for three directors on December 6, until the regular board meeting on January 27, 2025, swearing in of the new board members, will be at the regular board meeting on November 25. (As was done in 2022) Procedurally, County Elections, Kim Smith, is notified and she sends the ‘Certificates of Election and Oath of Office’ dated November 25, 2024 to CPAD. At the November meeting, Director Bohlen, as President, will administer the Oath of Office to the new board members, followed by hand over of the gavel to the Vice President, Director Eagar. Director Eagar will act as president until the January board meeting.



With the swearing in, the elected board members are directors, and Director's Robertson and Bohlen terms on the board ends.

At the Regular January Board Meeting on January 27, 2025, per CPAD Policy 1.2.3.1 Board Position Elections, the Board President, Vice president, Treasurer and Secretary are elected or reelected to office. The election is always the first item of business on the agenda before New Business. Director Eagar as Vice President will chair the meeting. The newly elected officers assume their roles immediately.

Election of an officer requires a majority vote of the Board just like a normal motion. Nominations or volunteers may be accepted by the chair in an informal fashion, but a specific motion must be made and voted upon to finalize the decision of the Board for each position. No one Board member may hold more than one position.

**9. NEXT REGULAR MEETING:** September 23, 2024

**10. ADJOURNMENT 8:45**