



**CPAD BOARD REGULAR MONTHLY MEETING – November 22, 2021**  
**Meeting Minutes-Approved**

**FACE TO FACE MEETINGS ARE RESUMING**  
**MEETING ATTENDANCE VIA VIDEO CONFERENCE IS AVAILABLE**  
**PHONE AND/OR VIDEO CONFERENCE INFORMATION IN MEETING ANNOUNCEMENT**  
**Directors: Diane Shariff, Glenn Gordon, Knud Kirkegaard, Jeff Robertson, and Terry Bohlen**

**1. 7:00PM Call to Order/Roll Call**      *Called to Order 7:03*

DS\_\_P\_\_ GG\_\_P\_\_ KK\_\_P\_\_ JR\_\_P\_\_ TB\_\_P\_\_ (P-Present, A-Absent)

Public attendees: 11

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPTION OF AGENDA**

**MOTION to adopt Agenda for November 22, 2021 Regular Meeting of the Board of Directors**

**Motion: JR      Second: TB**

DS\_\_Y\_\_ GG\_\_Y\_\_ KK\_\_Y\_\_ JR\_\_Y\_\_ TB\_\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

**4. ADOPTION OF MINUTES**

**MOTION to adopt Minutes from October 25, 2021 Regular Meeting of the Board of Directors**

**Motion: KK      Second: TB**

DS\_\_Y\_\_ GG\_\_Y\_\_ KK\_\_Y\_\_ JR\_\_Y\_\_ TB\_\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

**Special Presentation by CHP Volunteers**

***“ CHP representatives presented a check to Director Bohlen for \$2100 in appreciation for hosting Cops and Rodders 2021. Total of \$20,900 raised for local charities.”***  
***“***



5. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Kirkegaard

***“ Director Kirkegaard presented current financial reports and highlighted variances. No comments or question from the board.”***

***“***

b. AIRPORT MANAGER REPORT

Manager Coutches

Repair to containment for #1 fuel system tank status

***“Repairs to be made on 11/29. Repairs to be tested on 12/3.”***

Hanger Door maintenance / repair status

***“Waiting on parts. Repairs should be made the week after Thanksgiving”***

Runway lights radio control; UPS installed

***“Repairs made (UPS installed) by director Bohlen. System seems to be working well”***

Fuel sales

***“Approximately 2600 gallons sold so far in November.”***

Mowing report

***“All of runway environment currently mowed”***

Fence Repair Status

***“Fence is repaired. We paid the bill. Insurance claim has been submitted.”***

Fence Insurance Claim status

***Submitted***

North gate repair

***Gate is damaged.***

Other repairs

***N/A***

Fuel hose replacement status

***“Not available until next month”***



Fire Extinguisher upgrade status

***“New boxes and 20# Fire Extinguishers installed.”***

Landscaping debris on approach end of Runway 31 issue

***“Deliveries must go through Key Card Gate”***

c. UPDATE ON PROCUREMENT AND CONTRACTS

Director Bohlen

Fuel system repair contract initiated at NTE \$4,000 which is within previously approved amount. Likely addition costs required due to extensive repairs. – See Manager’s report

***“Could go up to \$8,000.”***

d. VOLUNTEER SERVICE REPORT

Director Bohlen

***Since the last Board Meeting -about 130 hours. Excellent support by resident volunteers!***

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.

***“Phil Albee delivered a sample of an asphalt overly material (Type 1) that is ¼” thick when applied. Cost to install 1M sq ft is approximately \$300,000. Material is approved by FAA and CALTRANS.”***

7. **OLD BUSINESS:**

a) Discuss preparation status and scheduling of public meeting on District financial status and forecast and measure. ***Proposed window for public discussion during financial model presentation.***

Director Bohlen

b) Discuss preparation status fuel system replacement public meeting as part of financial meeting. ***No change***

Director Bohlen

c) Update from Dave Becker on obstruction mitigation for Sudbury property. ***No change***

David Becker

d) Update from Dave Becker on street jurisdiction process. ***No change***

David Becker



- e) Audit status Director Kirkegaard  
**Audit started early November and is going well so far.**
- g) Airport Signage Update Plan – in work, target briefing at February 2022 Board Meeting Manager Coutches  
**Manager Coutches is just getting started on project.**
- h) Obstruction Mitigation Update Director Bohlen  
**No updates.**
- i) Painting TAXI on each end of Boeing, status- Director Gordon  
**Director Gordon provided updated requirements.**

**8. NEW BUSINESS:**

- a) Report by Infrastructure and Finance Committee Meeting, held Thursday, November 18. Financial analysis and preparation for public meeting on District Financial Status and Forecasting, and Measure schedule.  
**Director Bohlen presented a financial model showing funding required to maintain airport and residential streets at various levels- Tier 0 (not sustainable) through Tier 3 (well funded for all projects). Model shows airport is currently at Tier 1 and streets are at Tier 0 with current funding.**  
  
**The model is being modified to incorporate other situations and assumptions. Revised model will be used for public meeting in early 2022.**
- b) Proposal by Foothill Flight Center to change their hangar lease: Increase the rent and extension of lease term. Consideration by Board process recommendation.  
**Director Robertson will be gathering information on current rates for hangars and tiedown and will present at January 2022 BOD meeting. Based on findings, BOD will discuss Foothill Flight Center proposal.**

**8. ADJOURNMENT NEXT REGULAR MEETING:**

**January 24, 2022**

**Adjourned at 8:43 PM**