



Infrastructure and Financial Planning (I&F) MEETING MINUTES
ADOPTED

Thursday June 18, 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 3:01PM**

KK P TB P KC A MH P BS P KU P (P-Present, A-Absent)

Public Present 6 (*Phil Albee, Sue Foster, Jeff Robertson, Dan Kurywchak, Dennis Nickson, and Julie Bohlen*)

2) **ADOPTION OF AGENDA:** KK Y TB Y KC MH Y BS Y KU Y (Y=yes, N=no, - ABSENT))

Agenda adopted with no changes or comments

3) **ADOPTION OF 11 JUNE 2020 MINUTES:** KK Y TB Y KC MH Y BS Y KU Y (Y=yes, N=no)

Minutes adopted with no changes or comments

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.

Phil Albee comments:

- *In response prior actions; AOPA not a work until next week (week of June 22).*
- *From his prior discussion with AOPA, the know of a few airports losing with above ground fuel tanks that may be for sale.*
- *Home Depot rents tractors with PTO for \$807/week. Can use with existing mover deck (which requires PTO). Tractor rental comes with trailer. Comes with bucket in front and scraper in rear.*

5) **OLD BUSINESS:**

a) Airport staffing review

- *Knud noted, referring to the staffing and job description review meeting on Monday, June 15, that the discussion was good. Review included times spent on each task, based on experience. Knud shared Burl's spread sheet showing tasks and associated times. Knud went through line by line.*



- Sue noted that the job was a 24-hour assignment. Asked if there was a mechanism for when the manager is off duty and away for several days, if there was a backup? Burl responded that the Board steps in. One of the board members takes the airport cell phone for the time the manager is gone.
 - Keith asked how many people are on training? Knud responded; 3 or 4 on fuel and manage airport. Suggested need to schedule next one. Burl advised that the training task in development to make it solid.
 - Phil noted that the cleaning and organizing the office was 1 hour a day. Burl responded that this task is going through files and boxes and expect it the time to reduce in about a year.
 - Burl noted that tree mitigation takes about 25 days per month. Phil asked if he expects that to stay the same in the future. Burl responded yes as the time is based on the number of trees left to trim or cut.
 - Knud stated that the bottoms up review of job task and time resulted in a equivalent 1.7 persons.
 - Phil asked if we estimated the volunteer hours? Burl responded yes, about 2,000 hours. Phi agreed. Phil asked it volunteer time as equivalent to about 0.8 t 0.9 persons. Burl responded yes, saying it ebbs and flows. If going to do all the task that needs to be done.
 - Phil noted that tree mitigation the last 10 years has not been 25 days per month. In the airport influence area, went from 10 to 200 trees.
 - Burl said Caltrans will be invited in next few days to visit
 - Sue asked if there are any future plans for help in the office? Burl responded; plans yes, but no funding. Want to be able to bring someone in part time as needed.
 - Phil asked if we thought of having a local business answer our phone to free up the manager. Burl responded that we can look into that. Phil also asked if we are seeking interns. Burl responded not actively.
 - Burl asked for volunteer to go through files in boxes in hanger. No response
 - Phil concerned that if the manager walks and a new board is not involved; efforts dissolve, which seems to be the history. Sue said that when we do loose a manager we start over. Burl said we did not have procedures, for example a flow chart on the procedure for the fuel system. Procedures are being worked; in review and being developed or changed.
 - Sue noted that a part time manger would help carry over of procedures and processes from manager to manager.
 - Phil said we needed an operations document. Burl noted that the policy, procedures and processes document work, noting that is a living document.
- b) Review Special tax request amounts
- Discussion about the escalation provision previously recommended
 - o Keith discussed concern about inflation with a fixed fee. Concerned about the continuing viability of the district especially as he will be committing to build a house in the airpark. Discussion about going from a dollar amount escalation to a percentage. Note that a percentage tied to an index was previously discussed by the committee.
 - Confirmation of the \$75 increase per month request. No changes proposed. Agreed to maintain the proposed increase.
 - Dennis Nickson as if tenants vote? Response was yes, if they are registered voter in the district. Noted that in 2018 there where 215 registered voters and 180 voted in the measure



to increase fees to \$900 per year. Also noted that Special District are for one-time expense, i.e. Bond for street resurfacing and are one vote per parcel.

- Motion to delete the escalation from the resolution and maintain the \$75 per month increase. Motion was 2nd and voted on: Burl-Yes, Knud-Yes, Mark-Yes, Terry-Yes, Keith-No
- c) Final updates and review of wording on ballot measure
Worked resolution language. Simplified with deletion of escalation provision
- New Resolution would replace Resolution 20-02 approved by the Board in June 1. New proposed resolution, Resolution 20-03 to be proposed and voted on at the June 22 Board Meeting.
- d) Communication of resolution and ballot measure to district voters
- Burl noted that the committee listed to comments and dropped the escalation clause.
 - Committee needs sales help, someone with marketing experience to help sell the measure.
- 7) **NEW BUSINESS:**
- a) I&F committee meeting schedule moving forward
- Going to a bi-weekly meeting schedule brought up. Knud suggested keeping it weekly at least until the final measure working from the county and after any feedback from the Board
 - Burl commented that the committee was working on ideas for additional revenue, i.e. multi-aircraft fees.
- 8) **ADJOURNMENT at 4:40PM**

NEXT MEETING: June 25, 2020