



CPAD BOARD REGULAR MONTHLY MEETING - October 24,2022
Minutes – PENDING

IN-PERSON MEETING
IN GORDON'S HANGAR 3204 WESTERN DRIVE

Directors: Diane Shariff, Glenn Gordon, Knud Kirkegaard, Jeff Robertson, and Terry Bohlen

1. 7:01 PM Call to Order/Roll Call **Public Present: 12**

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

2. PLEDGE OF ALLEGIENCE: TB

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for the October 24, 2022 Regular Meeting of the Board of Directors

Motion: TB **Second: DS**

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 the September 26, 2022 Regular Meeting of the Board of Directors

Motion: TB **Second: KK**

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

5. COMMITTEE REPORTS:

a. FINANCE REPORT Director Kirkegaard

September 2022 financial report

NO QUESTIONS OR COMMENTS

b. AIRPORT MANAGER REPORT Manager Coutches

Fuel Sales

- September fuel sales: 3598 gallons. 11% less than last year.

AWOS Tri-Annual Inspection Oct 5

- No Issues

Paul Posy Tractor service for Rent

- \$500 per mow. Mr. Posy has tractor which is compatible with our mower and is experienced with using the tractor

Assisted in Flight School and T-Hangar Discussions

- Discussed further into the meeting



Props, Cops, and Rodders Toilet Graffiti

- Portable toilets were reported to have been graffitied and damaged beyond repair. Anyone with camera footage of the areas please email to managaer@cameronparkairport.org

c. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

1. No active procurements

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in September -about 42 hours. Continued excellent support by resident volunteers!

Highlights: Board Meeting preparation, Lease AHC meeting, fuel sales financial reporting, Street Safety AHC preparation and meetings.

Volunteer Hours Summary				
	2021		2022	
	Jan	260	Jan	80
	Feb	125	Feb	85
	Mar	No Data	Mar	140
	Apr	140	Apr	100
	May	175	May	152
	Jun	250	Jun	75
	Jul	200	Jul	30
	Aug	200	Aug	60
	Sep	110	Sep	107
	Oct	130	Oct	42
	Nov	113	Nov	
	Dec		Dec	
		1703		871
	Average per month	155	Average per month	87

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.

**** CONCERN WAS VOICED OVER STREET PAITING AND SAFETY. DIRECTOR BOHLEN INVITED RESIDENT TO ATTEND AN UPCOMING STREET SAFETY ADHOC COMMITTEE MEETING.**



- ** KEVIN COOKSEY BROUGHT UP NOTIFICATION ON NEW DEVELOPMENT
- ** JIM EDIXON BROUGHT UP CONCERNS OVER HANGAR 8 LEASE PROPOSAL

7. OLD BUSINESS:

- a) Risk Management Ad-Hoc Committee Director Shariff
 Status report
 - COMMITTEE TERMINATED
- b) Street Safety Lease Ad-Hoc Committee Director Bohlen
 Status report: UPCOMING MEETING
- c) Obstruction Mitigation Update Director Bohlen
 No update
- d) OLD BUSINESS ON HOLD
 - 1. Update on street jurisdiction process. Director Bohlen
 - Subject of Street Safety Ad-Hoc Committee
 - 2. Airport Pickup Truck Donation – Ready Director Bohlen
 First offered by Jason Rieger at the April 26, 2021 Regular Board Meeting. Official donation and handover is TBD. Registration pending. For District Use only.

8. NEW BUSINESS:

- a) **MOTION** to approve Auditor; Robert W. Johnson, an Accountancy Corporation, for the FY 2021/22 Audit Director Bohlen

Discussion: Robert W. Johnson conducted the District’s Audit for FY 2019/21 and FY 2020/21 last year. With the District conducting an audit every year, the process needs to start soon. Feedback about this audit company was good. Robert W. Johnson submitted a bid on July 7, 2022 which is still valid. Motion is to approve Robert W. Johnson conduct the audit for FY 2021/22.

Dave Becker recommended doing an RFQ every 3 years going forward.

Motion: TB Second: JR

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

- b) **MOTION** to approve T-Hangars airport access Fee & plan Director Bohlen

Discussion: Discussion with Charlie Langdon, resulted in agreement, subject to board approval, to impose access fee for each of his hangar and tie-down tenants at the same rate as paid by residents, currently \$25 per month. With passage of Measure J, rate will increase to \$50 per month. Agreed to make fee required beginning calendar year 2023, with invoices being send in January for full year,



which coincides with ground lease payment. Airport Manager will include fees in current system for tie-down and hangar payments.

THIS ITEM TABLED UNTIL NEXT MEETING

Motion: **Second:**

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

- c) **MOTION** to approve Foothill Hangar 8 Commercial Lease Agreement Director Bohlen

Discussion: At the September Regular Board Meeting, negotiation with Foothill for a Commercial Lease Agreement for Hangar 8, and the negotiation team was approved. The team met with Foothill on September 30 where rent schedule and key terms were agreed to. A draft lease agreement was drafted and reviewed by Foothill. The agreement is subject to CPAD Board Approval.

As it was at the September Board Meeting, Directors Shariff and Kirkegaard are recused from debating and voting on the Foothill lease agreement.

Motion: TB Second: JR

DS R GG Y KK R JR R TB R (Y-YES, N-NO, A-Abstain, /-Absent, R-Recused)

Hangar 8 5-year lease approved.

- d) **MOTION** to approve language in non-commercial hangar lease agreements for future leases

Motion Deferred, counsel to add multi-ownership language

Motion: **Second:**

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

- e) **MOTION** to approve Street Safety Ad-Hoc Committee and Chair Director Bohlen

Discussion: CPAD Policy, 1.2.6.1. Appointment of Committees, requires Board approved of Ad-Hoc Committees and 1.2.6.4. Appointment of Chairperson, requires Board approval of the committee chair.

Discussion: Current Chair is Director Bohlen. However, nomination for another chair is encouraged.

Motion: TB Second: GG

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

- a) Initiation of Ad-Hoc Committees Director Bohlen

At regular CPAD Board Meeting on November 28, plan to have on the agenda motions to approve formation of the Ad-Hoc Committees below.



1. Street Pavement AHC

Purpose: 1) Evaluate residential street pavement condition and maintenance options, including slurry Seal, 2) Develop recommendation(s) for near term maintenance, including costs.

2. Airport Pavement AHC

Purpose: 1) Evaluate Airport pavement condition and maintenance options, including slurry Seal, 2) Develop recommendation(s) for near term maintenance, including costs.

3. Airport Mowing AHC

Purpose: 1) Develop and evaluate options for mowing, including maintenance and training, if applicable, and costs and 2) Develop recommendation(s) for consideration by the Board

4. Airport Equipment Maintenance Planning AHC

Purpose: 1) Develop list of equipment that need regular maintenance, 2) Develop plan and schedule, for maintenance, 3) develop tracking and reporting process.

5. Infrastructure Maintenance – Restricted Accounts Policy and Procedure AHC

Purpose: 1) Draft CPAD Policy on how funds shall be handled and reported for infrastructure maintenance, possibly including procedures and notification of intent to withdraw funds, information meetings, etc. 2) Draft policy for recommendation to the CPAD Board.

9. NEXT REGULAR MEETING: November 28, 2022

10. ADJOURNMENT 9:17