



Infrastructure and Financial Planning (I&F) MEETING MINUTES

Thursday June 25, 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 3:00PM**
KK P TB P KC P MH P BS P KU P (P-Present, A-Absent)

Public Present 1 (*Mike Bell attended from about 3:12PM to about 3:25PM*)
- 2) **ADOPTION OF AGENDA: KK Y TB Y KC Y MH Y BS Y KU Y** (Y=yes, N=no, - ABSENT)
Agenda adopted with the addition of 7) c) Discuss implications of Brown Act on I&F Committee Meetings
- 3) **ADOPTION OF 18 JUNE 2020 MINUTES: KK Y TB Y KC Y MH Y BS Y KU Y** (Y=yes, N=no)
Minutes adopted with adding Sue Foster's last name to public attendees.
- 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.
No comments
- 5) **OLD BUSINESS:**
 - a) Final review of wording on ballot measure
Knud dropped off stamped and signed Resolution Letter, at county elections. It was approved by the county. Expecting Measure Letter soon.
 - b) Communication of resolution and ballot measure to district voters
 - *Tri-fold brochure discussed*
 - o *Terry to review and update Tri-fold previously drafted*
 - *Burl stated that we need 'Argument in Favor' write-up. Due to the county by July 20, with signatures, and no more than 300 word.*
 - o *Burl agreed to draft and send out for comments.*
- 7) **NEW BUSINESS:**
 - a) 2020/2021 budget preparation discussions
 - a. Introduced at regular meeting in August
 - *Knud reviewed CPAD Account Review Charts sent to committee members on June 24*



- Went through assets; Discussion about how some of the asset items were not clear what they meant.
 - Knud to investigation and report at the next meeting
- Knud discussed suggested policy of assigning account numbers on a invoice before sending the invoice to book keeping
- Knud noted that account numbering, in most cases did not make sense. Exception is Utilities under Account 7000.
- Knud identified accounts not used in the last three years
- Short discussion on Fuel income vs. Fuel revenue.
- Burl noted that the state as rules on accounting which need to be reviewed for applicability.
- Knud showed and discussed the preliminary profit and loss for this fiscal year, which ends on June 30.
 - Question on Account 5077 Obstruction Lights which has a \$900 charge. (Shortly after the meeting it was found that the \$900 charge was for tree cutting and had been incorrectly posted)
- Next meeting to look at what the 2020/2021 Fiscal Year budget should be.
- b) Review other income proposals

Discussed:

 - Credit card fees, investigate if can be reduced by going to another bank
 - Additional aircraft fee for commercial and sublets.
 - Discussion on how that was done in the past and how it was unenforceable.
 - Kevin to investigate the technicalities for commercial where there are many airplanes on one property
 - Self-Funding
 - Note that this has been done in the past and works for relatively small dollar projects
 - Marketing Airport to increase fuel sales
 - Transient Parking Fee increase
 - Currently at \$4 a night for single engine and \$6 for twin engine airplanes
 - Need comparable fees in area to support possible increase
 - Noted that an increase required board approval.
 - Transient Occupancy Tax
 - Mark said money is available to provide services to attract visitors
 - Example is resurfacing transient parking.
 - Note that Charlie Langdon is going to resurface/seal the pavement in his area. Perhaps could be combined with transient parking work.
 - Knud suggested that the committee prioritize and address.
- c) Discuss implications of Brown Act on I&F Committee Meetings
 - This agenda item is in response to Dave Becker advising that under the Brown Act cannot have quorum of board members at a non-board meeting. In order to do so would need to have the committee meeting be a special board meeting.
 - Can have the board member observe a committee and not participate.
 - Burl stated that the Brown Act needs to be reviewed to see if it applies to our station of being a small board with volunteers to be on a committee limited in number and difficult to recruit.
 - Kevin said he will contact CSDA (California Special District Association, which CPAD is a member of) and see what their take is given our unique circumstances.
 - Terry volunteered to withdraw participation from the Committee, at least temporarily.



Discussed going to bi-weekly meeting schedule. Agreed with the next meeting on July 9th.

8) ADJOURNMENT at 4:32PM

NEXT MEETING: ~~July 2, 2020~~, July 9, 2020

