



CPAD BOARD REGULAR MONTHLY MEETING – July 26, 2021
MINUTES - PENDING

**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**

Directors: Burl Skaggs, Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Jeff Robertson

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

TB_P__ JR_P__ GG_A__ KK_P__ BS_P__ (P-Present, A-Absent)

Eight public attending

2. **PLEDGE OF ALLEGIENCE**

3. **ADOPTION OF AGENDA**

MOTION to adopt Agenda for July 26, 2021 Regular Meeting of the Board of Directors

Motion: JR Second: KK

TB_/__ JR_Y__ GG_/__ KK_Y__ BS_Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

Agenda adopted without changes

4. **ADOPTION OF MINUTES**

MOTION to adopt Minutes from June 28, 2021 Regular Meeting

Motion: BS Second: KK

TB_/__ JR_Y__ GG_/__ KK_Y__ BS_Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

Minutes adopted without changes

MOTION to adopt Minutes from July 15, 2021 Special Meeting

Motion: JR Second: KK

TB_/__ JR_Y__ GG_/__ KK_Y__ BS_Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

Minutes adopted without changes



5. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Kirkegaard

b. AIRPORT MANAGER REPORT

Repair to containment for #1 fuel system tank still pending, permit just issued by county now waiting for service company to schedule work

Seeking estimate to diagnose and repair #2 fuel system to correct intermittent lack of pressurization.

Contracted with a new service company to perform service on the four powered District Hangar doors, anticipate additional estimate will be forthcoming for required repairs. Service to be done Tuesday, July 27, tenants will be notified. Anticipate total cost of service and repair to be below previous bid.

Tie down chain replacement well underway great job by Director Bohlen and the volunteers. Awaiting additional materials to continue.

Director Kirkegaard and Skaggs made temporary repair due for broken latch spring on large hangar door.

c. UPDATE ON PROCUREMENT AND CONTRACTS

Skaggs

RFP for fuel system awaiting final invoice for \$5,850-will schedule special meeting to review their findings and cost estimates to get District consensus on approach to move forward.

Fuel system repair contract initiated at NTE \$4,000 which is within previously approved amount.

Contracted service company to perform maintenance on four powered hangar doors for \$1,200, anticipating additional work to be required for repairs.

d. VOLUNTEER SERVICE REPORT

Director Skaggs

July-200+ hours, strong effort by Director Bohlen at organizing volunteer effort, good response and operating at above expectations for office coverage.

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.

Albee asked if Hunt was contacted about fuel system, Director Skaggs said he was sent info, no response.



Asked about review of measure, Skaggs indicated 45 days will pass first of August and public meeting required to proceed

Indicated seeking rental tractor, no details reviewed power take off requirement for flail

6. OLD BUSINESS:

- a) Discuss scheduling of public meeting on District financial issues
Knud to work with Jim Bray and Dianne about getting this together

- b) Update on search for new airport manager-
Interim candidate interviewed, Board to review recommendation to hire from interviewers, no new candidates for consideration to fill full position have been found
No one has step up for full time position. Proposal to hire interim manager at \$20 per hour. Interim manager may end up being full Airport Manager.
Full time Airport Manager position remains open.
Interim person understand position is at will. Does have aviation background.

MOTION to hire interim airport manager starting at \$20/hr.

Motion: BS Second: KK

TB_/_ JR_/_ Y_/_ GG_/_/_ KK_Y_/_ BS_Y_/_ (Y-YES, N-NO, A-Abstain, /-Absent)

Motion to hire interim airport manager approved

- b) Update from Dave Becker on obstruction mitigation for Sudbury property.
Indicated Luna had bids of \$1,000 and \$1,100 for his property, plan is for airport to fully reimburse once work done. No response from other property (eucalyptus tree) planning to involve court action

- c) Update from Dave Becker on street jurisdiction process.
Ongoing involving additional legal staff to research, budget still \$500.

- d) Review latest information on face-to-face meetings and how to proceed. It is possible to resume face to face meetings as agreed to last meeting, but with the current situation and an abundance of caution we will continue Zoom meetings for the foreseeable future.
Likely to continue ZOOM as COVID increasing, will review possibility of face to face for budget fee discussion, allowed to use ZOOM in place of face-to-face meetings until September 30th unless extended by governor.



NEW BUSINESS:

a) Audit Company-Do we stick with the company awarded the audit or switch back to Larry Bain given we don't have a manager (or may not have manager) to support the audit. Going back to Larry Bain (if he is even available anymore) would cost \$2,000 more per audit but he is very familiar with the district.

MOTION to rescind contract with Robert W. Johnson audit company and return to L. Bain.

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

Board agreed to continue with new company, Johnson, agreed NOT to rescind

Motion Denied

b) Budget Presentation of 2021/22 budget proposal. Final approval should be at the regular meeting In August. Like last year, the budget continues to be insufficient to meet the goals/needs of the district.

No issues or discussion with proposed budget.

c) Airport signage assessment underway to review airport signage locations and wording. Final report to include recommended signage, locations, material cost, and volunteer installation plan. Suggest scope to include review of perimeter fence signage.

Director Bohlen leading assessment. Director Skaggs suggested scope to include review of perimeter fence signage. Phil indicates he has a contact for making signs.

8. ADJOURNMENT

NEXT REGULAR MEETING: Aug 23, 2021

Adjourned at 8:00PM