



## **Infrastructure and Financial Planning (I&F) MEETING Minutes - Final**

Thursday October 22, 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: Kevin Cooksy, Burl Skaggs, Keith Uota**

- 1) **3:00PM Call to Order/roll call**  
KK\_\_x\_ KC\_\_x\_ BS\_\_x\_ KU\_\_x\_ (P-Present, A-Absent)  
  
**Public Present**\_\_\_Mark H.,
- 2) **ADOPTION OF AGENDA:** KK\_\_x\_ KC\_\_x\_ BS\_\_x\_ KU\_\_x\_ (Y=yes, N=no, - ABSENT))
- 3) **ADOPTION OF 01 OCTOBER 2020 MINUTES:** KK\_\_x\_ KC\_\_x\_ BS\_\_x\_ KU\_\_x\_ (Y=yes, N=no)
- 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.
  1. No public comments.
- 5) **OLD BUSINESS:**
  - 1) CARES Update –
    - a) Kevin – contacted CARES regional manager and she said she will make contact with key individual(s) to clear up Cameron Airport issue within database. To be continued...
  - 2) Grant research update
    - a) Capital improvement plan update is due this January 31, 2021. Plan needs to be reviewed and reviewed by committee. Once revised, recommend to process one project proposal through the “system” even if we do not have the 10% funding, to help us understanding the process. Airport Layout Plan, ALP, is important and should be near the top of the list. We will need to work on providing backup information for the listed items.
- 7) **NEW BUSINESS:**
  - a) 2020-21 budget review
    - a. Review budget items for adjustment to determine the minimum required amounts of each item in the expense budget to remain operational. List functions required to remain operational (required by regulations, essential activities) and those that can be reduced at some risk (level).



- b. Review unfunded items not previously known that are now due in fiscal year 2020-21, e.g.
  - i. Tree mitigation due to inspection
  - ii. Golf cart or airport vehicle
  - iii. Mowing and mowing equipment
  - iv. Fuel POS (point of sale) system
  - v. Fuel hoses at end of life
  - vi. Hangar repairs (door operators)
  - vii. Tie-down repairs (hooks, chains)
    - 1. Burl feels Mowing equipment and fuel POS need to be addressed in next Board meeting, while the others will be deferred following Measure P results.
    - 2. POS – needs approximately \$12K (estimate is 4 year ROI - \$3K/year savings but Burl came up with 8 years.). Still waiting for additional bids/proposals to show competitive bid, as well as alternate systems. Kevin to follow up with QT and Scott (fuel provider) for bids/proposals.
    - 3. Mowing Equipment – options to rent Brushcat & Bobcat, or purchase Flail & rent/buy UTV. Due to tight overall budget and UTV rental is very reasonable, recommendation to purchase Flail (\$4K) and rent UTV. Rent is fairly inexpensive at this time, \$300/week, 4 times a year. Kevin is waiting for commercial bid, estimate is \$2500 x 4 weeks = \$10K. Recommendation: purchase flail and rent UTV, so budget request is \$4500 + \$1200 = \$5700.
    - 4. Possible funds: \$1500 savings direct deposit of hanger rental. Office supplies \$500, repair & maintenance \$5000, fence and gate \$500, etc.
    - 5. For next Board meeting this Monday, Knud will present budget with proposed funding and POS proposal, and Burl will present Mowing equipment proposal.
- b) Funding sources - suggested changes to approved budget including report on minimum required to remain operating (identify functions to remain operating and those that can be reduced) and potential budget shortfall for FY 2020-21 for presentation to October 26 Board meeting.
  - a. Increased fuel sales have been a welcome surprise.
  - b. Residential repair & Maintenance needs to be moved
  - c. Tree Trimming – trying to stay within budget but it may go over \$10K budget.
  - d. Small equipment and office supplies are running high. Knud will follow up.
- c) Updates to the biennial California Aviation System Plan Capital Improvement Plan (CIP), Fiscal years 2021 through 2030
  - a. Burl will take first pass to update CIP.

8) **ADJOURNMENT at 4:41 PM**\_\_\_\_\_



**NEXT MEETING: November 5, 2020**