



CPAD BOARD REGULAR MONTHLY MEETING – NOVEMBER 27, 2023
MINUTES – APPROVED
IN-PERSON MEETING
IN ROBERTSON’S HANGAR - 3188 BONAZA DRIVE

Directors: Open, Greg Wright, Mark Eagar, Jeff Robertson, and Terry Bohlen

1. 7:00 PM Call to Order/Roll Call

Open ___ GW ___ P ___ ME ___ P ___ JR ___ P ___ TB ___ P ___ (P-Present, A-Absent) Public Attendees: 13

2. PLEDGE OF ALLEGIANCE: TB

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for the November 27, 2023 Regular Meeting of the Board of Directors

Motion: JR **Second:** TB

Open ___ GW ___ Y ___ ME ___ Y ___ JR ___ Y ___ TB ___ Y ___ (Y-YES, N-NO, A-Abstain, /-Absent)

4. ADOPTION OF MINUTES

a) **MOTION** to adopt Minutes from the October 23, 2023 Regular Meeting of the Board of Directors

Motion: GW **Second:** TB

Open ___ GW ___ Y ___ ME ___ Y ___ JR ___ Y ___ TB ___ Y ___ (Y-YES, N-NO, A-Abstain, /-Absent)

b) **MOTION** to adopt Minutes from the November 03, 2023 Special Meeting of the Board of Directors

Motion: GW **Second:** TB

Open ___ GW ___ Y ___ ME ___ Y ___ JR ___ Y ___ TB ___ Y ___ (Y-YES, N-NO, A-Abstain, /-Absent)

5. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Bohlen

October 2023 financial report

b. AIRPORT MANAGER REPORT

Manager Coutches

- October Fuel Sales: 4317 gallons, down 6% from Oct 2022.
- Tractor purchase, initial use report and storage plan: Massesy Fergusson 1825EH and cutter leased for 72 monthly payments of \$376.44 starting 12/15/2023. Tractor is working well. Cleared southern runoff and area around wind tee in half the time the Swisher would have taken. Storage plan is to purchase a car port and keep tractor by the fuel pumps for better security.



- 10/27 Growlersburg work crew cleared brush along western side of the runway starting at the creek. Had to leave early to respond to a call. Waiting on a date they can return with a woodchipper since they were outpacing the trailer.
- Director Bohlen showed a video that was produced by the O61 Airport Foundation to aid pilots with the highlights and pitfalls of the airport. Several members of the public added their thoughts and techniques.

c. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

Tractor purchase and financing contract: Massesy Fergusson 1825EH and cutter leased for 72 monthly payments of \$376.44 starting 12/15/2023. Both are currently insured by our regular broker with a premium of \$408.00

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in August, September, October and November:-about TBS hours. Continued excellent support by resident volunteers!

Highlights: Special and Regular Board Meeting preparation, fuel sales, financial reporting, North Gate repair.

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.

** No comments

7. OLD BUSINESS:

a) CPAD Board of Directors Open Position

Director Bohlen

- Seeking candidates to appoint to fill vacated board of directors position until the 2024 General Election. Interested persons can contact Director Bohlen and/or Manager Coutches.
- Filling this vacancy is per CPAD Policy 1.2.3.
- **Applicants are required to have a written application** delivered to the Airport Manager no later than close of business 14 days prior to the Board meeting date.
- **The application period will close on December 4th** with a special board meeting at least two weeks later, planned for Monday December 18. (Since we normally do not have a regular board meeting in December)
- **The application shall contain the following information:** name, educational background, business or work experience, previous elected or appointed office or public service or volunteer history and a statement as to why the applicant desires appointment and what the applicant feels that he/she can contribute to the Board's administration of the District.



- No applications will be accepted after the deadline date nor will applications be accepted from the floor at the meeting.
- **STATUS: No applications to date.**

b) Self-Storage Project – Legal Opinion Director Bohlen

- **McMurchie Law charges \$1500 for a review of current law and CPAD documents. Once reviewed, they will produce a position paper on CPAD authority. Unofficial opinion is CPAD doesn't have authority to prevent the self storage construction.**

c) Airport Layout Plan Manager Coutches

- Status: Working with Chris Silva to collect remaining deed information and documents separating the airport from the airpark after discussion with Melissa Brandley last week.

c) Obstruction Mitigation Update Director Bohlen

- Status – Identification of trees in process: **No updates**

d) T-Hangars airport access Fee & Payment Plan Manager Coutches

- Status: Received first payment already. Charlie Langdon is making sure each T-hangar resident receives a second copy of the letter.

e) Maintenance Director Eagar

- Status and Work Parties

** North Gate is having issues. Needs to be worked on.

** Culverts need cleaning. Possibly 12/9.

f) Street Maintenance Director Wright

- Director Wright is getting an expert to come in and give the CPAD Board an opinion on road maintenance and repair.

e) CPAD Policy Updates Director Bohlen

- Public made comments that CPAD should have "Repair Standards" with utilities that dig up and then repair our streets. Substandard repair on Western was a concern.



8. NEW BUSINESS:

a) **Soda and Water Vending Machine Agreement**

Director Bohlen

Discussion:

Reference CPAD Policy 1.4.4 (e)

Motion to Approve and contract with American River Vending for Vending Services

Motion: TB Second: GW

Open__GW__Y__ME__Y__JR__Y__TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

b) **FAA Weather Cameras Agreement**

Director Bohlen

Discussion: Slideshow of what the project would provide.

Motion to approve FAA Weather Cameras Agreement

Motion: TB Second: JR

Open__GW__Y__ME__Y__JR__Y__TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

c) **MOTION** to approve cancelling the December Regular Board Meeting, with the next Regular Board Meeting on January 22, 2024.

Discussion:

Motion: TB Second: JR

Open__GW__Y__ME__Y__JR__Y__TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

9. Special Board Meeting on December 18, 7:00 PM

Review and appoint board member to open position

10. NEXT REGULAR MEETING: January 22, 2024 -TBC

11. ADJOURNMENT 8:45