



CPAD BOARD REGULAR MONTHLY MEETING – March 24, 2025

Meeting Minutes

Approved

IN-PERSON MEETING

IN ROBERTSON'S HANGAR - 3188 BONANZA DRIVE

Directors: Chris Cockrell, Greg Wright, Mark Eagar, Tina Robertson, and John Cook

1) 7:05 PM Call to Order/Roll Call

Chris Cockrell	Absent
Greg Wright	Present
Mark Eagar	Present
Tina Robertson	Present
John Cook	Present

PLEDGE OF ALLEGIANCE

2) ADOPTION OF AGENDA

MOTION to adopt Agenda for the March 24, 2025 Regular Meeting of the Board of Directors

Motion by: Mark Eagar Second: Tina Robertson

Record of votes:

Chris Cockrell	Absent
Greg Wright	Yes
Mark Eagar	Yes
Tina Robertson	Yes
John Cook	Yes



3) ADOPTION OF MINUTES

MOTION to adopt Minutes from February 24, 2025 Regular Meeting of the Board of Directors

Motion by: Mark Eagar

Second: John Cook

Chris Cockrell	Absent
Greg Wright	Yes
Mark Eagar	Yes
Tina Robertson	Yes
John Cook	Yes

4) TREASURER REPORT

Director Robertson

- Profit & Loss Budget to Actual Fiscal YTD Feb 28, 2025
- Profit & Loss by Month Fiscal YTD Feb 28, 2025
- Working with Anna on additional reports to improve ability to analyze trends without creating manual spreadsheets.
- Hanger and tie down rental status

Discussion:

No past due accounts were found.

Expense & Income spreadsheets shown.

Will need budget vs actuals for financial reports.

5) AIRPORT MANAGER REPORT

Manager Salzman

- Fuel sales: Filled tanks 2/5/2025: sales from 2/5/2025 to 3/20/2025: 3405.0 gallons. Since 2/24/2025 to 3/20/2025: sales 1484.0 gallons.
- MesoTech has completed all work on AWOS 3P. Technicians worked all day Monday, Tuesday and most of the day on Wednesday. March 20, 2025, the FAA was going to commission the site however, FAA person cancelled. FAA will tentatively be here March 24, 2025.
- AWOS 3P tower – approximately 10’ up located on the tower is a weather sensor. The sensor is pointing north. Mesotech requested that no aircraft, vehicle or anything shiny park in the line sight of this sensor. Also, flashing lights or aircraft lights should not be turned on in this area. There are two white arrows that help indicate this area on the



taxiway in front of hangar #5.

- Last year a surveyor came out and marked “true north” with a red stake near the entry gate to the office area. That stake has been removed. There is a possibility that the FAA will have us remark the “true north” site. This is needed for the sensor that is located approximately 10’ up on the tower.
- Another sensor located on the tower reads the temperature. The readout may vary a few degrees because of the proximity of hangar #5. As the side of this hangar temperature changes, it will affect the sensor temperature slightly.
- Just a thought: for safety and the cost of AWOS 3P – should a fence be put around this equipment and or just a front fence with a gate in the area, where the tower is lowered and rests on a T post (for maintenance)?
- El Dorado County: Air Quality Inspection – Passed inspection, March 12, 2025.
- El Dorado County: Underground Storage Tank (UST) – Passed inspection, March 12, 2025.
- El Dorado County: Weights & Measure – Reschedule due to rain.
- Brandon Heartfield of Cornerstone Land Services LLC came out and inspected the creek area that needs vegetation and sledge (dirt/sand) removal. Estimated 3 days of work, (\$4000.00) however, depending on final material dumping procedure. Price does not include dumping of material or hauling of material. Dump truck rate is \$200.00 per hour plus dump fees (estimated \$800.00 per load). Cost of driver at an hourly rate. If this material can be disposed of and spread on airport grounds than dump truck and dump fees will not be needed however, Cornerstone time on site will be extended since we will be doing the hauling with dump trailers on airport grounds and spreading soil.
- El Dorado County, Department of Transportation civil engineer Craig Newton spent 30 minutes looking at the creek problem.
- Status of hangers and tiedowns availability: Hanger #5 and #3 tiedowns
- Rob Ashoff from RayGuard looked at our taxiways/runways. As a salesman, he recommended PRO/LOCK. Outcomes: reduction in water intrusion, reduction in FOD, cracks and deviations filled and protected. Highly effective at Sacramento International Airport.

Discussion:

FAA & MesoTech inspections of AWOS installation due soon. Test of AWOS3 was shown
Action should be taken to review FAA policy as it pertains to CPAD hanger contracts and policies.

Explore having annual hanger contracts & should a fee be applied to be on waiting list.

EDC DOT recommends creek clear should be handled during summer when water level is low.

Check backup procedures for office computer.

Update website with access to existing cameras.

Determine if NOTAM is require upon AWOS3 installation.



6) UPDATE ON PROCUREMENT AND CONTRACTS

Director Eager

- AWOS upgrade electrical work requested by Mesotech was completed by T&M electrical (same contractor as original AWOS installation). Invoice submitted for payment.
- CPAF has agreed to split the cost of the AWOS upgrade electrical work with CPAD. CPAF AWOS upgrade agreement has been upgraded and signed. Next step coordinate funds transfer to CPAD account and pay Mesotech.
- Potential contract to remove sediment and trees in creek near Cameron Park Drive. Bid received, discussion later in agenda.

Discussion:

Airport cameras were discussed regarding usage by FAA. After conversation with FAA modifications will be forthcoming.

Meet with MesoTech on new cameras.

7) VOLUNTEER SERVICE REPORT

Director Cook

Since the last Board Meeting in February: Continued excellent support by resident volunteers!

Highlights: Board Meeting preparation, fuel sales, financial reporting, Airport Coverage planning and training, AWOS upgrade site preparation, Filling and placement of 20 sandbags to minimize erosion of creek bank near hangers.

- 8) 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. Comments and or requests requesting board action will be referred to staff and if appropriate, placed on a future agenda.*

Discussion:

Ongoing discussion with EDC over whether creek is on public or private property.

CPAD has proof that property is public land. Director Cockrell will coordinate with Phil Albee and setup meeting with EDC on creek cleanout.

Potential damage to Cameron Park Drive was mentioned. County needs to be made aware of serious consequences of neglected creek maintenance.

Props, Cops, & Rodders report by Dan Kurywchak to be on next month's agenda. Event will be held in Airpark on September 27th.

Summer Spectacular will be held on June 28th.



9) OLD BUSINESS:

- a) Airport Layout Plan Director Eagar
- Status: Exhibit A is completed but we are waiting for a meeting with FAA compliance officers before we can begin the full ALP.
- b) Obstruction Mitigation Update
- Status – Identification of trees in process.
- c) Maintenance Director Eagar
- AWOS3 upgrade status, CPAF agreement finalized, any outstanding actions or issues.
 - Projects spreadsheet with priorities and assignments created. Currently being updated. Ready to make assignments and schedule work days
- d) CPAD Policy Updates Director Eagar
- Airport Manager Position Policy update drafted. Status to be discussed.

Discussion:

Mark shows spreadsheet with 113 large and small projects needed to be handled to keep Airport functioning properly. Projects were briefly discussed with call for volunteer help.

Board members need to be assigned to oversee groups of projects. Board members can then organize their project area(s) and determine tasks for each project, candidates with skills to complete project, etc.

There is concern that Airport computer systems need updating. This will be addressed.

There is also concern that we have a single point of failure by having one person in manager position.

NEW BUSINESS:

Director Eagar

- Discussion on the airport manager and district manager position(s) and review suggested changes to CPAD policies for the permanent position.
- Creek cleanout proposal for consideration, including plan to engage El Dorado County or EID to cover some or all of the costs.
- Mowing plan - stay ahead of vegetation growth, lay out schedule and coordinate volunteers to assist.



Discussion:

Airport and District Manager positions explained. Job description drafts shown. More in-depth discussions needed with Board members in closed session at next board meeting.

Idea to make first Saturdays a volunteer work day in airport discussed with favorable results.

A website needs to be set up to inform volunteers of upcoming projects and a sign placed at entrance to airport. Identify projects for sign up genie, get list to FOCA.

Phil Albee volunteered to train interested parties on tractor/maintenance equipment on Friday.

Idea to look into getting project support from outside groups like Civil Air Patrol, Eagle Scouts, CDG, etc.

10) NEXT REGULAR MEETING April 28, 2025

11) ADJOURNMENT 8:54 PM