



CAMERON PARK AIRPORT DISTRICT
BOARD OF DIRECTORS POLICY

Subject: CAPITAL PROJECT REQUEST FORM AIRPORT UTILITY VEHICLE	Policy Number: ..
	Date Adopted:

FY: 2021

CAMERON PARK AIRPORT CAPITAL BUDGET-PROJECT REQUEST FORM

Project Name: Airport Vehicle	
Rank priority: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High	Date of Submittal: August 24, 2020
Project Manager: Kevin Cooksy	Date Approved by CPAD Board:
Budget Estimate: \$9,000	
<p>Note: Funding for this critical need is not available in this FY budget, need donations or other income</p> <p>(include source and breakdown of costs in an attachment)</p> <p>Initiation Phase:0</p> <p>Planning Phase:0</p> <p>Execution Phase:0</p> <p>Delivery/Closure Phase: \$9,000 including applicable taxes</p>	
Included in CIP Capital Plan /NO	
PROJECT TYPE (please select one classification from below)	
Consulting: <input type="checkbox"/>	Repair/Maintain: <input type="checkbox"/>
New Construction: <input type="checkbox"/>	Code or Infrastructure Deficiency: <input type="checkbox"/>
Staffing: <input type="checkbox"/>	Airport Support equipment



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PROJECT JUSTIFICATION
<p>Project Description: Describe the scope, location, equipment identification.</p> <p>Purchase a two seat semi enclosed utility vehicle able to tow the mower the 70 miles required, along with the ability to haul miscellaneous tools, brush, etc. on airport. Vehicle to be maneuverable enough for mowing operations. Vehicle does not have to be legal for off airport use.</p> <p>Various used gas or diesel powered vehicles are being considered.</p>
<p>Project Justification and Consequences of not funding: Describe how this project furthers CPAD goals and the negative impact of not funding.</p> <p>Operation and Maintenance of the airport requires ;</p> <ol style="list-style-type: none"> 1. Travel around airport for inspections, oversight of work 2. Towing mower and spraying equipment 3. Hauling brush and tree parts to burn pile locations on airport <p>The District presently owns an older electric golf cart and no other vehicles.</p> <ol style="list-style-type: none"> 1. Existing golf cart is failing and it cannot pull the mower enough distance or on the slopes. 2. Mowing is a critical task and is dependent on a vehicle capable of towing the mower and maneuvering around the airport. 3. Vehicles suitable for mowing must be borrowed or rented. Borrowed equipment is subject to the generosity of volunteers and their availability. Rental equipment runs approximately \$150 a day up to \$750 a day if an integral mower is included. Loaned equipment is not always available and time is lost seeking equipment and waiting for it to be available. 4. The District is liable for any loaned or borrowed equipment damage and fuel for operation. 5. We recently lost the use of a pull vehicle and had to expend a lot of extra labor time to prep for a CalTrans visit using alternative weed whacking equipment.



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Project Schedule: Describe the required schedule. Discuss implications of schedule delays.

Routine mowing is currently held up due to lack of a vehicle. The golf cart is becoming increasingly unreliable stranding users without warning apparently due to temperature issues.

Linkages: If this project triggers another project or is linked to others, describe below.

This proposed vehicle is multi-purpose and covers on airport requirements, mowing, spraying, airport hauling, and inspections. It will replace the golf cart with additional towing and hauling capability.

Answer the following as they pertain to the project:

1. **What other alternatives to this project have been considered and why were they discounted?**
 1. Loaned vehicles work, but are dependent on their owners providing them when needed, extra effort was recently required to prep for an inspection while negotiations for another vehicle were underway.
 2. Rental costs quickly add up to the purchase price and required additional effort or cost to pick up and return.
 3. Repairing the golf cart at its age is not fiscally responsible and it does not provide the towing and hauling capability required

2. **Is this project expected to decrease/increase operating costs?**
 How and by how much?

 Slightly increased operating costs for maintenance, already buying fuel.
 Savings in labor hours due to availability as needed offset the maintenance costs

CONTINUOUS OPERATION AND MAINTENANCE

Permits: Current and future None
Insurance: Current and future Already covered as general liability
Inspections and Fees: Current and future



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None	
Maintenance: Describe, cost. Current and future Two oil changes, set aside for breakdowns estimated at \$125 per year	
Lifetime: 10 years	
PRIORITY (1-5)	
Impact: 1 necessary to keep up with maintenance and operations without dependence on loaned equipment. Savings in time and labor	
Legal Requirements: 5 no impact	
Safety: 3 Vehicle with towing capacity, seatbelts, etc.	
Hazard: 5 no impact	
Cost Benefit: 3 Owned vehicle avoids lost production time waiting for loaners, saves rental fees, eliminates expense to repair golf cart, having it available optimizes the use of labor,	
Other: Can utilize owned vehicle when time available as fill in activity, especially mowing	
PROJECT SUBMITTED By:	
Name:	Date: