



**CPAD BOARD REGULAR MONTHLY MEETING – September 27, 2021**  
**MINUTES**

**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: Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Jeff Robertson**  
**(Note, there is one open board seat vacated by Burl Skaggs)**

**1. 7:00PM Call to Order/Roll Call *Called to Order: 7:01 PM***

TB\_P\_\_JR\_P\_\_GG\_P\_\_KK\_P\_ (P-Present, A-Absent)

**8 Public Attendees**

**2. PLEDGE OF ALLEGIENCE**

**3. ADOPTION OF AGENDA**

**MOTION to adopt Agenda for September 27, 2021 Regular Meeting of the Board of Directors**

**Motion: KK Second: JR**

TB\_\_Y\_JR\_\_Y\_GG\_\_Y\_KK\_\_Y\_ (Y-YES, N-NO, A-Abstain, /-Absent)

**4. ADOPTION OF MINUTES**

**MOTION to adopt Minutes from August 23, 2021 Regular Meeting of the Board of Directors**

**Motion: TB Second: KK**

TB\_\_Y\_JR\_\_Y\_GG\_\_Y\_KK\_\_Y\_ (Y-YES, N-NO, A-Abstain, /-Absent)

**5. COMMITTEE REPORTS:**

a. FINANCE REPORT

Director Kirkegaard

***Question on negative amount -5794.89. Director Knud to investigate.***

***Expenses for Hangar Doors and Fuel Containment outstanding.***

***Received \$32K for Covid Grant. Knud submitted first invoice.***

b. AIRPORT MANAGER REPORT

Manager Coutches

Repair to containment for #1 fuel system tank status



Hanger Door maintenance / repair status

**Replaced**

Ground reel for pump #2 replacement status

**Replaced 9/27**

Other repairs

**Fence will be repaired by county.**

**EPIC advised we need to upgrade fire extinguishers . \$150 each (need 2)**

**Fuel hoses have reached end of recommended life. Showing wear. Approximately \$1600 to replace both hoses.**

Fuel sales

**Sold 3125 gallons this month. Down from last year due to fires in the area.**

Work Party on September 12 Report

**15 volunteers showed up and did a huge amount of work.**

Mowing plans and schedule

**Fire Marshall still recommending non metal blade mowing with a monitor with fire extinguisher.**

c. UPDATE ON PROCUREMENT AND CONTRACTS

Director Bohlen

RFP for fuel system final invoice for \$5,850 was paid. Will schedule special meeting to review consultant 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. Likely addition costs required due to extensive repairs.

d. VOLUNTEER SERVICE REPORT

Director Bohlen

September -about 110 hours, good response by residents to volunteer

**See attached Volunteer Report Sept 27, 2021 Issue.**

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.

**New resident Tiffany Shiro had various questions on regarding airport ops specifically key cards changes.**



## 7. OLD BUSINESS:

- a) Discuss scheduling fuel system special meeting.
- b) Discuss scheduling of public meeting on District financial status and issues. Resident measure for board has been posted for more than 45 days and should be included.
- c) Update from Dave Becker on obstruction mitigation for Sudbury property. **Not present**
- d) Update from Dave Becker on street jurisdiction process. **Not present**
- e) Audit company will start in Oct. Preparation status **2 year audit upcoming per Knud**
- f) Update on assignment of District debt cards and signature authority **Knud getting signatures updated.**
- g) Report: Cops and Rodders held Sept 18<sup>th</sup> **Per Julie Bolen, outstanding turnout. Very successful.**

## 8. NEW BUSINESS:

### a) Open Board Seat Appointment

For seat vacated by the resignation of Burl Skaggs effective August 24, 2021. Vacancy filled per CPAD Policy 1.2.3.

Per CPAD Policy 1.2.3, the vacancy will be filled by appointment of the Board. Per Policy 1.2.3(1) the appointment will be for the remainder of the term, to December 2022.

Per CPAD Policy 1.2.3(3), persons interested serving on the board should contact the Airport Manager by close of business, Monday, September 13 and submit an application that contains 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 (September 13th) nor will applications be accepted from the floor at the meeting.

At the next regular Board Meeting on September 27, an appointment will be made to fill the vacancy.

CPAD is governed by five volunteer board members. Board member terms are four years and are staggered to begin and end on even numbered years. Board members are elected by registered voters in the District at the November General Election. In 2022 three terms expire.

Diane Shariff was the only person who expressed interest and submitted an application on September 5, 2021

### **MOTION to appoint Diane Shariff to the vacated Board Seat**

**Motion: TB                      Second: GG**

**TB\_\_Y\_\_JR\_\_Y\_\_GG\_\_Y\_\_KK\_\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**



b) Review Policy 2.3.1 CPAD Gate Control

Purpose is to re-establish a uniform policy on airport access issues. Access through the Mira Loma Gate is under Policy 2.3.1.

**MOTION to Approve Policy 2.3.1 CPAD Gate Control for Mira Loma Gate**

**Motion: TB                      Second: JR**

**TB\_Y\_JR\_Y\_GG\_Y\_KK\_Y\_DS\_Y\_appointed seat \_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

***Board discussed need for new policy regarding the rollout of the revised Policy 2.3.1. Date to “renew or lose” to be set January 1, 2022. Manager Couches to start sending out notification of the revised policy so that current card holders can have time to renew/update their cards.***

**8. ADJOURNMENT NEXT REGULAR MEETING:   Adjourned meeting 8:38PM  
October 25, 2021**