



CPAD BOARD REGULAR MONTHLY MEETING – January 25, 2021

AGENDA

**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: Burl Skaggs, Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Jeff Robertson

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

TB___ JR___ GG___ KK___ BS___ (P-Present, A-Absent)

2. PLEDGE OF ALLEGIENCE

3. SWEARING IN NEW BOARD MEMBERS, Jeff Robertson and Terry Bohlen

NOTE: (need form 700 filed and ethics and harassment training completed ASAP by all board members, send copy to office for files)

Acknowledge 12 years of service on the Board by former member Joe Fuller

4. ADOPTION OF AGENDA

MOTION to adopt Agenda for January 25, 2021 Regular Meeting of the Board of Directors

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

5. Selection of Board Directors (required to review and elect Directors each year)

MOTION to approve _____ as Board President

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

MOTION to approve _____ as Board Treasurer

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

MOTION to approve _____ as Board Secretary

Motion: Second:



TB ___ JR ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

6. ADOPTION OF MINUTES

MOTION to adopt Minutes from November 23, 2020 Regular Meeting

Motion: Second:

TB ___ JR ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

7. COMMITTEE REPORTS:

- | | |
|---|---------------------|
| a. <u>FINANCE REPORT</u> | Director Kirkegaard |
| b. <u>AIRPORT MANAGER REPORT</u> | Manager Cooksy |
| c. <u>UPDATE ON PROCUREMENT AND CONTRACTS</u> | Skaggs/Cooksy |
| d. <u>VOLUNTEER SERVICE REPORT</u> | Director Skaggs |

December-January- more than 260 hours (significant additional effort trimming, mowing, and scraping south area)

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. Requests requiring board action will be referred to staff and brought on the next appropriate agenda.

9. OLD BUSINESS:

- | | |
|--|-----------------|
| a. <u>OBSTRUCTION MITIGATION EFFORTS REGULAR UPDATE</u> | Director Skaggs |
| i. Trimming of priority areas complete, night operations status pending re-inspection, which was conducted January 21, 2021 | |
| ii. Notifications will go out shortly for additional trees that need to be trimmed as part of ongoing mitigation effort. (once night ops are restored we still must push to maintain and improve these clearances forever) | |
| b. <u>CARES Act: Current Status & Process</u> | Director Skaggs |
| i. Funds received, a BIG THANK YOU to the efforts of Kevin Cooksy and Knud for nine months of work to get this done. FAA and District data still not completely correct, need further work to avoid future problems. | |

10. NEW BUSINESS:

- a) Clarification that Authorized signatures for all District accounts shall include president, treasurer, secretary and manager. Joe Fuller shall be removed.



MOTION to approve that authorized signatures on District bank accounts shall include only president, treasurer, secretary, and manager.

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

- b) Discussion of Districts responsibility, funding source and need for guidelines for the repair of gutters along street edges.
- c) Due to manager compensation being below requirements for exempt position, District is returning the manager to an hourly position, requiring time cards, payment of overtime, etc. Anticipate salary costs to increase unless manager coverage greatly reduced to minimize extra hours and overtime, which means less will be done. Manager typically works beyond usual work hours and on weekends to get critical activities completed such as obstruction mitigation.
- d) Review use of CARES funds. Recommendation to the board by I&F committee to reserve \$15,000 of the \$30,000 CARES grant for fiscal year 2021/22 to ensure payment for audit and obstruction mitigation.

MOTION to approve reserve \$15,000 of the \$30,000 CARES grant for fiscal year 2021/22

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

- e) Proposal to charge \$.10 per gallon flowage fee to flight school for District costs in support of their private 250-gallon automobile fuel dispensing system. This system is much safer both to people and the environment than using portable containers. The system is self-contained and meets County requirements including location. The system uses District power for pump operations and is located next to the fuel shed. Fuel will not be available to the public.

MOTION to approve flowage fee of \$.10 per gallon (\$25 to be collected for each fill of system) for private automobile fuel system owned by flight school.

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

- f) Prioritize unfunded or underfunded projects

Recommendation by the I&F committee to the board to prioritize immediate underfunded or unfunded items as follows:

- | | |
|------------------------------------|--------------------------------|
| 1. Audit 2021/2022 | - \$10k LEGAL REQUIREMENT |
| 2. Tree and obstruction mitigation | - \$5K OPERATIONAL REQUIREMENT |
| 3. Fuel hoses at end of life | - \$3-4K SAFETY |



- 4. Gate card reader repair-\$1k FAILED REQUIRED FOR SAFETY AND SECURITY
- 5. Hangar repairs (door operators) - - \$TBD SAFETY
- 6. Fuel system project plan and preliminary engineering by outside firm -10k to be determined with RFQ PRIORITY PROJECT
- 7. Meet minimum exempt Salary - \$4-5k COST SAVING RETENTION OF EMPLOYEE
- 8. Tie-down repairs (hooks, chains) - \$TBD SAFETY and OPERATIONS
- 9. Fuel POS (point of sale) system - \$12K OBSOLETE DOES NOT MEET CURRENT BANK REQUIREMENTS
- 10. Airport vehicle (4WD) - \$10K NEED TO INITIATE REVIEW GROUP TO SPECIFY NEED

g) Review income options for the Board to select which of the following approaches will be pursued. Agreement includes the future expenditures for legal support. Legal fee will be determined once details of proposal are developed. Information is presented in draft by I&F committee to deal with the critical funding issues this District faces. If a path is chosen to proceed then the details and cost will be submitted to the Board for review once established.

New ballot measure. Requires six-month public notice. Review amount. Phil Albee suggested that a \$25 increase/month would pass. Burl suggests an increase based on actual need; review is underway for revised amount based on District's survival and street maintenance needs and dropping all improvements to airport except fuel system. Result then to be reviewed and approved by the Board

MOTION to attempt another ballot measure at this time.

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

Pursue board ability to assess fees directly by Board vote. Request for funding to get legal review and assistance. It was pointed out that an airplane fee would not divide the cost to all residents.

MOTION to request estimate for legal review of Boards ability to directly assess fees

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)



Review impact and viability to Increase fuel prices

MOTION to Review impact and viability to Increase fuel prices

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

Review impact and viability of hangar and tie-down rates and ensure they are unified.

MOTION to Review impact and viability of increasing hangar and tie-down rates and report to Board

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

Pursue aircraft/hangar fee for private /commercial hangar, tie-downs on airport side

MOTION to develop draft document and request quote from legal to evaluate aircraft/hangar fee for private /commercial hangar, tie-downs on airport side

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

Pursue special district assessment funding similar to street assessment district Request for funding to get legal review.

- a) Current cost to set up and manage special assessment
- b) Is Maintenance allowed by special assessment
- c) Use for Capital improvement projects

MOTION to pursue special district assessment funding including determining current cost, and legal determination if maintenance funding is allowed from a special assessment.

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

Research current rates and possibility for District to obtain loan or bond

MOTION to Research current rates and possibility for District to obtain loan or bond

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

