



CPAD BOARD SPECIAL MONTHLY MEETING – July 18, 2022

Minutes – PENDING

Online Zoom Meeting

Directors: Diane Shariff, Glenn Gordon, Knud Kirkegaard, Jeff Robertson, and Terry Bohlen

1. 7:00PM Call to Order/Roll Call Called to order 7:06 Public attendees: 11

DS__P__ GG__A__ KK__P__ JR__P__ TB__P__ (P-Present, A-Absent)

2. PLEDGE OF ALLEGIENCE TB

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for the July 18, 2022 Special Meeting of the Board of Directors

Motion: JR Second: KK

DS__Y__ GG__A__ KK__Y__ JR__Y__ TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

- 4. 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.

Question raised to verify Scope of the special meeting.

5. NEW BUSINESS:

- a) MOTION** to approve purchase of replacement fuel system Point-of Sale (POS).

Discussion: This Motion was tabled during the June 27, 2022 Regular Board Meeting as there were questions about leasing options and resulting actions during the discussion. The Fuel System Ad-Hoc Committee meet on July 12 to review responses to the actions. Since the June Board Meeting, the current POS has had a number of failures/service interruptions, apparently to do afternoon heating, apparently more than reported in prior years.

This Special Board Meeting was called to address replacing the current POS with a new one with schedule, support and expense reduction considerations. The firm bid for the proposed system expires August 6 and a Board Quorum may not be available at the next regular Board Meeting on July 22. Replacing the current system soon with new one, reduces the risk of service interruptions



and lost fuel sales revenue and reduces operating expenses, before the price of a new POS are anticipated to increase.

As background, the current POS is over 20-years old (15-year lifetime), only accepts magnetic strip cards, is no longer supported and requires expensive land-lines. If/when the POS fails, fuel transactions can only be done by manual processing by the airport manager or trained volunteer. No 24/7 fuel availability. Financial risk in that in fuel sales are a significant part of the airport's income, about 20%. EMV (chip reader) capability needed to reduce fraud liability risk and eventual discontinuation of magnetic strip cards.

Director Bohlen gave a PowerPoint Presentation regarding the recommended POS system and recommendations of the Adhoc Fuel Committee.

Questions were raised and answered regarding:

Warranty of QT-Pod system.

Servicing...in-house or contractor?

Current system failure rate.

Motion language was revised to the specific recommendation to the board following discussion

Motion to authorize the purchase of replacement Point-of-Sale (POS) for the fuel system from MSI FUEL MANAGEMENT, INC, Vacaville, CA, for the QT-Pod QT M4000, with funding limit of \$24,000, drawn from the Airport Restricted Maintenance Account.

Motion: TB **Second:** DS

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

9. ADJOURNMENT NEXT REGULAR MEETING: July 25, 2022

Adjourned: 7:44 PM