



**CPAD BOARD REGULAR MONTHLY MEETING – March 22, 2021**  
**MINUTES - PENDING**

**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 - Called to Order at 7:02 PM**

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

*18 Public in attendance*

**2. PLEDGE OF ALLEGIENCE**

**3. ADOPTION OF AGENDA**

*MOTION to adopt Agenda for March 22, 2021 Regular Meeting of the Board of Directors*

Motion: KK      Second: BS

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

*Agenda adopted without changes or comments*

**4. ADOPTION OF MINUTES**

*MOTION to adopt Minutes from February 22, 2021 Regular Meeting*

Motion: TB      Second: KK

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

*Minutes adopted without changes or comments*

**5. COMMITTEE REPORTS:**

a. FINANCE REPORT

Director Kirkegaard

*Report by Director Kirkegaard: Director Skaggs comment that are things going over our restricted budget and asked we knew any more about that. Director Kirkegaard responded that he understands some of them and can discuss under Old Business for underfunded items. Some are like CalFire expenses, is put under repairs and maintenance of airport and not under mowing or obstruction mitigation, which explains some of the discrepancies. Few minor items put under residential maintenance that need to be moved back to the airport. Rest looks reasonable so far. Continuing to go through general ledger item by items to see is items are allocated correctly. Main thing so far is CalFire expense misplacement where would deduct from mowing that has lots of money*



and add to maintenance which has very little. Financial Statement if February's which More changes next month. Suggested waiting to next month to review.

b. AIRPORT MANAGER REPORT

Manager Cooksy

*Report by Manager Cooksy: Tenants – Full up getting 2 to 3 call a week, usually from the Bay Area, for hangars. They are surprise that none are available. Fuel: Straight line extrapolation for more show that we may be up 20% in March compared to March 2020. Fuel wholesale price increasing, levels comparable to November/December 2019. Pump price of \$4.80 to \$4.90 per gallon likely at next load. Would be little above average. Reference to AMR report for details. Fuel Pump #2 still has pressurization issues, need patience to allow time for pressure test when using. Sometimes times out and does not pump. Network issue was resolved. Pump meter wheels not zeroing out at pump. Fragile system, both pumps working now. Continuing to clean out old files and receipts. In website under Financial tab, posted financial audits back to 2012/2011. Found work on Master Plan attempt in 2005. Continuing to put together airport history time line. Came across history going back to when area was Hollister Ranch. Gate on Mira Loma showing age; replace power transformer for card reader, replace motor and capacitor. Have been working to recover use of the 3-4 tie-downs by airport office in front of hangars. Empennages of airplane hanging over ditch into airport protection zone, causes those former tie-downs not to be available. Had implications for conceptual ideal of placing T-hangars near fence on Oxford at end of runway overrun. Advised not to submit formal Form 7460. Director Skaggs comment that we are trying to squeeze out additional revenue, but don't have the additional room on the airport. Director Bohlen asked if the Pump #2 problem was a risk. Director Skaggs responded that cause of problem is unknown; could be in controller electronics, or mechanical at the fuel pump. Pulling pump is a big deal. Director Kirkegaard asked if some of the tie-downs could be converted to T-Hangars. Response was yes, could look at. Also could look at covering T-downs with solar panels, perhaps get a solar credit.*

c. UPDATE ON PROCUREMENT AND CONTRACTS

Skaggs/Cooksy

*Director Skaggs reported: Wrapped up service contracts for fuel and gate last week. No new contracts. Expected proposals for Fuel system study.*

d. VOLUNTEER SERVICE REPORT

Director Skaggs

*Director Skaggs reported: No data this money. We should consider if we want to consider continuing to track and its value, given that it does take an overhead time cost, at the next meeting. Made point that it takes more man-hours to run airport than one person. Also consider if we want to rewards volunteers beyond what we are doing.*

March-no data

**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.



*Duane Wade from the California Special Districts Association (CSDA) gave a brief update on CSDA activities: Working COVID funding, CPAD unique as it is one of few special districts to receive funding, most have not. Working with state legislator to get assistance for special districts. Was talk about delaying property tax revenue that special district received. CSDA signed onto a letter opposing and was successful in stopping. Very involved with a number of bills in the legislator dealing with the Brown Act dealing with public meetings. One of the bills CSDA is very concerned about is AB339 that says even if we go back to in person meetings, would have to have format and infrastructure like we currently use, and provide translation services and closed captions, with no funding to do so. CSDA does want transparency in local government, but there is a balance of cost to do so, especially with small districts like CPAD. Bills are early into the legislative process. CSDA having legislative day in May, virtually. Questions for CSDA and Duane can be sent through Manager Cooksy.*

*Director Skaggs thanked people that put on the dinner and airshow for getting the lights on of event on March 12, specially one person who did not want to be named, Tina Robertson, Julie Clark, Mike Brewer, and David and Donna Becker. Commented that it got people out and showed we are here and still and airport. Was a very positive event and we need more events like this. David Becker, near the end of the meeting, recognized Julie Bohlen as of the co-chairs and was a strong player.*

*Cops & Rodders – Dan Kurywchak & Brent McElmurry; the date for this year’s Cops & Rodders is September 18 pending the county’s approval. Dan noted that most people that returned comments to him wanted September, not August as August was too hot. Brent noted that the county fair was approved for the week after September 18. Director Skaggs if there are any changes to the basic event. Brent reported it will be like past events. Dan requested to explain Cops & Rodders for new residents at the board meeting. Director Skaggs asks Dan to put together a summary.*

*Dan Shelton – Gave an updated on the Caretake Permit Application to the county for what is currently Dave’s Rental Car. Since 2012 county requires signing of an avigation easement as a condition of new development. In this case the avigation easement allows the county to destroy existing structures that penetrate FAA Part 77 airspace. Because of location and elevation, allows county to destroy all the structures and prevent any future structures on this property. Country can only do so through eminent domain process and compensates owner. Dan Shelton trying to resolve with county. Director Skaggs commented that*

## **6. OLD BUSINESS:**

- a) Update from the I&F Committee on minimum budget amount including underfunded activities

*Discussion minimum budget amount and specially underfunded activities.*



*Requested Board to review and decide which ones we should move forward with and if there is something that should be added. Noted that the amounts for each item may be soft, but aggregate is a good number. This will drive fees and any measures.*

*Director Kirkegaard presented list of unfunded and not-fully funded projects developed by the I&F Committee. Unfunded projects include:*

- *Legal requirement to conduct a finance audit with a estimated annual cost of \$5000. Have been doing audits biannually at \$10,000. Will need that amount for the next fiscal year.*
- *Airport Manage salary short by \$4,080 to keep exempt. Now paid by hour and cost is expected to go beyond that amount.*
- *Airport vehicle at \$12,000 not to exceed. To be discussed in new business.*
- *Airport Layout Plan (ALP), RFP, for contract estimated at \$5,000 to to get grant to funds for preparation of the ALP (Plan required to seek future grants from FAA or CalTrans for airport projects such as pavement resurfacing, etc.)*
- *Fuel Hoses replacement at \$3,000. Within few months of 10-year lifetime are recommended replacement. Can push into next fiscal year.*
- *Fuel Point of Sale (POS): 19 years old, uses dial-up modem and two expensive land lines. Obsolete and no-longer supported. If fails, will have to replace at cost of about \$12,000. New system complied with credit card company requirements for chip readers. Director Bohlen asked to clarify that if the current POS suddenly fails, it can't be repaired. Director Kirkegaard responded that Fuel Master, our billing vendor, no longer supports and will not repair. Unknown if there are any third parties that would. New system would cost less over time as no land lines are needed, saving \$2K to \$3K per year. If current POS fails, would have to use manual system, card impression on carbon paper. Requires someone to be available for sale and no fuel sales after hours. Manager Cooksy noted that when techs come out to repair our system including dispensers, they are doing so by salvaging from other systems, no new parts available. Director Robertson asked if vendor do financing. Director Kirkegaard responded that he has not asked, only has upfront payment. Will look into.*
- *Unfunded projects add up to \$41,080 or \$25 per property per month is was a special tax.*

#### *Not Fully Funded Projects*

- *Cut back on some of the operations, as we needed to fund mowing equipment, spraying and needed to add an additional \$5,000 to obstruction mitigation. May need an additional \$5,000 before this fiscal year is over. Last year spent \$20,000 on obstruction mitigation. So far, this year have spent \$12,500. We have more trees, some of which are big. There is some hostile, non-cooperative property owners that we are in negotiations with. If we get a go ahead, we cannot wait for the next fiscal*



year. *Want to make sure we can act quickly. Some other expenses, such as CalFire In-kind donations need to be assigned to this account.*

- *Little money left in each account with four months remaining this fiscal year.*
- *Have \$15,000 from CARES act set aside as reserve. Board needs to decide if want to use to fund some of the underfunded budgets and/or fund unfunded projects.*
- *Hangar maintenance includes repairs, including some roof leaks and damaged mechanisms. Don't have good cost estimates yet.*
- *Runway, taxiway condition survey. Need that survey and one for residential street to develop real numbers and not best guesses. . Director Skaggs previously volunteered and is working to get higher fidelity costs*
- *Tie-Downs. Director Bohlen previously volunteered to get higher fidelity costs to replace tie-down chains and hooks.*
- *Director Skaggs commented that the project list give ideal of where we are at with things that are not likely to make it the next four months and other things considered to be high priority to pursue. Exempt salary will cost more if overtime and administrative fee. Audit, have no choice.*
- *Director Bohlen commented that it was a good list, that we have had much discussion about.*
- *Director Robertson commented that we have many items on the list that could be catastrophic for the airport and clean out budgets. Director Skaggs agreed, noting aging equipment and infrastructure.*
- *Director Bohlen, Fuel system is big concern as get a lot of revenue from it. Need to be able to respond to problems to keep revenue coming.*
- *Director Robertson, Exempt salary if a losing battle if we don't pay to be exempt.*
- *More discussions...*
- *Director Skaggs suggested once we get better numbers for the items without costs, look at big budget picture not later than next meeting, prioritize. Balance left will have to be funded from other sources.*

b) Update from the I&F committee on status of income options

*Covered in new business. Reviewing all possible incomes that is legal by a district.*

c) Obstruction Mitigation Effort

Notifications will go out shortly for additional trees that need to be trimmed as part of ongoing mitigation effort. (we still must push to maintain and improve these clearances forever)

*There are trees that were noticed in last Caltrans inspection, but not high enough yet to stop return of night operations, but will be soon as trees grow. Letters sent out, no responses yet. If obstructions are not mitigated, it will cause problems next year. Will be*



*very difficult to regain night ops inspection does not go well and we again lose night ops. Will be sending letters to airpark residence soon advising of need to trim/cut.*

- d) Update on RFP status for fuel system

*RFP out to 6 companies. 3 or 4 expected to bid. Some of the bigger players determining if this is worth it for them. EPIC fuel (our fuel vendor) has design group and will be visiting next week. Contract, if awarded, is intended to determine what we can do with above ground tank and system to meet country requirements. Once known we can determine budget and funding need.*

- e) Review gutter repair request by resident and develop action plan.

*Director Skaggs: Separation appears to be unique. Walked around neighborhood and did not see any other similar separation. Property owner has bid of just over \$10K to completely re-do. Has offset between gutter and driveway, trip hazard and liability concern. We have no policy or plan, and need action plan on how to deal with. Appears to be district problem. Director Skaggs requested volunteers to work this, from the board and public. Hearing none, Directors Skaggs and Bohlen said they will work to prepare draft policy.*

#### **7. NEW BUSINESS:**

- a) Review best approach to initiate District policy and procedure training/review

*Director Skaggs proposed to board to have training/reviews on weekly basis, beginning next Monday at 7:00PM. Limited to one-hour. Board agreed..*

- c) Discussion of multi aircraft fee history and whether to adopt suggested revisions and begin collecting fees as defined in Resolution 21-01.

*Director Skaggs: Since 1989 district has had an approved policy in place to charge for more than one aircraft per property. It has largely been not enforced, including latest resolution in 2017, for a variety of reasons. Question for the Board: 1) Is this an appropriate fee to go after, 2) do we still have legal standing to assess this fee, so we have to ask and pay for a determination. 3) How much should be? Determine what is multi aircraft. Proposed resolution is a modification of the 2017 resolution. Does not think we are ready to fully adopt and start charging. Process to move forward start with legal review, then schedule a public meeting 45 days before introducing these new fees, which are like new because nobody has been collecting them. Presented resolutions histories, including amounts. 1989 Resolution 89-4, 20024 Resolution 04-03, and 2017 Resolution 17-02. Each resolution had different definitions of additional aircraft. The FAA, in going after funding, want to see equitable fee in through the fence operations. On the airport side, going after the 13 T-hangars on one property. I&F Committee came up with \$300 per for year aircraft.*

*Discussion: Director Bohlen pointed out that the tie-downs pay \$75 per month or \$900 per year. Asked if there was any evidence if there was any attempt to collect fee approved in the previous resolution. Response was very little, sporadic, not consistent and for a short period of time. How many potential aircraft subject to fee? About 20 to*



21 aircraft on 6 properties. At \$300 per year can result in \$5K to \$6K after taking out expenses to invoice and collect.

Read into record was letter from resident Dennis Nickson supporting fees

Director Skaggs reviewed Resolution 21-01 Draft.

Discussion comments from Board and public. Discussion about one property with one pilot with multiple airplanes vs one property with 12 airplanes and 12 pilots. Needs to focus on airport facilities.

David Becker commented that further work on the resolution is recommended and cautioned that there is not such thing as a perfect equitable solution.

Director Skaggs commented that the resolution is not ready to vote and that the board needs to decide if it want to purse this or table it for now and focus on other priorities.

Consensus was to continue to pursue and develop resolution that addresses the streets.

Board agreed to table 21-01 is tabled, and continue to develop concept of multi-aircraft fee process.

**MOTION** to approve Resolution 21-01 to adopt revised multi aircraft fee:

Motion:                      Second:

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

*Motion tabled*

NOTE: Approval of Resolution 21-01 will require scheduling public meeting at least 45 days prior to planned initiation.

- c) Discussion whether to seek an estimate for a legal determination whether Resolution 88-8 that allows Board to directly collect fees is still legal.

**MOTION** to seek estimate for legal review of Resolution 88-8:

Resolution 88-08 allows board to assess user fees to all owners for maintenance and operations of the district.

Question is if this Resolution has any legal standing at this time. David Becker offered his no-charge legal option: Unenforceable now under current law. This resolution says district has authority to impose user fees, which is already in the law, with or without this resolution. This resolution does not have the justification (financial support documents) that would make it enforceable.

Director Skaggs suggested that these resolutions be purged, cleaned up with resolution as we go along to acknowledge that they are not enforceable.



Motion:                      Second:

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

*Motion no longer applicable as legal review presented at meeting.*

- d)        Discuss merits of pursuing another ballot measure for increasing fees

*Director Skaggs: If Board creates ballot measure, requires 2/3 vote to approve. If residents ban together to create ballot initiative, requires simple majority to approve. Requires TBD number of signatures to introduce to county. If voters approve, has the same effect of law as if board initiated. Least expense way to obtain.*

**MOTION** to pursue another ballot measure for fee increase:

*If board initiates ballot measure, requires 2/3 vote to pass. Understanding is that if residents initiate a measure, requires simple majority to pass. Fee is a special tax. Most inexpensive way to raise fees.*

*Director Bohlen comment that he was hesitant to support another board initiative for a ballot measure given the that while prior measures have gotten simple majorities, no measure has had a 2/3 majority, and it was a lot of work last time.*

*Public comment that if it was a resident initiative, it would have passed by a wide margin.*

*Discussion by other board members...*

*Director Skaggs: Discussed having a public workshop to discuss situation, needs and fees. Residents can take that data and develop an initiative. Workshop is necessary in any case.*

*Dan Kurywchak asked if there was a way to put down budget and situation information, and get out monthly, would continually help to inform people. Need to show severity and loss of property values if airport was to close down. FOCA could sent out monthly newsletter with current status of airport.*

*Board will work on format that can be updated consistently.*

Motion:                      Second:

TB\_N\_\_\_ JR\_N\_\_\_ GG\_N\_\_\_ KK\_Y\_\_\_ BS\_N\_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

NOTE: Approval of pursuing another ballot measure will require significant effort to determine amount of request, schedule, promotion and implementation of changes discussed to improve chance of passing

*Motion was not approved*

- e)        Review needs and type of airport vehicle proposal and budget impact.

*Read into the record email from Chris Cockrell, sent March 15, 2021, against purchase of vehicle.*





*Read into the record letter from Mike Bigler, dated March 21, 2021, for the purchase of vehicle.*

*Manager Cooksy noted that Mr. Cockrell's point about insurance was correct, Insurance \$100 - \$130 per month. We are required to have \$1M liability.*

*Manager Cooksy reviewed request form. Would be District owned, restricted to district business only. Main purpose is in rigorous in the field to uses to pull swisher mower, sprayer and brush and rock. Not something one would one to do with their personal vehicle. Vehicle allows picking up tools in Glower, Georgetown.*

*Director Skaggs: Philosophical question; Do we want to depend on volunteer loan vehicle or have the manager use personal vehicle?*

*Jason Rieger, resident, commented that he owns the largest wholesale dealership in Northern California, and can help find a vehicle and sell at cost. Can also finance. Suggested as way to raise money to help fund, that he can find a collector vehicle, donate it. Sell raffle tickets before Cops and Rodders. David Becker commented that could go through FOCA.*

**MOTION** to approve capital expenditure for airport vehicle:

*Motion revised: Approve capital expenditure for airport vehicle subject to determining source of funding.*

Motion: BS      Second: TB

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

*Motion approved*

*Director Skaggs proposed workshop. Board to meet to revise current year budget. Suggested special board meeting to revised current year budget and do it soon. Agreed to Special board on Monday, April 29 – Budget Revision Meeting*

*Jason Rieger thanked for help out with the airport vehicle.*

**10. ADJOURNMENT**

**NEXT REGULAR MEETING: April 26, 2021**

*Adjourned at 9:56 PM*