



**CPAD BOARD REGULAR MONTHLY MEETING – February 28, 2022**  
**AGENDA**

**FACE TO FACE MEETINGS ARE RESUMING**  
**MEETING ATTENDANCE VIA VIDEO CONFERENCE IS AVAILABLE**  
**PHONE AND/OR VIDEO CONFERENCE INFORMATION IN MEETING ANNOUNCEMENT**

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

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

DS \_\_\_\_\_ GG \_\_\_\_\_ KK \_\_\_\_\_ JR \_\_\_\_\_ TB \_\_\_\_\_ (P-Present, A-Absent)

**2. PLEDGE OF ALLEGIENCE**

**3. ADOPTION OF AGENDA**

**MOTION to adopt Agenda for February 28, 2022 Regular Meeting of the Board of Directors**

**Motion:            Second:**

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

**4. ADOPTION OF MINUTES**

**MOTION to adopt Minutes from January 24, 2022 Regular Meeting of the Board of Directors**

**Motion:            Second:**

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

**5. COMMITTEE REPORTS:**

a. FINANCE REPORT

Director Kirkegaard

b. AIRPORT MANAGER REPORT

Manager Couthes

Hanger Door maintenance / repair status

Fuel sales

Fuel Hose Replacement status



- Fence Repair Status
- Keycard System status
- Other repairs
- Slag pile burning

c. UPDATE ON PROCUREMENT AND CONTRACTS Director Bohlen

- Hangar repair contract - status. – See Manager’s report
- Additional Signs at Airport

d. VOLUNTEER SERVICE REPORT Director Bohlen

Since the last Board Meeting in January -about 85 hours. Continued excellent support by resident volunteers!

Highlights: Managed burn pile burning. Prepared and revised draft financial charts for public meeting, audit support, surface operations liability study Ad-Hoc Committee, two Infrastructure & Finance Committee Meetings, Fuel System Replacement Ad-Hoc Committee Meeting, board meeting preparation,

**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.

**7. OLD BUSINESS:**

- a) Proposal by Foothill Flight Center to change their hangar lease: Increase the rent and extension of lease term. Consideration by Board process recommendation. Director Bohlen  
  - Infrastructure and Finance Committee to evaluate and make recommendation to the Board at the March meeting. (Was February)
- b) Fuel System Replacement Ad-Hoc Committee Report Director Bohlen
- c) Hangar Lease Update Ad-Hoc Committee Report Director Bohlen
- d) Liability study of airport surface operations Ad-Hoc Committee Report Director Shariff
- e) Status and scheduling of public meeting on District financial status and forecast and measure. Director Bohlen
- f) Preparation status fuel system replacement public meeting as part of financial meeting. Director Bohlen



Infrastructure and Finance Committee to conduct study. Present options, financial impact, financing and schedule recommendation(s) to the board.

- g) Update from Dave Becker on street jurisdiction process. David Becker
- h) Audit status Director Kirkegaard
- i) Airport Signage Update Plan – in work, target briefing at February 2022 Board Meeting  
Manager Coutches
- j) Obstruction Mitigation Update Director Bohlen
- k) Minimum letter size for painting TAXI on each end of Boeing, status- Director Bohlen

**8. NEW BUSINESS:**

- a) Proposal to transfer funds from checking account to Airport Restricted Maintenance Account.

Review how our current airport assets have developed since the beginning of the fiscal year 2019/2020 and what it represents

Discuss amount to transfer

**MOTION** to approve transferring \$\_\_\_\_\_ from checking to Airport Restricted Maintenance Account

**Motion:**            **Second:**

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

- b) Proposal to initiate actions to include a ballot measure in the November 2022 General Election

Discuss merits of pursuing another ballot measure for increasing fees

Review schedule and required actions and submittal deadlines

Review/discuss I&FC study results so far

**MOTION** to approve pursuing a ballot measure for the November 2022 General Election

**Motion:**            **Second:**

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

- c) Proposal to revise CPAD Policy 1.4.1 Accounting Procedure Budget to include capitalization policy.



Note: This proposed revision is in response to audit question about our capitalization policy.

**MOTION** to approve revision to CPAD Policy 1.4.1

**Motion:**            **Second:**

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

d) Proposal to revise CPAD Policy 1.5 CPAD Personnel Policies for Employees.

Note: This proposed revision updates the vacation policy to be consistent with employment agreements

**MOTION** to approve revisions to CPAD Policy 1.5

**Motion:**            **Second:**

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

*Boy Scout Eagle Project, by Malcolm Cooksy, completed. Emergency equipment cabinet by airport office, No Trespassing Signs, and parameter map. Thank-you Malcolm!*

**8. ADJOURNMENT NEXT REGULAR MEETING:**

**March 28, 2022**