



CPAD BOARD SPECIAL MEETING – May 17, 2021

Kevin Cooksy, Airport Manager, has resigned effective May 30, 2021 so we need to begin the search for a new manager, cover essential activities, and complete some open items prior to his departure.

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. ADOPTION OF AGENDA

MOTION to adopt Agenda for May 17, 2021 Special Meeting of the Board of Directors

Motion: Second:

TB___ JR___ GG___ KK___ BS___ (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.

5. NEW BUSINESS:

- a) **MOTION to approve hiring new firm for audit:**

Motion: Second:

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



b) MOTION to approve Resolution 21-02 setting appropriation limits:

Motion: Second:

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

We need help!!!!

CPAD airport operations will only be able to cover essential activities, the office will not be staffed. Resident help is essential to maintain this reduced level of service!

- c) Who will head up search committee-
- d) Board to review proposed job description for approval

MOTION to approve CPAD Airport Manager Job Description:

Motion: Second:

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

- e) Who will be responsible for doing and managing the following essential activities? (this is only a start and more essential functions will be identified as we move along) Tasks not identified will be put on hold.
 - Obstruction Mitigation
 - Maintain landscape, mowing, brush clearing, spraying
 - Fuel system- required daily monitoring and repair due to three-year inspection failure
 - 24/7 coverage of phone
 - Basic office tasks-check email, voicemail, take garbage out, deal with regular mail, restroom cleaning and supplies
 - Check operation of lighting, AWOS, gates, etc., and initiate repairs
 - Complete financial tasks including tie down and hangar fee collection, paying bills, etc.
 - Manage tie down and hangar leases
 - Initiate and close NOTAMs

6. ADJOURNMENT

NEXT REGULAR MEETING: May 24, 2021