



## **Infrastructure and Financial Planning (I&F) MEETING**

Thursday January 21, 2021, 4:00 P.M. open session

**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**

**Chair:** Knud Kirkegaard,

**Members:** Kevin Cooksy, Burl Skaggs, Keith Uota, Jim Bray

- 1) **4:00PM Call to Order/roll call**  
KK\_P\_KC\_A\_BS\_P\_KU\_P\_JB\_A\_ (P-Present, A-Absent)

**Public Present:** 9-10

**Special Guests:**

*Phil Albee, as Cameron Park Airport's AOPA representative, had invited AOPA to join the meeting to provide advice on revenue options, operations, and future areas of cooperation.*

- *Mike Ginter, AOPA vice president of airports and state advocacy.*
- *Melissa McCaffrey, AOPA Regional Manager for the Western Region*

- 2) **ADOPTION OF AGENDA:** KK\_Y\_KC\_A\_BS\_Y\_KU\_Y\_JB\_A\_ (Y=yes, N=no, A- ABSENT))  
3) **ADOPTION OF 7 JANUARY 2021 MINUTES:** KK\_Y\_KC\_A\_BS\_Y\_KU\_Y\_JB\_A\_ (Y=yes, N=no)

- 4) **PUBLIC FORUM/PUBLIC COMMENT:** Only items that are within the jurisdiction of this committee 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.

*Introduction of AOPA representatives, Mike Ginter, AOPA vice president of airports and state advocacy and Melissa McCaffrey, AOPA Regional Manager for the Western Region.*

- 5) **OLD BUSINESS:**  
a) Proposed operating budget issues and new minimum income required

*Burl gave an introduction and history of the Cameron Park Airport District and the district's financial situation to the AOPA representatives. Mike Ginter and Melissa McCaffrey asked clarifying questions. Indicated they will study our situation more and be a source of information and help going forward.*



*Presentation of budget and what is considered minimum required to keep operating the airport. No major maintenance or new projects. 2021 and 2022 budgets will be helped by \$30,000 in CARES money.*

- b) Revised estimates for unfunded or underfunded projects in suggested order.

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

- |   |  |
|---|--|
| 1. Audit 2021/2022  | - \$10k LEGAL REQUIRMENT                                 |
| 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    |

- c) Prioritize unfunded or underfunded projects for board decision

*Recommendation to the board to prioritize underfunded or unfunded items as follows:*

- Legal requirements (audit)
- Obstruction mitigation
- Fuel system project plan, proposal
- Hangar maintenance
- Exempt Salary
- Fuel hoses
- Gates

- d) Input on CARES grant funds and suggested use of funds, revised budget  
*Recommendation to the board to reserve \$15,000 of the \$30,000 CARES grant for fiscal year 2021/22 to ensure payment for audit and obstruction mitigation.*

- e) Create board motion for each possible income approach (legal review, amounts, pros and cons)

*Recommendation that the board reviews and decides on income and revenue options to pursue:*



- *New ballot measure. Requires six month public notice of measure. Review amount. Phil suggested that a \$25 increase/month would pass. Burl wants increase based on evaluation of actual need, review is underway for revised number based on District survival and street maint needs by dropping all improvements except fuel system to then be reviewed and approved by the Board.*
- *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.*
- *Review impact and viability to Increase fuel prices*
- *Review impact and viability of hangar and tie-down rates.*
- *Consider aircraft/hangar fee for private commercial hangar, tie-downs*
- *Pursue special district assessment funding similar to street assessment district Request for funding to get legal review.*
  - *Current cost to set up and manage special assessment*
  - *Is Maintenance allowed by special assessment*
  - *Use for Capital improvement projects*
- *Research loan or bond (Caltrans,..)current rates*
- *Solicit residents to create Independent Non-profit organization, e.g. 501(c)(3). Or modify FOCA for airport fundraising*
- *Legal review of District to accept direct donations and legacy(estate) donations to develop wording and process*

**7) NEW BUSINESS:**

a) AST Fuel System Project

*Phil contacted Donlee Pump company, that he has worked with before, and arranged a meeting with a company rep on site to scope out work. The company may be able to provide a refurbished tank and know of possible contacts to take out used UST tank instead of paying for it as hazardous waste. Productive meeting and we would like to have them bid on the project.*

*Knud and Burl have initiated the process of collecting information about the location of an AST system. Expect a 10,000-gal (about 8-9x28-30') tank is the size to meet our needs and allow minimum bulk fuel cost. Primary goal is to have the new system up and running before removing existing UST system. Burl created a sketch of the fuel island area to enable discussion of placement. Meeting scheduled with El Dorado County Building Services to review setbacks. Allowable location of above ground tank drives the entire project cost and feasibility.*

- a. Status: Allocate budget to develop engineering estimate and initial specifications to meet CPAD and County requirements by outside firm.  
*Knud and Burl to prepare a proposal indicating the CPAD requirements along with known County requirements for the board to go out to bid for development of the engineering estimate and preliminary specifications. We will need to follow CPAD and County guidelines for competitive bidding for all phases of this project due to its estimated total cost.*



8) ADJOURNMENT at \_\_5:55pm\_\_

**NEXT MEETING: February 4, 2021, 4pm**