



CPAD BOARD REGULAR MONTHLY MEETING – October 25, 2021

AGENDA

**FACE TO FACE MEETINGS ARE RESUMING
MEETING ATTENDANCE VIA VIDEO CONFERENCE IS AVAILABLE
PHONE AND/OR VIDEO CONFERENCE INFORMATION IN MEETING ANNOUCEMENT**
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 October 25, 2021 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 September 27, 2021 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 Coutches

Repair to containment for #1 fuel system tank status

Hanger Door maintenance / repair status

Runway Lights recent issue



Other repairs

Fuel sales

Tractor & Mowing Training October 23

Mowing plans and schedule

Moving and spreading of dirt piles on approach end of Runway 13 status

Erosions mitigation on approach end of Runway 31 status?

c. UPDATE ON PROCUREMENT AND CONTRACTS

Director Bohlen

Scheduling special meeting to review consultant findings and cost estimates to get District consensus on approach to move forward.

Fuel system repair contract initiated at NTE \$4,000 which is within previously approved amount. Likely addition costs required due to extensive repairs.

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting -about 96+-hours. Excellent support by resident volunteers!

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) Discuss scheduling of public on fuel system replacement special meeting.
Propose Monday, November 15. Director Bohlen
- b) Discuss scheduling of public meeting on District financial status and forecast including measure.
Propose Monday November 8. Director Bohlen
- c) Update from Dave Becker on obstruction mitigation for Sudbury property. David Becker
- d) Update from Dave Becker on street jurisdiction process. David Becker
- e) Audit status Director Kirkegaard
- f) Update on assignment of District debt cards and signature authority Director Kirkegaard
- g) Airport Signage Update Plan – in work, target briefing at February 2022 Board Meeting
Director Bohlen
- h) Obstruction Mitigation Update Director Bohlen



- i) Painting TAXI on each end of Boeing - Discuss is Board should seek a volunteer to manage this project or request revised bid(s) from contractor(s)?
- Project involves: 1) Paint black background, 2) Size letters to meet FAA requirements, approximately 60-ft high, 3) layout caulk lines or equivalent, 4) paint letters, 5) paint half the street at a time to allow traffic to pass. 6) organize volunteer work party
 - Prior approximate contractor bids _____

8. NEW BUSINESS:

- a) Motion to authorization for \$550 as a rental payment for the tractor David Becker has been able to acquire from its owner Don Hinshaw.
- Newer tractor to pull the district flail mower
 - District responsible for maintenance and any repairs

Sponsor: David Becker

MOTION: Motion to authorize payment of \$550 to Don Hinshaw as a rental payment for use of tractor for the upcoming mowing season.

Motion:

Second:

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

- b) Should CPAD file an insurance claim with District Insurance for the damage fence along Cameron Park Drive at Mira Loma?

- Damaged by car on October 13, 2021 at about 5:00am
- Damage is 50-ft long on 6-ft high fence
- Estimate to repair fence, from Quality Fence Company, is \$2,450.
- Our insurance as \$1,000 deductible

Sponsor: Manager Couches

MOTION: Motion for CPAD to file an insurance claim with District Insurance to repair the damage fence along Cameron Park Drive at Mira Loma caused by an automobile collision?

Motion:

Second:

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



c) Proposal to update the CPAD Policy 1.4.3 CPAD Accounting Procedures Bookkeeper.

Proposed: Add to Policy as item 17): “With one Board member approval, and copying the District Manager (aka Airport Manager), CPAD will authorize the outside bookkeeper to make online transfers between District bank accounts only. All confirmations will be forwarded to the District Manager for retention.”

The purpose is to simplify transfers from the CPAD general account to the Assessment District accounts and restricted accounts.

Sponsor: Director Kirkegaard

MOTION: Add to CPAD Policy 1.4.3 Accounting Procedures Bookkeeper, that with one Board member approval, the outside bookkeep is authorized make online transfers between District bank accounts.

Motion: Second:

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

d) Proposal to:

- 1) replace the fuel dispenser hoses as current ones are beyond recommended life and are deteriorating.
- 2) Purchase compliant fire extinguishers for fuel pumps area
- 3) Replace the four pressure gauges at fuel filters to ensure calibrated readings.

Sponsor: Manger Couches

MOTION: Purchases new fuel dispenser hoses, compliant fire extinguishers and fuel filter pressure gauges as presented, including cost.

Motion: Second:

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



e) Aircraft, automobiles and commercial business operating on Cameron Park Airport liability insurance coverage discussion.

- CPAD requires tenants to name CPAD on their insurance, but not for aircraft in T-hangars. Should we?
- Does the airport liability insurance cover non-CPAD tenant's airplanes?
- Does the airport liability insurance cover tenant's automobiles when on the airport?
- Does the airport liability insurance cover non-CPAD tenant's automobiles when on the airport? If not, should it?
- Does the airport liability insurance cover accidents/incidents related to the commercial operators?
- What requirements are placed on the insurance for the commercial operators and is it sufficient?"

Sponsor: Director Shariff

8. ADJOURNMENT NEXT REGULAR MEETING:

November 22, 2021