



**CPAD BOARD REGULAR MONTHLY MEETING – January 27, 2025**

**Meeting Minutes**

**IN-PERSON MEETING**

**IN ROBERTSON’S HANGAR - 3188 BONANZA DRIVE**

Directors: Chris Cockrell, Greg Wright, Mark Eagar, Tina Robertson, and John Cook

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

<b>Chris Cockrell</b>	<b>Present</b>
<b>Greg Wright</b>	<b>Present</b>
<b>Mark Eagar</b>	<b>Present</b>
<b>Tina Robertson</b>	<b>Present</b>
<b>John Cook</b>	<b>Present</b>

**PLEDGE OF ALLEGIANCE**

**2) ADOPTION OF AGENDA**

**MOTION** to adopt Agenda for the January 27, 2025 Regular Meeting of the Board of Directors

**Motion by: Tina Robertson      Second: Chris Cockrell**

**Record of votes:**

<b>Chris Cockrell</b>	<b>Yes</b>
<b>Greg Wright</b>	<b>Yes</b>
<b>Mark Eagar</b>	<b>Yes</b>
<b>Tina Robertson</b>	<b>Yes</b>
<b>John Cook</b>	<b>Yes</b>

**3) ADOPTION OF MINUTES**



a) **MOTION** to adopt Minutes from December 6, 2024 Regular Meeting of the Board of Directors

**Motion by: Mark Eagar**

**Second: John Cook**

<b>Chris Cockrell</b>	<b>Yes</b>
<b>Greg Wright</b>	<b>Yes</b>
<b>Mark Eagar</b>	<b>Yes</b>
<b>Tina Robertson</b>	<b>Yes</b>
<b>John Cook</b>	<b>Yes</b>

b) **MOTION** to adopt Minutes from December 6th, 2024 Special Meeting of the Board of Directors

**Motion: Tina Robertson**

**Second: Mark Eagar**

<b>Chris Cockrell</b>	<b>Yes</b>
<b>Greg Wright</b>	<b>Yes</b>
<b>Mark Eagar</b>	<b>Yes</b>
<b>Tina Robertson</b>	<b>Yes</b>
<b>John Cook</b>	<b>Yes</b>

**4) ELECTION OF OFFICERS:**

**MOTION** to Elect Officers in accordance with CPAD Policy 1.2.3.1.

**Motion: Tina Robertson**

**Second: Mark Eagar**

<b>Chris Cockrell</b>	<b>Yes</b>
<b>Greg Wright</b>	<b>Yes</b>
<b>Mark Eagar</b>	<b>Yes</b>
<b>Tina Robertson</b>	<b>Yes</b>
<b>John Cook</b>	<b>Yes</b>



a) Nomination for Board President:

Accepting nominations for Board President: Chris Cockrell nominated Mark Eager. No other nominations were put forth.

Record votes:

<b>Chris Cockrell</b>	<b>Yes</b>
<b>Greg Wright</b>	<b>Yes</b>
<b>Mark Eagar</b>	<b>Yes</b>
<b>Tina Robertson</b>	<b>Yes</b>
<b>John Cook</b>	<b>Yes</b>

**Result: Mark Eager will replace Terry Bohlen as Board President.**

b) Nomination for Board Secretary:

Accepting nominations for Board Secretary: Mark Eagar nominated John Cook. No other nominations were put forth.

Record votes:

<b>Chris Cockrell</b>	<b>Yes</b>
<b>Greg Wright</b>	<b>Yes</b>
<b>Mark Eagar</b>	<b>Yes</b>
<b>Tina Robertson</b>	<b>Yes</b>
<b>John Cook</b>	<b>Yes</b>

**Result: John Cook will replace Jeff Robertson as Board Secretary.**



c) Nomination for Board Treasure:

Accepting nominations for Board Treasure: Mark Eagar nominated Tina Robertson. No other nominations were put forth.

Record votes:

<b>Chris Cockrell</b>	<b>Yes</b>
<b>Greg Wright</b>	<b>Yes</b>
<b>Mark Eagar</b>	<b>Yes</b>
<b>Tina Robertson</b>	<b>Yes</b>
<b>John Cook</b>	<b>Yes</b>

**Result: Tina Robertson will replace Chris Cockrell as Board Treasurer.**

**5) COMMITTEE REPORTS:**

a. AIRPORT MANAGER REPORT

Manager Coutches

- Fuel Sales: November 2024 sales 2,826 gals. Down about 9% compared to November 2023. A number of days in November with no fuel sales due to bad weather.
  - Fuel Delivery 11/19. New Fuel Price: \$5.55
- Fuel Sales: November 2024 sales 2,798 gals. Down about 24% compared to December 2023
- Fuel Accounting reports: On Oct 1, 2024, World Fuel completed a previously announced acquisition of EPIC Fuels’ general aviation fuel and EPIC card business. This acquisition did result in a gap of necessary information needed to complete monthly fuel account. However, all information has now been located, and reports can continue.
- Runway Light outage 12/8/2024. UPS needed to be cycled. The system has not had any issues since, but a better UPS is needed
- AWOS Kick off meeting 12/13/2024, attended by CPAF members and Chris Silva. CPAD volunteered to install 4-foot-high poles and conduit to prep site for AWOS upgrade install. Specifications received 1/20/2025 and will be completed through the work party on 1/25/2025.
- Fuel System Training 1/6 for Board Members Tina Robertson and John Cook and Volunteer Dennie Salzman to cover while I was away from 1/13-1/17
- Fuel system meter readout: The meter readout for Pump 2 was noted as being incorrected. Customers are being charged for the correct amount and proper readout can be found on the back side of the fuel pump. Robert Johnson Petroleum who normally does fuel pump maintenance will be out to repair the meter once the parts have arrived.
- Cal Trans Aeronautics Inspection 1/24/2025. The only note is to continue crack sealing. No other items to address.



- I submitted my 2 weeks' notice on 1/21/2025 to Director Eagar. I will still be available to work on continuing projects such as the fuel pump issues, pre-emergent, and AWOS during these next weeks but my focus beyond that needs to be on CFI training and I cannot in good conscience manage the airport at the same time. I will still be in the area to answer questions and to answer any questions when a replacement is chosen but 2/4/2025, is my last day as the Airport Manager.

Discussion:

Greg Wright will assist with project management support of AWOS project.

b. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

- Mesotech Quote for AWOS upgraded approved in the Special Board Meeting on 12/6/2024 and signed 12/11/2024.

Discussion:

Knud would like to meet with the new board to discuss project. Chris suggested that a subcommittee could be assigned.

**MOTION:** create a subcommittee to include Tina Robertson and John Cook to work with Cameron Park Foundation on AWOS project.

**Motion:** Mark Eagar

**Second:** Tina Robertson

<b>Chris Cockrell</b>	<b>Yes</b>
<b>Greg Wright</b>	<b>Yes</b>
<b>Mark Eagar</b>	<b>Yes</b>
<b>Tina Robertson</b>	<b>Yes</b>
<b>John Cook</b>	<b>Yes</b>

c. VOLUNTEER SERVICE REPORT

Since the last Board Meeting in December: about 80 hours. Continued excellent support by resident volunteers!

Highlights: Board Meeting preparation, fuel sales, financial reporting, Airport Coverage planning and training, airport coverage while Dominic was on vacation.

Discussion:

Depending on weather, work day will be scheduled this week.

- 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. Comments and or requests requesting board action will be referred to staff and if appropriate, placed on a future agenda.

Discussion: Phil brought up that he observed drones flying over runway. He engaged people parked at north gate and also contacted sheriff. He also stated that uncontrolled airports do not have specific rules about drone flying. Phil asked the board to consider a policy to prohibit drones around airport. Airports similar to O61 have adopted such policies.

**7) OLD BUSINESS:**

- a) Airport Layout Plan Manager Coutches
  - Status: Exhibit A is completed but we are waiting for a meeting with FAA compliance officers before we can begin the full ALP.
- b) Obstruction Mitigation Update
  - Status – No changed. Identification of trees in process.
- c) Maintenance Director Eagar
  - Status and Work Parties.
  - UPS Battery replacement on 10/25.
- d) CPAD Policy Updates
  - Status

**8) NEW BUSINESS:**

a) **Transition for New Elected Board Members:**

Airport Manager will ensure onboarding and transition procedures are completed for new board members as outlined in Policy 1.2.3.2 MATERIALS PASSED TO NEW BOARD MEMBER.

**9. CLOSED SESSION TO DISCUSS PERSONNEL MATTERS AND STAFFING**

- Board went into Closed session at 7:28pm

**10. OUTBRIEF OF CLOSED SESSION TO PUBLIC**

- Board reported outcomes of closed session starting 7:57pm
- Outcome of closed session:
  - Part time/Interim airport manager will be hired asap.
  - Board will review current requirements of the airport. After review is completed and approved, a posting for the airport manager position will be done in accordance with findings.

**11. NEXT REGULAR MEETING:** February 24, 2025

**12. ADJOURNMENT:** 7:58pm