



**CPAD BOARD REGULAR MONTHLY MEETING - November 28,2022  
MINUTES – PENDING**

**IN-PERSON MEETING  
IN GORDON'S HANGAR 3204 WESTERN DRIVE**

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

**1. 7:00PM Call to Order/Roll Call – Called to order at 7:02 PM**

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

**2. PLEDGE OF ALLEGIENCE**

**3. ADOPTION OF AGENDA**

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

**Motion: TB      Second: KK**

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

**4. ADOPTION OF MINUTES**

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

**Motion: TB      Second: KK**

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

**5. COMMITTEE REPORTS:**

a. FINANCE REPORT Director Kirkegaard  
October 2022 financial report

b. AIRPORT MANAGER REPORT Manager Coutches

- October 2022 Fuel Sales
  - 4609 Gallons sold. Up 10% from last year
- Monthly Fuel Accounting Training
  - Sat down with our bookkeeper and Director Kirkegaard to learn the process of tabulating our monthly fuel accounting.
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- El Dorado County Weights and Measures Inspection
  - The county will be testing our meters and fuel pump in the coming weeks to ensure that we are charging at a fair rate. Pumps will be down for a couple of hours and I will send out a notice before hand

c. UPDATE ON PROCUREMENT AND CONTRACTS Manager Coutches

1. No active procurements

d. VOLUNTEER SERVICE REPORT Director Bohlen

Since the last Board Meeting in October -about 35 hours. Continued excellent support by resident volunteers!

Highlights: Installed gate sensor replacement brackets, Board Meeting preparation, fuel sales financial reporting, Street Safety AHC preparation and meetings.

**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) Street Safety Lease Ad-Hoc Committee                                 | Director Bohlen |
| • Status report   |                 |
| b) Obstruction Mitigation Update  | Director Bohlen |
| • No update   |                 |
| c) Airport Pickup Truck Donation  | Director Bohlen |
| • Registration in process, Handover – TBD                               |                 |
| d) Language in non-commercial hangar lease agreements for future leases | Director Bohlen |
| • Deferred to January Board Meeting                                     |                 |
| e) T-Hangars airport access Fee & Payment Plan                          | Director Bohlen |
| • Letter in work, approval deferred to January Board Meeting            |                 |
| f) Initiation of new Ad-Hoc Committees                                  | Director Bohlen |
| • Deferred to January Board Meeting                                     |                 |



**8. NEW BUSINESS:**

- a) **Measure J** – Appears to have passed. Vote will be certified by El Dorado County in December. Funds will not begin to be received until late 2023/2024. Passage does not impact current fiscal year budget.

- b) **Cameron Park Airport Foundation** Knud Kirkegaard

- a. Presentation

*Presentation in meeting supporting documents on CPAD website*

- c) **MOTION** to approve recommended proposed County Ordinances for our Joint-Use Streets

Discussion: Review and discussion of recommendations.

*David Becker presented proposed ordinances from the Street Ad-Hoc Committee to be submitted to El Dorado County for their consideration. Discussion included public comments about impact to life style and extend of rules, including parking. Board discussion included that more work needed to be done and should reconsidered at the January Board Meeting.*

**Motion: TB            Second:**

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

- d) **Swearing in New Board Members:** Mark Eagar, Diane Shariff, and Greg Wright

Welcome to the CPAD Board!

**Thank-you to Knud Kirkegaard and Glenn Gordon for their service over the last four years!**

- e) **MOTION** to approve TBD board member, to position of Board Treasurer, until the January 2023 Board Meeting when all positions assignments are voted on by the board, per CPAD Policy.

*Discussion: With Director Kirkegaard's departure from the board, the Board Treasurer position is vacant. Objective is to cover the gap from this meeting to the January Board Meeting where position assignments are voted on by the board per CPAD Policy.*

*Director Shariff nominated*

**Motion: TB            Second: KK**

**DS\_Y   GW\_Y   ME\_Y   JR\_A   TB\_Y   (Y-YES, N-NO, A-Abstain, /-Absent)**

*Motion approved for Director Shariff to temporarily assume the Board Treasurer position*

- f) **MOTION** to approve TBD board members for signature authority for the bank accounts. Allows processing of changes in December.

*Discussion: With the departure from the board, need to revise signature authority on CPAD Bank Accounts. Motion to approve removal of former Director Kirkegaard and adding Director Shariff for signature authority. Board Directors therefore with signature authority are Director Bohlen, Shariff and Manager Coutches.*



Motion: TB            Second:

DS   Y   GW   Y   ME   Y   JR   Y   TB   Y   (Y-YES, N-NO, A-Abstain, /-Absent)

- g) **MOTION** to approve cancelling the December Regular Board Meeting, with the next Regular Board Meeting on January 23, 2023.

*Discussion: It has been the Board practice not to hold a board meeting in December due to the holidays*

Motion: TB            Second:

DS   Y   GW   Y   ME   Y   JR   A   TB   Y   (Y-YES, N-NO, A-Abstain, /-Absent)

*Motion approved to cancel the December regular Board Meeting*

**9. NEXT REGULAR MEETING: January 23, 2023. (To Be Confirmed)**

*Confirmed*

**10. ADJOURNMENT**

*These minutes were reviewed and approved by the CPAD Board at the regular CPAD Board Meeting on January 23, 2023*

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*Director Jeff Robertson  
Secretary  
Cameron Park Airport District*