



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

Thursday February 18, 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\_P (joined about 4:30)\_ BS\_P\_ KU\_P\_ JB\_P\_ (P-Present, A-Absent)

**Public Present** 7 present

**2) ADOPTION OF AGENDA:** KK\_Y\_ KC\_A\_ BS\_Y\_ KU\_Y\_ JB\_Y\_ (Y=yes, N=no, - ABSENT))

**3) ADOPTION OF 4 FEBRUARY 2021 MINUTES:** KK\_Y\_ KC\_Y\_ BS\_Y\_ KU\_Y\_ JB\_Y\_ (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.

*Congratulations were expressed to the airport manager, the obstruction mitigation team, and the board for getting night operation restored. Caltrans approved night operations to resume 2/19/2021.*

**5) OLD BUSINESS:**

a) Minimum Critical Budget Update

*Appears the annual obstruction grant from Caltrans for \$10,000 will be paid in June 2021. The grant for FY 2021/22 may be in jeopardy.*

*Cameron Park may qualify for \$13,000 in CARES funds for 2021 from the FAA.*

*Effort continues to establish a minimum budget to operate the airport. To keep operating at the current level and also pay for the current underfunded or unfunded items like exempt salary, RFQs for fuel system, RFQ for ALP, fuel POS, fuel hoses, airport vehicle etc. it is estimated that an additional \$38,000 is needed annually equivalent of about \$300/year per property.*

*It was mentioned that budget should include insurance, maintenance, and fuel. Insurance currently covers use of personal vehicle.*



*Keith requested the minimum budget should include maintenance of streets for sustainability otherwise a slurry seal may not be an option if underlying aggregate deteriorates. Phil suggested getting an updated price from one of the major local road construction companies. The committee recommends the board approves an approach that will provide funding to review condition of streets, runway, and taxiways.*

*More detailed budget numbers are needed. Committee recommends that the board approves an approach seeking detailed budget numbers for RFQs, legal review of fees, condition assessment of streets and gutters on the residential side, runway, taxiways, and tie-down area on the airport side. Once detailed budget numbers are determined we can create the needed budget.*

- b) Request for Quote for Professional Engineering Services AST
  - a. Project parameters
  - b. Board request for funding

*The county has deferred information about setbacks to fire marshal. Meeting scheduled 3/1/2021 with fire marshal. Until we have additional information the RFQ cannot be finalized. Board to approve parameters for project, e.g. location, tank size, etc. but until setback information is collected the board can only be briefed on proposed parameters.*

*Phil suggested information sent to fire marshal ahead of time. We have provided plan and sketch of location.*

- c) Draft fee proposal
  - a. Funding for legal review

*Burl presented a request for legal review of ways to raise funding. Legal review to provide board with a number of tools to properly fund the airport*

- *fees based on a number of parameters, for example number of aircrafts*
- *fees for aircraft commercial side, residential side, properties renting space for A/C*
- *fees based on airport access*
- *fees for streets*
- *fees for airport operations*
- *Donations directly to the airport by individuals*
- *Assessment district for operations*
- *Assessment district for projects*

*It was pointed out that fee collection mechanism should be resolved. Expected this will be sourced to outside company and not tasked to the manager.*

*Burl had additionally prepared suggestions for resolutions on fees.*

*Burl to submit material to legal counseling, David Becker, and request a quote for legal review for the board to approve. Hopefully a quote can be ready by board meeting 2/25/2021/*



*The board should also decide if a new special tax measure should be prepared for the November 2021 election.*

- d) Funding of Condition assessments of streets, runway, taxiway, tie-down

*Agenda item covered under previous agenda items.*

- 7) **NEW BUSINESS:**  
*No new business*

- 8) **ADJOURNMENT at \_5:21 pm\_\_**

**NEXT MEETING: March 4, 2021**