



Infrastructure and Financial Planning (I&F) MEETING Minutes - Approved

Thursday April 22, 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_BS_P_KU_A_JB_A_ (P-Present, A-Absent)

Public Present_2_

2) ADOPTION OF AGENDA: KK_Y_KC_Y_BS_Y_KU_A_JB_A_ (Y=yes, N=no, - ABSENT))

3) ADOPTION OF 8 APRIL 2021 MINUTES: KK_Y_KC_Y_BS_Y_KU_B_JB_B_ (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.

How to access I&F minutes? They are available on [Other Meetings & Events - Cameron Park Airport District](#)

Brief discussion to clarify difference between different revenue options: Board initiated measure, voter initiative, fees, special assessment district.

5) OLD BUSINESS:

a) Update on Request for Proposal for Professional Engineering Services AST

- a. Next steps. No bids received within board approved amount

C&S ENGINEERS, INC provided the only response to request for RFP. Initial amount, \$23,924.00, significantly went over the 'not to exceed' amount of \$5,000 approved by the board. Revised proposal from C&S Engineers at \$5,850 brings it close to the board approved amount while still meeting the objectives of the RFP. I&F Committee to recommend board approval and award the project to C&S Engineers.

b) Multi aircraft fee proposal update

- a. Review refined proposal before board meeting
b. Likely not legal without financial justification documents



Based on CSDA workshop on Proposition 26, Proposition 218, Assessments, Utility Rates, and Fees it is expected that a significant financial justification is needed to implement fees. It may be necessary to budget for a professionally developed fee determination and justification in order to get to the point where fees become a financial tool for CPAD. Burl will continue to improve the fee proposal to clarify what "income producing" multiple aircrafts. Records shows that fees were attempted to be collected in 2011 but no records of what happened to that effort.

- c) Proposal for street funding
 - a. Test presentation for public meeting

Burl presented ideas for public meeting and announcement topics and will continue to refine presentation. One suggestion was to include the state of the airport infrastructure. Update the measure P material. Need to get a sense of what the residents wants from the district. If it is a public airport it should be run as a public airport. Refinement of material will continue.

- d) Develop budgets and financial projections
 - a. Actual needs
 - i. Operational, infrastructure recovery (assets), projects
 - ii. Study similar airport budgets
 - iii. Short- and long-term budgets
 - b. Presentation at public meeting
 - c. Financial statement and plan requirements for determining/justifying fee amounts at least 5 to 10 year outlook. Also need Capital Improvement Plan to establish project priorities.

Adopted budget is not sufficient to operate the airport and replace aging infrastructure according to the CPAD mission and vision statement. Develop a short- and long term budget assuming funds are available. Proposal to update the CPAD Accounting Procedure Budget policy to require at least 10% contingency (currently 5%).

Operational budget and budget history too detailed to communicate. Knud to up level and just have fewer line items for presentation, e.g. income, fixed expenses, repairs, ...

Budgets, short- and long-term to include only must have items.

Suggestion for budget to accumulate and repair infrastructure that will cause loss of revenue and may increase liabilities if not updated. Upgrading infrastructure will reduce operational expenses, for example UST fees, inspections, and permits would go away with an AST fuel system saving the district \$1000s in operational expenses.

Knud to refine budgets and initially send to I&F committee members for review and feedback.



- e) Update on project request and RFQ for marking TAXI on each end of Boeing

Kevin has explored several options and talked to 3 companies providing seal coats. Suggestion to get an estimate what it will cost to have someone do it and explore options. For example, volunteers could grind the X off as that is needed before a seal coat can be applied, volunteers could potentially apply seal coat. Need to demonstrate progress to Caltrans. Investigate if any Caltrans funding is available.

7) NEW BUSINESS:

- a) **Consensus to release FAA Annual Entitlement \$150K for 2016 to Palo Alto Airport**
Qualified airports have \$150K earmarked for their grant programs each year. Funds can accumulate up to 3 years to permit funding for larger projects (\$450K). This is a rolling \$450K with 'year four' money expiring each year. An airport without an approved program can redirect the \$150K to other airports having an approved project that can use the funds before they expire. Palo Alto is such an airport. It is best to redirect such unused funds to keep the amount in the annual grant budget for the agency but to also keep it in the western region.

Funds have been redirected to Palo Alto airport. Cameron Park needs to work towards getting a new ALP as an approved project.

- b) Monthly updates to district residents
 - a. Content and format of monthly updates

General consensus it is a good idea, but we will need volunteers to provide content. Burl has put together a list of content ideas. Kevin will look for Constant Contact templates. Newsletters can also provide links to detailed information like financial data.

8) ADJOURNMENT at 6:00pm

NEXT MEETING: May 6, 2021