

<b>ACTIVITY DESCRIPTION FOR CAMERON PARK AIRPORT COMMUNITY</b> <i>including estimated level of effort</i>	Daily hrs.	Weekly hrs.	Monthly hrs.	Annual days
<b>- Airport Public relations</b>				
Cultivates community goodwill toward the airport outside the district(neighbor contact, answer questions, noise complaints)		0.25		
Maintains relations with district residents /tenants/ volunteers		0.3		
Maintains good relationships with authorities like FAA, Caltrans, CSD/and El Dorado County to ensure the district is in good standing with compliance and required inspections		0.5		
Inform local agencies as needed of significant airport activities.			0.1	
Represent the airport with various local and airport-oriented organizations. County Building Department, Various county agencies, CSD, ACA, CSDA, etc.				4
Address issues that affect the airport (local construction/building dept./fire)				7
<b>- Administrative/Office tasks</b>				
Report activities and follows guidance from the CPAD board (AMR report monthly, attends meeting, deliver info)			2	
Bring in mail every day and sort	0.2			
Create and maintain annual look ahead schedule of upcoming inspections, required submissions, payments, etc.	0.3			
At least once a year perform backup training/orientation for all major airport operational areas. (fuel system, lighting, safety, fire, alarms, accident response, gate operation, )				3
Inform board of all upcoming inspections with enough time for designated person to accompany manager.			0.2	
Forward all incoming FAA, Caltrans or other regulatory correspondence to each board member upon receipt.			0.2	
Maintain all required postings and notifications (fuel shed/bulleting boards/office area)			1	
Check Transient tie-down fee boxes – Collect and input payments. Stock boxes with envelopes	0.2			
Check transient aircraft – put fee envelopes on them	0.2			
Issue keys, residential gate clickers and automatic gate access cards IAW established CPAD policy. Obtain keys and gate access cards from those no longer authorized to access airport. Maintain log of keys and gate access cards issues IAW CPAD policy. Update system			2	
During working hours take phone calls, respond; take message off answering machine – call back as required.	0.5			
Carry airport cell phone during off hours, arrange for backup when unable.		1		
Collect garbage from airport office near fuel shed, hanger bathroom, bag and place in garbage can, place cans on street on garbage pickup day and return		0.6		
Ensure office is stocked with office supplies including fuelmaster receipt paper, office paper, checks, printer cartridges etc.			0.3	
Keep the Airport office clean and organized.	1			
Maintain files in an organized manner. Ensure procedures, operating manuals, emergency response binder and recent inspection reports are up to date, visible and can easily be found. Archive or recycle all out of date files IAW CPAD policy. Need significant prep work			5	
Keep secure list of all passwords readily available to Board President and designated person.			0.5	
Maintain computer files in an organized manner with easily accessed backup of all data.	0.1			
Coordinate airport activities, contracts, and leases with tenants; assure compliance		1		
Coordinate and monitor any work within airport area by contractor or volunteer			8	
Prepare, maintain and ensure that all required inspections, reports and actions are completed in a timely manner. For example, hazardous material, clean Air, (fuel) Afford-A-Test, CEC, EPA, AWOS, etc.			8	
Create and distribute Board meeting agenda and distribute meeting minutes. Maintain contact list. Attending required meetings ex: Board, committee			3	
<b>- Accounting</b>				
Track Accounts Payable and Accounts Receivable to provide to bookkeeper twice a month . Ensure income and invoices are assigned to the proper accounts.	0.2			
Assist in payment of invoices			2	
Monitors budget and manages expenditures		0.3		
Completes fuel accounting as detailed under Fuel system financial procedures			3	
Accept cash/check payments, issue receipts, place in cash box and forward to bookkeeper.		1		
Maintain Hanger and Tie-Down Waiting Lists. Notify next on list when a space becomes available.		0.3		
Assist in preparing budgets and other financial data as required for board meetings, federal and state reporting requirements.			1	
Provide support for required audit preparation and response				1
<b>- Maintenance</b>				

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<i>including estimated level of effort</i>	hrs.	hrs.	hrs.	days
Check airport environment daily – General Maintenance; AWOS, lights, signs, PLASI, Gates, drainage, etc.... Record all deficiencies and advise the CPAD Board of significant maintenance or repair items that require Board action. Maintain deficiencies log and follow up until deficiencies are corrected.	1			
Make minor repairs to equipment and infrastructure, for example; tie-down chains, fuel pump static lines, replace light bulbs, etc.		10		
Check and clean restroom daily – restock supplies as needed.	0.3			
Effort required for repairs by volunteers ex: tie down chains, runway lighting, PLASI, light shed, outdoor lighting, signs, general airport clean up, computer system support, restroom lock, restroom door		2		
<b>- Fuel system</b>				
Dip fuel tanks, record meter readings, accomplish daily safety checks in accordance with Epic fuel vendor checklist and training,	0.75			
Purchase Fuel as needed to maintain minimum levels			1.5	
Oversees fuel delivery and performs required testing and notifications				2.25
Update fuel purchase and sales statistics to ensure annual UST fees can be computed.				0.25
<b>- Safety/Security</b>				
Emergencies: Ramp check for missing aircraft, ELT going off, etc. Contact appropriate people in accordance with emergency response procedure– keep Board apprised of situation/outcome. Request assistance if necessary.			0.6	
Coordinate with Fire and Police departments on state and county emergency planning			1	
Be responsive during non-office hours to airport emergencies. Fuel safety alarms fire alarms etc.				
Arrange for a designated person as backup when necessary			0.5	
Initiate Notice to Airmen or other advisories		0.4		
Monitor airport for unauthorized persons or vehicles on the airport operating area, note who, when and where and advise those responsible of the issue and consequences per CPAD policy.			0.3	
<b>Mowing and Weed Abatement</b>				
Ensures mowing and weed mitigation is done in a timely manner. Airport to be weed and brush free within airport boundary fences.				3
Hours required for mowing by volunteer labor (3 cuttings which take approx. 24 labor hours each time)				9
Hours required for weed spraying by volunteer labor (3 applications which take approx. 12 labor hours each time)				4.5
Collect and remove brush and tree debris				2
Monitoring Burn Piles				5
Oversight of CalFire cleanup and burning (2 visits)				4
Ensure compliance with Cameron Park fire department and CalFire requirements			0.5	
<b>Obstruction Mitigation</b>				
Survey penetrations of Part 77 surfaces at least twice a year, update spreadsheet, and report to the CPAD Board.				4
Respond to communications from FAA and Caltrans regarding obstructions and notify the board immediately			2	
Manage progress to cut/trim trees including property notifications, contractor monitoring, follow up				25
<b>Airport Projects (in general major projects are not now funded and cannot proceed)</b>				
Preparation of engineering consultant RFQ for Airport Layout Plan, then track progress				3
Preparation of engineering consultant RFQ for updated fuel system, then track progress				3
Manage, monitor and report on ongoing contract activities			2	
Preparation of RFQ's for lower priority airport projects				3
<b>Residential Streets</b>				
Perform street condition inspection annually and report findings to Board				2
Manage communication with Assessment District bond management company NBS, and implement any corrections			0.5	
<i>Total annual hours using 260 days, 52 weeks, 12 months, 8 hour days, 2000 hour work year per FTE</i>	1235	917.8	542.4	680
	<b>Annual Total HRS</b>			<b>3375</b>
	<b>Full Time Equivalent</b>			<b>1.7</b>