



CPAD BOARD REGULAR MONTHLY MEETING – June 27, 2022
MINUTES-APPROVED

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

Public: 7 Time: 7:02

DS__P__ GG__P__ KK__P__ JR__P__ TB__P__ (P-Present, A-Absent)

2. PLEDGE OF ALLEGIENCE PB

3. ADOPTION OF AGENDA

MOTION to adopt Agenda for the June 27, 2022 Regular Meeting of the Board of Directors

Motion: JR Second: DS

DS__Y__ GG__Y__ KK__Y__ JR__Y__ TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

4. ADOPTION OF MINUTES

MOTION to adopt Minutes from the May 23, 2022 Regular Meeting of the Board of Directors

Motion: TB Second: GG

DS__Y__ GG__Y__ KK__Y__ JR__Y__ TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

Director Kirkegaard pointed out a needed correction on fuel dispensed for the month. Minutes approved with correction.

5. COMMITTEE REPORTS:

a. FINANCE REPORT

Director Kirkegaard

May CPA financials
Assessment District financials

Director Kirkegaard highlighted monthly reports and answered board questions. Electricity expense currently over budget.



b. AIRPORT MANAGER REPORT

Manager Coutches

Hangar and Tie-down lease renewal status:

- All tenants who wish to continue their lease under the new rate have renewed.
-

Fuel Sales

- Fuel was purchased at \$6.07 a gallon wholesale and sold at 6.98 for a margin .55. Fuel sales are down 26% at 3516

Fuel grounding cable repairs

- Multiple repairs for grounding cables with help of volunteers. Please be careful

Runway Light Damage – Stay on the Runway!

- End of Runway light damage. Being Addressed by volunteer

Grass/weed cutting

- Volunteer day coming up. Waiting for cooler day.

Cal Fire

- Growlersburg Cal Fire will be clearing creek and ditch on Mira Loma Drive on Wednesday 6/29

AWOS information on CPAD Website

- Mesotech inspection and connected AWOS to website to allow viewing.

c. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

No ongoing contracted procurement or work

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in May -about 75 hours. Continued excellent support by resident volunteers!

Highlights: Runway light repairs, fuel ground cable repair, Risk Management and Fuel System Ad-Hoc Committee Meetings, AWOS integration to website, Board Meeting preparation.



Special thanks to Marion Janik for several repairs on Fuel ground reels and clamps. Mark and Joe Eagar repairing runway lights, David for handling tractor relationship with owner, and Alex Erdman for working with Mesotech for integrating AWOS with the District Website.

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.

Dave Becker reported lawn mowing tractor damage is causing issues with use relationship. More than likely we will need to look for a new tractor. Authorized tractor users will likely be reduced to on more experienced user to prevent damage.

Mike Bigler reported numerous “deer on the runway” sightings in early AM and Dusk hours. Manager Coutches will add advisory message to AWOS.

7. OLD BUSINESS:

- a) Fuel System Replacement Ad-Hoc Committee Report Director Bohlen
Meetings were held May 26 and June 21 to address Point-of-Sale (POS) risk. Resulted in recommendation to the Board to replace the current POS (see motion below).
- b) Risk Management Ad-Hoc Committee Director Shariff
Hardware for Mira Loma gate access has been procured. Awaiting installation.
- c) Audit status: Report and CPAD response Director Kirkegaard
New auditor saved CPAD \$4,000. No major issues with audit.
- d) Obstruction Mitigation Update Director Bohlen
No update
- e) OLD BUSINESS ON HOLD
- 1. Update on street jurisdiction process. David Becker
On hold until Fall 2022.
- 2. Minimum letter size for painting TAXI on each end of Boeing, status- Director Bohlen
On hold until discussed with Caltrans. Meeting TBD.
- f) OPEN BOARD SEATS: 2020 Director Bohlen

Announcement and notice of three open Board positions for November 2022 General Election. Candidates need to obtain forms beginning July 18 and file to El Dorado County Elections Office by August 12 to be on the Ballot. Contact CPAD office for further information.

Three Full Terms to be elected will Expire 12/02/2022



(Incumbents) Knud Kirkegaard and Glenn Gordon
(Appointed incumbent) Diane Shariff

The qualifications of a nominee and of an elective officer of the district are as follows: Registered Voter within the District

Declaration of candidacy forms for eligible candidate desiring to file for any of the elective offices may be obtained from the Elections Department at 2850 Fairlane Court, Placerville, CA. Forms shall be available commencing on July 18, 2022, before the election, and shall be filled with the Elections Department, in person no later than 5:00 p.m., August 12, 2022, before the election.”

8. NEW BUSINESS:

- a) **MOTION** to adopt CPAD Resolution 22-02 to add a special tax increase measure to November 8, 2022 General Election Ballot

Discussion: This resolution supersedes Resolution 22-01 adopted at the May 23, 2022 Regular Board Meeting and is the final approval to submit the proposed measure to El Dorado County Elections Department for the November 8, 2022 General Election.

Motion: KK **Second:** DS

DS_Y__GG_Y__KK_Y__JR_Y__TB_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)

- b) **MOTION** to adopt CPAD Resolution 22-03 Declaring an Election Be Held in its Jurisdiction Consolidating with Other Districts Requesting Election Services

Discussion: This resolution requests the Elections Department of El Dorado County provide election services for election three CPAD Board of Directors members. Form was provided by El Dorado County.

Motion: JR **Second:** KK

DS_Y__GG_Y__KK_Y__JR_Y__TB_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)

- c) Resolution for Appropriations Limit for 2021/22 Fiscal Year

MOTION to adopt CPAD Resolution 22-04 to set appropriations limit for this fiscal year, FY2021/22.

Discussion: This is a back fill as this resolution was not brought to the board’s attention last year. Because the appropriations limit is far above what the district receives from the special tax, it does not affect the operation of the District.

Motion: TB **Second:** JR

DS_Y__GG_Y__KK_Y__JR_Y__TB_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)



d) Resolution for Appropriations Limit for 2022/23 Fiscal Year

MOTION to adopt CPAD Resolution 22-05 to set appropriations limit for this fiscal year, FY2022/23.

Discussion: Resolution to set budget appropriations limit for FY 2022 required by El Dorado County. Each year, EDC notifies special districts within the county of the factor districts can multiply the prior year appropriations limit to determine the new fiscal year appropriations limit. Base limit was set many years ago. CPAD's limit does not affect budgeting as the limit is far above what CPAD receives in special taxes.

Motion: TB **Second:** KK

DS_Y__ GG_Y__ KK_Y__ JR_Y__ TB_Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

e) **MOTION** to approve a bond call in September

Discussion: NBS recommendation for bond call in September because of our surplus funds, after which we get a revised debt service schedule. It is about \$3 2,000 in bond calls.

Motion: TB **Second:** JR

DS_Y__ GG_ **A**__ KK_Y__ JR_Y__ TB_Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

f) **MOTION** to approve purchase of replacement Point-of Sale (POS) system for fuel system.

Discussion: With the below ground fuel tank risk reduced to acceptable with the results of the tank interior inspection, the Fuel System Ad-Hoc Committee evaluated the next risk item, the fuel Point-of-Sale (POS) system. Current POS is over 20-years old (15-year lifetime), only accepts magnetic strip cards, is no longer supported and requires expensive land-lines. If/when the POS fails, fuel transactions can only be done by manual processing by the airport manager or trained volunteer. No 24/7 fuel availability. Financial risk in that in fuel sales are a significant part of the airport's income, about 20%. EMV (chip reader) capability needed to reduce fraud liability risk and eventual discontinuation of magnetic strip cards.

TABLED UNTIL JULY 2022 MEETING.

Discussed possible third vendor from Director Gordon. Questions brought up regarding the possibility of leasing to reduce upfront costs and maintenance expense.

Motion: **Second:**

DS_____ GG_____ KK_____ JR_____ TB_____ (Y-YES, N-NO, A-Abstain, /-Absent)



g) MOTION to approve Grocery Outlet at Green Valley Station in Cameron Park plans.

Discussion: Building structure highest point below FAA Part 77 20:1 slope from Runway 13. To return letter requiring acknowledgement of noise issue and solar panel orientation requirements.

Motion: TB **Second:** JR

DS__Y__ GG__Y__ KK__Y__ JR__Y__ TB__Y__ (Y-YES, N-NO, A-Abstain, /-Absent)

9. ADJOURNMENT NEXT REGULAR MEETING: July 25, 2022 Time: 9:08