



CPAD BOARD REGULAR MEETING **AGENDA**

Monday, November 25, 2019, 7:00 P.M. open session

Meeting to be held at the Ross Hangar, 3239 Baron Ct, Cameron Park, CA

Directors: Burl Skaggs, Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Joe Fuller

1) 7:00PM Call to Order/roll call

TB___JF___GG___KK___BS___ (P-Present, A-Absent)

2) PLEDGE OF ALLEGIENCE

3) ADOPTION OF AGENDA

4) ADOPTION OF MINUTES: Regular Meeting held October 21st, 2019

5) 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.

6) OLD BUSINESS:

a) OBSTRUCTION MITIGATION EFFORTS:

- i. Caltrans letter, 2019
- ii. Based on newest letter, we will re-verify the trees and properties identified in this new information and contact the owners. This time around we will include a schedule for trimming. Progress continues in dealing with the legal/enforcement issues to the south.

b) RUNWAY LIGHTS UPDATE: In anticipation of lifting the suspension on night operations the system was evaluated, repairs completed (4 broken or missing fixtures replaced, broken socket, 8 bulbs replaced) and tested. Lighting Shed wiring was traced, a wiring schematic was created, some wiring repaired and numbered by Director Skaggs. This work will help with training new people and maintaining the system in the future.

A drainage improvement project is underway to hopefully stop water intrusion along the conduits into the lighting shed. (water flowing through the conduits has been repaired, the current water intrusion is due to water pressure below the slab forcing it upward between the slab and conduit)

c) ADA COMPLIANT WEBSITE

New state code for Special Districts requires ADA compliant website. CSD uses a vendor to create and maintain their website; compliance ran \$4,500. They recommend speaking with the service that supports the Association of Special Districts.

Another web company has been identified to contact for possible assistance (Image.Factory@comcast.net, 530-622-4524, Vince Hill) Powerpoint presentation on compliance with the new code is available on request from the airport office (7MB file!).

Continue with evaluation of options, including alternates to the web site for information transfer per the Grand Jury Report. Plan for final board determination and guidance at the Jan meeting.

7) **NEW BUSINESS:**

- a) **DECEMBER MEETING:** In recognition of the annual Holiday Season, the Board will consider the routine practice of deferring the December regular meeting of the CPAD Board of Directors until January, 2020.

1. MOTION to defer the December, 2019 regular meeting of the CPAD Board of Directors until January 27, 2020.

Motion: _____ Second: _____
TB ___ JF ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

- b) **ANNUAL AUDITS:** Review standard retainer agreement for Larry Bain, CPA, for professional services. In prior year the Board approved retaining Mr. Bains for FY2017-18. This deliberation is for the incremental FY2018-19 financial audits.

2. MOTION to retain the professional services of Larry Bain, CPA to undertake financial audit of the District for fiscal year 2018-2019 and to confirm retaining Larry Bain, CPA to undertake financial audit of the District for fiscal year 2017-2018, as specified in the retainer letter.

Motion: _____ Second: _____
TB ___ JF ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

- c) **CONSULTING PARTNERSHIP:** Armstrong Consultants is a 47 person aviation engineering firm (closest office is Reno, office manager used to run South Lake Tahoe Airport) interested in learning the nuances of the California process by first-hand experience in order to increase their presence in California. They indicated an interest in joining us in a meeting at no cost to CPAD.

3. Motion to partner with Armstrong Consultants to meet with CalTrans Aero to review funding and other options for Cameron Park Airport. Any costs to CPAD will be reviewed with the board prior to any billable activity.

Motion: _____ Second: _____
TB ___ JF ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

- d) VISION and MISSION: As part of our commitment to improve relationships with regulatory agencies we have created a Vision and Mission statement for Cameron Park Airport to be used to re- introduce ourselves to these agencies.

4. Motion to approve Cameron Park Airport Vision and Mission Statement as reviewed and edited at this meeting

Motion: _____ Second: _____
TB____JF____GG____KK____BS____ (Y-YES, N-NO, A-Abstain, /-Absent)

8) COMMITTEE REPORTS:

- a) FINANCE REPORT - Director Kirkegaard

9) AIRPORT MANAGER REPORT: Manager Cooksy - written update(s)

Major trees along Mira Loma have been removed for flood prevention and general upgrade of the airport appearance. We still need to determine responsible party for drainage clean out as it can now be seen to be about ½ full on both sides of our entrance driveway to the Cameron Park Drive culvert.

Update on documentation challenges with current audit.

Mesotech response to date with AWOS problems

10) ADJOURNMENT

NEXT MEETING: January 27, 2020