



**CPAD BOARD REGULAR MONTHLY MEETING – April 26, 2021**  
**MINUTES - PENDING**

**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**

**Directors: Burl Skaggs, Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Jeff Robertson**

**1. 7:00PM Call to Order/Roll Call – Called to order at 7:00PM**

TB\_P\_\_ JR\_P\_\_ GG\_P\_\_ KK\_P\_\_ BS\_P\_\_ (P-Present, A-Absent)

*10 public in attended*

**2. PLEDGE OF ALLEGIENCE**

**3. ADOPTION OF AGENDA**

**MOTION to adopt Agenda for April 26, 2021 Regular Meeting of the Board of Directors**

**Motion: BS      Second: KK**

TB\_Y\_\_ JR\_Y\_\_ GG\_Y\_\_ KK\_Y\_\_ BS\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

*Agenda adopted without changes.*

**4. ADOPTION OF MINUTES**

**MOTION to adopt Minutes from March 22, 2021 Regular Meeting**

**Motion:              Second:**

TB\_Y\_\_ JR\_Y\_\_ GG\_Y\_\_ KK\_Y\_\_ BS\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

*Minutes adopted without changes*

**MOTION to adopt Minutes from March 29, 2021 Special Budget Meeting**

**Motion:              Second:**

TB\_Y\_\_ JR\_Y\_\_ GG\_Y\_\_ KK\_Y\_\_ BS\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

*Minutes adopted without changes*

**5. COMMITTEE REPORTS:**

a. FINANCE REPORT

Director Kirkegaard



Director Kirkegaard reported.

*Assessment District: Show balance sheet as of March 31, 2021. Building up to payment due in September of about \$72K. Tax transfer expected soon that go toward September payment of principal and interest. Now can see CD amounts on-line. Assessment reserves are fine, supposed to have at least \$90K. Reserve is to pay off last assessment payment in 2029. Reserves are in the CDs and bank account. Everything is in order with the Assessment District.*

*Airport Balance Sheet: Cash/checking at \$91K. Expected tax transfer from county of about \$13K. Updated reserve fund by putting half the CARES money into it. Street budget about \$35K including recent transfer from country of about \$13k from property taxes. Total checking and savings about \$164K. Accounts receivable from fuel is about \$60K as of the end of March (used to fund next fuel purchase) Just purchased fuel in the beginning of April for about \$32K, which reduces the account. Fixed assets, no major change. Red flag for the district is that assets depreciated to \$1.6M from \$2.2M due to not maintaining infrastructure. Need to pay attention to going forward.*

*Budget vs. Actual: In general, doing well, some fluctuations. Total budget divided by 9/12, for the ninth month of this fiscal year. Budget evenly distributed over year by month. Not received annual CalTrans Grant, so appears as a minus \$10K. Don't see any major outliers in budgets, looks reasonable. Fixed assets- expenses over \$2.5K goes into balance sheet. Need net ordinary income to be at least \$13K to transfer into street budget. So far looks ok.*

*Manager Cooksy asked if we know if anyone has ever re-approached the county regarding that \$13K. Understanding was that it was negotiated at the dawn of the district for street maintenance that the county would otherwise carry. Asphalt is a different price these days. Director Kirkegaard said when he was trying to figure out how much money to transfer annually, he asked the county accounting lead. Amount is not set by the county; the state decides what special districts get. We get a certain percentage of the 1%. Special districts, fire districts get some, and schools are supposed to get at least 25%. So if one wants more, have to take it away from other districts and can only do by negotiating with the district you want to take from. Director Skaggs said about the only we can do is contact the Association of California Special Districts to see what can be done legislatively. It is unlikely a district would admit they have surplus and give it to us.*

b. AIRPORT MANAGER REPORT

Manager Cooksy

*Manager Cooksy reported. Reference to Airport Mangers Report (On CPAD Website) Tenant status; wait list is shorter, has been some turn-over in, but still full. Insurance certs on file. Most tenants have been good about it. Do have some almost derelict aircraft.*

*Fuel pressurization issues continue, going for years. Fuel sales; on track for 4500 gallons in April. Sold 3500 gallons in March. Had three-year containment inspection. Good that inter tank space all ok. Leak was found in sump around manhole cover and we did not*



*pass. We are allowed to resume fuel operations. Repair will need then a retest. Finding a contractor may be an issue as our normal one is six to eight months and is refusing new work. Have two others as back up. Will be contacting them.*

*AWOS inspection completed.*

*Sac Valley Alarm, our service provider, has wireless sensors that could be placed in hangars. Wiring in hangars is not good, some problems due to water. However Sac Valley vendor has not returned phone calls. Will contact other vendors.*

*Looking at using legacy gate similar to the Mira Loma gate, that Charlie Landen has, to install near tie-downs. Would reduce traffic going by airport office area and provide another emergency access for EMS.*

*Taxi way markings. On list since December 2018 CalTrans letter to fix. Last ten days had two guys to look at. Given high cost, back to self-grinding out Xs then covering with a quality seal coat. FAA minimum size letters for our 100 ft wide streets is about 75-ft tall. Estimated cost about \$4K to \$5K per TAXI. Professional would get straight consistent lettering. Not in budget right now.*

*Director Skaggs commented that we need to show progress at our next Caltrans inspection. Primary way is to continue to address obstructing trees. Also need to get rid of Xs.*

*Audit services competitive bidding. Through I&F Committee, will make recommendation for new CPA firm, Robert Johnson CPA, out of Gold River and was very communicative. Prior auditor did a good job. New firm would save about \$4K over two years.*

c. UPDATE ON PROCUREMENT AND CONTRACTS

Skaggs/Cooksy

*Airport vehicle purchase and donation status.*

*Budget was approved at the last Board meeting. Vehicle was purchase and a vehicle donated. Satisfied both needs; off-road type utility vehicle and a on/off airport vehicle. Person donating live in airpark. Donating a ¾-ton Pickup Truck. Purchased new utility vehicle that can be used to tow mower and general purpose. Replaces golf cart which will go on surplus list.*

d. VOLUNTEER SERVICE REPORT

Director Skaggs

*April-140 hours*

*Southgate installation completed with edge sensor installation by Director Bohlen.*

*Other hours in support of the manager is a wide variety of activities.*

**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.



*Phil Albee question about the donated vehicle: Reponses; Vehicle is a 1988 GMC 2500 Pickup. Carry insurance of use of 3<sup>rd</sup> party vehicles for airport business. Insurance will be about \$100 per month. Reviewing insurance. Could license as an exempt vehicle, being looked into.*

*Manager Cooksy noted that the CalFire in-kind budget is pretty much zero'd out with purchase of equipment donated to them.*

**6. OLD BUSINESS:**

- a) Update on RFP status for fuel system

*One response, came in at about \$23K, far above budget that approved. Negotiated with them to reduce scope to fit in budget. New scope gets what is really needed by taking out extra stuff not really needed, such as CAD drawings. Asking where could tank go, what are the ramifications, project schedule, estimated cost, and other technical issues we might run into. They offered to meet with regulators. Competent company, doing fuel systems all over California. Aviation consortium. Local, Sacramento based. Did visit airport and seem motivated.*

**MOTION to award RFP to C&S Companies for \$5,850**

**Motion: BS                      Second: KK**

**TB\_\_Y\_\_JR\_\_Y\_\_GG\_\_Y\_\_KK\_\_Y\_\_BS\_\_Y\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

*Motion to award contract and increase of \$850 is approved.*

*Letter to go out tomorrow.*

- b) Finalize Board response to residents gutter repair request.

*Director Skaggs presented information sent to board before meeting. Resident on Fairway concerned about gutter lower than the street and driveway. Got full estimate to remove, compacting and replace gutter, estimate of \$10,200. Mentioned trip hazard. Letter sent in January. Questions to Board: 1) Is this a hazard? Code reads it has to be a walking surface. Don't know if a drive way to street is a walking surface. 2) Erosion issue related to failure of the gutter? 3) Liability for the district? For the property owner? Is it appropriate to remove and replace the gutter? Director Skaggs did some research: Talked to El Dorado County Building does not require a permit for driveway flat work, so they are not involved. DOT does have requirements for connections between concrete and asphalt roads, but they do not apply to non-county-maintained roads. County only gets involved if it is a fire access or involves grading. Does the District need something to manage this type of thing? Driveway is not old, potentially was already high to start with. What are the alternate solutions if replacement is not warranted? Typical solutions is to grind until matched. Sometime acceptable to put on contrasting color and/or reflective surface.*



Director Bohlen reported that he looked at it, took pictures and measurements. The area with the most amount of delta between the driveway and gutter is where heavy equipment was parked, perhaps depressing the gutter as it was driven over. Where driveway was poured, it looks like there is a sort of concrete flange where gutter may have been and is now lower. Could have been issue with forms and concrete. Area where cars would go over did not have that type of separation. Looks like the drive way was poured already high. Hazard potentially if at night and someone walks up to driveway on that side. Liability for district potentially, but driveway looks like it was already poured higher. Believe that is the case as one side of the driveway is rounded, not poured flush with the gutter. Did not notice any similar or type of displacement along Fairway on the same side. Maybe a share position. Driveway poured high and gutters sank with weight going over it. Question, which perhaps there is no answer for, is what is the weight capability of the gutters? Normal cars and airplane seem not to sink the gutters. On the North side of the driveway next to the adjacent property there is a slope that goes up from the gutter level to the driveway, indicating the driveway was poured above the gutter. Not entirely our responsibility. We do need a policy to at least have a discussion with the property owner that there is no excessive height above the gutter. Solution maybe grinding on the driveway side.

Director Skaggs noted that the recently put in driveways do not seem to have this issue, and blend in with the gutter.

Director Robertson noted that when he did a golf cart of the gutters around the neighborhood, he did not see any gutter that appeared to be a problem. Hard time with full replacement and it sets a precedent that we cannot afford. Grinding and sealing/caulking cracks is more plausible. If it is a Hazard we could paint/tape it red and put up a cone to mitigate the liability to the district.

Director Bohlen agreed and said the hazard may have been partially or fully created by the home owner pouring the driveway high and heavy trailers going over it may have depressed the gutter.

Unknown when the driveway was put in other than fairly recently by the current owner. The prior owner had landscaping in front hangar side to street.

Director Skaggs noted that the subject matter experts he talked to said when gutters settle is more of a pot hole, not a uniform depression of this length. Most of the time grinding is the solution.

After discussion, process agreed to is to send letter back to requestor saying Board does not support replacement, however owner can do it at their expense. Recommendation is to crack seal on street, which the district will do, and owner can either mark or grind driveway to match gutter. The smaller lip between the street and gutter could be ground down by the district if needed. Lega counsel to review draft.

- c) Review best approach to initiate District policy and procedure training/review



*Very poor attendance to District policy and procedure training. Still need to review Airport access and aircraft procedures in the future.*

*Had three people each time. Work to be done to review airport policy and access procedures. In bedding is requirement for residents to read. Suggest working to send/print and drop off policy to each resident then review in a Zoom meeting. Looking for ideals. Can make announcements, see if more people show up. Sign in front of Oxford entrance.*

## **7. NEW BUSINESS:**

- a) Review options for painting TAXI designation on Boeing, Board to provide guidance on how to proceed

*Previously discussed. Suggest to rent a grinder and grind off the Xs. Continue to pursue getting letters laid out and painted professionally, unless we find some way cheaper. Renting a grinder is about \$200 a day. Area to seal is about 85 ft x 100 ft. Letters painted over seal. Past volunteer attempts have not been successful for something of this size. Need to grind off Xs soon.*

- b) Discuss possible content and scheduling of public meeting on District financial issues

*Director Skaggs presented public meeting topics paper. About 18-months ago, did public workshop on what we want the airport to become. Need to Discuss realities of long-term survival and what that means. Conduct a series of public meetings covering various topics. Paper has suggested topics and financial assessment. Need residential support*

*Three groups: 1) don't care, 2) unknown what they want, 3) raising, dedicated to district getting better and supports the airplane part. Need to get their input. Report clearly our current needs and situation. Discuss some of the impact when some equipment breaks.*

*Don't under estimate what it takes to run the district. Takes more than one person.*

*When to do this? Near the end of June or when we can get together in person.*

*Mike Bigelow suggested have a separate get togethers in person. Perhaps by the Southgate, with its location and good visibility.*

*Director Bohlen said the messages should not be sugar coated. Present relatives. County is not going to come in and save us. Our future is up to us. We will never convince the county to subsidize our life style. Mike Bigler noted that even if there are no airplanes, hot rods in hangars, the county will not support that lifestyle. Aviators and non-aviators need to be involved. If the airport doesn't exist, nobody is going to come to subsidize the 100-ft wide streets for the people who stay behind. And the streets are expensive, that is the reality. Need to do something to get people to realize that our life style is not automatic, it is not going to continue to exist if you don't do anything and we don't pay the fees, this could go away. We have been lucky with the CARES act. Our future is up to us.*



*Director Skaggs – need to have the something to hand out and data and detail. Topics can develop into that but need to be short and succinct.*

*Jim Bray – got to get people involved and disseminate information. Should we form another committee that focus on communicating with everybody? Needs to be multi-prong, not just public meetings. Different generations communicate differently. Figure out different ways to communicate. Email with survey questions, much easier to get responses than a public meeting. Director Skaggs mentioned a new letter that would be prepared by the committee.*

*Director Kirkegaard said that he has come to realize how much operation costs can be saved by renewing our infrastructure. Gave example of fuel system previously discussed and paying for things that nobody does anymore. Director Skaggs agreed, saying where do you go get a 1200 baud modem with our burns up.*

*Director Skaggs ended by saying that this is work in progress and that these are valuable inputs. Keep ideals flowing.*

- b) Electric golf cart and support equipment is now surplus – for sale

*Director Skaggs suggested moving agenda items d) and e) to the next meeting. They are not urgent at this time. Board agreed*

- d) Review changes to document 1.3 CPAD Rules of Order - *Deferred*

**MOTION to approve changes to document 1.3 CPAD Rules of Order**

**Motion:**

**Second:**

**TB \_\_\_ JR \_\_\_ GG \_\_\_ KK \_\_\_ BS \_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

- e) Review changes to document 1.4.4 Procurement and Purchasing Policy - *Deferred*

**MOTION to approve changes to document 1.4.4 Procurement and Purchasing Policy**

**Motion:**

**Second:**

**TB \_\_\_ JR \_\_\_ GG \_\_\_ KK \_\_\_ BS \_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)**

**8. ADJOURNMENT**

**NEXT REGULAR MEETING: May 24, 2021**

*Adjourned at 9:07 PM*