



**CPAD BOARD REGULAR MONTHLY MEETING– February 28, 2022**  
**MINUTES-APPROVED**

**FACE TO FACE MEETINGS ARE RESUMING**  
**MEETING ATTENDANCE VIA VIDEO CONFERENCE IS AVAILABLE**  
**PHONE AND/OR VIDEO CONFERENCE INFORMATION IN MEETING ANNOUCEMENT**

**Directors: Diane Shariff, Glenn Gordon, Knud Kirkegaard, Jeff Robertson, and Terry Bohlen**

**1. 7:00PM Call to Order/Roll Call      Called to order: 7:00 PM Public Attendees: 10**

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

**2. PLEDGE OF ALLEGIENCE**

**3. ADOPTION OF AGENDA**

**MOTION to adopt Agenda for February 28, 2022 Regular Meeting of the Board of Directors**

**Motion: JR      Second: KK**

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 January 24, 2022 Regular Meeting of the Board of Directors**

**Motion: TB      Second: KK**

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

**5. COMMITTEE REPORTS:**

**a. FINANCE REPORT**

Director Kirkegaard

**“ Reports briefed by Director Kirkegaard. No comments or questions.**

**b. AIRPORT MANAGER REPORT**

Manager Coutches

Hanger Door maintenance / repair status

**“ Hangar 8 spring replaced by Knud and Dominic.**



Fuel sales

**3673 Gallons sold in February. Increase of 13%**

Fence Repair Status

**“ Dominic did a “Zip Tie” repair on fence.**

Fuel Hose Replacement status

**“ To be replaced on 3/1 by Johnson Petroleum.**

Keycard System status

**“ Numerous “ghost cards” out there. No way to track them.**

Other repairs

**“ AT&T repaired line for alarm system.**

**AWOS inspected last week of February.**

Slag pile burning

**“ PJ and Dominic burned slag files on north end of runway. Looking for volunteers to burn piles on south end.**

c. UPDATE ON PROCUREMENT AND CONTRACTS

Director Bohlen

Hangar repair contract - status. – See Manager’s report

Additional Signs at Airport

**Check sent on Feb 18. Signs haven’t arrived yet.**

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in January -about 85 hours. Continued excellent support by resident volunteers!

Highlights: Managed burn pile burning. Prepared and revised draft financial charts for public meeting, audit support, surface operations liability study Ad-Hoc Committee, two Infrastructure & Finance Committee Meetings, Fuel System Replacement Ad-Hoc Committee Meeting, board meeting preparation,

**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.

**“Phil commented on street committee finding for street seal ....\$180K + cost of striping.**

**Phil commented on used fuel tank from Hunt Bros. Sell for \$15K. \$130K-\$150K to install.**

**Jeff brought up the Summer Spectacular ad need to get a request to the board from Cameron Park Services District. Jeff to reach out to CPSD.**

## 7. OLD BUSINESS:

- a) Proposal by Foothill Flight Center to change their hangar lease: Increase the rent and extension of lease term. Consideration by Board process recommendation. Director Bohlen

**Infrastructure and Finance Committee to evaluate and make recommendation to the Board at the March meeting. (Was February)**

- b) Fuel System Replacement Ad-Hoc Committee Report Director Bohlen

**Discussed in Public Comment.**

- c) Hangar Lease Update Ad-Hoc Committee Report Director Bohlen

**TBD**

- d) Liability study of airport surface operations Ad-Hoc Committee Report Director Shariff

**No update**

- e) Status and scheduling of public meeting on District financial status and forecast and measure. Director Bohlen

- f) Preparation status fuel system replacement public meeting as part of financial meeting.

Director Bohlen

**Infrastructure and Finance Committee to conduct study. Present options, financial impact, financing and schedule recommendation(s) to the board.**

- g) Update from Dave Becker on street jurisdiction process. David Becker

**No update**

- h) Audit status Director Kirkegaard

**Fours items brought up by auditor. All four have been addressed.**

- i) Airport Signage Update Plan – in work, target briefing at February 2022 Board Meeting Manager Couthes

**“Check sent on Feb 18. Signs haven’t arrived yet.**



- j) Obstruction Mitigation Update Director Bohlen  
“ **No update**
- k) Minimum letter size for painting TAXI on each end of Boeing, status- Director Bohlen  
“ **Waiting to talk to the new contact at CALTRANS. On Hold.**

**8. NEW BUSINESS:**

- a) Proposal to transfer funds from checking account to Airport Restricted Maintenance Account.

Review how our current airport assets have developed since the beginning of the fiscal year 2019/2020 and what it represents

Discuss amount to transfer

**MOTION** to approve transferring \$25,000 from checking to Airport Restricted Maintenance Account

**Motion:** TB    **Second:** JR

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

- b) Proposal to initiate actions to include a ballot measure in the November 2022 General Election

Discuss merits of pursuing another ballot measure for increasing fees

Review schedule and required actions and submittal deadlines

Review/discuss I&FC study results so far

“ **Terry went over process for ballot measure and timing.**

**Diane went over monetary needs and reviewed Measure P shortfalls.**

**MOTION** to approve pursuing a ballot measure for the November 2022 General Election

**Motion:** TB    **Second:** DS

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

- c) Proposal to revise CPAD Policy 1.4.1 Accounting Procedure Budget to include capitalization policy.

Note: This proposed revision is in response to audit question about our capitalization policy.



**MOTION** to approve revision to CPAD Policy 1.4.1

**Motion:**            **Second:**

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

**DEFERRED**

d) Proposal to revise CPAD Policy 1.5 CPAD Personnel Policies for Employees.

Note: This proposed revision updates the vacation policy to be consistent with employment agreements

**MOTION** to approve revisions to CPAD Policy 1.5

**Motion:**            **Second:**

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

**DEFERRED**

*Boy Scout Eagle Project, by Malcolm Cooksy, completed. Emergency equipment cabinet by airport office, No Trespassing Signs, and parameter map. Thank-you Malcolm!*

**“ Thanks you Malcolm!**

**8. ADJOURNMENT NEXT REGULAR MEETING:**

**March 28, 2022**

**Adjourned: 9:10 PM**