



**CPAD BOARD REGULAR MONTHLY MEETING – NOVEMBER 27, 2023**  
**AGENDA – PENDING**  
**IN-PERSON MEETING**  
**IN ROBERTSON’S HANGAR - 3188 BONAZA DRIVE**

Directors: Open, Greg Wright, Mark Eagar, Jeff Robertson, and Terry Bohlen

**1. 7:00 PM Call to Order/Roll Call**

Open \_\_\_ GW \_\_\_ ME \_\_\_ JR \_\_\_ TB \_\_\_ (P-Present, A-Absent)

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPTION OF AGENDA**

**MOTION** to adopt Agenda for the November 27, 2023 Regular Meeting of the Board of Directors

**Motion:**    **Second:**

Open \_\_\_ GW \_\_\_ ME \_\_\_ JR \_\_\_ TB \_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

**4. ADOPTION OF MINUTES**

a) **MOTION** to adopt Minutes from the October 23, 2023 Regular Meeting of the Board of Directors

**Motion:**    **Second:**

Open \_\_\_ GW \_\_\_ ME \_\_\_ JR \_\_\_ TB \_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

b) **MOTION** to adopt Minutes from the November 03, 2023 Special Meeting of the Board of Directors

**Motion:**    **Second:**

Open \_\_\_ GW \_\_\_ ME \_\_\_ JR \_\_\_ TB \_\_\_ (Y-YES, N-NO, A-Abstain, /-Absent)

**5. COMMITTEE REPORTS:**

a. FINANCE REPORT

Director Bohlen

October 2023 financial report

b. AIRPORT MANAGER REPORT

Manager Coutches

- October Fuel Sales: 4317 gallons, down 6% from Oct 2022.
- Tractor purchase, initial use report and storage plan: Massesy Fergusson 1825EH and cutter leased for 72 monthly payments of \$376.44 starting 12/15/2023. Tractor is working well. Cleared southern runoff and area around wind tee in half the time the Swisher would have taken. Storage plan is to purchase a car port and keep tractor by the fuel pumps for better security.
- 10/27 Growlersburg work crew cleared brush along western side of the runway starting at



the creek. Had to leave early to respond to a call. Waiting on a date they can return with a woodchipper since they were outpacing the trailer.

c. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

Tractor purchase and financing contract: Massesy Fergusson 1825EH and cutter leased for 72 monthly payments of \$376.44 starting 12/15/2023. Both are currently insured by our regular broker with a premium of \$408.00

d. VOLUNTEER SERVICE REPORT

Director Bohlen

Since the last Board Meeting in August, September, October and November:-about TBS hours. Continued excellent support by resident volunteers!

Highlights: Special and Regular Board Meeting preparation, fuel sales, financial reporting, North Gate repair.

**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.

**7. OLD BUSINESS:**

a) CPAD Board of Directors Open Position

Director Bohlen

- Seeking candidates to appoint to fill vacated board of directors position until the 2024 General Election. Interested persons can contact Director Bohlen and/or Manager Coutches.
- Filling this vacancy is per CPAD Policy 1.2.3.
- **Applicants are required to have a written application** delivered to the Airport Manager no later than close of business 14 days prior to the Board meeting date.
- **The application period will close on December 4<sup>th</sup>** with a special board meeting at least two weeks later, planned for Monday December 18. (Since we normally do not have a regular board meeting in December)
- **The application shall contain the following information:** name, educational background, business or work experience, previous elected or appointed office or public service or volunteer history and a statement as to why the applicant desires appointment and what the applicant feels that he/she can contribute to the Board's administration of the District.
- No applications will be accepted after the deadline date nor will applications be accepted from the floor at the meeting.

b) Self-Storage Project – Legal Opinion

Director Bohlen

- Status



- c) Airport Layout Plan Manager Coutches
  - Status: Working with Chris Silva to collect remaining deed information and documents separating the airport from the airpark after discussion with Melissa Brandley last week.
- c) Obstruction Mitigation Update Director Bohlen
  - Status – Identification of trees in process
- d) T-Hangars airport access Fee & Payment Plan Manager Coutches
  - Status: Received first payment already. Charlie Langdon is making sure each T-hangar resident receives a second copy of the letter.
- e) Maintenance Director Eagar
  - Status and Work Parties
- f) Street Maintenance Director Wright
  - Bid Status
- e) CPAD Policy Updates Director Bohlen
  - No update

**8. NEW BUSINESS:**

- a) **Soda and Water Vending Machine Agreement** Director Bohlen

Discussion:

Reference CPAD Policy 1.4.4 (e)

**Motion to Approve and contract with American River Vending for Vending Services**

**Motion:            Second:**

Open\_\_GW\_\_ME\_\_JR\_\_TB\_\_(Y-YES, N-NO, A-Abstain, /-Absent)
- b) **FAA Weather Cameras Agreement** Director Bohlen

Discussion:

**Motion to approve FAA Weather Cameras Agreement**

**Motion:            Second:**

Open\_\_GW\_\_ME\_\_JR\_\_TB\_\_(Y-YES, N-NO, A-Abstain, /-Absent)
- c) **MOTION** to approve cancelling the December Regular Board Meeting, with the next Regular Board Meeting on January 22, 2024.

Discussion:

Motion:    Second:



Open\_\_\_GW\_\_\_ME\_\_\_JR\_\_\_TB\_\_\_(Y-YES, N-NO, A-Abstain, /-Absent)

**9. Special Board Meeting** on December 18, 7:00 PM

Review and appoint board member to open position

**10. NEXT REGULAR MEETING:** January 22, 2024 -TBC

**11. ADJOURNMENT**