



**CPAD BOARD REGULAR MONTHLY MEETING – MARCH 25, 2024**  
**AGENDA – DRAFT**  
**IN-PERSON MEETING**  
**IN ROBERTSON’S HANGAR - 3188 BONAZA DRIVE**

**Directors: Chris Cockrel, Greg Wright, Mark Eagar, Jeff Robertson, and Terry Bohlen**

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

CC\_\_\_\_GW\_\_\_\_ME\_\_\_\_JR\_\_\_\_TB\_\_\_\_(P-Present, A-Absent)

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPTION OF AGENDA**

**MOTION** to adopt Agenda for the March 25, 2024 Regular Meeting of the Board of Directors

**Motion: Second:**

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

**4. ADOPTION OF MINUTES**

- a) **MOTION** to adopt Minutes from the February 26, 2023 Regular Meeting of the Board of Directors

**Motion: Second:**

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

**5. COMMITTEE REPORTS:**

- a. FINANCE REPORT Director Bohlen

February 2024 financial report

- b. AIRPORT MANAGER REPORT Manager Coutches

- Fuel Sales February 2024: 2324 Gals sold, down 3% from last year.
- Annual UST Inspection:
  - Hazrdous Waste Dept. needs to come back since one drop tube could not be removed. Once this is completed, we wil e in compliance. We have until 4/13/2024.
  - Air Quality Management. States other drop tube did not seal correctly and needs to be fixed to be brought into compliance.



- Both Issues are scheduled to be fixed at Afford-a-Te\$ next visit which is the first week of April.

c. UPDATE ON PROCUREMENT AND CONTRACTS Manager Coutches  
N/A

d. VOLUNTEER SERVICE REPORT Director Bohlen

Since the last Board Meeting in February:-about TBD hours. Continued excellent support by resident volunteers!

Highlights: Board Meeting preparation, fuel sales, financial reporting, TBD

**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:**

- b) Airport Layout Plan Manager Coutches
  - Status: Exhibit A Completion, need RTTF Agreement before sending to Brandley
- a) Obstruction Mitigation Update Director Bohlen
  - Status – Identification of trees in process
- b) T-Hangars airport access Fee & Payment Plan Manager Coutches
  - Status: Working with Charlie Langdon to Get final three payments.
- c) Maintenance Director Eagar
  - Status and Work Parties
- d) Street Maintenance Director Wright
- e) CPAD Policy Updates Director Bohlen
  - Status
- f) Soda & Water Vending Machine Agreement Manager Coutches
  - Status: No Updates.

**8. NEW BUSINESS:**



- a) Cessna 414 – Discussion of actions, including legal options to remove the Cessna 414 from Transient parking
- b) **District Manager Salary Change** –

**MOTION** to increase the manager’s salary consistent with change in minimum wage effective January 1, 2024, and pay retroactive increase.

**Discussion:** The minimum salary to be exempt is a multiple of the prevailing minimum wage. Increased minimum wage became effective January 1, 2024. Motion is to increase the currently salary to the minimum salary to remain exempt, and pay the difference between the new salary and the old salary retro actively from January 1, 2024. Board vote required because the new salary is higher the the FY 2023/24 Salary budget.

Motion:                      Second:

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

- c) **Hangar 8 Lease Amendment (Foothill Flight Center)** – Amend Hangar 8 lease agreement to allow subletting storage of non-flight school aircraft for the remainder of the lease.

**Discussion:** One of the Foothill Flight Center owners is opening a larger flight school at another airport, taking one of the training airplanes, opening up space for one to two additional airplanes that could be hangered. The current lease does not provide for storage of non-flight school aircraft not owned by Foothills. Request is to amend the lease to allow subletting of aircraft not owned by Foothills to be stored in Hangar 8.

**MOTION** to authorize amendment to the Hangar 8 Lease Agreement to allow subletting for the remainder of the Hangar 8 lease.

Motion:                      Second:

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

**9. NEXT REGULAR MEETING:** April 27, 2024

**10. ADJOURNMENT**