



CPAD BOARD SPECIAL MEETING – May 17, 2021

Kevin Cooksy, Airport Manager, has resigned effective May 30, 2021 so we need to begin the search for a new manager, cover essential activities, and complete some open items prior to his departure.

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 7pm*

TB_P_JR_P__ GG_P__ KK_P_ BS_P_ (P-Present, A-Absent)

11 Public attended

2. **PLEDGE OF ALLEGIENCE**
3. **ADOPTION OF AGENDA**

MOTION to adopt Agenda for May 17, 2021 Special 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. **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.

Albee asked about his fee proposal being on the agenda and was told it will be on the regular meeting next Monday

5. **NEW BUSINESS:**

- a) **MOTION to approve hiring new firm for audit:**

Recommended firm as a result of competitive bidding. Request for bid went to four firm, two responded. Recommend that we go to an annual audit instead of two audits two years apart.



Recommended firm about \$2,000 less expensive than the other bid. Qualifications of recommended firm discussed at last regular Board Meeting

Motion: TB Second: BS

TB_Y_JR_Y__ GG_Y__ KK_Y_ BS_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)

Motion to approve hiring of audit firm approved

b) MOTION to approve resolution 21-02 setting appropriation limits:

Appropriations limit required by AB218 and Prop 13. Maximum increase set by State.

Motion: Second:

TB_Y_JR_Y__ GG_Y__ KK_Y_ BS_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)

Resolution 21-02 approved

We need help!!!!

CPAD airport operations will only be able to cover essential activities, the office will not be staffed. Resident help is essential to maintain this reduced level of service!

Our Airport Manager, Kevin Cooksy, gave notice that his last day as airport manager is May 30.

Need job description for posting. Airport Manager job description was previously developed and in CPAD Policy. Reviewed job description and updated.

c) Who will head up search committee-group will be Skaggs, Bohlen, Kirkegaard, Gordon

d) Board to review proposed job description for approval

Discussion on salary/hourly pay. Noted that our salary, constrained by revenue, is \$50,000 per year. Because that does not meet the twice the minimum wage threshold, the job is non-exempt and therefore is an hourly job. (About \$5,000 a year short. Exempt position does not require overtime pay.) Noted that this wage is significantly below area airport manager salaries/wages. Decided to show starting salary at \$22 an hour.

MOTION to approve CPAD Airport Manager Job Description as edited at this meeting:

Motion: TB Second: JR

TB_Y_JR_Y__ GG_Y__ KK_Y_ BS_Y_ (Y-YES, N-NO, A-Abstain, /-Absent)

Job description as updated during the meeting, was approved.



- e) Who will be responsible for doing and managing the following essential activities? (this is only a start and more essential functions will be identified as we move along) Tasks not identified will be put on hold.

Obstruction Mitigation, *Bohlen*

Maintain landscape, mowing, brush clearing, spraying, *Becker*

Fuel system- required daily monitoring and repair due to three year inspection failure- *Kirkegaard, Robertson,*

24/7 coverage of phone -*Robertson*

Basic office tasks-check email, voicemail, take garbage out, deal with regular mail, restroom cleaning and supplies- *Kirkegaard, Robertson*

Check operation of lighting, AWOS, gates etc and initiate repairs-*Bohlen*

Complete financial tasks including tie down and hangar fee collection, paying bills, etc.-*Kirkegaard, Robertson*

Manage tie down and hangar leases

Initiate and close NOTAMS-*Bohlen, Albee*

Contact list - Airport emergency-*Albee*

Check lights and airport-*Bohlen*

Ask FOCA for help in asking for help and notification of manager opening-*Bohlen*

Regulatory contact-*Skaggs*

Project follow up-RFP for fuel, fuel repair-*Skaggs*

Other-*Mark Harris said he will help when he can*

Director Skaggs will request that Manager Cooksy provide a 6-month calendar, showing bill dues, inspections, etc.

Phil Albee asked where the Xs' for runway closing are. Responses where that it has not been seen, but will look.

Director Skaggs noted that we don't want to lose the positive momentum develop over the last several years. Critical that volunteers keep the airport operating.

6. ADJOURNMENT

NEXT REGULAR MEETING: May 24, 2021

Meeting adjourned at 8:23 PM