



## **CPAD BOARD REGULAR MONTHLY MEETING – June 28, 2021**

### **MINUTES - APPROVED**

**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)

*13 Public attended*

**2. PLEDGE OF ALLEGIENCE**

**3. ADOPTION OF AGENDA**

**MOTION to adopt Agenda for June 28, 2021 Regular Meeting of the Board of Directors**

**Motion: TB Second: JR**

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 May 24, 2021 Regular Meeting**

**Motion: KK Second: TB**

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 June 7, 2021 Special Meeting**

*The motion to deny the request from the El Dorado Disc Foundation was approved, however the text below the vote summary was incorrect in stating the motion was not approved. The request was not approved, as reflected in that motion to deny the request was approved. Text in minutes to be corrected.*

**Motion: BS Second: TB**

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

*Minutes adopted with the correction noted above*

**5. COMMITTEE REPORTS:**

a. FINANCE REPORT

Director Kirkegaard



*Statements from May reviewed*

*Assessment District: Assessment District is good. Funds transferred for Principal and Interest payment due on September 2<sup>nd</sup>. Profit and Loss statement will show usual administrative fee of about \$1700 for management of assessment district.*

*CPAD Balance Sheet: \$15K CARES money into Airport Reserved account. About \$30K CARES funds received. Expecting an additional \$13K, paperwork submitted.*

*Profit & Loss vs. Actual: Fuel sales up, above budget. Fuel costs under budget due to cheaper fuel. Repair and maintenance below budget.*

*Insurance Bill: Increased from \$4700 to \$5700 this year.*

*Motion made to renew insurance to lock in \$5900 for three years. Renewal due in few days. All board members present approved.*

b. AIRPORT MANAGER REPORT

Noise complaints –one letter issued for early left turn off of 31 THIS IS THE MOST COMMON REASON FOR NOISE COMPLAINTS,

*Most complaints due to early left turn after taking off on Runway 31. About 85% of complaints from one person. Those complaints from Condo that should not be there due to proximity to the runway, but El Dorado County approved. Noise abatement procedure signs need to be checked.*

Three low early morning flybys, likely P51, one pass over 280 knots, ID blocked. Anybody know who it was? *No comments*

Problem with dust and dirt into hangar due to high rpm operation near the fuel island and taxiway onto the runway. Anything the District should do?

*Discussed signs advising not to point tail in direction of hangar and be courteous.*

Who is working on District equipment and leaving it apart? *Look at existing policy and signage say on authorized person to work on / maintain equipment.*

#1 Fuel pump failed twice replaced starting capacitor with new, #2 continues to occasionally not pressurize, suspect fuel leak detector pressure switch or flow control valve. *Director Skaggs recommended considering getting a quote to replace pressure and flow switch. Board agreed.*

c. UPDATE ON PROCUREMENT AND CONTRACTS

Skaggs

RFP for fuel system

*Contractor provided two major options. Draft report expected by end of this week. Contractor brought up fire codes and exemptions and FAA taxiway clearance requirements. Report deserves special board meeting to review.*

Fuel system repair contractor



Suggested if about \$5K, do emergency authorization. David Becker noted that this is not agendized and must be a special meeting.

d. VOLUNTEER SERVICE REPORT

Director Skaggs

June-over 250 hours

Director Bohlen is working on a volunteer list and sign off please step up and help, we could use all types of help.

*Includes hours at airport office*

*Director Bohlen reported on status of recruiting volunteers for mowing and equipment maintenance. The first event of the equipment maintenance volunteers was held Saturday morning, June 26 to assess the operational status and condition of the district's mowing equipment (not including the tractor), including walk-behind mowers and weed trimers. Volunteers were: Jeff Thornhill, Victor Garcia, Mark Eagar, Wiley Carder and Terry Bohlen. Several maintenance items were identified, including need for spare parts such as air filters. Equipment was in good operating condition.*

*Next Work Party is to cut, trim and remove weeds behind the district's hangars, on June 29.*

**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.

*No public comments*

**6. OLD BUSINESS:**

- a) Review status for painting TAXI designation on Boeing

*David Becker; "X" removal done. Did best to remove as it is really difficult. Discussion about triple sealing.*

- b) Report from I&F committee on their budget and income recommendations

*Director Kirkegaard - Diane Shariff will be helping out in communications to get information out.*

- c) Discuss scheduling of public meeting on District financial issues

*Director Skaggs – meeting not scheduled yet. Planning for a public meeting.*

- d) Update from resident ballot measure proposal, need final wording of proposed measure to establish schedule for Board and public reviews to seek Board approval.

- e) Update from Dave Becker on obstruction mitigation letters, other obstruction mitigation efforts



*David Becker: Sent two letters on his law officer letter head. Meeting scheduled for cooperative owner on 3225 Sudbury for 9:00AM on Saturday, July 10. Two Board members should to; Director Skaggs and Director Bohlen. Agreed to go to that area before the meeting to look at sight line to runway to develop how much trees should be trimmed. Owner is receptive. – No response from non-cooperative owner on 3217 Sudbury. Will be sending follow up letter after meeting with the other owner.*

*Other obstruction mitigation status: Need to trim 4 to 5 trees before the next CalTrans inspection in January/February 2022.*

- f) Update from Dave Becker on street jurisdiction review process

*In progress. Letter has not been written yet.*

- g) Update on search for new airport manager

*Director Skaggs: Two candidates with aviation experience. One out of the area and did Zoom interview. Other is local. Last time had over 100 candidates with only 3 viable. Briefly discussed is District should offer to reimburse travel expenses for interview.*

*Discussed how the low wage is not attracting qualified candidate. Discussed increasing hourly pay to make the position exempt; no over time. Increase is \$4,080 per yea to make this a salaried position. This has been discussed several times before and savings in overtime could be very significant. In addition, an exempt position saves payroll process costs, no time cards. Current financials, with CARES money, allows increase.*

**MOTION to authorize \$4,080 to increase manager compensation to minimum allowed for exempt position.**

**Motion: TB Second: JR**

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

*Motion was approved.*

## **7. NEW BUSINESS:**

- a) Review Cops and Rodders permission letter and 2020 plans

**MOTION to authorize use of airpark streets for 2021 Cops and Rodders event and accept provided documents defining the event.**

**Motion: TB Second: GG**

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

*Motion approved*

- b) Discuss California Air Resources Board compliance status of mowing tractor and determine future of tractor.

*Came to the Board attention after the tractor was purchased, that due to it age and associated emissions, that the tractor should not have been sold in California. Noted that the tractor with flay mower did a very good job mowing and given the cost of the tractor, \$3000, it still was less expensive than renting a tractor.*



*David Becker, Counsel, advised that as a government agency, the board needs to rescind the sale; tractor goes back to the seller.*

*Phil Albee stated that the tractor is legal for agriculture. Also noted that if could get about \$3K for a down payment, could be a brand-new tractor for about \$250 per month. Director Skaggs said a replacement is a topic for another day.*

*David Becker to draft letter to rescind purchase.*

**MOTION to for District to rescind tractor purchase and request refund.**

**Motion: TB Second: JR**

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

*Motion was approved*

- c) Review maintenance quote for deferred maintenance of powered hangar doors in District hangars and how to proceed.

*Discussed need to repair and perform maintenance on hangar doors. Quote was done by previous manager. Four vendors contacted, only one responded. Financial impact discussed. Discussed and agreed to seek additional bids. Director Skaggs to identify and contact potential bidders. Proposed Motion was tabled.*

**MOTION to authorize \$10,404.14 to perform deferred maintenance on District powered hangar doors.**

**Motion: Second:**

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

*Motion was tabled*

- d) Review estimate for material costs to replace tie down chains and hooks. Volunteer labor to install

*Director Bohlen reported that recommended tie-down chain replacement hardware is:*

*S-Hooks 3,000 lb work load limit, two S-Hooks per chain. Sourced from Fastenal*

*Chains; 1/4-inch Grade 30 Chain, Galvanized, each chain 10-feet long, 1300 lb working load limit. Sourced from McMaster-Carr*

*Screw Pin anchor shackles. 3/8 in., 1 ton, Galvanized Screw Pin Anchor Shackle. Sourced from E-Rigging*

*Total cost, including shipping and tax is about \$2800.*

**MOTION to authorize up to \$3,000 to purchase chains, hooks and other parts to replace tie down chains.**

**Motion: BS Second: JR**

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



*Motion was approved*

- d) Review latest information on face-to-face meetings and how to proceed.  
According to El Dorado County LAFCO, Governor's order allowing video instead of face-to-face meetings is in effect until Sept 30, but Districts at their option may conduct face to face meetings.  
Consider requiring masks for all people not vaccinated  
Continue to encourage hand washing and sanitizer use  
*Location is TBD, may be different locations for each meeting.*  
*Don't have to provide Zoom*

**MOTION to return to face-to-face meetings for District Business with mask, hand washing, and sanitizer provisions as discussed above.**

**Motion: TB Second: GG**

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

*Motion was approved*

*First in person meeting is July 26*

- e) Update on Board president's listing for sale of airpark home and discuss any Board action at this time to prepare for replacement.

**8. ADJOURNMENT**

**NEXT REGULAR MEETING: July 26, 2021**

*Adjourned at 9:13PM*