



CPAD BOARD REGULAR MEETING

AGENDA

Monday, April 27, 2020, 7:00 P.M. open session

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 (President), Glenn Gordon, Knud Kirkegaard, Terry Bohlen, Joe Fuller

1) 7:00PM Call to Order/roll call

TB ___ JF ___ GG ___ KK ___ BS ___ (P-Present, A-Absent)

2) PLEDGE OF ALLEGIENCE

3) ADOPTION OF AGENDA

4) ADOPTION OF MINUTES:

a) Adoption of Minutes: Regular Meeting March 23, 2020

1. MOTION to adopt Minutes from March 23, 2020 Regular Meeting

Motion: Second:

TB ___ JF ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

b) Adoption of Minutes: Special Meeting April 13, 2020

2. MOTION to adopt Minutes from April 13, 2020 Special Meeting

Motion: Second:

TB ___ JF ___ GG ___ KK ___ BS ___ (Y-YES, N-NO, A-Abstain, /-Absent)

5) **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.

6) **OLD BUSINESS:**

a) OBSTRUCTION MITIGATION EFFORTS | REGULAR UPDATE

Director Skaggs

- i. Board approval to re-designate \$4800 previously designated to surveyor work on south approach to trimming/removal of priority trees was given by Motion during the March,

2020 regular meeting (see March meeting minutes). Board now considers increasing the approved amount to \$6,500 for purpose of mitigating priority obstruction trees.

3. MOTION to increase funding from \$4800 to \$6500 as designated for trimming certain priority trees in the south approach and departure corridor.

Motion: Second:

TB____JF____GG____KK____BS____ (Y-YES, N-NO, A-Abstain, /-Absent)

ii. Continued trimming of in-CPAD trees. Thanks to all for continued cooperation.

b) INFRASTRUCTURE AND FINANCE COMMITTEE PROGRESS Director Kirkegaard

The required 45 day notice announcing a future Board meeting to discuss possible fee increases has been sent. Refer to Cameronparkairport.com website for detailed schedule, which is very tight if we are going to have anything in the ballot for the November 2020 election.

I&F Committee needs input from residents. If you can't attend the weekly Zoom meetings, please email us with your inputs and questions.

A key question is how much do you feel is a fair amount to pay for keeping the airport operating and maintaining the streets?

7) NEW BUSINESS:

a) CPAD and FOCA response to Covid 19 Director Skaggs

The CPAD Procedures manual has been scanned and converted to a new format in word. This document set was partially updated in 1994 and needs a complete review and the writing of several missing sections. These documents are important to show residents, board members and the manager what to do and to demonstrate proper management of the airport and compliance with regulations which will become increasingly important as we move forward to seek grant funds.

We need volunteers to undertake this task to get it done in a timely manner. Please email or contact CPAD if you can lend a hand.

b) SUMMER INTERN SUPPORT Director Skaggs, Director Gordon

CPAD has opportunity to provide a first year law student with an unpaid internship for purposes of gaining legal research experience.

4. MOTION to create an unpaid position for intern who will be available to conduct research for the Cameron Park Airport District from May 15, 2020 to July 20, 2020 on a part time basis while attending summer classes at McGeorge School of Law. The intern will work at

the direction of Dave Becker and provide research into the one or more of the following areas:

- i. Research FAA through the fence requirements for Cameron Park Airport
- ii. Review existing CSD CC&Rs and make suggested changes to meet FAA through the fence requirements for Cameron Park Airport
- iii. Evaluate the legal standing of the CPAD Board to determine that aircraft have the right of way on airpark streets.

Motion: **Second:**

TB___JF___GG___KK___BS___ (Y-YES, N-NO, A-Abstain, /-Absent)

- c) DETERMINATION OF BOARD MEMBER STATUS Director Kirkegaard

According to Kim Smith, EDC Elections Department, the CPAD board must decide, if my work for the Foothill Flight Center requires an update to my Statements of Economic Interests filing (Form 700) due to possible conflict of interest.

- d) USE OF STIMULUS FUNDS Director Skaggs

It is likely that the airport will receive \$30,000 under the CARES Act. Discussion of what to do with the funding should begin as efficient and rapid expenditure will be looked upon favorably. Funds are ONLY for the airport.

Consider the following for later Board approval.

1. Create contingency account and fund to at least \$12,000
2. Grade south end (approx. 2 acres) for fire break and remove obstructions to mowing.
Bids to be obtained
3. Replace credit card reader/billing system for fuel
4. Initiate engineering, location and details for above ground fuel system (research used equipment)
5. Other

8) COMMITTEE REPORTS:

- a) FINANCE REPORT Director Kirkegaard

Remove \$3,200 from income in the 2019/20 budget under Miscellaneous Income (Account 4080). The amounts in 4080 were a variety of adjustments or unusual clean up items that should not have made it into the current budget. We will need to find corresponding savings in the budget. We have so far been fortunate with the expenses to maintenance and outside vendors and fuel sales have been better than expected until now at least. The current COVID-10 situation can of course change that.

- 9) **AIRPORT MANAGER REPORT:** Manager Cooksy - written update(s)

10) ADJOURNMENT

NEXT REGULAR MEETING: May 25, 2020