



Infrastructure and Financial Planning (I&F) MEETING Minutes FINAL

Thursday July 9, 2020, 3:00 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

Chair: Knud Kirkegaard,

Members: Kevin Cooksy, Mark Harris, Burl Skaggs, Keith Uota

- 1) **3:00PM Call to Order/roll call**
KK P KC P MH P BS P KU P (P-Present, A-Absent)

Public Present 1 (*Dennis Nickson*)
- 2) **ADOPTION OF AGENDA:** KK Y KC Y MH Y BS Y KU Y (Y=yes, N=no, - ABSENT))
- 3) **ADOPTION OF 25 JUNE 2020 MINUTES:** KK Y KC Y MH Y BS Y KU Y (Y=yes, N=no)
- 4) **PUBLIC FORUM/PUBLIC COMMENT:** Only items that are within the jurisdiction of this committee 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.
No Comments
- 5) **OLD BUSINESS:**
 - a) Measure P argument filing status (due 7/20)
CPAD resolution and wording of measure for a one time increase of the assessment fee by \$75 per month was approved by legal counsel and the EL Dorado County Registrar of Voters. The measure has been assigned the letter P.
Wording of the argument in favor of the measure updated and approved by committee. A list of neighbors selected that will be contacted and asked if they are support the measure and comfortable signing the argument in favor. Up to five people can sign. The list made from people well known and recognized known in the airpark – both aviators and non-aviators. The argument in favor must be files by 7/20/2020. Burl will mail people on the list of people decided upon and ask for their participation. A special I&F committee meeting will be called if needed to approve final wording and signatures.
 - b) Measure P promotion (tri-fold, community meeting)
 - o *Starting with Terry's tri-fold the committee will plan the promotion of the measure leading up to the general election November 3. The message will likely be spread out*



over the period with specific short messages in for example airport operations, airport projects, residential streets etc. The timing and content to be decided. Neighbors with experience in marketing and artistic expression will be asked if they are willing to contribute with ideas and/or material. Knud to follow up with neighbors before the next meeting.

- *Burl pointed out that the district is very limited in what can be spent on promoting the measure.*
- *A direct mailing cost about \$135 in postage plus envelopes.*

c) Account chart updates

- *Burl and Knud met with our bookkeeper to discuss updates to the account chart. We will make a proposal for numbering that allows for folding the numbers into a top-level expense account while still allowing for expansion of details. We do not want to detailed account.*
- *Ensure we maintain the mapping between new and old accounts. One year the auditor will have to handle both old and new account numbers.*
- *Fuel will remain as is but we may setup the accounts slightly different to separate fuel purchase from fuel expenses (maintenance, inspections, permits). Historically it has been discussed to switch between revenue and income but decided to stay with the current scheme.*
- *Knud to send account chart with current suggestions to committee members for feedback.*
- *We will ensure there is a specific glossary for each account such that expenses are properly placed and can be tracked over the years.*
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7) NEW BUSINESS:

a) 2020/21 budget

- *Budget must be prepared for the general CPAD board meeting in August*
- *Bookkeeper will prepare budget based on current expenses and accounts. Should be available for next I&F committee meeting 7/23.*
- *Committee will map to new expense accounts while maintaining mapping to old*
- *Burl would like members to consider the current amount used/budgeted for tree mitigation and legal fees. We had anticipated that legal fees could be high if litigation was needed. Fortunately it looks like that will not be needed.*

b) Other income options – next steps

- *Terry has kindly agreed to review fees for additional aircraft.*
- *Kevin is working with David Becker to prepare a new lease agreement that contains an escalation clause (tied to for example CPI)*
- *The \$30,000 from CARES act still being processed by FAA. At this point it is in their court*
- *Discussion of fuel system and looking for used POS and fuel tanks should await an engineering study so we don't spent money of items we will need to dispose of*



- *Credit card fees: It does seem like we are charged excessive fees, but investigation can continue. We use FuelMaster as POS, US Bank as processing center, and Epic as our account holder.*
- *Mark suggested that we look into donations more. FOCA has donated the money to the PLASI and AWOS system. I&F Committee to prepare a project list and project request for*
- *Burl pointed out that we really need to commit and invest the time and effort to study Caltrans grants. We are not well funded to pay for this effort.*
- *Dennis suggested transfer fees as a potential income source, e.g. document fees, financial, historical documents, policies needed by real estate agents for their customers*

8) ADJOURNMENT at 4:24pm

NEXT MEETING: July 23, 2020