

# CPAD Board of Directors

Overview

December 6, 2024

# New Board Members Welcome to the Board

You are about to embark on a unique and rewarding journey!

# CPAD Responsibilities

- Operate and maintain Cameron Park Airport
  - Focus on sustaining what we have (Focus Measure J in 2022)
  - CPAF – grants for improvements
- Maintain the residential street payment
  - Focus on sustaining what we have (Focus Measure J in 2022)
- CPAD does not:
  - Regulate architectural requirements of houses (Cameron Park Services District does)

# CPAD MISSION STATEMENT

## **Mission:**

- Our mission is to encourage flight training, flight safety and long-term flight operations upon CPAD property.
- We strive to preserve our through-the-fence access to nearby residents whose properties and aircraft are within the CPAD jurisdiction.
- We endeavor toward the greatest possible compliance with and benefits from FAA and CalTrans regulations and grant requirements.
- We promote the long-term sustainability of flight operations by promoting local and regional cooperation and support for our airport.
- We are dedicated to operate the airport for the benefit of the residents, community and public users.

Reference CPAD Policy 1.1, Adopted: 09-14-2020

# CPAD VISION STATEMENT

## **Vision:**

- Cameron Park Airport District is committed to maintain this unique residential airport through safe, professional, and fiscally responsible management.
- Safe Attractive and Desirable Airport to be at and fly to and live in
- Sustainable - Financially and Operationally
- Environmentally Sustainable
- Exceptional Service to tenants, residents, and transient pilots and passengers
- Professionally Managed
- Community Asset
- Support Emergency Services and Disaster Relief
- Aviation businesses at Airport
- Aircraft 12,500 lbs. and less

Reference CPAD Policy 1.1, Adopted: 09-14-2020

# CPAD Airport Goals and Objectives

- The objectives are to support the mission and vision through the operation, maintenance, and upgrade of airport services and infrastructure.
- Management is accountable to the airpark residents, public users, neighbors, and regulatory agencies.
- Safety is the airport's first priority.

Reference CPAD Policy 1.1, Adopted: 09-14-2020

# Projects, Challenges & Opportunities

## *Maintaining what we have*

- Complete Airport Layout Plan (ALP), apply for FAA funding
  - Airport pavement maintenance, others
  - FAA & consultant contacts, contracts, project management
- Obstruction mitigation – tree trimming
- Projects around airport – FAA compliant signs, maintain & improve reliability of lighting, security, gates, etc.
- Residential streets spot repairs and slurry seal
- Continue to manage airport access fees for resident's renting airplane storage
- Volunteer staffing to work projects - cut grass and weeds, trim, etc.
- Updating CPAD policies

# CPAD Policies and Procedures

<https://www.cameronparkairport.org/cpad-policies-procedures>



# CPAD Polices – How to Amend, Change and Add

- Board approves polices
  - Board members and residents can draft changes and additions and submit to the board
  - Board member(s) can propose changes
- Polices shall not conflict with any known applicable laws and regulations
  - i.e. must comply with the Brown Act

# CPAD Policy Additions Ideas

- Fiscal Year Budget Planning Overview
  - Airport Operations Budget vs. Airport restricted reserve
  - Developing FY Airport Operations Budget
  - Street Restricted
  - Airport Operations Budget contingency
  - Fiscal Year Allocation to Restricted Accounts
    - Streets
    - Airport
- Changes to Budget Lines During Fiscal Year
- Process to approve spending on major sustainment projects from restricted accounts

# CPAD Board Position Descriptions & Elections

# CPAD Board Positions

- President
- Vice President
- Treasurer
- Secretary

Reference CPAD Policy 1.2.4 BOARD JOB DESCRIPTIONS

# MEMBER DUTIES

1. A Board member must make sure to meet the needs of the people he/she represents. Every decision they make should be, "How will this decision help us serve the people better?"
2. The Board should act and make decisions consistent with the District Mission and Vision Statement in effect and approved by the Board.
3. Board members, acting as a group, set policies and goals for the District.
4. Board member(s) shall not take Board actions without the approval of the full Board as this could seriously damage this District.
5. Board members as trustees must assure this District has adequate finances and money is responsibly spent.
6. Board members, acting as a team, should make a written plan that outlines the future of this District—5, 10, 20 years
7. Board members shall attend Board meetings and actively participate, including service on committees.

Reference CPAD Policy 1.2.2 BOARD MEMBER DUTIES, Adopted: 7-27-2020

# Position Descriptions - President

- Ensures things are organized for meetings, including, but not limited to information available regarding decisions to be made, committees ready to report, etc.
- The President keeps the Board "on track" during discussions so they can arrive at informed decisions.
- Calls for a vote when an issue has been discussed enough to make an informed vote.
- Stops debate and refocuses it when discussion gets off the subject.
- Decides to table an issue requiring more information.
- Refers difficult and/or complex issues to an existing or a new committee.
- Signs contracts, resolutions, letters, etc., whenever such signature is required and has been approved by the Board.
- The President only has authority while acting with the full Board's approval. Traditionally, the Board grants only minimal decision-making power to the President; calling special meetings of the Board, for example, or suggesting Board members best suited to committee appointments.
- The President does not speak for the Board to the media or the community unless the Board has given him/her a consensus opinion. Any other comments must be identified as personal opinion.

Reference CPAD Policy 1.2.4.1 The President, Adopted: 7-27-2020

- The Airport Manager and Board President will be responsible for setting the agenda for all board meetings.

Reference CPAD Policy 1.2.5 AGENDA SETTING PROCEDURE, Adopted: 7-27-2020

# Position Descriptions – Vice President

- Understands the roles and responsibilities of the President

Reference CPAD Policy 1.2.4.2 Vice President, Adopted: 7-27-2020

# Position Descriptions – Treasurer

- The treasurer is responsible for providing the financial reports at each Board Meeting and general oversight of income and expenditures for the District.
- They work with the Bookkeeper and Manager to track in detail the various financial transactions and review financial reports.
- The treasurer monitors the various requirements for the assessment district funds and recommends changes and transfers.
- The treasurer maintains a relationship with the banking institutions used by the District and coordinates any needed signatures and special transaction that may occur.

Reference CPAD Policy 1.2.4.3 Board Treasurer, Adopted: 7-27-2020



# Position Descriptions – Secretary

- Performs a variety of tasks assuring the efficient and orderly recording of all Board Meetings, and prepares the minutes for each Board Meeting as well as performing such other duties as may be asked by the Board.
- Attends all CPAD Board Meetings and causes an electronic audio recording to be made of each meeting. These audio recording shall be stored in the District Office until the meeting minutes are approved by the Board or 60 days whichever comes first.
- The Secretary shall prepare an accurate record in the form of minutes of each meeting which describe any board action taken during the meeting.

Reference CPAD Policy 1.2.4.4 Board Secretary, Adopted: 7-27-2020

# CPAD Board Positions Elections

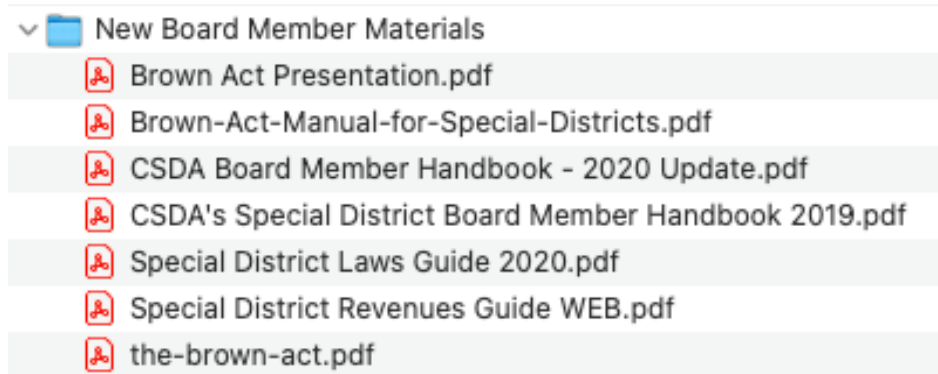
## Per CPAD Policy 1.2.3.1 ELECTION PROCEDURE

- 1. The Board President, Vice president, Treasurer and Secretary are elected or reelected to office in the first general meeting of every calendar year. In the event of a vacancy, the vacancy will be filled at the first possible general meeting.
- 2. The election is always the first item of business on the agenda before New Business. If neither the previous Board President or Vice President is present, as might happen in a newly elected Board, one Board member is informally chosen at the beginning of the meeting to chair the meeting. The newly elected officers assume their roles immediately.
- 3. Election of an officer requires a majority vote of the Board just like a normal motion. Nominations or volunteers may be accepted by the chair in an informal fashion, but a specific motion must be made and voted upon to finalize the decision of the Board for each position. No one Board member may hold more than one position.

# Board Member Training

# Training

- Become familiar with CPAD Polices
- Meet the District Manager (aka the Airport Manager)
  - Become familiar with what the job involves
- Become familiar with:



- Training session will be scheduled, likely as an agenda item during regular board meetings.

# As a CPAD Director...

- You are an elected government official, subject to the California Brown Act
- Meetings
  - The Brown Act only applies to “meetings” of district legislative bodies. Thus, it is critical to understand what meetings are covered and what gatherings are not considered a meeting.
  - As defined, the term “meeting” is not limited to gatherings at which action is taken but applies equally to situations where a quorum of the legislative body merely hears, discusses, or deliberates on district business.
  - These terms have their ordinary meaning, but there is a specific definition for “action taken,” which includes: (1) a collective decision by a majority of the members of a legislative body; (2) a collective commitment, or promise by a majority of the members to make a positive or negative decision; or (3) an actual vote by a majority of the members of the legislative body sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

# Prohibition against serial meetings.

- Outside of a properly noticed and conducted Brown Act meeting, a majority of the members of a legislative body may not use a series of communication of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the body's subject matter jurisdiction.
- This type of prohibited “serial meeting” can occur in two ways:
  - (1) Chain: If member A contacts member B, and B contacts member C, and C contacts member D, and so on, until a quorum of the legislative body has been involved.
  - (2) Hub-and-spoke: An intermediary, such as the general manager, contacts at least a quorum of the members of the legislative body to develop a collective concurrence (or communicate each member's respective positions) on an action to be taken by the legislative body.

# *What is not a meeting?*

The Brown Act lists seven circumstances that are not considered a regulated “meeting.”

1. Individual Contacts. Individual district legislative body member may engage in separate conversations or communications with staff, the public, and even another member of a legislative body, provided that the official or the person they contact “*does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.*” In other words, the Brown Act does not restrain a member of a legislative body’s individual actions, but such contacts cannot lead to the type of prohibited serial meeting described above

# *What is not a meeting? - Quorum Exceptions*

Attendance by a quorum of members legislative body is permitted in the following circumstances, provided that a majority of the members do not discuss district business amongst themselves (other than as part of the scheduled meeting, occasion or program)

2. Standing Committee Meetings. Members may attend an open and noticed meeting of a standing committee of the legislative body (provided that the members of the body who are not members of the committee attend only as observers).

3. Meetings of another district legislative body that are open and publicized.



# *What is not a meeting? - Quorum Exceptions*

## *1*

5. Community meetings organized to address topics of local community concern by a person or organization other than the district, provide the meeting is open and publicized.

6. Conferences or similar gatherings that are open to the public and are for purposes of discussing issues of general interest to the public or to public agencies such as the district.

7. Social or ceremonial events such as parties, weddings, funerals, retirement celebrations or charitable fundraisers.