



CPAD BOARD REGULAR MONTHLY MEETING – January 27, 2025
AGENDA
IN-PERSON MEETING
IN ROBERTSON'S HANGAR - 3188 BONAZA DRIVE

Directors: Chris Cockrell, Greg Wright, Mark Eagar, Tina Robertson, and John Cook

1) 7:00 PM Call to Order/Roll Call

CC ___ GW ___ ME ___ TR ___ JC ___ (P-Present, A-Absent)

PLEDGE OF ALLEGIANCE

2) ADOPTION OF AGENDA

MOTION to adopt Agenda for the January 27, 2025 Regular Meeting of the Board of Directors

Motion: Second:

CC ___ GW ___ ME ___ TR ___ JC ___ (Y-YES, N-NO, A-Abstain, /-Absent)

3) ADOPTION OF MINUTES

a) **MOTION** to adopt Minutes from November 25, 2024 Regular Meeting of the Board of Directors

Motion: Second:

CC ___ GW ___ ME ___ TR ___ JC ___ (Y-YES, N-NO, A-Abstain, /-Absent)

b) **MOTION** to adopt Minutes from December 6th, 2024 Special Meeting of the Board of Directors

Motion: Second:

CC ___ GW ___ ME ___ TR ___ JC ___ (Y-YES, N-NO, A-Abstain, /-Absent)

4) ELECTION OF OFFICERS:

a) Nomination for Board President:

Accepting nominations for Board President: _____ (list all names nominated)

Record votes:

CC ___ GW ___ ME ___ TR ___ JC ___ (Y-YES, N-NO, A-Abstain, /-Absent)



b) Nomination for Board Secretary:

Accepting nominations for Board Secretary: _____(list all names nominated)

Record votes:

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

c) Nomination for Board Treasure:

Accepting nominations for Board Treasure: _____(list all names nominated)

Record votes:

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

5) COMMITTEE REPORTS:

a. AIRPORT MANAGER REPORT

Manager Coutches

- Fuel Sales: November 2024 sales 2,826 gals. Down about 9% compared to November 2023. A number of days in November with no fuel sales due to bad weather.
 - Fuel Delivery 11/19. New Fuel Price: \$5.55
- Fuel Sales: December 2024 sales 2,798 gals. Down about 24% compared to December 2023
- Fuel Accounting reports: On Oct 1, 2024, World Fuel completed a previously announced acquisition of EPIC Fuels' general aviation fuel and EPIC card business. This acquisition did result in a gap of necessary information needed to complete monthly fuel account. However, all information has now been located, and reports can continue.
- Runway Light outage 12/8/2024. UPS needed to be cycled. The system has not had any issues since, but a better UPS is needed
- AWOS Kick off meeting 12/13/2024, attended by CPAF members and Chris Silva. CPAD volunteered to install 4-foot-high poles and conduit to prep site for AWOS upgrade install. Specifications received 1/20/2025 and will be completed through the work party on 1/25/2025.
- Fuel System Training 1/6 for Board Members Tina Robertson and John Cook and Volunteer Dennie Salzman to cover while I was away from 1/13-1/17.
- Fuel system meter readout: The meter readout for Pump 2 was noted as being incorreccted. Customers are being charged for the correct amount and a proper readout can be found on the back side of the fuel pump. Robert Johnson Petroleum who normally does fuel pump maintenance will be out to repair the meter once the parts have arrived.
- Cal Trans Aeronautics Inspection 1/24/2025. Only note is to continue crack sealing. No other items to address.
- I submitted my 2 weeks' notice on 1/21/2025 to Director Eagar. I will still be available to work on continuing projects such as the fuel pump issues, pre-emergent, and AWOS during these next weeks but my focus beyond that needs to be on CFI training and I cannot in good conscience manage the airport at the same time. I will still be in the area to answer questions and to answer any questions when a replacement is chosen but 2/4/2025 is my last day as the Airport Manager.



b. UPDATE ON PROCUREMENT AND CONTRACTS

Manager Coutches

- Mesotech Quote for AWOS upgraded approved in the Special Board Meeting on 12/6/2024 and signed 12/11/2024.

c. VOLUNTEER SERVICE REPORT

Since the last Board Meeting in December: about 80 hours. Continued excellent support by resident volunteers!

Highlights: Board Meeting preparation, fuel sales, financial reporting, Airport Coverage planning and training, airport coverage while Dominic was on vacation,

- 6) **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. Comments and or requests requesting board action will be referred to staff and if appropriate, placed on a future agenda.

7) **OLD BUSINESS:**

a) Airport Layout Plan

Manager Coutches

- Status: Exhibit A is completed but we are waiting for a meeting with FAA compliance officers before we can begin the full ALP.

b) Obstruction Mitigation Update

- Status – No changed. Identification of trees in process.

b) Maintenance

Director Eagar

- Status and Work Parties.
- UPS Battery replacement on 10/25.

c) CPAD Policy Updates

- Status

8) **NEW BUSINESS:**

Manager Coutches & Director Bohlen

a) **Transition for New Elected Board Members:**



Airport Manager will ensure onboarding and transition procedures are completed for new board members as outlined in Policy 1.2.3.2 MATERIALS PASSED TO NEW BOARD MEMBER.

9. CLOSED SESSION TO DISCUSS PERSONNEL MATTERS AND STAFFING

10. OUTBRIEF OF CLOSED SESSION TO PUBLIC

11. NEXT REGULAR MEETING: February 24, 2025

12. ADJOURNMENT