

**CAMERON PARK AIRPORT DISTRICT  
Ceiling and Visibility Limited  
2016-2017 Grand Jury Case No. GJ 2016-011**



(photo by Nathan Prince)

**Release Date: May 16, 2017**

**CAMERON PARK AIRPORT DISTRICT**  
**Ceiling and Visibility Limited?**  
**2016-2017 Grand Jury Case No. GJ 2016-011**

May 9, 2017

**SUMMARY**

The El Dorado County Grand Jury became interested in conducting this study of the Cameron Park Airport District (CPAD or District), as CPAD had never been previously subjected to attention by the grand jury and the most recent full Municipal Service Review had been conducted by the Local Agency Formation Commission (LAFCO) ten years ago.

The District, formed in 1987, is a special district within El Dorado County in the Cameron Park area and operates a public, general aviation airport with a single runway, taxiway and an aircraft fueling facility as a Fixed Base Operation or FBO. The District rents hangars and aircraft tie-downs to the public. Its sole employee is its general manager. Included within the district is a residential development, Cameron Airpark (Airpark), whose residents enjoy direct access to the airport. The District is responsible for streets, lighting and signage within the Airpark.

Operations of the aviation activities of CPAD are highly regulated by a myriad of agencies ranging from the Federal Government to the County of El Dorado. The Division of Aeronautics of the California Department of Transportation has noted deficiencies at the District and ordered correction of those problems. Some of these issues have been previously cited but not abated.

CPAD, like most other small airports, is dependent on grant money to fund capital improvements and maintenance. Revenues from county property taxes and from a special assessment imposed on the parcels within the Airpark fund general maintenance of streets and lighting. The District's primary source of general fund revenue to support its FBO is the sale of aviation fuel to aircraft owners and operators.

Capital improvements are needed and or mandated for CPAD including widening of the runway and relocation of runway lighting. The District's buildings are aging. The District is also seeking to buy some private land within its boundaries. Most of these projects will require grant money from public agencies. Qualification for most of these grants requires completion of an Airport Master Plan which has been in the works for years but is not yet completed.

The District's reliance on a single person to run its operations without a ready replacement is a weakness that needs correction. The District is not able to easily communicate with its residents or the public as it publishes no newsletter and its web site sits empty. The District's compliance with open meeting law requirements is deficient. The current Board is long-serving and no replacements are in the offing. Development of future candidates is important.

## **BACKGROUND**

The Cameron Park Airport District (CPAD or District) is a special district within El Dorado County formed by the El Dorado County Local Agency Formation Commission (LAFCO) on December 10, 1987. The airport had previously been a county-operated facility. The CPAD “sphere of influence” was set the by LAFCO resolution No. L-2010-16 on 10/27/10<sup>1</sup>.

CPAD is both geographically and population-wise the smallest special district within El Dorado County. The population served by CPAD is approximately 380 persons in a total area of 100 acres. It is comprised of a single aircraft runway, appurtenant structures and an adjacent housing development known as Cameron Airpark (Airpark). It is governed by a five-member board of directors and has a single employee- the airport manager. In the last election three board members ran unopposed which is described as a common occurrence. Most directors have served multiple terms. There is no recruitment effort for new board candidates.

CPAD operates a public, general aviation airfield as a Fixed Base Operation (FBO) which includes a single runway of 50-foot width, a taxi way, several aircraft hangars and an aircraft fueling facility. There is no control tower. No landing fees are charged to transient aircraft.

The Airpark is an unusual development in that it is designed and laid out to support aircraft ownership and operation by residents. Streets are 100 feet wide and street signs are constructed low to the ground to enable taxiing aircraft to safely pass over them. Many residents own small aircraft and store them at their homes in garages capable of holding their airplanes. Residents have direct access to the airfield by way of gates operated by “garage door opener” type remote controllers.

No previous grand jury has investigated this special district which is why CPAD drew this jury’s attention. The last full Municipal Service Review (MSR) conducted by LAFCO was in 2007, and a supplement dated October 2010, is LAFCO’s most recent action. This grand jury investigation is intended to be a governance review of this airport special district.

## **METHODOLOGY**

The Grand Jury in conducting this investigation:

- Reviewed formational, operational and administrative documents governing and describing CPAD.
- Reviewed financial reports and statements.
- Internet queries were made of informational websites (as cited in text and footnotes).
- Conducted interviews of key personnel.

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<sup>1</sup> Cameron Airport District Sphere of Influence Map, EDC LAFCO, 10/27/10, see Appendix I.

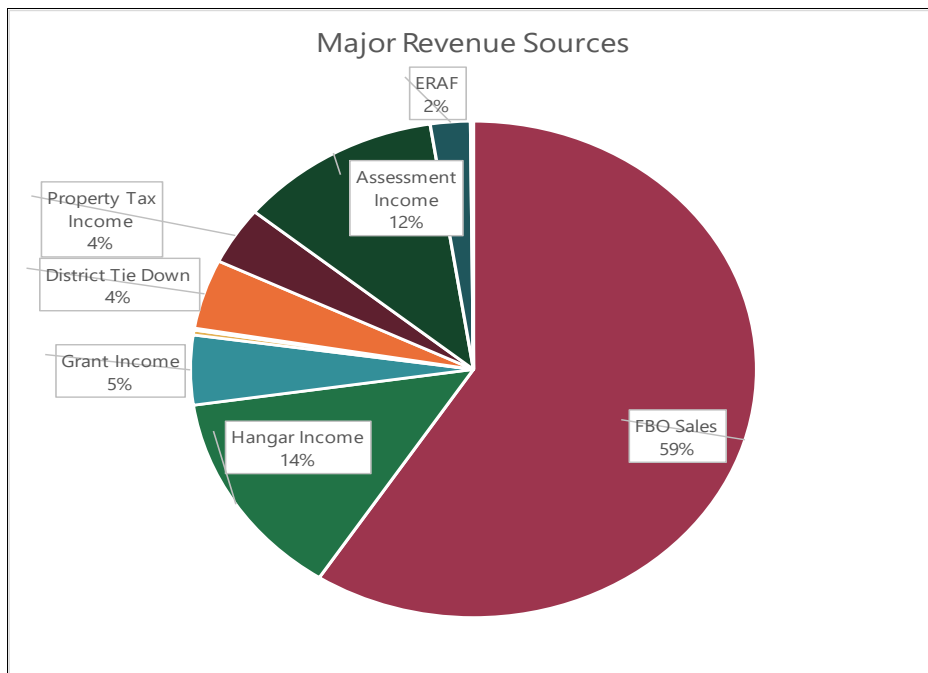
## DISCUSSION

### Revenues and Financial Structure

The District's revenue sources are subject to limitations imposed by its size, composition, operational nature and outside economic conditions. The entire District encompasses 100 acres and its tax base is comprised of the Cameron Airpark (Airpark) residential development of 143 parcels- of which 100 are built out. Additional sources of property tax revenues are not likely and no new construction is currently planned. Any future assessments imposed on Airpark residents to support access and aircraft facilities are limited by both public acceptance and the uses to which assessment monies may legally be put.

The 2016-17 budget, totaling \$370,000, was adopted at the District's June 2016, Board meeting. Primary revenue sources for CPAD (described in Chart 1) are: sales of aviation fuels (shown as FBO Sales), hangar rentals, parcel assessments, property tax revenues and aircraft tie-downs rentals.

The current waiting list for rental hangars is 40 years long. Hangars do become available about every 7 years. Tie-down spaces have a waitlist of about 2 years. Charges for overnight transient tie-downs are \$4 to \$6 per night. Grant funding from governmental entities supports most capital maintenance and improvements.



**Chart 1: Major Revenue Sources<sup>2</sup>**

Fuel sales (FBO Sales) are the primary source of money for the District. Sales are robust as

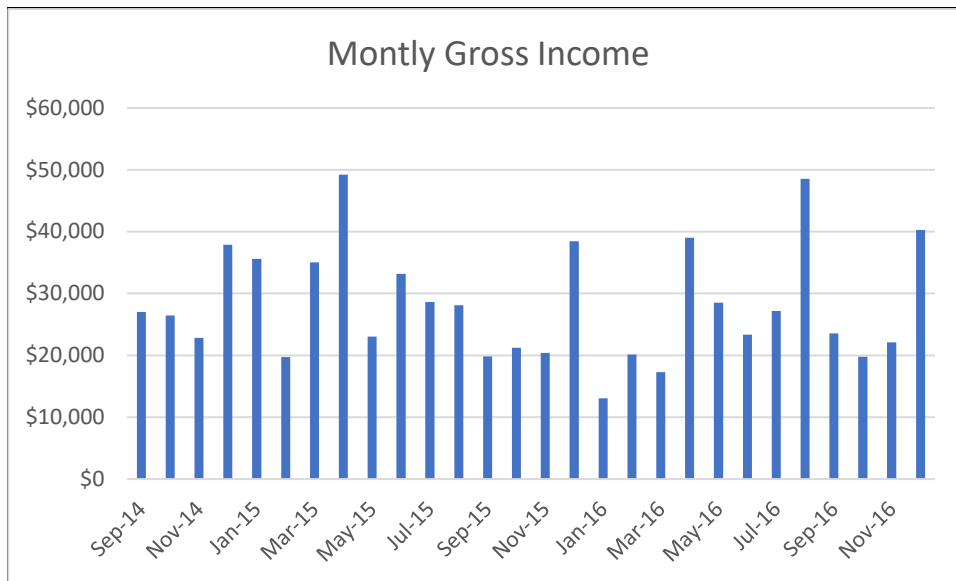
<sup>2</sup> Figures derived from income reported from June 2014 through December 2016. Sources comprising less than 1% are omitted for clarity.

CPAD fuel prices are appreciably lower than many surrounding FBO's.

Cameron Park	\$4.09
Placerville Airport	\$4.43
Rancho Murieta Airport	\$4.85
Georgetown Airport	\$4.09
Sacramento Mather Airport	\$5.59
Westover Field (Jackson)	\$4.09
Auburn Municipal Airport	\$4.19
McClellan Airfield	\$4.24

**Table 1: Aviation Gasoline Prices in Vicinity<sup>3</sup>**

Hangar and tie-down rentals are an important and substantial source of operating revenues. Together they provide 18% of CPAD income.

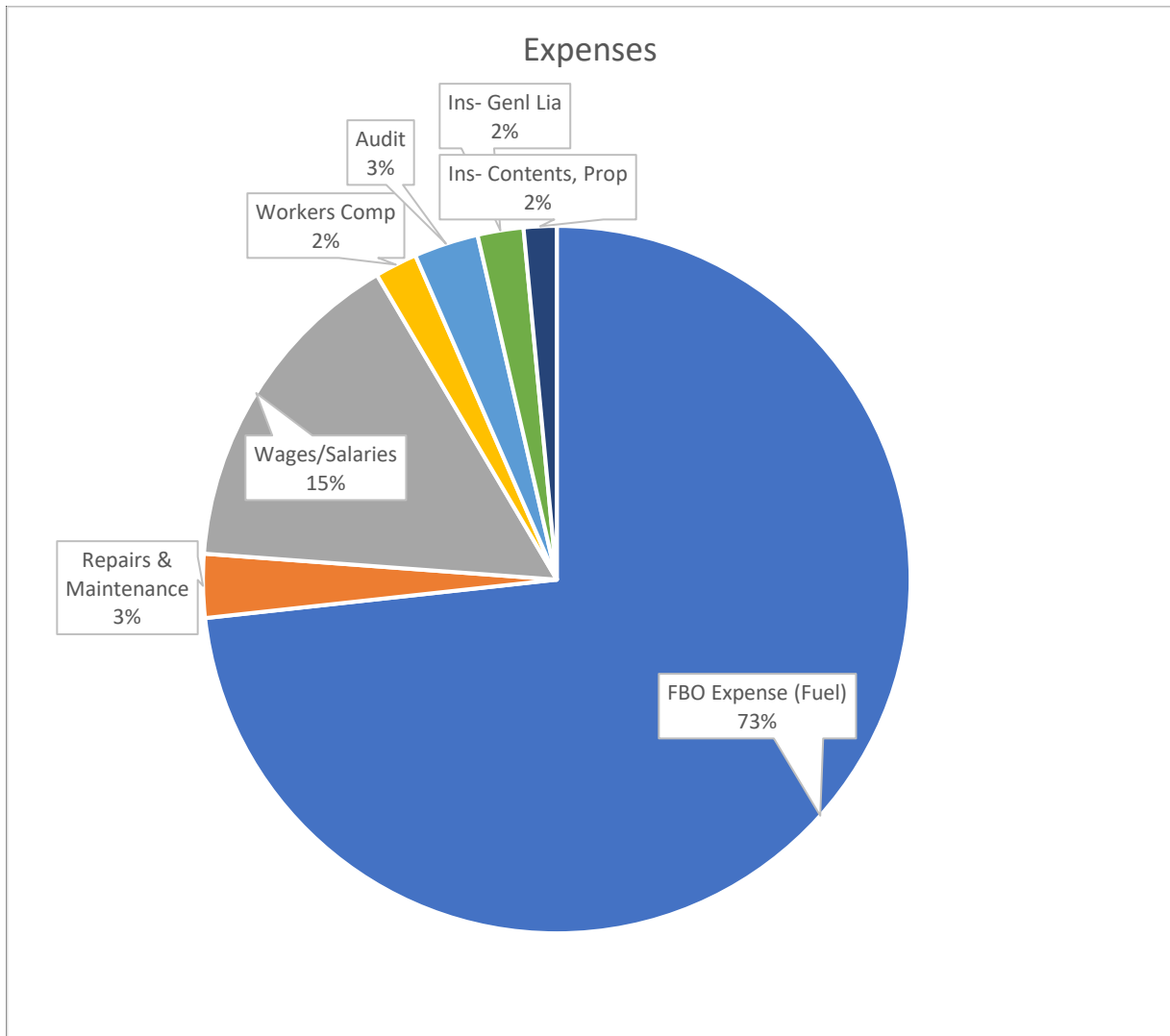


**CHART 2: Monthly Gross Income (from all sources)<sup>4</sup>**

As Chart 2 demonstrates, there is significant fluctuation in monthly income due primarily to variations in demand for aviation fuel. Weather and general economic conditions can negatively impact fuel sales by limiting general aviation activities.

<sup>3</sup> Air-Nav (<https://www.airnav.com/fuel/local.html>, accessed 3/11/2017)

<sup>4</sup> Derived from Monthly Profit and Loss Statements created and maintained by the District



**Chart 3: Expenses**<sup>5</sup>

District expenses, other than fuel and payroll, are relatively minor and stable. With but a single employee, payroll costs are not a major drain on income.

Witnesses assert that current revenues are well in line with costs and expenses but foresee challenges in the next decade. Maintaining solvency may be difficult as costs are anticipated to outrun revenues. Most District buildings and facilities were constructed in the 1980's and are deep into their service lives. The District is required by the FAA to broaden its runway from the current 50 feet to 60 feet and double the load capacity of its pavement from 12500 lbs. to 25000 lbs. That project will not only require paving work by the relocation of the runway lighting systems and drainage culverts. New revenue sources look to be limited.

There is a currently outstanding loan, with a balance of \$880,000, from the US Department of

<sup>5</sup> Expense items representing less than 2% are omitted for clarity.

Agriculture that funded street repairs in the Airpark. Income from the assessment of residents is applied solely to servicing that loan and it is accounted for separately from operating revenues and expenses.

Grant monies are the only means to afford this project and monies are available but require the completion and publication of an approved Airport Master Plan. That plan is being drafted but is a complex document and its author is the District's sole employee. The future availability of grant monies has been cast into doubt by the president's proposed budget which seeks to "zero-out" rural airport assistance, among other programs.

## **Regulatory Issues**

Due to the nature of its activities, CPAD must comply with a broad and complex spectrum of regulations enforced by several Federal, State and local entities.

The Federal Aviation Administration governs all airports and is the major source of grant monies for land acquisition, construction, improvements and upgrades<sup>6</sup>. Congress made a finding in 1970 that "...the Nation's airport and airway system is inadequate to meet the current and projected growth in aviation."<sup>7</sup> and authorized the FAA to administer grants to expand the system and regulate its operations.

The California Department of Transportation (Caltrans) is the primary regulatory and enforcement agency for local airports and works closely with the FAA in administering and supervising grant programs. Caltrans Division of Aeronautics, Office of Airports is the regulatory and enforcement arm for the FAA (under contract) and performs compliance and safety inspections of public use airports. The District sells aviation fuel and is subject to both State and Federal environmental regulation of its storage tanks and delivery equipment. El Dorado County certifies its gas pump.

The County of El Dorado has its own bodies overseeing airports. The El Dorado County Transportation Commission, sitting as the Airport Land Use Commission, completed a land use compatibility plan for CPAD in 2012.<sup>8</sup> The El Dorado County Development Agency's Planning Division governs the uses of airport property and has a significant role in airport safety through its permitting process for surrounding structures and uses. Witnesses describe poor coordination between CPAD and Planning due to unfamiliarity of Planning personnel with FAA-mandated height restrictions and safety zones.

The District can and does obtain grant monies from state and federal agencies to support compliance with changing regulations and technology improvements affecting general aviation

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<sup>6</sup>FAA Airport Compliance Manual, FAA Order 5190-6B, September 30, 2009, United States Department of Transportation, Federal Aviation Administration

<sup>7</sup> Title I, Airport and Airway Development Act of 1970, 49 U.S.C. §1101.

<sup>8</sup> Airport Land Use Compatibility Plan, El Dorado County Airport Land Use Commission, June 28, 2012, at <http://www.edctc.org/2/Airports.html>, accessed 3/11/2017

and safety. Future grants require completion of an Airport Master Plan.

CPAD has been notified by Caltrans of several deficiencies in its operations and hazards on and near the airport. In a letter dated September 7, 2016,<sup>9</sup> these issues were raised (some again) and the District was directed to formulate an abatement plan and remove the hazards. Most of the issues described concern trees intruding into aircraft approach and transition “Imaginary Surfaces” as described in FAA regulations.<sup>10</sup> Some issues with culvert guardrails are also described as well as cracked runway pavement. The District was urged in that letter to move on correcting the deficiencies. The letter closes by offering financial assistance in doing so. An application for FAA grant monies to finance the runway repairs had been previously submitted in 2015 but is suspended pending completion of the Airport Master Plan.

### **Governance Issues**

The District currently has a single employee- its general manager. The current incumbent is more than qualified for the job of managing a small general aviation airport and FBO both by training and experience. The manager has no assistants or understudies. There is no succession plan for the general manager. No firm backup plan is in place to cover for him during absence(s). A list of temporary “fill-in” personnel is maintained in the airport manager’s office.

The Board itself is both aging and tiring and has no bench of future directors. Most directors have served for several terms and would welcome replacement by new candidates- if they can be found. No efforts have been undertaken to actively recruit new board candidates.

The District publishes no newsletter or journal to its residents, tenants or the businesses and residents in the surrounding area. There is a *Fans of Cameron Park Airport* Facebook page. That page is unofficial, has 132 followers, but few persons post on it and none are associated with CPAD’s board or management.

The agendas published for the Board provide spare information and do not follow requirements of or best practices for complying with the Brown Act<sup>11</sup>:

- No identification of the Board’s specific authority to conduct closed sessions is provided on agendas
- Public comment opportunities are not provided for as to each agenda item
- Agenda items themselves are lacking in detail<sup>12</sup>
- Agenda copies provided by the district provide no posting date
- Agenda copies provided do not offer the public an opportunity to inspect and or copy documents supporting agenda items.

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<sup>9</sup> Christopher Brooks, Aviation Safety Officer, Caltrans- Div. of Aeronautics, letter to Gary Millsaps, 9/7/2016, see Appendix I

<sup>10</sup> Federal Aviation Regulation, Part 77.

<sup>11</sup> *Open and Public IV: A Guide to the Ralph M. Brown Act*, 2d ed., 2010, League of California Cities

<sup>12</sup> Selection of Meeting agendas for the CPAD Board are attached as Appendix III.



CPAD's web site ([www.http://cameronparkairport.com/](http://cameronparkairport.com/)) provides nothing more than the address, telephone number and a link to email the airport manager.<sup>13</sup> Public notices, board agendas, minutes, audits are only available at the airport office or through emails or telephone calls to the general manager. The sole means employed to comply with open meeting laws<sup>14</sup> is to post Board agendas at the airport office which is not easily identifiable or accessible to the public. The District does not post its agendas on its web site although the Brown Act requires it to so<sup>15</sup>.

## FINDINGS

- F1. The Cameron Park Airport District is currently solvent but finances are highly susceptible to outside economic trends and a changing Federal budget priorities which could lead to insolvency.
- F2. The lack of a current Airport Master Plan hinders the District's ability to obtain grants for capital projects.
- F3. District operations are totally dependent on a single individual and CPAD lacks a means to ensure continuity of operations if that individual departs.
- F4. The District currently employs a highly competent manager.
- F5. The District has not developed or employed modern means of communicating with its customers, residents and neighbors as it has a mere shell of a web site and no social media presence which hinders public participation in District governance.
- F6. The District is out of compliance with the Brown Act as it fails to post its Board agendas on its web site.
- F7. The District fails to give notice of when, where and how meeting agenda documents may be obtained.
- F8. Past elections have evidenced a lack of interest in service on the Board leaving the future of the District uncertain and missing new ideas.

## RECOMMENDATIONS

- R1. The District complete its Airport Master Plan in the next six months.
- R2. The District develop succession planning for its manager in the next six months.
- R3. The District consider adding an assistant to the manager to improve communications and

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<sup>13</sup> A PDF of the CPAD web page, accessed 3/12/2016, may be found at Appendix II.

<sup>14</sup> Ralph M. Brown Act, Cal. Government Code §§54950-54963.

<sup>15</sup> Cal. Gov't. Code §54954.2.(a)(1)

ease transition when the current manager leaves.

- R4. The District undertake active measures to recruit new board members.
- R5. The District improve communications with the public by publishing a newsletter.
- R6. The District develop a social media presence to enable it to communicate with its residents, tenants and customers.
- R7. The District obtain new or refresher Brown Act training for all board members and the airport manager and complete that training within the next six months.
- R8. The District fully develop its internet presence to better communicate with its residents, tenants, neighbors and customers and comply with open meeting laws.

### REQUEST FOR RESPONSES

Pursuant to Penal Code section 933.05, the Grand Jury requests responses as follows:

From the following individuals:

- Gary Millsaps, Airport Manager, Cameron Park Airport District, as to Findings 1, 2, 3, 5, 6, 7, & 8; and to all Recommendations

From the following governing bodies:

- Board of Directors, Cameron Park Airport District, as to all Findings and Recommendations.

Address responses to:

The Honorable Suzanne N. Kingsbury  
Presiding Judge of the El Dorado County Superior Court  
1354 Johnson Blvd.  
South Lake Tahoe, CA 96150

The Presiding Judge of the El Dorado County Superior Court additionally requests that the responses be sent electronically as a *Word* or *PDF* file to facilitate the economical and timely distribution of such responses. Please email responses to the El Dorado County Grand Jury at: [courtadmin@eldoradocourt.org](mailto:courtadmin@eldoradocourt.org).

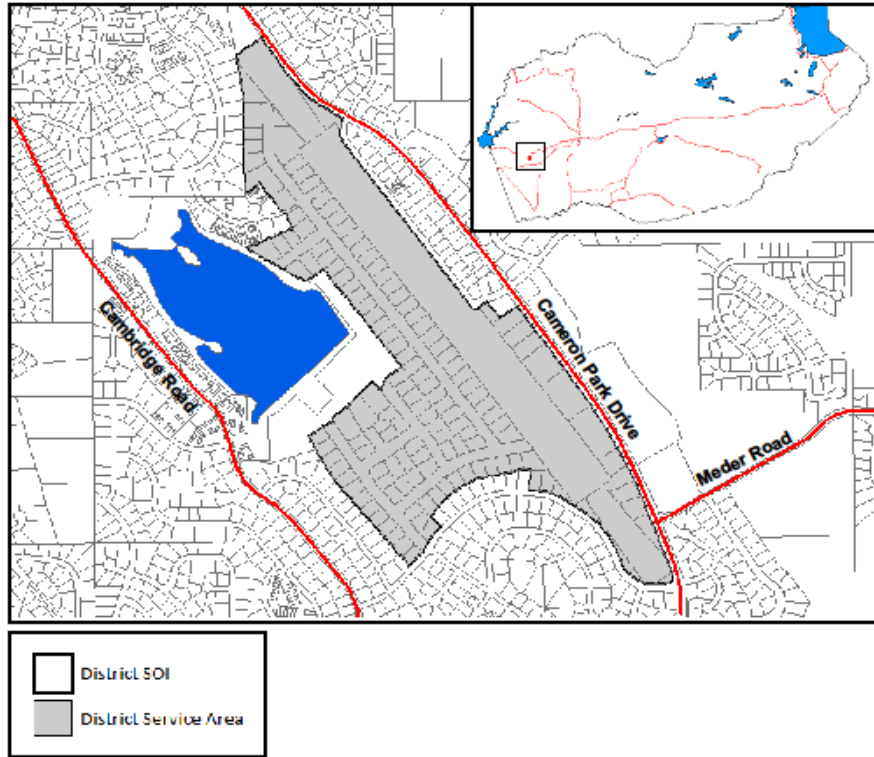
Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.
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## APPENDICES

- I. Cameron Park Airport District Sphere of Influence Map, EDC LAFCO, 10/27/10
- II. Christopher Brooks, Aviation Safety Officer, Caltrans- Div. of Aeronautics, letter to Gary Millsaps, 9/7/2016
- III. PDF of the CPAD web page, accessed 3/12/2016
- IV. CPAD Board of Directors Meeting Agendas for
  - a. August 1, 2016
  - b. August 2016
  - c. Special Meeting December 17, 2016
  - d. January 2017

**APPROVED**

**Exhibit A**



**CAMERON PARK AIRPORT DISTRICT**

Appendix I- Cameron Park Airport District Sphere of Influence Map, EDC LAFCO, 10/27/10

DEPARTMENT OF TRANSPORTATION

VISION OF AERONAUTICS – M.S. #40  
20 N STREET  
D. BOX 942874  
CRAMENTO, CA 94274-0301  
ONE (916) 651-1939  
X (916) 651-8551  
Y 711  
wdot.ca.gov



*Save water  
Help Save Water*

September 7, 2016

VIA CERTIFIED MAIL.

Mr. Gary Millsaps, Airport Manager  
Cameron Airpark  
3374 Mira Loma Drive  
Cameron Park, CA 95682-8852

Dear Mr. Millsaps:

The California Department of Transportation (Caltrans), Division of Aeronautics, conducted a State permit compliance inspection and Federal Aviation Administration (FAA) Airport Master Record (FAA Form 5010) update of the Cameron Airpark (FAA Site No. 01369.8\*A) on August 25, 2016. We appreciate the assistance you provided during our visit. Our inspection revealed the following:

1. Trees and brush located approximately 1,175 feet northwest of the Runway 13 displaced threshold penetrate the Federal Aviation Regulation (FAR) Part 77, 20:1 Approach Surface and the Part 77, 7:1 Transitional Surface. These trees and brush must be trimmed to the height shown in enclosed Photos 1 and 2, or be removed. This is a repeat discrepancy which has grown in severity and must be addressed promptly.
2. Trees located approximately 300 feet northeast of the Runway 31 displaced threshold and 250 feet west of the runway centerline penetrate the FAR Part 77, 7:1 Transitional Surface by more than 20 feet. These trees must be trimmed to below the height of the obstruction light as shown in enclosed Photos 3 and 4, or be removed. This is a repeat discrepancy noted in inspection letters since 2010 with each letter requiring action on the part of the airport.

These substantial penetrations of Part 77 surfaces are obstruction hazards. The Cameron Airpark District is required to maintain obstruction-free FAR Part 77 imaginary surfaces to the airport, to preserve public-use of the facility. The California Public Utilities Code (PUC) states the following, in part:

**Hazards Near Airports Prohibited**

21659. (a) No person shall construct or alter any structure or permit any natural growth to grow at a height which exceeds the obstruction standards set forth in the regulations of the Federal Aviation Administration relating to objects affecting navigable airspace contained in title 14 of the Code of federal regulations, Part 77, Subpart C.

Caltrans recognizes that several of these conditions have existed and increased over a period of time. However, Caltrans must receive a definitive plan, including timeline, by October 3, 2016, to address and maintain obstruction free FAR Part 77 imaginary surfaces to preserve the public-use of the airport and continue to operate at night. Failure to clear obstructions noted in items 1

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to enhance California's economy and livability"*

Appendix II- Christopher Brooks, Aviation Safety Officer, Caltrans- Div. of Aeronautics, letter to Gary Millsaps, 9/7/2016

and 2 in this report by February 28, 2017, may lead to initiation of permit action including suspension of night operations at the airport.

3. Trees located on a hillside between approximately 3,375 to 4,300 feet southeast of the Runway 31 displaced threshold penetrate the FAR Part 77, 20:1 Approach Surface. These trees must be trimmed to the height shown in enclosed Photos 5 and 6, or be removed.
4. Although the drainage culvert near the Runway 13 displaced threshold is variances for a penetration of the FAR Part 77, Primary Surface, both ends of the culvert contain small trees and brush that are not variances (please see enclosed Photo 7). These trees and brush must be cleared to remain out of the Primary Surface and Runway Obstacle Free Area.

In addition, headwalls and nonfrangible guardrails on both ends of the culvert exceed three inches in height and lie within the Runway Obstacle Free Area. The protruding sections of the headwall must be no more than three inches in height from grade and the guardrail must be made frangible or be removed, to comply with design standards.

5. Trees located approximately 380 feet southeast of the Runway 13 displaced threshold and 220 feet west of the runway centerline penetrate the FAR Part 77, 7:1 Transitional Surface by 20 feet. These trees must be trimmed to the height shown in enclosed Photo 8, or be removed. This is a repeat discrepancy.
6. Trees penetrate the FAR Part 77, 7:1 Transitional Surface at several locations on the east side of the airfield:
  - a. Trees located approximately 920 feet southeast of the Runway 13 displaced threshold and 200 feet east of the runway centerline penetrate the Transitional Surface by more than 15 feet. These trees must be trimmed to the height shown in enclosed Photo 9, or be removed. This is a repeat discrepancy.
  - b. A tree located approximately 520 feet southeast of the Runway 13 displaced threshold and 195 feet east of the runway centerline has grown taller than the adjacent obstruction-lighted building. This tree must be trimmed to the height of, or below, the obstruction light shown in enclosed Photo 10, or be removed.
  - c. Trees located approximately 200 feet southeast of the Runway 13 displaced threshold and 185 feet east of the runway centerline penetrate the Transitional Surface by up to 10 feet. These trees must be trimmed to the height shown in enclosed Photo 11, or be removed. This is a repeat discrepancy.
  - d. Trees located at the Runway 13 displaced threshold and 200 feet east of the runway centerline penetrate the Transitional Surface by more than 15 feet. These trees must be trimmed to the height shown in enclosed Photo 12, or be removed. This is a repeat discrepancy.
7. The Runway 13/31 asphalt surface is in poor condition with large areas of lateral and longitudinal cracking (please see enclosed Photos 13 and 14). The pavement condition should

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to enhance California's economy and livability."*

Appendix II- Christopher Brooks, Aviation Safety Officer, Caltrans- Div. of Aeronautics, letter to Gary Millsaps, 9/7/2016

Mr. Gary Millsaps  
September 7, 2016  
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be addressed promptly to prevent further deterioration and to reduce the likelihood of damage to propellers and windcreens associated with loose gravel. As you indicated during our meeting, a project to pave the runway is planned for the near future. We encourage you to expedite this project and repave as soon as possible.

It is Caltrans' objective to ensure that airports and heliports meet all applicable FAA minimum design safety standards and Advisory Circulars (AC) criteria, FAR, the PUC, section 21001 et seq., California Code of Regulations, Title 21, sections 3523-3560, and all required conditions depicted in the State Airport Permit issued by Caltrans. Airport permit criteria, including many FAA ACs, may be found on our website at [www.dot.ca.gov/aeronautics](http://www.dot.ca.gov/aeronautics).

Understanding the significant resource burden associated with operating a safe, secure, and utilitarian airport, Caltrans will continue to offer both financial and technical assistance to the Cameron Park Airport District. The use of California Aid to Airports Program annual credit grant funds, to correct safety discrepancies, is considered an eligible expenditure. Please notify us by October 11, 2016, of your intended or completed action concerning these items and provide us with photographic evidence documenting the results of the completed items.

If you have questions or require assistance, please contact me at (916) 654-5450 or via email at [christopher.brooks@dot.ca.gov](mailto:christopher.brooks@dot.ca.gov).

Sincerely,



CHRISTOPHER BROOKS  
Aviation Safety Officer

Enclosures

c: FAA, SFO ADO


*"Provide a safe, sustainable, integrated, and efficient transportation system  
to enhance California's economy and livability."*

Appendix II- Christopher Brooks, Aviation Safety Officer, Caltrans- Div. of Aeronautics, letter to Gary Millsaps, 9/7/2016

Cameron Park Airport

3374 Mira Loma Drive, Cameron Park, CA 95682 ~ 530-676-8316

Home



Web Hosting by iPage

<http://camerosparkairport.com/>[3/12/2017 12:21:39]

Appendix III- PDF of the CPAD web page, accessed 3/12/2016





## **CPAD BOARD REGULAR MEETING** **AGENDA**

**Monday, August 1, 2016 - 7:00 P.M.**

**Meeting to be held at the Ross Hangar, 3239 Baron Ct, Cameron Park, CA  
Directors: Guy Hooper, Mike Starkey, Sue Cook, Joe Fuller, Todd Peterson**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIENCE**
- 3. ADOPTION OF AGENDA**
- 4. ADOPTION OF MINUTES:**
  - **Regular Meeting held June 27, 2016**
- 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. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are invited to speak on agenda items as they occur.**
- 6. OLD BUSINESS:**
  - **2014 & 2015 Draft Audit Documents Available**
- 7. NEW BUSINESS:**
  - **Employee Performance Review (CLOSED SESSION)**
- 8. COMMITTEE REPORTS:**
  - **Finance Committee, Discussion: Director Hooper, Director Cook, Manager Millsaps**
- 9. PROJECT REPORTS:**
  - **Ethan Barnard Eagle Scout Project - Completed**
  - **AWOS System Status**
  - **Runway Slurry Seal Project**
- 10. AIRPORT MANAGER REPORT: Manager Millsaps**
- 11. ADJOURNMENT**



**CPAD BOARD REGULAR MEETING**  
**AGENDA**

**Monday, August 22, 2016 - 7:00 P.M.**

Meeting to be held at the Ross Hangar, 3239 Baron Ct, Cameron Park, CA  
Directors: Guy Hooper, Mike Starkey, Sue Cook, Joe Fuller, Todd Peterson

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIENCE**
3. **ADOPTION OF AGENDA**
4. **ADOPTION OF MINUTES:**
  - Regular Meeting held August 1, 2016
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. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are invited to speak on agenda items as they occur.
6. **OLD BUSINESS:**
  - 2014 & 2015 Final Audit Documents Available
7. **NEW BUSINESS:**
  - Consideration of EDCO plan to move Board Member election date to even-numbered years
  - Consideration and selection of T&M Electric to do the AWOS electrical service work
8. **COMMITTEE REPORTS:**
  - Finance Committee, Discussion: Director Hooper, Director Cook, Manager Millsaps
9. **PROJECT REPORTS:**
  - AWOS System Status
  - Runway Slurry Seal Project
10. **AIRPORT MANAGER REPORT: Manager Millsaps**
11. **ADJOURNMENT**



**CPAD BOARD SPECIAL MEETING**  
**AGENDA**

**Saturday, December 17, 2016 - 4:00 P.M.**

**Meeting to be held at the Cook Home, 3124 Boeing Rd, Cameron Park, CA  
Directors: Guy Hooper, Mike Starkey, Sue Cook, Joe Fuller, Todd Peterson**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIENCE**
- 3. ADOPTION OF AGENDA**
  
- 4. NEW BUSINESS: Review of Bids and Selection of Prime Contractor for the Runway Crack Repair & Slurry Seal Project - CPAD Project # CPAD-2016-AF-01**

**NOTE: Due to a time constraints controlled by CalTrans - Dept of Aeronautics, the CPAD Board is afforded only 24 hours advance notice of this meeting to the District.**

- 5. ADJOURNMENT**



**CPAD BOARD REGULAR MEETING**  
**AGENDA**

**Monday, January 30, 2017 - 7:00 P.M.**

**Meeting to be held at the Ross Hangar, 3239 Baron Ct, Cameron Park, CA**  
**Directors: Guy Hooper, Mike Starkey, Sue Cook, Joe Fuller, Todd Peterson**

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIENCE**
3. **ADOPTION OF AGENDA**
4. **ADOPTION OF MINUTES:**
  - Regular Meeting held November 28, 2016
  - Special Meeting held December 17, 2016
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. Requests requiring board action will be referred to staff and brought on the next appropriate agenda. Members of the public are invited to speak on agenda items as they occur.
6. **OLD BUSINESS:**
7. **NEW BUSINESS:**
  - Project Startup for Crack Repair & Slurry Seal of the Airpark Streets/Taxiways
  - CHP presentation of CPAD proceeds from 2016 Show n' Shine Event
8. **COMMITTEE REPORTS:**
  - Finance Committee, Discussion: Director Hooper, Director Cook, Manager Millsaps
9. **PROJECT REPORTS:**
  - AWOS System
  - Runway Slurry Seal Project
  - Wind Tee Restoration Project
10. **AIRPORT MANAGER REPORT: Manager Millsaps**
11. **ADJOURNMENT**