

**Minutes of Meeting**  
**Strategic Planning**  
**May 6, 2014**  
**1:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Lieutenant Stuart Miller, Airport Director Greg Delavan and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:10 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**  
Lieutenant Stuart Miller updated the Board on the Fleet Management Project. Lieutenant Miller advised that the Fleet Management Task Force has reviewed three (3) software programs. Faster Fleetworks was preferred by the committee, but would be most suitable for a Fleet Management Department.

Lieutenant Miller stated that the Request for Proposals (RFP) for fuel is currently being reviewed by Civil Deputy Prosecuting Attorney Jamila Holmes and is expected to be completed soon and Human Resources Director Skye Reynolds has been working on policy and processes that will meet the requirements for the Idaho Counties Risk Management Program (ICRMP).

Lieutenant Miller stated that the Canyon County Fleet Management Manager Mark Tolman has been a great resource to the group and recommended that the Board consider using Mr. Tolman as a consultant on the Fleet Management project. The attendees discussed the option for a County refueling station and Chairman Tondee advised that the Fair Grounds has offered space between the Recreational Vehicle Dump Station and Coeur d'Alene High School if the Board decides to move forward with this option.

Airport Director Greg Delavan advised that the Airport's Business Plan has been approved by the Federal Aviation Association (FAA) and is ready to be reviewed by Grants Compliance Officer Jody Bieze. The Board advised Mr. Delavan that they will also need to review the scope of the Business Plan.

An emergency table top exercise will be take place at the Airport during the week of May 12, 2014, through May 16, 2014. Mr. Delavan noted that the Airport has been accident and injury free and that daily safety inspections and annual safety training continues to take place.

Mr. Delavan explained that he is preparing to present a proposal to have the Idaho Airport Management Association conference held in Coeur d'Alene. This would be held in Spring 2015. Mr. Delavan advised that he has also been working with the B29 Fighter Plane Group to schedule a fly-in to the Airport.

Mr. Delavan stated that an offer has been made and accepted to purchase land adjacent to the Airport. This purchase is supported by the FAA and is waiting for the environmental review to be completed so the Airport can move forward with obtaining grant funding for this purchase.

Mr. Delavan reported that there is nothing new to report on commercial passenger service, rental car fees, army reserve, and the airport business park projects.

The Board briefly discussed the judicial facilities progress made by Kestrel West, the Parks and Waterways strategic plan, and Information Systems. Parks and Waterways and Information Systems will be invited to update the Board at the next Strategic Planning meeting.

- F. Staff Reports:** There were no staff reports.
- G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 1:57 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk

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