

Minutes of Meeting
Airport Project Updates
October 6, 2014
10:30 a.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 Clerk Jim Brannon, Airport Director Greg Delavan, and Deputy Clerk Daniel Robertson.

- A. Call to Order:** Chairman Tondee called the meeting to order at 10:31 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Airport Director Greg Delavan met with the Board to discuss the current and upcoming airport projects. He reported that the airport has received the land survey for the Humane Society lease, including the legal description of the parcel. He stated that the Humane Society is not utilizing the entire area and that their septic system drain field is not described in the recently signed lease. The Board directed Mr. Delavan to amend the lease to more accurately reflect the land being utilized and to include the description of the drain field. The Board asked Mr. Delavan to attempt to have the amendment, signed by the Humane Society, ready to come before the Board at the November 4, 2014 Business Meeting.

The attendees discussed the airport lease back billing list and the suggested methods for resolution provided by Mr. Delavan. Mr. Delavan reported that many of the tenants have disputed the charges and declined to pay, and that he could not verify some of these claims as the previous billing software did not have sufficient reporting capabilities. His recommendation was to write-off most of the charges, except as follows:

- Intermountain Air disputes the charges, but was willing to pay fifty percent (50%) of the invoice as a good faith gesture.
- The Hagadone Corporation was still discussing the invoice with the Auditor's office.

The Board Directed Mr. Delavan to draft a resolution to cancel the charges as recommended. The Board also advised that Mr. Delavan, not the Auditor's Office, should be working directly with the tenants to resolve any remaining issues.

Mr. Delavan notified the Board that he had researched whether the lease with the Panhandle Area Council was expired, as directed in a previous meeting. He stated that the language in the lease made it difficult for him to ascertain this information and he would do further research and update the Board at a later date.

Commissioner Nelson inquired whether Mr. Delavan has submitted the revised scope of work for the Airport Sustainability Plan to the Federal Aviation Administration (FAA). Mr. Delavan responded that this is his next step for the project. The attendees discussed further edits to be made to the scope of work before submitting it to the FAA.

Mr. Delavan updated the Board on the budget for the sustainability survey, stating that \$11,600 was budgeted. Commissioner Nelson inquired whether this was included in the amount to be carried over from the Fiscal Year 2014 (FY14) budget. Mr. Delavan was not aware of whether this was the case.

The attendees reviewed the results of the airport audit and discussed the items still needing to be addressed. These included:

- Lapsed or missing insurance certificates: Mr. Delavan notified the Board that the final three (3) certificates had been received.
- Confusion on billing information for new tenants: Mr. Delavan advised that information sheet has been added to the lease application packet and that Logos access to PaperClip has been established.
- Untimely lease addendums: This was addressed earlier in the meeting and will be resolved once a resolution to cancel airport back bills is adopted by the Board and an agreement is reached with the Hagadone Corporation.
- Master sewer records: Commissioner Green stated that the last outstanding record has been reconciled. This item was complete.
- Fuel flowage system lacks accountability: Southfield Fuel has declined to authorize the airport to request information from their fuel supplier, but has submitted a bill of lading. The attendees discussed how to resolve this issue. The Board directed Mr. Delavan to attempt to meet with Southfield Fuel to explain the reasons for this request.
- File organization: This is expected to be complete by May of 2015.
- Deficiency of procedures: The airport staff has developed new procedures. Commissioner Nelson inquired whether the Auditor's office has reviewed and approved these procedures. Mr. Delavan was not aware of whether this was done and will update the Board on this.
- Unpaid property taxes: This item was still being resolved.

Commissioner Green inquired whether the fire protection suits were purchased. Mr. Delavan stated that they were not, and was not aware if the remaining FY14 budget would have covered this.

The attendees discussed the CliftonLarsonAllen audit results, which suggested updating the lease packets to include current lease rates. Mr. Delavan notified the Board that the tenants sign an addendum agreeing to the updated rates.

Commissioner Nelson inquired about the presence of personal vehicles and equipment on airport property. Mr. Delavan stated that all this equipment has been removed. The attendees discussed the liability ramifications of using equipment that is not owned by the County.

Commissioner Nelson moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(c), to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

The Board entered into Executive Session at 11:52 a.m. Mr. Delavan joined the Board in Executive Session.

The Board exited Executive Session at 12:03 pm. No decision was made by the Board.

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 12:04 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
