

Minutes of Meeting
Airport Accounts Receivable
November 13, 2014
3:00 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Interim Airport Director Phil Cummings, Finance Director Dave McDowell, Staff Accountant Melissa Merrifield, Airport Administrative Assistant Mary Hopkins, Staff Accountant Debbie Stoner, and Deputy Clerks Courtney McKinnie and Daniel Robertson. Also present were Commissioner Elect Marc Eberlein and Coeur d'Alene Press Reporter Jeff Selle.

A. Call to Order: Chairman Tondee called the meeting to order at 3:00 p.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:

The attendees met to discuss airport back billings, and which should be pursued for payment and which should be written off. Finance Director Dave McDowell said that 65% of the back billings have already been paid, (totaling about \$25,000), and that once the remaining payment arrangements were fulfilled the billings would be 76% paid. He expressed his opinion that the remaining back bills are accurate and that payment should be pursued.

The attendees discussed these accounts:

- **The Hagadone Corporation:** The Board directed staff to pursue payments on this account.
- **Beacon West:** The Board directed staff to write off this account.
- **Lowry, Rodriguez and Campbell:** The Board directed staff to pursue payments on this account.
- **Resort Aviation Mid and North:** The Board directed staff to include these accounts in the write-off.
- **Evans, Gale and Gwil:** The Board directed staff to include this account in the write-off.
- **RP Hangar:** The Board directed staff to include these accounts in the write-off.
- **Intermountain Air:** The owner disputes the amount owed, but is willing to pay half the amount as a good faith measure. The Board agreed to accept the offer, and directed staff to include the remaining amount in the write-off.

Airport Administrative Assistant Mary Hopkins confirmed that new processes have been established which are proving effective in reducing the errors and confusion that resulted in these back bills. The attendees discussed how to further improve the process. Commissioner Nelson suggested that the airport stop sending invoices. Commissioner Green suggested

sending statements instead. Mary Hopkins suggested that a statement could be sent only to tenants who are behind on payments. Chairman Tondee suggested not sending either an invoice or statement. Interim Airport Director Phil Cummings said that he believed they should discuss these options further before making a decision on whether to send invoices or statements.

- 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 3:56 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
