

Minutes of Meeting
Airport Billing Process Preview
December 10, 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Finance Director Dave McDowell, Staff Accountant Debbie Stoner, Interim Airport Director Phil Cummings, Airport Senior Secretary II Linda Leigh, Airport Administrative Assistant Mary Hopkins, and Deputy Clerk Mary Enquist.

A. Call to Order: Chairman Tondee called the meeting to order at 1:02 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 changes in the Airport billing process, and reached the following agreements for process changes beginning in January, 2015:

- Airport tenants will not be sent statements, bills, or invoices unless needed to address specific concerns.
- Airport staff will be responsible for any tenant communications needed.
- Airport staff will receive tenant payments and forward those to Auditor staff.
- Airport staff will send letters to tenants when their payment amount changes due to the CPI contract provisions.
- Airport staff will send a letter on or around January 1 to inform tenants of these changes, their monthly amounts due, and where to send payments.

The attendees also discussed processes for coordination between the Airport and Auditor's Office, maintaining a system of checks and balances, handling new accounts and closing old ones, and creating internal audit trails.

F. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

Chairman Tondee adjourned the meeting at 1:58 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Mary Enquist, Deputy Clerk
