

**Minutes of Meeting**  
**Coordination Meeting-Invoice Review**  
**April 24, 2015**  
**10:30 a.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Marc Eberlein, and Commissioner Dan Green met to discuss the following agenda items. Also present were Airport Director Greg Delavan and Deputy Director Phil Cummings, Airport Advisory Board Vice-Chair John Adams, T-O Engineers Project Manager J. R. Norvell, and Deputy Clerk Mary Enquist.

**A. Call to Order:** Chairman David Stewart called the meeting to order at 10:32 a.m.

**B. Introductions:** There were no introductions.

**C. Changes to the Agenda:** There were no changes to the agenda.

**D. Old Business:** There was no old business discussed.

**E. New Business:**

**Discussion regarding the T-O Engineers invoices for the agency coordination meetings**

Chairman Stewart said the reason for this discussion is to understand invoices from T-O Engineers which were submitted for the Airport agency coordination meetings from November 2014 to March 2015.

T-O Engineers Project Manager J. R. Norvell said at the request of the Airport and the Board of County Commissioners (BOCC), T-O Engineers was requested to assist in preparing for and facilitating stakeholder involvement. Mr. Norvell said the issues and tasks were associated with the Airport Master Plan, the Environmental Assessment for land acquisition, the Sustainability Master Plan, and land use compatibility around the Airport. He summarized the primary tasks, work accomplished, meetings and key decisions, and problem areas encountered.

Commissioner Green suggested some ways to remedy the situation by Airport staff sending a memo to the Board and copying Auditor staff noting that contingency funds will be moved to the Airport budget so payment to T-O Engineers in the amount of \$25,052.33 can be authorized and memorialized.

Commissioner Green made a motion to direct the Airport Staff to send a request to the Board appropriating an additional \$26,000 from contingency funds to cover expenses for T-O Engineering related to the RS&H Inc.-Steve Domino process. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll.

Commissioner Eberlein:           Aye  
Commissioner Green:           Aye  
Chairman Stewart:           Aye  
The motion carried.

**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 Stewart adjourned the meeting at 11:13 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Mary Enquist, Deputy Clerk

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