

Minutes of Meeting
Airport Issues Discussion
May 4, 2015
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Deputy Director Phil Cummings, Advisory Board Chairman Jim Thorpe and member John Adams, Senior Secretary Linda Leigh, and Deputy Clerk Meshell Missler.

- A. Call to Order:** Chairman David Stewart called the meeting to order at 9:31 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:**
Airport Deputy Director Phil Cummings requested the revenue results from the April 25, 2015 Reinland Equipment Auction be added to the agenda.

Commissioner Green made a motion to discuss Airport revenues and expenses. Commissioner Eberlein seconded the motion. There being no discussion, Deputy Clerk Missler called the roll:

Commissioner Eberlein: Aye
Commissioner Green: Aye
Chairman Stewart: Aye

The motion carried.

- D. Old Business:** There was no old business discussed.
- E. New Business:**
Airport Fees and Leases:

Chairman Stewart opened the discussion regarding Airport fees, County costs and inquired what the County charges its tenants and the public. Chairman Stewart said he wanted to make sure the fees are covering the County costs.

Airport Director Greg Delavan said the Federal Aviation Association (FAA) makes sure the fees are fair and reasonable according to the Fair Market Value for the services to the flying public. He said an analysis is being completed for the Sustainability Plan in a few months, so he could provide the Board with a report on the fees at that time.

Chairman Stewart requested Mr. Delavan to provide a list of the Airports current fees charged to the tenants and the flying public. Commissioner Green said the Airport Advisory Board's roll was to analyze fees and then advise and make recommendations to the Board.

The Board discussed the tenant application fees and Mr. Delavan said the Airport charges \$500 for the application fee which includes engineering costs, survey and staff time. The Board recommended adding a clause to the lease agreements that covers the County in case there are extra ordinary or unforeseen fees incurred that exceed the \$500 fee. Airport Advisory Board member John Adams said the Airport currently charges for landing fees, parking, fuel, land leases, lease applications and sewer costs.

The Board requested a report to be completed comparing the County's fees with other airports. Mr. Delavan said the Business Plan will include a list of these comparables.

Chairman Stewart said the Airport is looking at the FAA Sustainability Study to do the Business Plan that is going to address some of these fees, but he requested Mr. Delavan to do his own audit for the County so the Board could address some of these fees.

Mr. Cummings and Advisory Board Chairman Jim Thorpe clarified that they would provide an audit of the current fees, comparable fees and County costs for the Board to review. Mr. Cummings said he could provide the Board with the comparables in a week. Mr. Delavan said the Sustainability Study would be completed by September or October 2015.

Mr. Delavan said he is currently tracking approximately 100 leases. The Board and attendees discussed possible software programs that would be more appropriate at the Airport to track the leases, notify staff of renewals, track receivables and fees and run reports.

Commissioner Green said the billing must go through the Logos software program, but he supported a tracking system for the leases. Chairman Stewart offered to work with the Information Systems department for a new program at the Airport.

Chairman Stewart asked Mr. Delavan if there was a procedure or a policy for late fees.

The Board said a new policy for late fees needs to be established for 30, 60 and 90 day late fees; and directed Mr. Delavan to submit a Late Fee Policy to the Board and the staff would then write a resolution for it.

Airport Audit:

The Board decided to talk about the Audit at the next Airport Advisory Board Meeting.

Airport Grant:

Mr. Delavan said the new construction grant has some pressing deadlines and he was hoping to add it to the agenda of tomorrow's Business Meeting.

Airport Expenses and Revenues:

Mr. Cummings gave the Board a handout including summaries of the Airport current expenses and revenues for FY2015.

Commissioner Green exited the meeting at 10:58 a.m.

Commissioner Eberlein exited the meeting at 10:59 a.m.

- F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Stewart adjourned the meeting at 11:00 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Meshell Missler, Deputy Clerk
