

Minutes of Meeting
Airport Advisory Board and Airport Monthly Discussion
August 17, 2015
9:00 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Staff Accountant Nancy Curotto, Airport Director Greg Delavan, Administrative Secretary Linda Leigh, Airport Advisory Board Members John Adams and Jim Thorpe, and Deputy Clerk Theresa Atchley.

A. Call to Order: Chairman David Stewart called the meeting to order at 9:02 a.m.

B. New Business:

Review August 12, 2015, Airport Advisory Board Minutes

Airport Advisory Board Member Jim Thorpe provided the Board with a recap of the August 12, 2015, Airport Advisory Board Meeting. The parties discussed setback requirements and the Airport Master Plan. Airport Director Greg Delavan advised the Board that the Airport had exceeded its overtime budget due to personnel requirements related to the fire bombers.

Commissioner Dan Green outlined the steps required to acquire the Army Reserve abandoned property. He said the first step was a legal review. He added the next steps included checking with Panhandle Health District regarding the septic tank, drafting a Resolution, and finally establishing fair market value. Commissioner Green said that several parties had expressed interest in leasing the property.

Kootenai County Internal Audit August 4, 2015, Cash Collection and Handling Procedures for Iron Rangers

Chairman Stewart asked Mr. Delavan to comment on the memo from the Auditor's office regarding the review of iron rangers cash collection and handling procedures. Mr. Delavan said that the memo appeared critical and he provided the Board with a letter from Jim Simmerman, dated February 2011 that stated operating controls of checks and cash was outstanding.

Clerk Jim Brannon said the memo from the Auditor's office was objective. Chief Deputy Clerk Pat Raffee clarified that the external auditors, CliftonLarsonAllen had asked the Auditor's office repeatedly to conduct an internal audit specifically of cash handling procedures from iron rangers. She added that Parks and Waterways and the Airport were the only two County departments with iron rangers, so those departments were audited and the contrast in procedures was documented in a single memo.

Commissioner Green noted that the same procedures for the two facilities were not necessary and perhaps they could learn from each other's procedures.

Commissioner Marc Eberlein said the report was a good overview. He said the new office layout at the Airport provided locking drawers, the amount of cash collected by the Airport iron rangers was small, and he had no problem with the honor system. Commissioner Eberlein suggested a \$100 limit on cash held at the Airport, excluding petty cash. He said he was glad the Auditor's office had conducted the review of the iron rangers and suggested that perhaps the Airport would consider updating their policy.

Mr. Delavan said if there were recommendations from the Auditor's office they would be considered.

- C. 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 10: 01 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
