

**Minutes of Meeting**  
**Airport Advisory Board/Airport Monthly Discussion**  
**April 25, 2016**  
**9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Airport Director Greg Delavan and Deputy Clerk Alicia Lynch. Also present was Airport Advisory Board Chair Jim Thorpe.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:00 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Business:**

**Advisory Board Update – Review of April 13, 2016, Advisory Board Minutes**

Airport Advisory Board Chair Jim Thorpe explained that the April 13, 2016, meeting had a large number of participants because The Ninety-Nines, Inc. were present to discuss painting the compass rose. He covered the following topics:

- Environmental Assessment
- Taxilane Rehabilitation and Maintenance
- AGC Aerospace
- COE Airport Association Update
- EzSkies Air Service
- Hangar Proposals
- The Ninety-Nines, Inc. Compass Rose Painting
- Advertising and Promotion Committee Report

Mr. Thorpe reported that the Advisory Board would be requesting \$50,000 in their budget for marketing. Commissioner Marc Eberlein inquired if the proposed marketing budget would include Chamber of Commerce Memberships and Mr. Thorpe replied it would. Airport Director Greg Delavan said that the Advisory Board was compiling a list of items that would fall under the marketing budget for the Commissioners' approval. Chairman Green said he would support a marketing budget as long as the Advisory Board provided a detailed list of what the money would be applied to, i.e. a list of conferences and publications with whom the Airport would participate.

**Discussion of I90 Aerospace Expo Sponsorship**

Mr. Delavan explained that Jobs Plus had been unaware that the County was already a bronze sponsor of the Aerospace Expo.

### **Museum Proposal**

Mr. Delavan said that a Request for Proposal (RFP) had been received from a successful museum with plans to expand, but the museum had requested anonymity during the Request for Qualifications (RFQ) process. He explained that it was a fairly sophisticated RFQ and would require a concerted effort from the County. Mr. Delavan said he would like a letter supporting the museum from the Board.

Commissioner Eberlein asked if the museum would supply more jobs locally. Mr. Delavan said that Jobs Plus was researching the possibility and added the museum was currently looking for community support and volunteers.

Chairman Green wanted to meet again when more information was gathered. He said he would schedule a meeting for Monday, May 2, 2016.

### **Armory Update**

Mr. Delavan updated the Board on Armory Building inquiries. He said that a data center was the most potentially lucrative option that had come forward.

Commissioner Eberlein asked whether a valuation had been completed with Idaho Counties Risk Management Program (ICRMP) or if the building was not insured. Mr. Delavan said he was meeting with ICRMP to evaluate the building this week because it was not currently insured.

Chairman Green recommended using a realtor to find an Armory Building tenant. Mr. Delavan inquired if an RFP would be required to use a realtor's services. Chairman Green said he believed it would be classified as professional services and did not need an RFP, but he added he would email Legal and copy his fellow Commissioners, Mr. Delavan, and Mr. Thorpe. Chairman Green suggested each of the five present select a realtor and if no consensus could be reached then the County would request proposals.

Mr. Delavan advised the Board that he had informed interested parties that had yet to make a proposal to do so soon. He said he hoped a strong candidate would come forward to avoid a lengthy process.

### **Land Acquisition/ Valuation Update**

Commissioner Eberlein reported that once the Environmental Assessment was accepted by the Federal Aviation Association (FAA) the County could submit for reimbursement. Mr. Delavan said that the FAA had approved the value justification and the purchase process. He anticipated an answer from the FAA regarding the Environmental Assessment in the next two weeks. Chairman Green asked if the County would receive the reimbursement before the end of the fiscal year, and Mr. Delavan replied affirmatively.

- E. **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 Green adjourned the meeting at 9:34 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Alicia Lynch, Deputy Clerk

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