

## Lemhi County Airport Minutes

February 10, 2020

The meeting was called to order by Richard Natelson at 18:00 at the Lemhi County Court House Annex 200 Fulton St. Salmon, ID.

Present board members were R. Natelson, J. Crawford, D. Weston, F. McDonald, and R. Schick. Also present, Frank Bashista, Lenny Skunberg of Lenny's Airmotive, Ilona McCarty, Dave Shallow of Central Idaho Aviation, Dick Williams, David and Jo Schroeder of Gem Air, Frank Silva, Bill Miller, Jim Paulekas, and Mike Bennett.

Crawford made a motion to approve the minutes from the last meeting, McDonald seconds, and all approved.

### **Fuel & Facilities Report:**

Pump #1 AV Gas 6570 gallons

Pump #2 AV Gas 5371 gallons

Jet A 2945 gallons

Lenny Skunberg informed the board more Jet A fuel is being ordered and he'll be able to complete a Veeder-Root test for the month of February. Also, the new fuel hose for the #1 AV Gas is on order because they are only good for 10 years.

Skunberg and the board discussed how the QT M3000 credit card machine will no longer be supported by the manufacturer come June 30th. McDonald explained to the board how the airport fuel farm bid will include an upgrade to the QT M4000 system. Natelson and McDonald discussed whether or not to replace the M3000 in June or wait and just install the M4000 in the fall with the new fuel farm. The board further deliberated on courses of action for when the system should be installed in order to minimize issues during the busiest time of the year. Natelson decided to table the decision and Schick was tasked with contacting QT to explore options and determine if the M3000 could be utilized longer.

Natelson questioned Skunberg about airport lighting. There are a few lights out and the snow is making it difficult to make repairs. The airport has some bad transformers requiring repairs by an electrician. Those repairs will have to wait until the ground thaws. Skunberg additionally explained how challenging it was to uncover the lights and he agreed to ask the county if they could help. Natelson asked David Schroeder how the light issues are affecting Gem Air and David said they're not flying much at night, but he believed the lights may affect Air Methods more.

### **Financial Report:**

Weston reported on bills to be paid, reviewed, Schick moved to pay the bills which Crawford second, all approved.

Weston and the rest of the board had a discussion about a bill for website maintenance. The charge was questioned as to what it actually pays for. Natelson said the board would follow up on the bill.

Natelson asked for a motion to pay the bills excluding the website bill in question. Crawford made the motion and McDonald second it, and all approved.

The financials through December 2019 are as follows:

Total Checking/Savings: \$148,545.22

Accounts Receivable: \$10,928.36

Current Assets: \$226,569.74

Total Assets: \$3,331, 967.05

Liabilities: \$1,175.78

Total Income: \$24,481.91

Total COGS: \$5,592.76

Gross Profit: \$18,889.15

Total Expenses \$2,968.07

Net Ordinary Income: \$15,921.08

**Public Input: None**

**Old Business:**

Business Agreements: Natelson discussed how Bruce Withers drafted the operator's agreement for Air Methods and how the intent is to have an agreement for all the FBOs on the airport. Natelson wants a sub-committee to help create operating agreements relative to the type of operations being conducted. The operator's agreement will basically be a license to operate on the airfield. Natelson asked for volunteers and Crawford, McDonald, and Schick agreed to help. Natelson asked for a motion for this sub-committee, Crawford made the motion, Weston second, and all approved.

Salmon Air Fuel Container: Natelson revisited the unauthorized fuel container. It was determined no board members have had the discussion with Salmon Air. Natelson said he would contact Salmon Air.

Truck to Truck Fuel Transfers: Natelson asked for insurance documentation from Gem Air approving truck to truck operations based upon a request from ICRMP. The documentation must name Lemhi County Airport as additional insured. Jo Schroeder said she'd work on this request and provide a copy to the airport board.

Interest on Past Due Accounts: The discussion was about how much to charge late accounts. Lemhi County doesn't have an interest rate they charge for late payments. Weston and Natelson were unsure as to what rate was appropriate. Other board members gave input. The decision was made to get a recommendation from Allen Accounting. This recommendation will be vetted through the county attorney, Bruce Withers, and approved by the county commissioners. Natelson asked Weston to get a recommendation from Allen Accounting. The matter was tabled until the next meeting providing Weston time to seek recommendations.

**Public Comment:**

Friends of the Airport: Dick Williams introduced himself as a member of “Friends of the Airport”. He voiced support for the airport board and he also asked for feedback. He emphasized how the group wishes to be constructive and help the airport board.

His first talking point was about fuel flowage fees and requested the plan for how fuel being brought onto the airport is being monitored. Natelson explained the process and David Schroeder confirmed how it happens when they bring on fuel. Allen Accounting gets the information and in-turn they bill the flowage fees to the appropriate FBO. Allen Accounting then bills accordingly . There was minor debate between the board, the public, and “Friends of the Airport” as to how the process currently works and what everyone is comfortable with. Skunberg expressed his concerns about FBOs receiving a discount on their flowage fees and how he was not given the same consideration. A lengthy discussion ensued about flowage fees and unwritten agreements between some FBOs and the county attorney. Natelson agreed to call Citi Service Valcon to see if they would bill the flowage fees at the point of sale. Item to be followed up next month.

The second item the “Friends of the Airport” wished to discuss was an airport manager. The pros and cons were debated and Dick Williams asked if the board would entertain researching the possibility and options of an airport manager or maintainer. The overall concern was should the airport be exclusive as an FBO by hiring a manager, or does the airport really only require a part-time maintainer. Natelson asked for follow-up next month for possible solutions.

**New Business:**

Reimbursing Beth McDonald: Ilona McCarty explained to the board how World Fuels has given coop funds back to the airport for marketing. The only marketing the airport has is the website maintained by Beth McDonanld. There was concern about a conflict of interest since Beth’s husband was on the board, but Fred recused himself and the board voted to pay Beth for the work she’s performed. Crawford made the motion, Schick second, and all, excluding Fred McDonald, agreed.

Commissioner’s Meeting: Natelson talked about the commissioner’s meeting from earlier in the day. The topic was whether or not an aviation consulting group, Aviation Management Consulting Group (AMCG) should be paid ~\$37,000 to perform how the airport can increase it’s revenue. Natelson advised the commissioners to not conduct the survey because the airport believes it’s on track. A very similar survey, cosing over \$7,000, was conducted in 2017; however, the results only revealed what was already know. The airport board believes spending more money was wasteful. Natelson and Withers are still waiting for feedback from the FAA and the board hopes to avoid spending more money until feedback is received from the FAA.

**Private Tiedowns:**

The airport discussed possibly charging for use of tiedowns. This would be for private individuals that don’t pay for a hangar but normally park in Salmon for the entire summer. Dave Shallow shared his

experiences with what other small airports charge and how the process worked. Skunberg talked about the 2017 airport analysis and how it mentioned tie down fees.

**Closing:**

Natelson informed everyone that Dave Sherman, from TO Engineers, will be at the next meeting. David Weston mentioned the possibility of charging for advertising on the county airport website. Group decided to consider it and more research will be conducting into the feasibility.

The meeting was adjourned at 19:06.