

## Lemhi County Airport Board Minutes

May 11, 2020

The meeting was called to order by Richard Natelson at 6:00 p.m. at the Lemhi County Court House Annex 200 Fulton St. Salmon, ID.

Present board members were R. Natelson, J. Crawford, D. Weston, F. McDonald, D. Shiner, Bob Deurloo, and R. Schick. Also present, Lenny Skunberg of Lenny's Airmotive, Ilona McCarty, Jodi Schroeder of Gem Air, and Dave Shallow of C.I.A.

Crawford made a motion to approve the minutes from the March 9th regular meeting, Weston seconded, and all approved.

Crawford made a motion to approve the minutes from the March 23<sup>rd</sup> special meeting, Weston seconded, and all approved.

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

Pump #1 AV Gas 5,073 gallons

Pump #2 AV Gas 4,765 gallons

Jet A 7,836 gallons

Lenny Skunberg informed the board Jim Bob fixed the lights and changed some transformers too include the breakaway couplers on some taxi lights. There is still one taxi light out and Lenny said we'll probably need Jim Bob to come back for the last light. Runway lights and strobes are currently all working.

Skunberg said there are three or four cracks on the airport courtesy van windshield. Lenny recommends scheduling repair and Natelson mentioned it is a safety issue. Additionally, the tractor is at 400 hours and Lenny believes someone should be asked to come out to the airport to look the tractor over. A couple companies were discussed, and Lenny is going to check into having someone come out.

The fuel hose which should be replaced every 10 years is on hold because of the COVID issues. Lenny inspected the hose and checked all the filters in the system. No issues. Lenny is going to contact Phillips 66 to see if it will be a problem to keep using the hose. Dick Williams had a question for Lenny about pump number two because the last time Dick refueled the fuel flow was very weak. Lenny explained how the leak detection shuttle valve is older and when someone turns on the pump it takes time to build pressure. The first person to use the pump each day will experience this delay in pressure.

### **Financial Report:**

Weston reported on bills to be paid for March, reviewed, Shiner moved to pay the bills which Crawford seconded, and all approved.

Weston reported on bills to be paid for April, reviewed, McDonald moved to pay the bills which Schick seconded, and all approved.

The financials through April 2020 are as follows:

Total Checking/Savings: \$131,959.84

Accounts Receivable: \$65.56

Current Assets: \$204,686.30

Total Assets: \$3,219,367.97

Liabilities: \$1,175.78

Total Income: \$6,927.51

Total COGS: \$5,008.56

Gross Profit: \$1,918.95

Total Expenses \$1,596.44

Net Ordinary Income: \$322.51

### **Old Business:**

#### **Airport Project:**

Natelson updated the board about being required to get an independent engineer firm to conduct an independent fee estimate on the airport fuel farm. TD&H Engineering was hired to do this and TO Engineer's estimate was found to be fair. The bill from TD&H for this service will be \$2800.

Natelson informed the board of the ~\$2.1 million KSMN received for FY 2019 that approximately \$120,000 will have to be paid by Lemhi County Airport. Airport project costs for FY 2020 will be 100% funded. The current project can not be started until the CARE grant is approved; thus, delaying the start date. So, the county commissioners need to award the contract to H&K and once the grant is approved the project can be started. The grant should be approved in July and then H&K can begin. TO Engineers plans on explaining the project and to the county commissioners when it can be started. The airport is also receiving \$30,000 from the CARE grant, but it can not be used towards the \$120,000. The board will brainstorm how to use the 30K. Further discussion was required with the group to clarify how and when the funds can be spent.

#### **Operator's Business Agreement:**

Natelson said the county commissioners approved the agreement, but the county attorney requested one sentence be added. Rich recited the current sentence and then read the change. Weston made a motion to approve the change, McDonald seconded, and all approved.

Natelson directed the board to send the Operator's Agreement to all businesses on the airport. Crawford read aloud the newly drafted cover letter. Rich asked to change "immediately" to "30 days" for businesses submitting the agreement to the board.

The board discussed how the decision was made to charge or not charge for tie downs. A lengthy discussion ensued about whether or not everyone should pay tie down fees. Rich pointed out the board previously ruled out tie down fees. Everyone present shared their ideas as to who should or should not. Ideas varied from businesses based at KSMN versus transient operators. Rich asked for a motion for a

committee to determine the way forward by exploring options at KSMN compared to other airports. Bob and Fred agreed to be part of the committee. McDonald made the motion for a research committee on a tie down contract, Weston seconded, and all agreed.

**Friends of the Airport:**

FOA agrees with the tie down discussion. Deurloo asked for FOA recommendations. Jodi Schroeder agrees a tie down fee of some sort is fair, but believes it should apply to all coming in and out of the airport.

FOA wanted to discuss truck to truck refueling and referred to the 2017 assessment recommending against the practice. FOA asks for the practice to not be permitted due to the risk and liability. Especially any FBO providing services to aircraft with non-branded fuels. Discussion continued over liability and what is an acceptable practice. The question was asked who is the expert in this field. Natelson asked this to be revisited and offered options. Rich and Schroeder discussed who thinks what can and cannot be controlled. Schroeder stated that there is no way the board can prevent them from having their own trucks, but acknowledged how they could be prevented from reselling fuel on the airport. Schroeder cited grant assurances. Natelson asked for someone to look into the liability. Schick offered to look into ICRMP's take on the matter. Natelson said ICRMP had no problem with the practice as long as the FBO's insurance also named the county airport. Schroeder stated that proof of insurance was sent to the county.

FOA asked for an update on the Peter Doyle issue with the FAA. McDonald asked for a copy of the final letter sent to the FAA. Natelson said he'd provide a copy of the letter to the entire board.

FOA is planning a clean up day in the near future. No date is set. FOA merely wanted to inform the board.

FOA's main subject was wanting to discuss the potential for a "Airport Facilities Superintendent". He shared a job description with the board. Dick Williams offered up some data from Allen Accounting showing how approximately 25k could come from the budget towards the position. Also, the fuel wholesaler is giving \$5,000 a year to the airport. The information was offered to the board in order to show how the position could be funded whether full or part time. Williams offered the idea of asking the county commissioners for funds. FOA would like to see this to present this to the county commissioner. Natelson was not sure anyone would be willing to take on these responsibilities. Everyone agreed it is reasonable to ask the county for support. The county fairgrounds receives support and many agreed the airport are just as important, if not more important.

Schick makes a motion to further develop the job description based upon common knowledge Skunberg will soon quit working for the airport. Rob offered to be the individual to look into further into the position and the possibilities whether it is part time or full time. Shiner seconded the motion, and all agreed.

Shiner and Williams discussed how much the airport pays McCall for a lounge. Shiner highlighted the importance of having an office for an employee. The board will research for options.

**New Business:**

**Grant Funds:**

The board previously discussed this subject. Bottom line, the board will receive \$30,000 in grant funds and the board is supposed to apply the grant towards maintenance. The conversation gravitated around using the money for a new credit card machine, but all agreed the new contract and the type of machine to be installed is unknown at this point making the purchase prematurely risky. The current machine will continue to working and if it breaks there is a manual override and credit card information would have to be submitted to Allen Accounting.

**Gem Air Hangar Construction:**

Gem Air had asked to be added to the agenda to discuss the dirt associated with the construction of their new hanger and where dirt could be dumped. Jo Schroeder was unaware of the topic. Jo said the construction will most likely not start until next year.

**Public Comment:**

Shiner and Shallow talked about the progress of the new dirt strip. Runway end identification will be designated by stones. All discussed the condition of the runway and it appears the runway is nearly ready to use. Dave is proposing signage to help aircraft identify where the Forest Service ramp is and which way to taxi for the main ramp. More to follow.

**Closing:**

The meeting was adjourned at 7:10 p.m.