

LEMHI COUNTY AIRPORT BOARD MINUTES

January 10, 2022

Meeting was called to order at 18:00 by Board Chairman, Robert Schick. Other Board members in attendance were James Crawford, Vice Chairman, Charles LaMoure, Treasurer, Ben Armstrong, and Bob Deurloo were present by phone.

Other people in attendance were Gary Connelly, superintendent, Lenny Skunberg from Lenny's Airmotive, Tim Vennell, Jo and David Schroeder from Gem Air, Dave Shallow and Dick Williams.

Rob asked for a motion to approve the December minutes. The motion was made by Charles and seconded by Jim. The motion passed unanimously.

Rob mentioned that there were a few months of minutes that have not been placed on the Airport web site. He stated that he will take care of this, this week. Rob also stated that he was contacted by Idaho 511 and asked if the Airport cameras could be on their website. Permission was granted.

Fuel and facilities report

Gary stated that the Airport now has approximately 4800 gallons of Jet A and 3200 gallons of Avgas. He has not seen any water in the fuel.

The last few days he has removed a lot of snow.

Gary stated that the part to repair the Prist system has arrived; however, Vince from Mascot could not get here to install it due to weather. There was a question as to whether it was a good idea to have the Airport install the part due to liability issues. Charlie from TO Engineers was contacted. It was decided that it would be better that the unit be installed by the people who do this routinely rather than have the Airport install it. This was not only for liability issues, but also for warranty issues.

Rob stated that he plans on ordering more fuel this week rather than let the fuel level get too low. He would like to split the fuel load with Challis if possible.

Tim from Gem Air stated that they would be interested in a split load of fuel if possible.

Rob said he spoke with the State again about the inoperative PAPI's. The State said they may have somebody that could repair the system. The FAA office that should repair the system is out of Idaho Falls and they are still waiting on a part. There is no time frame as to when it will arrive.

Rob stated that there is still a problem with the Airport gate. It will open but will not close. Gary stated that one of the sensors is not working properly. Rob stated that the Board will investigate tomorrow and then make a determination as to whether repair people need to be called. Jim stated he will go out tomorrow to investigate.

The financial report was noted not to be on the agenda. This was an oversight by Rob. Charles made the motion to amend the agenda to include the financial report. The motion was seconded by Jim. It passed unanimously.

Financial report

Charles gave the financial report. He spoke with Teresa today and she sent it to him. We do not receive last month's report. She sent instead the year to date report. The Board is at 26 percent of our budget. Of our expenditures, we have spent 5 percent of our budget. Our revenue was 23 percent of what was expected for the year. Rob stated that all the bills were sent to Teresa on Wednesday. There were no big expenditures.

Rob stated it might be possible to change the phone and internet system that are presently in Gary's shack to Custertel. This will save the Board 6 dollars a month. The only stipulation is that the Board wants to keep the same phone number for the Airport. At this point, we do not know if this is possible.

Rob talked to Teresa about closing the Board's U.S. Bank account and transferring the funds to the County Airport account. He told her he would get that done by the end of next week.

Public input:

Tim from Gem Air questioned as to how often a Notam is put out if the Airport has not been cleared of snow. He encouraged the Board to put out Notams if the Airport is not cleared. Rob stated that the Board tries to put out Notams as soon as it's determined that they are needed. The Board does not have personnel out at the Airport all the time. The Roads and Bridges department tries to get out and plow the runway if there are 2 inches or more of snow. Gary stated that he tries to keep up with the snow removal in the other areas.

Old Business

Request for Qualification

Rob stated that approximately every 5 years the Board must make a request for qualification to the FAA for the engineering firm that will help the Board with projects. Rob stated that he submitted all the necessary paperwork to the Helena FAA and they approved. He spoke with the FAA in Boise and was told that 10 days of advertisement were necessary. Rob will be contacting the newspaper so that the ad can run for two weeks.

The companies will then submit their proposals to the Airport Board for consideration. The Board will then vote on the proposals.

Rob stated that a new grant has come out. It's between 110,000 and 115,000 dollars. The amount of funds received will partially be based upon how many aircraft are based at the Airport. Nathan from T O Engineers told Rob that there is a significant discrepancy in that number. At this point in time we do not know what this money can be used for. Rob stated that Teresa has a list of all aircraft based at the Airport as well as all the leases. From this information it should be possible to calculate a more accurate number of aircraft based at the Airport. Discussion ensued.

AMCG Study

Rob stated that this was placed on the agenda as a discussion and action item. If necessary, another meeting can be held to discuss it further. Rob stated that he and Jim have spoken to the County commissioners and that they have a copy of the study. The commissioners want to hear from the Airport Board before any action is taken.

Airport rent study

AMCG did a study on the average rents being charged nationwide. Then they compared rents in comparable airports. This also included aircraft tie downs. Rob asked the question as to whether the airport should go with their recommendations. Board input was requested. Jim felt that the Airport should continue with the present fees. These can then be reevaluated in 1 year. Further discussion ensued. It was felt that the Board does not gain a lot of revenue from the tie down's because there are not that many people using them. This is especially true during the winter.

The Board felt that the fees should not be changed for 1 year. At that time they can then be reevaluated. This will be the recommendation to the County commissioners.

Aeronautical unimproved land and aeronautical improved land

Where the buildings are is the improved land. Charles stated that the Airport is charging based upon the size of the buildings. In reality, the rent should be charged based upon the actual ground that is being leased. Charles gave an example demonstrating that the amount being

charged is too low if one takes into account the actual square footage of the ground that is being leased. Discussion ensued.

It was felt that the Board does not want to raise peoples' rent to an abnormally high level. AMCG is recommending that the rent increase to \$0.19 square foot. As of now, the Board has increased the rent by \$0.01 per square foot. Bob asked whether other airports are basing their rent upon the square footage of the hanger or upon the leased ground. Rob stated that he will get clarification from AMCG.

Airport assessment

There were short-term recommendations and long-term recommendations. AMCG recommends restructuring the retail fuel price and eliminating the prompt discount program (i.e. fuel cards). Rob and the rest of the Board feel that the FBO's should get the discount on fuel. It was felt that the method used to determine the retail price of fuel may need to be changed. Allen accounting last year stated that we needed at least \$0.38 per gallon flowage fee just to break even. This was before the Airport had a full-time employee. Also the Airport would like to purchase a snowplow. This will further increase the overhead.

Discussion ensued. Charles stated that there was a discrepancy between what numbers AMCG used to come up with their recommendations. He would like to speak to them to get further clarification. If the Board follows the fees recommended by AMCG, this will put the Airport in trouble with the current budget unless the funds are made up elsewhere.

Tim from Gem Air asked if AMCG took into account the flowage fees being paid by the forest service. Robert stated he did not think so because the contract established with the forest service was done before the Airport assessment.

Bob stated that the contract with the Forest Service was negotiated earlier. They stated what they would pay and there was very little negotiation.

The Board at that time, stated Jo from Gem Air, did not have personnel on the field that could monitor fuel being used. Now, that has changed.

Lenny from Lenny's Airmotive, stated that the subcontractors purchased very little fuel from the Airport in the past. There was a question as to whether the flowage being paid by the Forest Service covers only the Forest Service aircraft. It was felt that the subcontractors have not been paying any flowage fee.

Bob stated the Board should look at this issue further. Gary stated that it should not be that difficult to monitor how much fuel is coming onto the field. Rob stated that he would like to discuss this further with the County attorney as well as with the County commissioners.

Organizational structure

AMCG recommended that we hire a full-time airport manager. The Board felt this is not feasible. The funds are not available.

Airport inspection protocols

It was recommended that airport security protocols be placed. Rob spoke to Gary about this and it was felt that a checklist could be established to monitor certain items either on a daily or weekly basis.

Snow and ice removal plan

AMCG recommended that a formal snow and ice removal plan be developed. Rob spoke to the FAA and they stated this is not necessary. Rob spoke with Curt from the Department of Roads and Bridges and they will continue to plow the runway and taxi way. The rest of the Airport is the responsibility of Gary.

With the recent snow falls there was a lag in clearing the runway and taxi way. As per the recommendations, the Board presently uses the snowplow from the County and as backup, the Airport has the tractor. The problem Curt had was not knowing when an air ambulance would come in. This is what makes the situation challenging. The Board will attempt to stay on top of this.

Charles stated that it may be too much of a responsibility for the Airport to handle all the plowing. The County has been helping the Airport for a lot of years and if they no longer do it this would put a lot more pressure on the Airport. Charles stated that it would be very difficult for Gary to keep up with all the plowing. Charles suggested that the Board helps out where it can but the County should continue to plow the runway and taxiway.

Rob entertained a motion to have a special meeting to discuss the report further. Jim made the motion to have a special meeting. This was seconded by Charles. The motion passed unanimously. Robert stated he would get with everybody to determine when to hold the meeting.

The meeting was adjourned at 19:30.

