

LEMHI COUNTY AIRPORT BOARD MINUTES

July 11, 2022

Meeting was called to order at 18:04 by Board Chairman, Robert Schick. Other Board members in attendance were James Crawford, Vice Chairman, Richard Natelson, secretary, and Charles LaMoure, treasurer.

Other people in attendance were James Carroll, Airport superintendent, Tim Vennell from Gem Air, Lynn Bowerman and Jim Mateski

Charles made a motion to excepted minutes Motion was seconded by Jim. It passed unanimously.

Fuel and facilities report

James stated that there are 8112 gallons of jet A and 3152 gallons of Avgas. There is a load of 4000 gallons of Avgas coming tomorrow. The Airport got a new truck last week. The truck is a four-wheel drive automatic. Rob stated truck has approximately 200,000 miles on it. The truck is working well. James stated that Gem Air is buying between 1,000 to 4000 gallons of fuel at a time. They are usually purchasing every other week. James stated that he saw a Gem Air fuel guy attempting to fuel the truck by pulling the hose #2 out and placing it over the system. James told him not to do that again.

Parking: No one appears to be paying like they are supposed to. All the equipment however is working smoothly. James has been keeping track of how long the parked cars have been staying. James stated that he will write down the license plate number of the car and give it to Rob as requested. James said that we have a number of cars that are there at the Airport not doing business at the Airport.

Financial report

Charles stated the Board is still within budget. The County had some questions that they presented to Rob about the overall budget. The only change to the Airport budget was the sum of \$4 for the Airport employee. Brenda reportedly adjusted the budget accordingly. Charles stated that the Airport budget will most probably be approved by the County Commissioners. Rob submitted all the bills. There was a total of \$2568.18 that was paid. There are a few H and K bills and TO bills. They should be approved during the next pay cycle. There is a bill of approximately \$19,000 from TO engineers that will be paid during the next cycle.

Rob stated that he just got a bill for the Airport website. The name has changed. The website was moved to a new server. There was no charge. There is a \$25 annual fee for the web address. The bill will be paid next month. Rich asked whether Beth McDonald was still doing the website and Rob stated that he has been doing most of it. Rob stated that he has not seen a bill from Beth McDonald but he knows that she only bills once a year.

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Public comment

Tim from Gem Air asked the Airport to please advise people transient to the field, to park their airplanes on the south side during the busy season. Tim stated that some mornings they have 85 people and 13 airplanes coming and going in a 2-1/2-hour period of time.

Tim stated that he is concerned that visitors to the Airport have been given negative information about Gem Air. Rob stated that if he indeed had spoken to pilots he would have informed them that no tie down's are owned by anybody except the Airport. Rob stated that a pilot can park where they want on the field.

One of the pilots in the audience asked why the new fuel card reader had no alarm telling the purchaser that their card was left in machine. Rich stated that this is an older design and does not have that feature. James stated that that feature is more common on machines that have a chip reader.

Old Business

AMCG

Lease compliance review and inspection:

Rich stated that the Board had approved a new lease but did not implement it because AMCG had been hired and the Board decided to wait to see if they had any input that would necessitate changing the lease.

Charles then asked if the lease was based upon a survey or footprint of the hangar. Rich stated that the lease was based upon the square footage of the building. It had been discussed whether the area should be surveyed however this was rejected. Rich stated that the main reason this was rejected because there was question as to who would pay the surveying bills. It was suggested that surveying would only occur with new leases however this idea as well was rejected. Discussion ensued. The Board would like to revisit the idea of surveying with TO Engineers and the County Commissioners.

Periodic Inspections: To inspect hangars for dangerous materials and aircraft.

Discussion ensued. The Board felt that the superintendent could do a casual drive by.

The Board felt that at our level of risk, that no further security measures are warranted. The Airport has not had a security problem in the past. It was stated that the Airport does have security cameras.

Discussion of the security gate was carried out. It is supposed to be locked after 22:00 hours, requiring a security code to get in. Rich stated that the security fence was placed after the 9/11 terrorist attack. It was recommended that the gate be functional. James stated that there is a problem with the man gate as well that needs to be fixed.

Rob brought up if there are any emergency procedures to follow if, for example, EMS needs to get into the Airport and the gate does not open. Discussion ensued.

Information management systems

Rob stated that all lease agreements are recorded at the court house. There was a question about document purging. Rob stated that the Board has files dating back to the 1980s. We have a lot of documents and at some point we will need to do something with them. Charles asked if there was a timeframe for how long the documents needed to be kept. Rich suggested asking TO engineers about this.

Airport Maintenance and Equipment Plan:

The Board is already planning to build an equipment shed. At this point, the Board is already paying Lenny to keep the Airport equipment in his buildings.

Pictures of the old equipment (i.e. old fuel farm) have been given to Brenda and the County is planning on putting the equipment up for auction. Rob does not know the date. The Board is already has plans for purchasing new equipment as needed. The Board is already addressing this topic.

There was a question as to whether the Airport needs an inventory list or not. At present the Airport does not. It was discussed as to whether there should be a separate list for consumables.

Old Business

Hangar placement

Charles stated that Nathan Bills met with Idaho Power today. Idaho Power felt that the power was not marked in the correct location, or it was not put in, in the correct location. They think that the wire is not in conduit. In that case, it is easy for Idaho Power to move it. Either way, the estimated cost that Idaho Power has given, Nathan is willing to absorb the cost if he needs to. He would also prefer to stay in the proposed location at the south end of the field, near Crawford's hangar. The standard of distance from the south fence should be okay. Charles stated that one would still be able to drive through the west gate (that is presently locked) and use the road that would then be between Crawford's hangar and the proposed new hangar. Nathan reportedly already agreed to move the water line as well. Jim had a question about whether the construction of the proposed hangar would block his access to his present drive-through. Charles stated that if he did block the access, it is not an "aviation problem."

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Rob stated that Nathan needs to get his FAA 7450 approved prior to spending any money. Charles stated that the form has already been submitted. Charles also stated that Nate spoke with Nathan Cuvala about an environmental impact statement that needs to be done as well. Charles asked whether the Board would like to approve the location at this point. Rich stated that generally the Board waits until the forms are approved prior to approving the building of the structure in a particular area. Rob stated that his lease application has been improved, but not the final placement. Rob stated furthermore, that Nathan cannot get a building permit until the FAA documents have been approved.

Airport Truck

The Airport got one. (See above)

New Business

Jim Mateski asked to be placed on the agenda to discuss the Leadore airport. Jim stated that 9 planes showed up for the fly-in. The pilots asked why the other runway was closed. Jim Crawford stated that the runway is in poor condition. Jim Mateski was informed that the County provides funding for the Leadore airport and the County has no allocated funds for the Leadore airport. The funds do not come from the Airport Board. Rob stated that Dean Shiner has spoken with the Jennifer from the aeronautical division in Boise and he is supposed to call her back this August to see if any funds might be available for that airport. Jim Mateski mentioned that he may be able to get some volunteers to help. He thinks it would be a good idea to get the other runway reopened due to the strong winds in Leadore. Charles recommended that Jim Mateski speak with the County Commissioners about the Leadore airport.

Closing comments by Board members:

Charles asked if there was any new information on Airport Board bylaws. There was not.

Rich asked about the key pad at the Airport main gate. At this point in time, it is not working.

The meeting was adjourned at 19:11.

