

## LEMHI COUNTY AIRPORT BOARD MINUTES

June 22, 2022

Meeting was called to order at 18:03 by Board Chairman, Robert Schick. Other Board members in attendance were James Crawford, Vice Chairman, Richard Natelson, secretary, Charles LaMoure, treasurer, Bob Deurloo and Ben Armstrong.

Other people in attendance were James Carroll, superintendent, Tim Vennell from Gem Air, Lynn Bowerman and Steve Hylan.

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

### **Fuel and facilities report**

James stated that there are 13,533 gallons of Jet A and 9,859 gallons of Avgas. Inspections have gone well.

James stated that every couple of weeks Gem Air has been buying about 1000 gallons of fuel. They have been informing him on a regular basis as to whether they will be purchasing large quantities of fuel or not. James stated that on Monday a load of Jet A and Avgas were received. James was not available so Rob accepted the load. Rob stated that 10,000 gallons of Jet A were obtained and 8500 gallons of Avgas.

James stated that there was an area at the north end of the Airport where deer were apparently bedding down. No one from the Board has seen any deer.

James stated that 2 white runway lights are not working. He stated that there appears to be an electrical problem because the bulbs have been tested. Jim Crawford said he would look in to these bulbs and contact Ray's if necessary.

James stated that all the islands are mowed. East of the runway is mowed. Both fields are mowed. James stated that about 95% of the areas have been mowed.

### **Financial report**

Charles stated that all the bills have been approved and paid by the County. He spoke to Brenda today who is finishing up the budget. She stated that the budget looked good. Rob stated that he spoke to Brenda and she was asking about income for the rest of the year. Charles stated that the concern of the County Commissioners is what fuel is going to cost. Charles stated that the Board will simply need to pick a price. He stated that we had \$100,000 allotted to buy fuel and we have already spent \$150,000. Charles stated that it should not make a difference because if we spend more for fuel the Board will also charge more for fuel and it should work out. Charles stated that the County is getting used to a department actually having income. Usually the only income that comes into the County is taxes. Rob stated that the Board has also been getting money from parking.

Rob also told Brenda that we will be reimbursed money for the Fod Boss that was purchased. Charles told Brenda that the way things work with grant money is that the Board must spend the

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money and then it gets reimbursed. Charles also told Brenda that a lot of the federal money can roll over into future years.

Rob also stated that H and K still have not received the retainage funds from the fuel farm project.

Charles asked whether the puddle that was on the asphalt has been corrected. James said it has.

#### Public comment

Tim from Gem Air stated that Lemhi County Tractor is still looking for parts to fix the fuel truck leaks. Tim stated that the leak is mainly from the rear main seal and the front main seal on the engine of the truck.

Gem Air just had an inspection last week by the FAA. Their fuel systems were monitored and Gem Air stated at they passed their fuel inspections.

#### **Old Business**

#### AMCG

One of the short-term recommendations from AMCG is updating or developing "primary management compliance documents" to establish documents for the management of the Airport. AMCG believes that rules and minimum standards need to be reviewed and updated to reflect "contemporary industry best practices"

Rob asked Rich whether this has been in the past. Rich stated that the updates did not have to be approved by the FAA however they were usually submitted to the FAA for their input to make sure the Board is in compliance. Rich stated that the FAA does not necessarily tell us what to write, but they do point out if something is contrary to federal regulations. In the past, the Board has used Steve Engelbrecht for his input.

Charles recommended that policies should probably be reviewed on a regular basis. The question is, is how often this should be done.

Rob asked the rest of the Board if the airport rules and regulations have been reviewed and it was the Board consensus that it was done in approximately 2019.

Discussion ensued. Rich suggested going through all of the AMCG recommendations and then coming up with a plan. Charles stated that at this point the Board is simply giving suggestions to the County Commissioners. When the Board then gets the County Commissioners input, the Board can then decide what changes to make.

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### Developing an airport staffing plan

Rob stated that AMCG seems to think that a full-time airport manager and an airport dedicated administrative assistant would be appropriate. Rob stated we have discussed this in the past. He reiterated that the money is not out there for the Board to hire these people. However, since that time, the Airport now has a full-time superintendent.

Discussion ensued.

It was the Board consensus that at this point in time, no further hiring or creating new positions is necessary.

### Airport Board Bylaws

AMCG had asked Rob about the bylaws for the Board: in other words, how the Board functions and what are its duties. There should have been a document produced many years ago by the County Commissioners addressing this. Rob has asked the County clerk about this. Rich stated that he recollected minutes from a County Commissioners' meeting when the Board was created and taken over by the County. He stated that the document was from many years ago. The Board was reportedly given free reign as to what they wanted to do. The Board feels that if such a document doesn't exist, then it would probably be best that such a document be created by the County. This should be discussed with the County attorney.

### Airport Security

How the Airport should be secured following "best practices."

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. Discussion ensued.

### Revenue Review

AMCG recommended that the Board review all revenue that is taken in and to make sure that it is going towards the operation of the Airport. It was the Board consensus that we are already complying with this recommendation.

Airport parking was then discussed. It was reiterated that according to airport policy, if a vehicle owner is using one of the FBO's, he can then be parked there for free. It was discussed whether clients of the FBO's should be paying for parking. Discussion ensued. Charles made the motion to limit free parking for 7 days. Rich expressed the opinion that it may be difficult to monitor. Rob stated that the FBO's would need to be in agreement. As it stands now, if a vehicle is left for longer than 30 days, it can be towed. Charles then amended his motion to limit

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free parking to 10 days. This motion would be a recommendation to the County Commissioners. Rich seconded the motion. There were 2 ayes and 2 abstentions. The motion did not pass.

#### Hangar placement

Rob stated that at the last special meeting Nathan from TO engineers was present and hangar placement was discussed. Charles stated that there is still no decision on placement of the 2 large hangars. The possible placement of the Bill's hangar next to the Crawford hangar was discussed. For the size of the hangar that the Bills is looking at, he would be required to pay for the relocation of the water as well as the primary power. Next week there is to be a meeting to see what the relocation cost would be. If it would be prohibitively expensive, then the hangar may be built next to where the Axiom hangar is to be constructed.

#### Leadore Airport update:

Dean was not present to discuss this. Rob stated that the beacon is in place and Dean dug the trenches for the power. Dean had taken the windsock home and repaired it. We do not know whether it has been erected or not. Rob stated that the Idaho Aviation Association is going to have their Fly-In on July 4. The NOTAM is also out for the closure of the other runway. Rob stated we have to confirm with Dean as to whether the X's have been placed on the closed runway.

#### New Business

Dahle Construction has put in a lease application. They wish to build a hangar. The lease application calls for a 60 x70 foot hangar made of steel. The location of this proposed hangar will need to be determined. Rich made the motion to table the Dahle lease application. The motion was seconded by Bob. The motion passed unanimously.

#### Replacing the Airport Truck

Brenda told Rob that the Department of Roads and Bridges has 2 vehicles that they will be putting up for auction. Rob spoke to the head of the Department of Road and Bridges and he recommended one of the 2 trucks. Rob is not sure but he thinks we might get that truck.

#### Closing comments by Board members:

Rich suggested that the Board start thinking about future hangar placements. Charles chimed in about placement of hangars at the south end. Charles had spoken with Nathan Cuvala from T O Engineers and something that Nathan mentioned was that the only reason hangars were not built there is because of the water and power lines. Nathan mentioned that as long as that area is serviced by more than 2 hangars the Board could budget that money and use FAA funding to move the power and water lines. The Board would need to discuss this further.

The meeting was adjourned at 19:15.

