

# LEMHI COUNTY AIRPORT BOARD MINUTES

February 12, 2013

The meeting was called to order by Cecil Jackson at 18:03. Board members in attendance: Cecil Jackson, chairman, Richard Natelson, and Fred McDonald. Also in attendance was Lenny Skunberg and Dave Mitchell from T-O Engineers.

The old minutes from the January meeting were reviewed. The minutes could not be approved. A quorum was not present.

## OLD BUSINESS:

Pilots' Lounge:

Tabled

Airport Handbook:

Tony Latham was not present. Nothing to report.

Fuel Pump Lighting: The lighting over the fuel pumps is now working.

## New Business:

Fuel Report: As of today there are:

5497 gallons of Avgas in pump 1

6675 gallons of Avgas in pump 2

5088 gallons of Jet A

The problems encountered last month with the fuel system have been resolved. A new "pulser" will need to be ordered.

#### Audit of Airport Board:

At the county commissioners' meeting, the issue of the Board audit was brought up. It was determined that the airport board will have to pay for the audit. The idea of using Searle, Hart and Associates was entertained. This is the firm used by the county for their audits. This issue will need to be discussed with the entire Board.

#### Runway Expansion:

Dave Mitchell from T O Engineers was asked to speak. He stated that he had a good meeting with the county commissioners re a "bridge loan" that will probably be needed at the end the runway project. The purpose of which is to pay the contractors their final payment. (The F.A.A. will not pay the final installment until all documents are submitted.) T. O. Engineers will do their best to get the final grant money from the federal government so the loan will not have to be for a long time.

The bulk of the work will most likely occur during mid-August, and the final painting will be in September.

The airport district office (ADO) that presently oversees the Airport, is located in Seattle, WA. This, however, is going to change. Later this year, our ADO will be in Helena, Mt.

The REIL' s at the north end of the runway are owned by the F.A.A. They will need to be moved. The F.A.A. will need to conduct a study prior to this being done.

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The cost of the study, the Board feels, is prohibitive. Rather than having this performed, it is more cost effective to have the F.A.A. decommission the lights, and the Board purchase new lights. Maintenance on these new lights would be minimal.

Dave Mitchell stated that bids for the project will commence in March.

The project will occur in four phases:

Phase One: Work will begin at the south end. This will consist of extending the runway and taxiways.

Phase Two: Working on the main runway. During this time, the taxiway will have to be used for landings and take offs. . Work will be done seven days a week so that the runway can be opened as soon as possible. It is estimated that the runway will be closed for thirty days.

Phase Three: All temporary runway markings on the taxiway will need to be removed. Sand blasting of the taxiway will be carried out. Sealant will then be applied to the taxiway.

Phase Four: Paint temporary runway markings. Then, return in one month and apply the permanent markings

Dave mentioned that the irrigation ditch that crosses the runway will need to have the culvert changed. A wet land permit will need to be obtained.

When the project is completed, there will be REIL's at both ends of the runway.

Cecil stated that the Board presently has three outstanding invoices from T O Engineering. The Board will need to obtain electronic reimbursement from the Seattle office. Dave stated that they will work with us to set up "E Invoicing."

Cecil stated that the Board will pay T O Engineers from our funds and then get reimbursement from the F.A.A..

Airport Policies and Procedures:

The Board does not have a P&P manual for the Airport. The F.A.A. would like the Board to develop such a manual with the scope of cutting down on waste and mismanagement of federal grant moneys.

Dave stated that they will provide a sample of such a "financial oversight policy and procedure" manual for the Board to review.

The meeting was adjourned at 19:10 h.

