

CITY OF McCALL

AIRPORT ADVISORY COMMITTEE

July 7, 2004

Call To Order and Members Present

Lori MacNichol called the meeting to order at 6:09 PM.

Members Present

Lori MacNichol
Jerry McCauley
Jerry Robinson
Gordon Eccles
Greg Vergari, USFS

Attendees

Kevin Delaney, Airport Manager
Bill Robertson, City Council
Dan Scott, McCall Aviation, Inc.

Minutes of Previous Meeting(s)

The minutes for May 6th were approved. The minutes for June 3rd are approved with one change.

Public Comment

Mr. Scott, McCall Aviation, reported that the City parking lot adjacent to his business could be dust abated. The Airport Manager will look into it.

Business

Budget 2004-2005: Administrative & Public Works Transfers

The Airport Manager explained the calculations for Administrative and Public Workers transfers. The Public Workers transfer totals \$ 14,277 for 322 hours of work that will consist of assisting with snow removal, ground maintenance and equipment repairs. The Administrative transfer totals \$ 16,618 for service provided by the Network Administrator, City Clerk, Finance Department, Human Resources and general City Expenses.

APPROVED 8/4/2004

The administrative transfer is offset by property taxes so if the transfer were to increase then property taxes would increase.

Lease Agreement between the Airport and Parks & Recreations

The Airport Manager presented a draft agreement between the Airport and Parks & Recreations Department. The lease outlines the terms of the lease and addresses termination of the lease.

Motion: The AAC made a motion to approve the lease agreement between the Airport and Parks & Recreations. The motion was made by Lori MacNichol and 2nd by Gordon Eccles.

Airport Manager's Report

Update Resolution: Airport Fees

The Airport Manager and City Manager have been working on finalizing a draft that will be presented to the AAC for their review and recommendations.

AIP # 9

Valley Paving has paved the two identified areas. Armstrong Consultants has contacted the individual contractors and a scheduled time will be established. There will be period of time for tenants and business to get an access code.

Budget 2004-2005

The Airport Manager has put together a tentative balanced budget for the City Council and is working on a narrative and justifications for each line item. There will be a work session with the City Council on June 16th and each department will present their budget to the City Council.

Parking Lot

The Airport Manager and Police Chief will be working on the City parking lot issue at the airport. The AAC has stressed their concerns in the past about the issue. Both Department Heads will meet within the next week to discuss a plan.

Rental Cars

The Airport Manager has spoken to Collins Auto body & Rental and they are interested in leasing two spaces at the airport for two rental vehicles.

Security Plan: Access Codes

The Airport Manager has mailed packets out to all tenants; however, he anticipates getting inquiries from businesses that operate on the airport. Access codes will be mailed.

Hazardous Fuel Reductions Grant

The Airport Manager has been coordinating with variety of agencies to finalize the scope of the project and prioritize the areas identified. The Airport Manager's hours will kept track of for reimbursement.

The AAC stressed their concern with the City's Grant Writer participation with the Hazardous Fuel Reductions Grant process and its impact on next year's administrative transfer.

AIP #10

The Airport Manager submitted an agreement from Armstrong Consultants to the City Council that outlines phases 1, 2, and 3 for AIP # 10, which will consist of designing the layout for triangle. The City Council approved the agreement for Armstrong Consultants to beginning the design process.

Fly-in

The Airport Manager reported that the annual fly-in will be held August 13th, 14th and 15th and the topics will be both aviation and non aviation topics. The overall goal of the fly-in is to be more family oriented.

Leases

The Airport Manager is in the process of resolving some lease issues from last November with some tenants that disputed their bill because of the Airport Manger's interpretation of *Resolution 00-05 and 10-90*. The Airport Manager plans to have these issue resolved by the end of July.

The Four Corners Project

The Airport Manager spoke to Jason Brinkman from Idaho Department of Transportation, the Four Corners project is expected to go to bid in the next two weeks.

Part Time Maintenance Worker

The Airport Manager is in the process of hiring a part time airfield and building maintenance employee. The employee will primarily be responsible for maintaining the airfield (ie. snow removal) and building/grounds.

Tie-Down

The Airport Manager will be exploring new ways to track tie-down fees and other revenues. There seems to be a loop hole in the current system and it should be reexamined.

Airport Advisory Actions

Minimum Standards

The Airport Manager is seeking insight from the AAC to update the minimum standards. The Airport Manager has asked the AAC to review the Minimum Standards and provide comments.

Open Discussion

Gordon Eccles discussed accommodating airport tenants and the costs associated with accommodating them. The general consensus was that each situation would be evaluated.

The AAC discussed meeting dates and times. The AAC will meet the 1st Thursday of every month at 6:00 PM in Legion Hall.

Adjournment

The Airport Advisory Committee adjourns at 8:00 PM.

Airport Manager – Kevin Delaney

Lori MacNichol, AAC Chairperson