



**REGULAR BOARD MEETING
FEBRUARY 6TH, 2019**

PRESENT:

Chairman, Dave Holman
Member, Jim Beauchamp
Member, Brendan McDonough
Member, Mark Moodry
Member, JR Hansen-participated by phone
Airport Staff, Pam Chamberlin, Ben Racicot

Guests:

Excused:

Vice Chairman, Lisle Wood

Dave Holman called the meeting to order at 12:04 pm

PUBLIC COMMENT:

None

MINUTES: Mark Moodry made a motion to accept the minutes of the January 9th 2019 board meeting. Jim Beauchamp seconded the motion and the motion passed unanimously.

BILLS: Jim Beauchamp made a motion to accept the bills as presented. Brendan McDonough seconded the motion and it passed unanimously.

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OLD BUSINESS:

Pam Chamberlin gave an update on the following:

AIP 52, 53, & 54 Terminal Construction: There was a walk through for the final walk through to address any items that were not corrected within the year warranty time frame. There were a few items that were addressed, that still have some issues, such as a roof leak, and the in floor heat on the tug ramp, which they aren't able to address until the spring, when the snow is gone. The last item on the contract was moving power that supplied the gate south of the old terminal. That power was moved, so the closeout documents will be prepared after the contractor submits a pay request for that item.

AIP 56: Snow Removal Equipment: Equipment delivery is expected September of this year.

AIP 55 PCI (Pavement Condition Index) Study:

The field work has been complete, and a report should be ready for the next meeting.

Other Business:

Terminal Demo: FAA equipment is still scheduled for March 5th. After that is moved, we can work on the lighting vault move in preparation of the demo. Dump fees will increase May 1st so we need the demo to happen before then.

Procurement Policy: Pam presented the following policies that are required going forward:

Procurement Policy

Billing & Financial Reporting

Charging of Costs to Federal Awards

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Mark Moodry asked Pam to clarify the following on the Procurement Policy:

A bid guarantee from each bidder equivalent to five percent of the bid price.

He indicated that in other federal awards that guarantee is at 10%.

Mark made a motion to accept the policies:

Billing & Financial Reporting
Charging of Costs to Federal Awards
Procurement Policy (Pam to confirm the 5 or 10%)

Brendan McDonough seconded the motion and it passed unanimously.

Air Service Development: JR and Pam will meet with United Airlines and SkyWest on March 6th along with Meade and Hunt Consultant Jeff Hartz. After the meeting we will provide an update to the board and the Air Service Development Committee at the March 13th, board meeting.

The Meeting was closed at 12:25 for a personnel issue.

Meeting adjourned at 1:10.

Pam Chamberlin
Airport Manager

