

Sun Valley Air Service Board
Meeting Minutes
January 29, 2015
Hailey City Hall Meeting Room 2 pm

Present: Dewayne Briscoe – Mayor, City of Sun Valley
Nina Jonas – Mayor, City of Ketchum
Larry Schoen – Blaine County Commissioner

Absent: Fritz Haemmerle – Mayor, City of Hailey

Staff Present: Ketchum – Suzanne Frick
Sun Valley – Susan Robertson
Hailey – Heather Dawson

CALL TO ORDER

2:00 pm Call to order by Chairman Briscoe.

PLEDGE OF ALLEGIANCE

Led by Carol Waller

ACTIONS

Motion to approve bills on hand through Jan. 26, 2015 made by Jonas, seconded by Briscoe, motion passed unanimously with roll call vote.

CONSENT AGENDA

Motion to approve Consent Agenda items as presented was made by Jonas, seconded by Briscoe, motion passed unanimously.

PRESENTATIONS

Dennis Brown auditor presents the financial reports. Fund balance of \$102,069 dollars at the end of the period.

Schoen speaks, asks a question of Dennis Brown. Are these receivables shown as of July 2014? Dennis Brown answers, as of September 2014. Then Brown explains the 2 month lag in reporting periods due to each city closing its month end, then remitting to The Air Service Board the following month. Then the air service board closes their books, hence the 2 month lag.

Susan Robertson comments, hard figures come in when annual audit is being conducted, then the auditor adds these numbers prior to finalizing his report.

[2:13:55 PM](#) Jonas asks about the \$100,000. These funds have not been assigned. Will this carry over to the next budget year. Brown confirms this.

[2:14:34 PM](#) Robertson confirms why we have a carry-over balance, we expected a year-end balance of \$104,225. We came in close. We allocated \$54,175 towards invoices, of this \$102,069, approximately \$40,000 remains unallocated. This overage amount will carry-over to our new fiscal year.

[2:15:45 PM](#) **Motion to approve audited financial report, made by Jonas, seconded by Briscoe, motion passed with roll call vote, Jonas yes. Briscoe, yes.**

4) [2:16:31 PM](#) Briscoe reads from the minutes from the last meeting, quoting Mayor Haemmerle asking that Ketchum and Sun Valley continue to alternate duties. Jonas announced that Ketchum will continue Treasurer position and Sun Valley will continue the packet duties. Briscoe added that we should amend the bylaws to reflect this different approach.

4) [2:18:38 PM](#) **Jonas moves to amend section 3.1 of the bylaws to state that we should not be required to rotate duties each year, motion seconded by Briscoe, motion passed unanimously.**

5) [2:19:23 PM](#) **Jonas then nominates Briscoe as Chair, Haemmerle as Vice Chair, Jonas as Treasurer, motion seconded by Briscoe. Motion passed unanimously.**

6) Robertson speaks to the board [2:20:27 PM](#). In the December meeting we realized that there would be additional funds not contracted. At that time the board decided to allocate some of those unallocated funds to the Marketing Alliance. In reviewing the Marketing Alliance contract, this amount was already named and agreed upon so an amendment was not necessary.

No motion needed by board.

7) [2:22:01 PM](#) Caselle database proposal. Ketchum administrator, Suzanne Frick explains this item. Frick recommends that the air service board purchase this licensing agreement with Caselle for a separate database. This database would allow for separate reporting from the City of Ketchum's. The cost estimate is between \$500 and \$1,000.00, a one-time fee.

Suggested that the board table this item until the next meeting, when the Ketchum City Clerk could attend to answer any questions regarding this proposal.

[2:24:58 PM](#) Schoen asks a question, would all cities use this? Robertson explains that the accounting would be separate depending on which entity would be doing the treasurer functions. Seems if in same format would be easier to handle, adds Schoen.

9) [2:26:59 PM](#) No special meeting is needed. March is next meeting, regular meeting.

No additional comments.

No Executive Session is needed

[2:28:27 PM](#) Motion to adjourn meeting made by Jonas, seconded by Briscoe. Motion passed unanimously.