

POCATELLO REGIONAL AIRPORT
COMMISSION MEETING AGENDA
FEBRUARY 9TH, 12:00 PM
CITY HALL, COUNCIL CHAMBERS

In-person public attendance is allowed, but due to COVID-19 guidelines, strict social distancing measures are in place. Attendance is limited. Face coverings are required.

AGENDA ITEM #1: APPROVAL OF PRIOR MEETING MINUTES

The Commission may wish to review and approve minutes from the October 13, 2020 Commission meeting.
(ACTION ITEM)

AGENDA ITEM #2: APPROVAL OF CHANGE TO PRIOR MEETING MINUTES

The Commission may wish to review and approve a change of the minutes from the August 11, 2020 meeting correcting the date of minutes approved at that meeting in Agenda Item #1 from 8/11 to 7/14.
(ACTION ITEM)

AGENDA ITEM #3: PUBLIC DISCUSSION

This time has been set aside to hear public discussion items not listed on the agenda. Items which appear somewhere else on the agenda will not be discussed at this time. The Commission is not allowed to take any official action at this meeting on matters brought forward under this agenda item. Items will either be referred to the appropriate staff or scheduled on a subsequent agenda.

AGENDA ITEM #4: AIRPORT-OWNED HANGAR RATE REVIEWS

The Commission will review and consider an increase to the hangar rental rates.

BACKGROUND: The current rental rate for the 9 City-owned hangars is \$255.00 per month and was increased last year by the CPI of 3.3%. CPI increase for 2020 was 1.7%. There are currently 8 individuals on the waiting list.

More information and staff recommendation will be presented at the meeting.

(ACTION ITEM)

AGENDA ITEM #5: HANGAR PROPERTY RATE REVIEWS

The Commission will review and consider an increase to the hangar property rental rate and consider establishing separate rates for general aviation versus commercial use hangar property.

BACKGROUND: The current ground lease rate for hangar property is \$.186/sq. ft./year and was increased by the CPI of 3.3% last year. Administration would like to discuss property rates for not only GA hangar property but also for commercial use hangar property.

Pocatello Regional Airport is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us; 208.234.6248; or 5815 South 5th Avenue, Pocatello, ID.

More information and staff recommendation will be presented at the meeting.

(ACTION ITEM)

AGENDA ITEM #6: WAREHOUSE RATE REVIEWS

The Commission will review and consider an increase to the current rental rates.

BACKGROUND: The airport leases full and half warehouses to various tenants. Current rental rates vary depending on size and condition of warehouse and range from approximately \$300-\$1,200 per month.

More information and staff recommendation will be presented at the meeting.

(ACTION ITEM)

AGENDA ITEM #7: AIRPORT FEE SCHEDULE REVIEW/BUDGET DEVELOPMENT

The Commission will review and provide input regarding changes to the rates and fees schedule, service level report, and budget requests for fiscal year 2022.

BACKGROUND: Fiscal year 2022 budget development will take place over the next few months. The current rates and fees schedule and previous year's service level report is attached for the Commission's review.

More information and staff recommendation will be provided at the meeting.

(ACTION ITEM)

AGENDA ITEM #8: IDAHO STAR RATE REVIEW

The Commission will review and consider an increase to the rental rate.

BACKGROUND: Idaho STAR leases approximately 5,896 square feet of bare ground upon which they operate an office and motorcycle safety training classroom. The current rental rate is \$112.93/month and has been increased annually in accordance with the CPI.

STAFF RECOMMENDATION: Administration recommends increasing the rate by the 2020 CPI increase of 1.7%.

(ACTION ITEM)

AGENDA ITEM #9: MCNABB GRAIN RATE REVIEWS

The Commission will review and consider an increase to the rental rates.

BACKGROUND: McNabb Grain has five leases for property at the airport: a full warehouse (9,500 square feet) \$616.20 per month, half of a second warehouse (4,750 square feet) \$308.10 per month, the grain elevator property (.88 acres) \$231.67 per month, the grain storage property (5 acres) \$569.00 per month, and the parking property lease (4.9 acres) \$696.63 per month. All five rates are reviewed annually. All rates were increased by the CPI increase of 2.7% last year with the exception of the full warehouse, which was increased by approximately 12% to bring it in-line with the newly adopted warehouse lease rates.

STAFF RECOMMENDATION: Administration recommends applying the CPI increase of 1.7% to all property leases, and applying the warehouse lease rates adopted in Item #6 for the full and half warehouse properties.

(ACTION ITEM)

AGENDA ITEM #10: BRUCE BEARD HANGAR LEASE RENEWAL

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The Commission will consider renewal of the lease agreement.

BACKGROUND: Mr. Bruce Beard currently leases one of the nine city-owned hangars. His lease is expiring and he would like to continue leasing the hangar, so a new lease is needed. The proposed lease will be for a five-year term at the rental rate adopted in Item #4.

STAFF RECOMMENDATION: Administrations recommends entering into a new lease agreement at the terms stated above.

(ACTION ITEM)

AGENDA ITEM #11: MANAGER’S REPORT

Mr. Evans will brief the Commission regarding current statistics, projects, and issues at the airport.