

**CITY OF COUNCIL**  
**Meeting Minutes**  
**April 11, 2023**

**REGULAR COUNCIL AGENDA**

**CALL TO ORDER:** Mayor Gardner called the meeting to order at 6:30 pm.

**ROLL CALL:** HUTER, STANFORD, AND PFEIFER A quorum is present.

*Council Member Stanford made a motion to amend the agenda to add the request to amend the Starkey Business Park Leases. Unfortunately, this is a time-sensitive matter, and we did not receive the email request before the agenda was posted. Council Member Pfeifer seconded the motion. Roll Call on the motion resulted in YEAS: Huter, Pfeifer, and Stanford. Motion Carries*

**CONSENT AGENDA:**

- 1) Minutes of the Council Meeting on March 14, 2023
- 2) Approval of Regular & Special Bills
- 3) Approval of Financial Statements
- 4) Approval of Agenda

*Council Member Stanford moved to approve the Consent Agenda. Seconded by Council President Huter Voice vote indicated no opposition to the motion, with all members voting aye: Motion Carries*

**REPORTS**

**ENGINEER** – Andrew Kimmel

- No Report Given

**CITY CLERK** - Tami Testa, City Clerk/Treasurer

- We have been promoting TextMyGov, and the widget is active on the city website.
- Backflow reminder letters will be mailed this week and advertised in the local newspaper.
- I will attend the Idaho State Tax Commission Budget & Levy Training on May 4th.

**AIRPORT/ JUB ENGINEERING/AIRPORT COMMISSION** – Kathy Hughes, Airport Commission Chair & David Meyer, JUB Engineering

- Written reports attached.

**PUBLIC HEARING**

- None

**REGULAR AGENDA**

1. **CAMBRIDGE TELEPHONE COMPANY FIBER UPGRADE UPDATE/JERRY PIPER**  
Jerry Piper updated the City Council on the upcoming fiber upgrade within the city limits. CTC crews and local contractors from the area will begin installing fiber and replacing legacy equipment starting May 1<sup>st</sup>. Mr. Piper also asked that the City submit a letter of support for upcoming grant opportunities. Clerk Testa was instructed to draft a letter of support.

2. **FY 2022 ANNUAL AUDIT PRESENTATION**

*Council Member Stanford moved to accept the FY 2022 Audit Report presented by Jordan Zwygart. President Huter seconded the motion. Voice vote indicated no opposition to the motion, with all members voting aye. Motion Carries*

3. **AIRPORT ZONING ORDINANCE AMENDMENT DRAFT REVIEW**

Stephanie Bonney, legal counsel, presented the draft amendment to the Airport Zoning Ordinance to the City Council. The draft amendments are in regard to the Airport Commission, to ensure the Airport Commission's action complies with Idaho Law. Ms. Bonney reiterated to the City Council that the Airport Commission serves as an advisory role to the City Council only.

4. **SHORT-TERM RV USE ORDINANCE DRAFT REVIEW**

Stephanie Bonney, legal counsel, presented the draft Short Term RV Use Ordinance to the City Council for review. Legal will work with staff to make the requested amendments to the draft for approval at the May council meeting.

5. **MOBILE HOME & MOBILE HOME PARK ORDINANCE AMENDMENTS DRAFT REVIEW**

Stephanie Bonney, legal counsel, presented the draft amendment to the Mobile Home & Mobile Home Park Ordinance for review. Seeing no needed corrections, the draft will be moved to the May meeting agenda for approval.

6. **STARKEY'S BUSINESS PARK LEASES**

Starkey Water Bottling will be renewing three building leases in the business park. They have asked to have language added to the lease to allow for subleasing the buildings. Staff have requested legal review of the current lease. Stephanie Bonney, legal counsel, reviewed the request and has no issue with the request. She informed the City Council that this is standard language and there would be no legal issues allowing the lessee to sublease the buildings. Legal will work with staff to amend the lease per City Council instruction. The leases will be added to the May meeting agenda for approval.

7. **ROCK ASPHALT QUOTE**

Mayor Bruce Gardner presented the quote for a new product that public works would like to try for patching/repairing roads. Adams County is currently using Rock Asphalt and has given a sample to the City. The product comes with a three-year warranty if applied to the manufacturer's specifications. *Council President Huter motioned to purchase one pallet of rock asphalt. Council Member Stanford seconded the motion. Voice vote indicated no opposition to the motion, with all members voting aye. Motion Carried*

8. **FAIR HOUSING PROCLAMATION**

Mayor Bruce Gardner read the Fair Housing Proclamation.

*Council Member Pfeifer moved to adjourn the meeting at 7:31 pm. Council President Huter seconded the motion. Voice vote indicated no opposition to the motion, with all members voting aye. Motion Carried.*

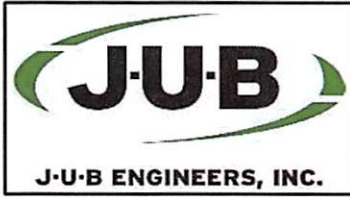
Minutes submitted by:

  
Julie Pate ~ Deputy Clerk

Minutes approved by:

  
Bruce Gardner ~ Mayor





# Council Municipal Airport (U82) Project Schedule and Funding

APRIL 11, 2023

## CITY COUNCIL MEETING UPDATE

### Schedule

This project is scheduled for Design in 2023 and Construction in 2024. An anticipated schedule with key milestones is shown in the table below:

ANTICIPATED PROJECT SCHEDULE	
CONTRACT SIGNED/ DESIGN NTP	MARCH 14 2023
TOPOGRAPHIC SURVEY	EST. MAY 2023
GEOTECHNICAL EXPLORATION – ALLWEST Testing (Subconsultant)	EST. MAY 2023
GRANT OFFER RECEIVED	MAY/JUNE 2023
DRAFT SUBMITTAL (Plans, Contract Documents, Design Report)	SEPTEMBER 2023
MEETING WITH AIRPORT USERS	FALL 2023
BEGIN FINAL DESIGN	OCTOBER 2023
FINAL DESIGN APPROVAL BY FAA	JANUARY 2024
BID OPENING	BEFORE APRIL 1 2024
CONSTRUCTION BEGINS	AFTER 4 <sup>th</sup> of JULY 2024
CONSTRUCTION (6 week duration assumed)	AUGUST-SEPTEMBER 2024
FINAL PUNCHLIST ITEMS (Final Paint Application – min. 30 days after asphalt paving)	OCTOBER 2024
PROJECT CLOSEOUT	DECEMBER 2024

## Funding Breakdown - Estimated

The anticipated conceptual design and construction costs are broken out in the two tables below:

2023 FUNDING SUMMARY	
FAA (90%)	\$216,450
STATE OF IDAHO (5.0%)	\$12,025
CITY OF COUNCIL (5.0%)	\$12,025
<b>2023 DESIGN TOTAL</b>	<b>\$240,500</b>

2024 FUNDING SUMMARY	
<i>Estimated construction costs based upon assumptions prior to design; cost estimate will be updated during design – see note below*</i>	
FAA (90%)	\$1,940,850
STATE OF IDAHO (0-5% MATCH)	TBD – Potential Full Local Match via Idaho First
CITY OF COUNCIL	\$215,650 MAX Assumed
<b>2024 CONSTRUCTION TOTAL</b>	<b>\$2,156,500</b>

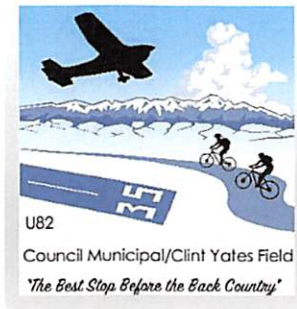
\* **Note:** The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

## Notes Presented at April 11, 2023 City Council

- We have initiated coordination and early scheduling for Geotechnical Exploration to be completed by Allwest Testing, our Subconsultant
  - Met informally with Allwest personnel at IAMA
  - Still targeting mid-to-late May for field exploration
  - We will coordinate with users once a date is set
- We are targeting a similar May timeframe for our topographic survey, which will be completed in-house
- We attended the Idaho Airport Managers Association (IAMA) conference in Boise. The big news from that was the unveiling of the Idaho First program for FY24. ITD Aeronautics is anticipating \$35M for airport funding around the state.
  - ITD Aeronautics met with FAA staff at IAMA for preliminary discussions on potential targets for that funding. ITD Aeronautics wants **very** intentional with the funding so that it compliments planned FAA funding instead of replacing it.
  - One of the potential targets for that funding is the FY24 local match at the Council Municipal Airport. ITD Aeronautics discussed an increased match amount to be provided through Idaho First, with an optimal outcome being that

ITD Aeronautics provides the entire local match on the grant. These discussions are very preliminary at this point, but the Council Municipal Airport is a priority for some of this funding.

- We reached out to the Idaho Department of Commerce regarding their GEM Grant program prior to attending IAMA. Some preliminary discussions have been had about utilizing the GEM Grant program to fund some of the FY24 local match if needed. The GEM Grant can fund up to \$50,000 and may be used to match other grants. They actually like when it is used in this way because it makes the money go so much further.
  - A big part of the GEM Grant qualifications is showing benefits to businesses from the project. The Airport Commission has offered to help document these direct and indirect benefits if we do move forward with a GEM Grant.
  - Even if the full match for the project is provided by Idaho First, we will continue to explore potential uses for a GEM Grant in the future.



## Airport Commission Report to City Council - April 14, 2023

- \$30 was turned into the City from donations received from the airport courtesy car.
- 279 gallons of fuel was sold in the last month, 754 gallons of gas has been sold since Jan 1st for a net revenue to the City of \$558. The tank was filled on April 3, 2023 with 2,025 gallons.
- The Idaho Airport Manager's Association meeting was held for the first time in three years in Boise at the Riverside Hotel April 6-7, 2023. Commissioner Hughes attended the conference and was voted in as IAMA Vice President. Activities throughout the upcoming year will be inclusive of the smaller rural and back country airports.
- Two additional aircraft to be added to the U82 based aircraft report:
  1. Murray Carter N229MB 103A Moser Ave, Council ID 83612
  2. Chip Walters N851X Monterey Dr, Nampa ID 83707
- The IAA is planning to hold a short takeoff and landing clinic at the airport on May 6, with a weather back-up date of May 13. Activity overview provided to the Council, see attached document. John Davis, Idaho Airport Association District 3 Director, called into the Council meeting to discuss the event.
- The direct website link for the U82 weather system is:  
<https://map.eye-n-sky.net/SitePages/Council>
- The next Airport Commission meeting will be held April 24, 2023, at 6:30 pm at the airport in Hangar 5, with a Zoom meeting invite as an option. All are invited to attend.

Kathy Hughes  
Eric Pederson  
Terry Powers

*U82 Airport Commission*  
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