

**SUN VALLEY AIR SERVICE BOARD
MEETING MINUTES
May 26, 2021 at 2:00 PM**

Present: Neil Bradshaw - Mayor, City of Ketchum
Peter M. Hendricks – Mayor, City of Sun Valley
Martha Burke – Mayor, City of Hailey (attended virtually)
Jacob Greenberg, Blaine County Commissioner

Absent: None

Staff: Jade Riley – City Administrator, City of Ketchum (attended virtually)
Shellie Rubel – Interim City Treasurer, City of Ketchum (attended virtually)

CALL TO ORDER

Mayor Bradshaw called the meeting to order at 2:04 PM.

PUBLIC COMMENT

None.

REMARKS FROM THE CHAIR

None.

REMARKS FROM THE BOARD

None.

CONSENT AGENDA

1. Approval of Air Service Board Minutes of March 17, 2021
2. Receive and File Financials:
 - a. 1% Local Option Tax Report – February 2021 and March 2021

Motion to approve the consent agenda, *in toto*.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Peter Hendricks, Mayor of Sun Valley
SECONDER:	Martha Burke, Mayor of Hailey
AYES:	Bradshaw, Burke, Hendricks

ACTION/DISCUSSION/PRESENTATION

3. Authorization of payment of bills on-hand through May 21, 2021

Motion to approve the bills on-hand through May 21, 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Peter Hendricks, Mayor of Sun Valley
SECONDER:	Martha Burke, Mayor of Hailey
AYES:	Bradshaw, Burke, Hendricks

4. Discuss fund balance protocols and procedures including the appropriate level of reserves
Ketchum City Administrator Jade Riley went over some audited financial documents. They did some research and found that the board set a \$50,000 reserve policy dating back to 2014. They asked the SVASB auditor on what needs to be reserved and he mentioned that while cities use a GFOA standard, it is not applicable in this circumstance as we are always in arrears -- it's a revenue in and expense out type of account. Last year, we applied \$276,000 of fund balance to the upcoming fiscal year to make the budget balance. We should discuss a legal reserve and then a separate, strategic reserve.

Shellie Rubel, Ketchum City Treasurer, showed the very first cash flow statement she could find. Riley recommended we adopt a resolution or policy setting forth the Board's recommendation for the fund balance and outline for which purpose it would be for. Ketchum Mayor Bradshaw suggested we keep \$50,000 for legal requirements, keep \$100,00 for special projects reserves to be released on an ad hoc basis and then have a policy on distributing everything above that on a quarterly basis, an annual basis, or carry over for the next FY.

Carol Waller, Director for Fly Sun Valley, offered that in the beginning the reserve fund was set aside in case there was any legal action brought. She believes that what might make sense is to set that policy so that it's clear going forward and offered a few suggestions. Blaine County Commissioner Greenberg asked how many times Fly Sun Valley has had special projects to which Waller said it has not happened before.

Scott Fortner, Executive Director for Visit Sun Valley then stated that his organization would appreciate a continued level of consistency so they can continue to adapt in terms of covering the cash flow.

Sun Valley Mayor Hendricks would be in favor of having the total reserve for the board set at \$50,000 and distribute the money and not have it ear marked for any particular purpose. Hailey Mayor Burke asked whether we feel comfortable not having any oversight to which Hendricks responded that we have a terrific repour with the entities and we actually do have oversight in our regular meetings. Bradshaw recommended \$100,000 and Hendricks recommended \$50,000. Greenberg agreed with Hendricks; \$50,000 is a better number and Burke stated that she would go with the number the rest agreed upon. It was agreed to go with \$50,000 in reserves.

Motion to create a reserve account to cover unforeseen issues at \$50,000 and then at the time of an audit, distribute the remaining amount to be distributed to Visit Sun Valley and Fly Sun Valley Alliance, who would first come up with a recommendation to the Board regarding distribution.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Martha Burke, Mayor of Hailey
SECONDER: Peter Hendricks, Mayor of Sun Valley
AYES: Bradshaw, Burke, Hendricks

5. Fly Sun Valley Alliance Air Service Update

Carol Waller shared that it was a tough summer, and a challenging winter, but air service is picking up. We are seeing really positive trends and we are very optimistic.

6. Sun Valley Marking Alliance

No update given.

EXECUTIVE SESSION – Pursuant to Idaho Code Section 74-206 (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74.

Motion to move into Executive Session at 2:28 PM.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Peter Hendricks, Mayor of Sun Valley
SECONDER: Martha Burke, Mayor of Hailey
AYES: Bradshaw, Burke, Hendricks

Motion to return to Open Session at 2:35 PM.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Peter Hendricks, Mayor of Sun Valley
SECONDER: Martha Burke, Mayor of Hailey
AYES: Bradshaw, Burke, Hendricks

ADJOURNMENT

Motion to adjourn at 2:36 PM.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Martha Burke, Mayor of Hailey
SECONDER: Peter Hendricks, Mayor of Sun Valley
AYES: Bradshaw, Burke, Hendricks

Meeting adjourned at 2:36 PM.


Peter M. Hendricks, Secretary/Treasurer



Neil Bradshaw, Chair