

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Regular Meeting  
Minutes of April 17, 2013**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, April 17, 2013 in the Airport Conference Room, 406 Burrell Avenue, Lewiston, Idaho.

**I. CALL TO ORDER AND ROLL CALL**

Chairman McCann called the meeting to order at 5:00 p.m. Commissioners present: William Vern McCann, Jr., Mike Martin, Pat Nuxoll, Verl Long and Chris Hayes.

**II. CITIZEN COMMENTS**

Chairman McCann asked if there were anyone who would like to address the Board about items on or off agenda.

David Hartman of Armstrong Consultants introduced himself as the company's Vice President. Chairman McCann welcomed him and thanked him for all the help his company has provided in areas not specifically required under contract.

Wendy Fredrickson, Air Traffic Manager briefed the Board on elected officials who've joined in support of the contract tower program. She also thanked the Board, citizens, Friends of the Airport, as well as City and County officials who've taken action to avoid the shutdown.

DeAnn Scrabeck summarized the Friends' efforts to retain the air traffic control tower services. She summarized work with congressional offices, noting that she'd communicated recently with some of the Washington offices.

Doug Black announced there would be no air festival this year since Mr. Stout would be working out of state much during the planned time. Bringing all the logistics together without his sponsorship would be difficult. Coupled with the uncertainties surrounding the air traffic control tower, Friends decided it would be in everyone's best interest to hold off until things settled down.

Doug Mattoon of Valley Vision handed out copies of a marketing brochure he'd developed with the help of the Airport Friends.

**III. MINUTES**

*A. Regular Meeting Minutes of March 13, 2013.*

Commissioner Nuxoll moved to approve the regular meeting minutes of March 13<sup>th</sup>. Commissioner Long seconded the motion, and it passed unanimously.

B. *Work Session Minutes of April 2, 2013.*

Commissioner Nuxoll moved to approve the work session minutes of April 2<sup>nd</sup>. Commissioner Long seconded the motion, and it passed unanimously.

**IV. FINANCE**

A. Vendor Payments

Airport Manager Turner summarized the accounts payable report by noting those vendor names and purposes that were unusual or extraordinary. Commissioner Long moved to approve the accounts payable. Commissioner Martin seconded the motion, and it passed unanimously.

B. Financial Reports

Commissioner Nuxoll distributed the financial reports, then proceeded to summarize the Profit/Loss Statement. The slightly positive position at this point is due to the increased lease payment from the Hillcrest Aircraft Company and the sale of salvage material. He then covered the balance sheet, cash flow, and the capital account statements. There are still a few projects to be done and accounted for, including the GSA/TSA training facility, first floor carpeting, and the paint machine. It appears that the HVAC project will not be feasible this fiscal year since the quotes came in far above budget. He also mentioned that GSA had offered to help finance the second floor project. The Authority, however, should be able to work through it on cash flow without the encumbrances and interest that would go along with the GSA offer. Commissioner Martin moved to approve the financial report. Commissioner Long seconded the motion and it passed unanimously.

Commissioner Nuxoll then briefed the Board on the budget schedule. Staff is in the process of drafting a budget. It will be ready for Board discussion during the next meeting.

**V. OLD BUSINESS**

A. SOUTHSIDE DEVELOPMENT POLICY

Chairman McCann asked Mr. Turner for his staff report. Mr. Turner summarized the background associated with the South Side Development Policy. Board desires were incorporated into a draft which was then combined with the existing Development Policy to create one document. Armstrong Consultants helped create layout plans which were added. The Development Policy had been presented during the previous meeting; it is now ready for Board adoption. Commissioner Nuxoll moved to adopt the Development Policy. Commissioner Martin seconded the motion and it passed unanimously.

B. RESOLUTION 2013-5; K & G CONSTRUCTION

Chairman McCann asked for the staff report. Mr. Turner summarized the progress to date on the TSA/GSA Training Facility. K & G Construction was the only responsive bidder.

However, staff had responded appropriately to GSA's concerns. A notice to proceed was being prepared at the time of the meeting. Consequently, Mr. Turner asked the Board to adopt Resolution 2013-5 contingent upon receiving the GSA Notice. He stated that once the Notice was received, he could bring the required documentation to the Chairman for signature and a preconstruction meeting would then be scheduled. Commissioner Nuxoll moved to adopt Resolution 2013-5 contingent upon receiving GSA's Notice to Proceed. Commissioner Long seconded the motion and it passed unanimously.

## **VI. NEW BUSINESS**

### **A. CHRIS DAVIES, PUBLIC WORKS DIRECTOR, CITY OF LEWISTON**

Chairman McCann introduced Chris Davies, who then provided background information on the infrastructural projects the City of Lewiston had completed, including the new pump station on the Golf Course, water lines and sewer lines. The FAA requires the Authority Board and the City and County to accept easements. An agreement is being prepared for City/County/Airport Authority approval. However, the City and County will want to know the Authority approves before they act upon the documents. Consequently, Mr. Davies would appreciate a recommendation from the Board. Chairman McCann asked about the status of the old easements that had been discussed by the City and County attorneys. Mr. Davies stated that they are being cleaned up, but that shouldn't impact the schedule for getting these easements properly documented. Commissioner Long asked about the public works procedures for accessing the easements. Mr. Davies stated that access is worked out on a case-by-case basis with coordination through the airport manager's office. Commissioner Nuxoll moved to recommend approval of the easements. Commissioner Long seconded the motion and it passed unanimously.

## **VII. RECURRING BUSINESS**

### **A. AIRPORT MANAGER'S REPORT**

Chairman McCann asked the Airport Manager for his report. Mr. Turner reported on the meeting with Mr. Davies regarding community signage and pavement markings. Mr. Davies told him an encroachment permit would likely be approved for an "entrance sign" as long as it didn't create line-of-sight or safety problems. Mr. Davies said he would send a map of the City which depicted all airport signs. The Airport Friends could then mark the map showing sign needs. Mr. Turner then summarized the contents of the agenda package, including the City's proposal for a pole near the golf course pump house, and progress on the Authority's Passenger Facility Charge package. He then briefed on various staff activities and accomplishments, including the parking lot situation, progress on the bi-annual access card replacement process, and airfield maintenance.

### **B. COMMISSIONER COMMENTS**

Commissioner Martin expressed concern over the status of Aero Aviation's flight school. He briefed the Board on his observations, and then suggested various appropriate actions.

Chairman McCann asked Commissioner Martin to get with Mr. Turner and bring a recommended action back for Board consideration.

Chairman McCann asked if there were a date and time preference for the next meeting. Since there is a meeting in McCall and budget scheduling considerations, the consensus favored Thursday, May 16<sup>th</sup> at 5:00 pm.

#### **VIII. ADJOURNMENT**

There being no further discussion to be conducted in regular session, Chairman McCann thanked those present, then adjourned the meeting at 6:55 p.m.

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Robin L. Turner, AAE  
Airport Manager/Recording Secretary