

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Meeting
Minutes of August 15, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, August 15, 2012 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 V. McCann, Jr., Pat Nuxoll, Mike Martin, Verl Long and Chris Hayes.

II. CITIZEN AND COMMISSIONER COMMENTS

Chairman McCann thanked the Friends of the Airport for a wonderful Air Festival. The opening ceremony was well attended; so was the rest of the open house. The salute to veterans showed more than just a token of appreciation. He then asked the Friends if they had anything to add. DeAnn Scrabeck reminded the Board of the team effort that went into the event. It was a tremendous way to showcase the airport as the region's gateway to the world. Jim Otey stated he thought the Air Festival was a good community event with no admission and great opportunities to expose young people to aviation.

Doug Mattoon of Valley Vision also thanked the Friends of the Airport, noting that his organization used the Air Festival as an opportunity to draw attention to the Airport's south side development potential.

Kayla Brown of Riedesel Engineering gave an update on the taxiway/apron project. Paving will begin in October; project completion is on track for November.

III. APPROVAL OF MINUTES

Chairman McCann asked if there were any additions or corrections to the July 11th Regular Meeting minutes. Commissioner Martin moved to accept the minutes as presented. Commissioner Nuxoll seconded the motion, and it passed unanimously.

Chairman McCann then asked if there were any additions or corrections to the July 11th Work Session minutes. Commissioner Martin moved to accept the Work Session minutes of June 13, 2012. Commissioner Nuxoll seconded the motion and it passed unanimously.

IV. FINANCE

A. APPROVING VENDOR PAYMENTS

Airport Manager Turner reviewed the accounts payable roster, providing a brief description of each line item. Chairman McCann pointed out that several line items were costs

associated with the Air Festival which were paid for out of revenue collected by the Friends of the Airport for the specific purpose of hosting the event. Commissioner Long moved to approve the accounts payable. Commissioner Nuxoll seconded the motion and it passed unanimously.

B. REVIEW OF FINANCIAL REPORTS AND BUDGET UPDATE

Commissioner Nuxoll distributed the financial reports, including a balance sheet, profit/loss statement, and an accounts receivable aging summary. Fuel sales and landing fees are down. Space and facility rents are also lower than budgeted due to the TSA training space lag. Commissioner Nuxoll then reviewed the cash flow report and PFC reconciliation. Commissioner Hayes moved to accept the financial reports. Commissioner Martin seconded the motion and it passed unanimously.

Commissioner Nuxoll then briefed on the status of the FY 2013 Budget. The budget document submitted to the City and County included changes in revenue associated with Airport Rent-a-Space, the car rental companies, and surplus property disposal. He also pointed out the capital projects fund which will be necessary now that the Authority will be managing capital projects. Commissioner Nuxoll said he would send the required public notices to the newspaper. Chairman McCann asked if there was any opposition to the budget as presented. There was none. Commissioner Hayes moved to conduct the required budget hearing in a special meeting August 22nd at 5:00 pm in the Authority Board conference room. Commissioner Martin seconded the motion and it passed unanimously.

V. OLD BUSINESS

A. FEE POLICY

Chairman McCann asked Commissioner Hayes for his report. Due to conflicting schedules, Commissioner Hayes reported that he and Commissioner Martin had not been able to meet with those affected by the potential policy change. He asked the Board to delay action on this item. Chairman McCann asked if there were any objection to carrying this topic over until the next regular meeting. There was no objection, so he asked the airport manager to reschedule the topic.

B. SOUTHSIDE DEVELOPMENT PLAN

Chairman McCann asked Airport Manager Turner for a report. Mr. Turner reminded the board members that they'd received the *South Side Development Strategy* Report from Recondo and Associates. There was no significant change from what the consultant had briefed the Board. He therefore recommended the Board accept the report. Commissioner Long moved to accept the report. After Commissioner Nuxoll seconded the motion, Chairman McCann asked for discussion. Commissioner Long noted that the report contains two options for the Board's consideration. Chairman McCann acknowledged the two options, but suggested that the motion doesn't commit the Board to either option but rather accepts the report so that Recondo may be paid. Mr. Mattoon said he reviewed the report and thought it was a good one, offering the Board

some flexibility. There being no further discussion, Chairman McCann called for a vote on the motion. It passed unanimously.

VI. NEW BUSINESS

A. PARKING POLICY

Chairman McCann asked for the staff report. Mr. Turner responded by providing background on the issue, noting this policy was the last of the very basic ones left over from City administration. He reviewed the existing practices, the old policy, and then pointed out the highlights of the new policy. Chairman McCann expressed disagreement over the allocation of specific parking spots to each of the terminal building businesses and organizations. A general discussion followed regarding how to divide the area east of the terminal building. Chairman McCann then suggested the discussion be continued for the next meeting and asked Commissioners to come prepared to provide guidance.

B. RESOLUTION 2012-22

Chairman McCann introduced the topic, then asked for the staff report. Mr. Turner explained that both car rental agencies' contracts are on the agenda. He would, however review them at the same time, and began by summarizing contract history. He then summarized the new contracts. Allocation of parking space will be a phased process pending completion of the satellite parking lot. Chairman McCann stated that Resolution 2012-22 addressed the Avis Budget Company while the following resolution addresses Hertz. Commissioner Long moved to approve Resolution 2012-22. Commissioner Nuxoll seconded the motion, and it passed unanimously.

C. RESOLUTION 2012-23

Chairman McCann asked the Board to consider Resolution 2012-23, a lease for Hertz Rent-a-Car. Commissioner Martin moved to approve Resolution 2012-23. Commissioner Long seconded the motion, and it passed unanimously.

D. RESOLUTION 2012-24

Chairman McCann asked for the staff report. Mr. Turner explained that Montie McCain and Frank Miles owned a hangar. Mr. McCain sold his interest in the hangar to Mr. Brian A. Howlett and would like the lease assigned accordingly. Lease assignments require the Authority's consent; Resolution 2012-24 provides that consent. Commissioner Hayes moved to approve Resolution 2012-24. Commissioner Long seconded the motion, and it passed unanimously.

E. RESOLUTION 2012-25

Chairman McCann asked for the staff report. Mr. Turner stated that the Authority had entered into a contract with Carlton Construction to build a rest room in the screening room. The

architect, the contractor, the City of Lewiston's plumbing inspector, and airport staff all reviewed the plans and construction without realizing the sanitary sewer had not been properly identified. Staff discovered the problem; Carlton responded immediately, shut the system down, then researched and solved the problem by boring through the front lawn and finding the correct pipe. The increased cost of \$3,695 had not been anticipated in the original contract. Mr. Turner stated, however, that Carlton had been very responsive and if all agencies had realized the mistake in the design phase, the project would still have had to incur the increased costs. Since the original contract passed by the Board was a not-to-exceed price, Resolution 2012-25 would authorize the increased costs. Commissioner Long asked if there were funds to cover the costs, to which Commissioner Nuxoll responded affirmatively. Commissioner Long then moved to approve Resolution 2012-25. Commissioner Nuxoll seconded the motion, and it passed with Commissioners Martin, Nuxoll, Hayes, and Long voting affirmatively; Chairman McCann abstaining.

F. RESOLUTION 2012-26

Chairman McCann asked for the staff report. Mr. Turner responded by summarizing the efforts aimed at obtaining proper insurance certifications on the Richard and Lisa Keane leasehold as required their contract. Mr. Turner sent requests by registered mail, he'd asked Mr. Keane in person, and he'd talked with Mr. Keane's insurance agent. An Authority Board Commissioner had offered to help and had taken time to discuss the requirement with Mr. Keane and his insurance agent to no avail. Since certificates had not been forthcoming by the time the Board agenda had to be published, Mr. Turner placed this item on the docket, anticipating asking the Board to declare Richard and Lisa Keane in default. The certificates, however, were received by email that afternoon, so Mr. Turner requested the item be withdrawn from consideration.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Mr. Turner summarized operations and maintenance activity since the last meeting. He reviewed the Commissioners' agenda package, highlighting items such as the city's draft taxicab ordinance, and the FAA's Report on Air Traffic Control Tower Operations. He also mentioned the situation with LaVerne Crowley. If there are no objections, he'll send her bill on to collection since she's failed to respond to his communications. There was no objection. He then reported on the surplus property auction in which \$2,338 was collected. The GSA contract has been received and it will be placed on the next agenda. The airfield is in good condition; equipment status is satisfactory. Mr. Turner then asked permission for an executive session at the next meeting to discuss land acquisition.

B. COMMISSIONER COMMENTS

Chairman McCann summarized his recent meeting with the Metropolitan Planning Organization. Commissioner Hayes added comment with respect to the Technical Advisory Committee.

After discussing future agenda needs, the consensus appeared to favor meeting next on September 19th 5:00 pm.

VIII. ADJOURNMENT

There being no further business to come before the Board, Chairman McCann adjourned the meeting at 6:55 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary