

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Meeting
Minutes of August 24, 2011**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, August 24, 2011 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., Pat Nuxoll, Chris Hayes, Mike Martin, and Verl Long.

II. CITIZEN AND COMMISSIONER COMMENTS

Chairman McCann welcomed those in the audience, including Brad Cary from the *Lewiston Morning Tribune*. He mentioned that airport friend LeRoy Chausee is getting better, recovering at home, then asked if there were any announcements. There were none.

III. PUBLIC HEARING

Chairman McCann opened the public hearing. He asked for the budget hearing report from Board Treasurer Nuxoll, who summarized the process to date. Notice of the hearing had been published in the *Lewiston Morning Tribune* on August 14, 2011 along with a summary of the budget. He then summarized the budget and handed out copies of the same. Chairman McCann asked for citizen testimony either in favor of or against the proposed budget. There was none, so he asked for Commissioner comments. Commissioner Nuxoll mentioned that the City Manager's communications indicated the Council allocated another \$40,000 and it should be shown as an allocation to the Parks Department to pay rent on the land occupied by the City for that purpose. He will prorate that amount between Hathaway Field and Airport Park. Airport Friend DeAnn Scrabeck asked if funds had been allocated to finish the roofing project, to which Chairman McCann responded affirmatively. There being no further testimony or comment, Chairman McCann read Resolution 2011-11. Commissioner Nuxoll moved to adopt the Resolution. Commissioner Long seconded the motion and it passed unanimously.

IV. APPROVAL OF MINUTES

Chairman McCann asked if there were any changes to the Wednesday, August 3, 2011 regular meeting minutes. Commissioner Martin moved to approve the minutes as distributed. Commissioner Long seconded the motion and it passed unanimously.

V. FINANCE

A. APPROVING VENDOR PAYMENTS

Commissioner Nuxoll described each item on the list of the vendor payments in the commissioners' package. Commissioner Long moved to approve the vendor payments. Commissioner Martin seconded the motion and it passed unanimously.

B. FINANCIAL REPORT REVIEW

Commissioner Nuxoll handed out copies of the latest financial reports, including a profit/loss review, a cash flow statement, a PFC reconciliation, and an accounts receivable summary. He summarized each, then briefed the Board on the internal control review accomplished by Su Brown. The report he handed out is a favorable one with a couple areas that can be improved upon. The reviewer liked the consolidated policy binder and the progress on lease files which are going to be organized and color-coded by building number. Commissioner Long moved to approve the financial report. Commissioner Hayes seconded the motion and it passed unanimously.

VI. OLD BUSINESS

A. MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES

Chairman McCann asked Commissioner Martin for his report. Commissioner Martin passed out copies of the Standards matrix, noting that it summarized the old standards, the most recently approved standards, the drafted standards, and the standards recommended by the subcommittee. He noted that the insurance portion of the matrix needs to be completed and the policy document itself needs some additional work before presentation to the full Board.

VII. NEW BUSINESS

A. TODD RICHARDSON, ATTORNEY

After pointing out the letter from Mr. Richardson pertaining to the former Keane Lease, Chairman McCann summarized the history of the construction and how it provided for a lease payment credit for installation of a water line and hydrant that would allow additional development. Mr. Keane claimed credit instead for the costs of a different hydrant and fire wall construction inside his hangar. His account with the City had not been kept current. After several requests to do so and upon request from the City, the Authority Board terminated Mr. Keane's lease and after several weeks served him with an eviction notice. Complicating factors included a law suit between Mr. Keane and another individual over building ownership. Although Mr. Richardson has requested a new lease for Mr. Keane, Chairman McCann suggested these underlying questions need to be resolved before the Board considers a new lease. Commissioner Nuxoll inquired about parties involved and the stage of the lawsuit, to which Chairman McCann responded that Roger Dorion apparently been declared half-owner by default and the judgment is being appealed. The consensus of the Board was to continue this discussion at a future meeting. Mr. Gary Peters is interested in this hangar or in constructing his own, so Chairman McCann asked him to confer with Airport Manager Turner and discuss options.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Chairman McCann asked Mr. Turner for his report. Mr. Turner pointed out Ron Lamb's proposal to expand his gift shop and asked the Board's guidance. Consensus was to place the

item on the next agenda for discussion. Mr. Turner then reviewed the Commissioners' package, pointing out the monthly report. He summarized the status of the south side project. City Engineer Macey informed him the last of the lead was being removed by City trucks and would be gone by the end of the week. Tests would be conducted and DEQ would be notified. Mr. Macey also said the roof project will be done before the end of the fiscal year. Mr. Turner asked the Board to review the schedule. Consensus appeared to support the topics and meeting dates. Mr. Turner finished his report by noting the status of the Wildlife Hazard Management project and the engineering for the south side's taxiways/aprons.

B. COMMISSIONER COMMENTS

Chairman McCann asked if the Board had any additional items to discuss.

Commissioner Nuxoll said he'd seen notice about a meeting between the City and County with respect to an impact area. County Board Chairman Mike Grow suggested the meeting he referred to was probably one with the City of Genesee.

Commissioner Hayes reported on the latest Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) meeting. The airport area traffic study was still on the list and would be acted upon by the MPO Policy Board on September 9th.

Commissioner Martin stated that the new website was a huge improvement over the old one. Chairman McCann agreed and asked Mr. Turner to make sure Mr. Russ Bashaw receives an appropriate "thank you" for a job well done.

Asked if there was any problem with scheduling the next meeting for September 7th, Commissioner Long asked that the meeting be moved to 7:00 pm. There were no objections expressed to the time shift.

VII. ADJOURNMENT

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

Robin L. Turner, AAE
Airport Manager/Recording Secretary