

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting
Minutes of February 20, 2013**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, February 20, 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 1:00 p.m. Commissioners present: William Vern McCann, Jr., Pat Nuxoll, Mike Martin, Verl Long and Chris Hayes.

II. CITIZEN COMMENTS

Chairman McCann reminded those present of the work session following the regular meeting, the purpose of which was to receive an update from the marketing group and to receive a Business Park layout plan briefing from Armstrong.

He then asked if there were anyone who would like to address the Board. Nez Perce County Commissioner Bob Tippett introduced himself as the County's liaison to the Authority.

III. MINUTES

Regular Meeting Minutes and Work Session Minutes of January 19th

Commissioner Martin moved to approve the regular meeting and work session minutes of January 19th. Commissioner Nuxoll 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. Of particular note were expenses for the first time from the Authority's Capital fund. Commissioner Hayes moved to approve the accounts payable. Commissioner Martin seconded the motion, and it passed unanimously.

B. Financial Reports

Commissioner Nuxoll distributed the financial reports, noting that separate Capital and Operations/Maintenance reports will in the future be prepared for each meeting. Cash flow is about where it should be as are expenses and revenue. Commissioner Long moved to approve the financial report. Commissioner Hayes seconded the motion, and it passed unanimously. Commissioner Nuxoll then made mention that he and Mr. Turner had discussed PFC Application #4. Mr. Turner has begun work on it and will present it soon for Board action.

V. OLD BUSINESS

A. RESOLUTION 2013-1, WILDLIFE HAZARD ASSESSMENT

Chairman McCann asked Mr. Turner for his staff report. Mr. Turner summarized actions to date. Consultants briefed the board during the last meeting and provided copies of the Wildlife Hazard Assessment (WHA). The resolution before the Board would accept the report and authorize staff to forward it to FAA for approval. Staff anticipates FAA will direct the Authority to prepare a Wildlife Hazard Management Program. Mr. Turner noted he'd sent a letter to the City and County as the grant sponsors advising them of this pending action. There was no response. Commissioner Nuxoll moved to approve Resolution 2013-1. Commissioner Martin seconded the motion, and it passed unanimously.

VI. NEW BUSINESS

A. RESOLUTION 2013-4, ARMSTRONG CONSULTANTS, INC

Chairman McCann asked Mr. Turner for the staff report. Mr. Turner provided background from Board consensus on the need for a master plan update through disagreement, then agreement by FAA of the Board's position. After FAA's concurrence, statements of qualification were solicited. One firm responded, that being Armstrong, and their SOQ was included in the Board's agenda package. Resolution 2013-4 approves a general contract with Armstrong for a Master Plan update. Should the Board approve it, a statement of work (SOW) will be jointly developed. The SOW will form the basis of a cost proposal which—in turn—will be submitted to the Board. The proposal will be the basis upon which FAA will offer a planning grant. Commissioner Nuxoll moved to approve Resolution 2013-4. Commissioner Martin seconded the motion, and it passed unanimously.

B. IDAHO DIVISION OF AERONAUTICS LEGISLATIVE PROPOSALS

Chairman McCann explained that the Division of Aeronautics was recommending legislation which will change aircraft and pilot registration fees. None of the changes will provide sufficient funds to return a grant program of sufficient size to benefit Lewiston. Commissioner Martin stated he didn't think the increases were very significant. When Commissioner Nuxoll said he had no problem with the proposal, Chairman McCann asked if the Board preferred to vote on a position or take a consensus position. The Board appeared to favor a consensus which favored supporting the Division of Aeronautics proposal. Chairman McCann asked Mr. Turner to relay the information to appropriate officials.

VI. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Chairman McCann asked Mr. Turner for his report. Mr. Turner summarized the agenda package, pointing out the Boyd Report, initial information on the Idaho Airport Management

Association conference in May, and the FAA inspection report. There was a brief discussion about the FAA report. Mr. Turner stated that increased emphasis needs to be placed upon crack sealing runway 12-30, even though it is programmed for reconstruction in the 5-year Capital Improvement Program. He also pointed out the inspector's concern about manpower availability, especially with the mandates associated with wildlife hazards. He provided a report comparing our staff levels with those of other certificated airports throughout the Pacific Northwest. Mr. Turner then briefed on the status of the satellite parking facility. The surface dirt has been removed and relocated to low areas adjacent to the perimeter roads. The new logo is replacing the old as soon as time and resources permit. Most of the Authority's training materials and policy documents have already been done. Staff is now processing all FAA reimbursement requests and financial reports, and bi-annual security badge replacement is underway.

B. COMMISSIONER COMMENTS

Commissioner Hayes reminded the Board of the grant for a surface transportation study of traffic flow around the airport. He asked if, given all the other projects going on, it might be appropriate to recommend delaying the study to the MPO's Transportation Advisory Committee. The Board's consensus favored doing so.

IV. ADJOURNMENT

There being no further discussion to be conducted in regular session, Chairman McCann thanked those present, then adjourned the meeting at 1:55 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary