

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Meeting
Minutes of February 29, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, February 29, 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 Vern McCann, Jr., Pat Nuxoll, Mike Martin, Verl Long and Chris Hayes.

II. CITIZEN AND COMMISSIONER COMMENTS

Chairman McCann asked if there were any comments from the audience.

Doug Black of the Airport Friends informed the Board they had received FAA approval for the Air Festival. Parking will be challenging.

DeAnn Scrabeck briefed on Air Festival fund raising efforts.

Kayla Brown of Riedesel Engineering provided an update on the new FAA grant legislation. Congress changed the match from 5% to 10% which changes the budget. The original schedule called for March bidding which will slip without guidance from the City and County.

Leroy Chausse informed the Board that the Nez Perce County Air Posse had responded to a call for a search from the Sheriff's Department.

III. APPROVAL OF MINUTES

Chairman McCann asked if there were any additions or corrections to the Regular Meeting minutes of February 8, 2012. Commissioner Martin moved to approve the minutes as distributed. Commissioner Long seconded the motion and it passed unanimously.

IV. FINANCE

A. APPROVING VENDOR PAYMENTS

Airport Manager Turner reviewed the accounts payable roster. Commissioner Long moved to approve the vendor payments. Commissioner Hayes seconded the motion, after which Commissioner Long asked if the winter coats purchased by the Authority remain the property of the Authority. Airport Manager Turner responded affirmatively, stating that they are embossed with the airport logo, and will be returned in the event an employee leaves the Authority. Chairman McCann called for a vote on the motion. It passed unanimously.

B. REVIEW OF FINANCIAL REPORTS

Commissioner Nuxoll distributed the financial reports, noting that March 31st will mark the first six months of the fiscal year. Adjustments will likely be necessary in light of changing financial conditions, the most notable being the assumption made during budgeting that rent on the new TSA facility would be available this fiscal year. Commissioner Hayes moved to approve the Financial Report. Commissioner Martin seconded the motion and it passed unanimously.

V. OLD BUSINESS

A. RESOLUTION 2012-6: *A Resolution approving an agreement between the Lewiston-Nez Perce County Regional Airport Authority and the City of Lewiston identifying grant and project responsibilities and passenger facility charge authority, authorizing and directing the Chairman and Secretary to execute and attest respectively said agreement; and providing an effective date.*

Chairman McCann asked for the staff report, after which Mr. Turner reported that the resolution before the Board approves an Authority/City Council agreement concerning interim capital project management and use of passenger facility charge income. Although dated December 13, 2010 and executed by the Council, it had never been presented to or approved by the Authority. Staff drafted an amendment to this agreement along with resolution 2012-7 at the request of the Board. The amendment refines the City/Authority agreement. Prior to amending it, however, the original should be approved by the Board. Commissioner Martin moved to approve Resolution 2012-6; Commissioner Hayes seconded the motion and it passed unanimously.

B. RESOLUTION 2012-7: *A Resolution approving an addendum to an agreement between the Lewiston-Nez Perce County Regional Airport Authority, the City of Lewiston, and Nez Perce County clarifying passenger facility charge rights and responsibilities, authorizing and directing the Chairman and Secretary to execute and attest respectively said agreement; and providing an effective date.*

Chairman McCann reminded the Board that this resolution approves an amendment to the agreement passed by resolution 2012-6. Commissioner Martin moved to approve resolution 2012-7. Commissioner Long seconded the motion and it passed unanimously

C. MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES

Chairman McCann asked for the staff report. Mr. Turner provided background on the issue. The document before the Board was the result of a subcommittee's efforts. At the Board's request, it was sent to FAA's attorney for comment and suggestion. FAA responded that the document was not contrary to FAA policy. They did, however, recommend four changes which are included in the agenda package. Commissioner Martin suggested the Board consider adopting the Minimum Standards as written, then ask the subcommittee to review the FAA's

comments and provide their own recommendation to the Board. Chairman McCann agreed, noting that the Board may review and amend policies at any time. Commissioner Nuxoll moved to adopt the Minimum Standards. Commissioner Long seconded the motion and it passed unanimously. Chairman McCann asked Commissioner Martin to reconvene the subcommittee and ask for their recommendation.

VI. NEW BUSINESS

A. KENT SIMMONS: *Considering a proposal to operate a helicopter rental and flight instruction business*

Chairman McCann asked Mr. Kent Simmons to describe his proposal. Mr. Simmons proceeded to brief the Commissioners on his aviation background. He has 3 airworthy aircraft and recently acquired the Personal Success hangar. He would like to engage in helicopter flight instruction, rentals, and sales. He then gave a brief description of his business concept, noting that the bank wants a 20-year lease to anchor his financing. He also stated that the airport manager's memo accurately describes the relationship between Personal Success LTD, CCR LLC, and Odonata, LLC. A brief discussion followed concerning Mr. Simmons fuel operation and whether or not it would be incorporated into the operating agreement. Chairman McCann asked if there were Commissioners who objected to Mr. Simmons' concept. There were none, so he asked Mr. Simmons to get Mr. Turner the appropriate subleases and lease assignments for Board consideration at the next meeting.

B. FEE POLICY: *Annual Review*

Chairman McCann reminded board members of their desire to annually review policies. Commissioner Nuxoll provided some background on the fee policy, indicating his desire to see an inflationary adjustment. Commissioner Long asked how the fee policy related to the car rental companies, to which Commissioner Nuxoll responded that the car rental fees are adjusted by short term contract. He will begin gathering data and report back at the next meeting.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Mr. Turner reviewed his board report including, but not limited to the status of the various parts of the south side project. He discussed some of the current trends documented in the Wildlife Hazard Management Project recurring reports. There was a brief discussion on progress toward putting a TSA training/break room on the second floor. A conference call is scheduled for March 15th. Architectural concept plans have been reviewed by GSA and TSA with both organizations providing positive feedback. GSA will soon forward project plans and specifications. Mr. Turner then reminded board members of the upcoming visit to the FAA by the Chairman and Treasurer. Among the items to be discussed are the management of future capital projects and passenger facility charge revenue. He also briefed on the upcoming access card audit, discussions with the Fire Chief, updating the snow control plan and emergency plan, and operations and maintenance highlights.

VIII. ADJOURNMENT

After reminding Commissioners of the next meeting scheduled for 5:00 pm on March 21st, Chairman McCann adjourned the meeting at 6:30 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary