

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Meeting  
Minutes of July 27, 2011**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, July 27, 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., Mike Martin, Pat Nuxoll, Chris Hayes, and Verl Long.

**II. CITIZEN AND COMMISSIONER COMMENTS**

Chairman McCann welcomed the audience and asked if there were any citizen comments.

DeAnn Scrabeck announced she had been privileged to ride in the Commemorative Air Force B-25 and it was great experience. She thanked Chris Hayes for making the arrangements. She then reported on her part in the Air Fair. She'd like to see an airport-wide event in the future.

Doug Black said the latest Authority newsletter was timely since the Friends' next display project will feature FedEx. .

Jim Otey expressed appreciation for the floral arrangement.

**III. APPROVAL OF MINUTES**

Chairman McCann asked if there were any changes to the Wednesday, June 13, 2011 regular meeting minutes. Commissioner Nuxoll moved to approve the minutes as distributed. Commissioner Martin seconded the motion and it passed unanimously.

**IV. FINANCE**

**A. APPROVING VENDOR PAYMENTS**

Commissioner Nuxoll pointed out the list of the vendor payments in the commissioners' package, then summarized those due. 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 the Profit/Loss statement and cash flow by month analysis. He also briefed the board on the

accounts receivable which look well. Commissioner Martin moved to approve the financial report. Commissioner Long seconded the motion and it passed unanimously.

## **V. OLD BUSINESS**

### **A. MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES**

Chairman McCann asked Commissioner Martin for a report on efforts to review and revise the Minimum Standards for Commercial Aeronautical Activities. The subcommittee comprised of Leroy Chausse, Jim Otey, Mark Peterson, and him are building a matrix to make the standards easy to understand. The next meeting is August 1<sup>st</sup> at 5:00 pm. Commissioner Martin anticipates two more meetings will be needed to reach a draft product that can be presented to the Board.

### **B. PARKS, CORS, AND GOLF COURSE**

Chairman McCann opened the discussion by summarizing the discussions he and Commissioner Nuxoll had with the Mayor and City Manager. Information to help with budgeting was supposed to be forthcoming, but nothing has been received to date. In preparation for the afternoon's meeting, Commissioner Nuxoll called the Mayor who referred him to the City Manager who said he'd prepared some information but didn't want to discuss it prior to consulting with the Council. A brief discussion followed regarding the various projects on and around the airport. The mayor apparently directed the City Manager to insure the airport was not billed for the extra firefighter training costs. Commissioner Martin moved to put the issue of the parks and the CORS on the table for discussion. Commissioner Nuxoll seconded the motion and it passed unanimously. Commissioner Nuxoll reminded the Board why he'd originally made the motion to give the City lease termination notices. He said, however, that there appears to be movement by the City. Commissioner Long mentioned the administrative services the City accounted for in the past as a reason the City should have additional funds available now. Commissioner Nuxoll then stated that a dialogue was needed. The budget needs to be published not later than the third week of August (Sunday) and the Board needs to hold a public hearing on or before September 6<sup>th</sup>. He then explained how the City's lack of information affects budget relevancy and recommended the Board meet next on August 3<sup>rd</sup> at 5:00 pm. Consensus was to make that the next regular meeting. Commissioner Hayes moved to table the issue. Commissioner Long seconded the motion and it passed unanimously.

### **C. BUDGET UPDATE**

Commissioner Nuxoll reiterated the importance of having the City's information to make the Authority's budget relevant. Without that information, the Authority's budget will be artificially high and require constant education and explanation for projects that are authorized with no funds to back up the expense. A general discussion on budgeting philosophy followed with Commissioner Nuxoll reminding the Board that unless the City pays market value for they land occupy, significant maintenance will still be deferred. Commissioner Martin agreed, stating that they need to invest in their own business.

## **VI. NEW BUSINESS**

### **A. RESOLUTION 2011-11**

Commissioner Nuxoll moved to adopt Resolution 2011-11 adopting the Airport Rent-A-Space lease. Commissioner Martin seconded the motion and it passed unanimously.

## **VII. RECURRING BUSINESS**

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

Chairman McCann asked Mr. Turner for his report. Mr. Turner reviewed the Commissioners package noting a draft RFP for audit services was complete. Commissioner Nuxoll will compile a list of firms that do governmental audits and get it to Mr. Turner. He then briefed the board on the status of the HVAC computer, equipment maintenance, the recent inquiry about airlifting mega-loads, and the badging process. He informed the Board that due to Congressional inaction, much of the FAA had been furloughed. He recommended the Authority become Chamber of Commerce members.

### **B. COMMISSIONER COMMENTS**

Chairman McCann briefed the board on his recent meeting with Commissioner Nuxoll, Mr. Turner, and the Clearwater Economic Development Association (CEDA) staff. CEDA was the agency that succeeded in obtaining the grants for the airport's south side project. He then summarized the interaction of that grant program and other grants and projects in which the City of Lewiston is involved. He expressed concern over the lack of real project management.

## **VII. ADJOURNMENT**

There being no further business to come before the Board, Chairman McCann reminded Commissioners their next meeting would take place at 5:00 pm, August 3, 2011, then adjourned the meeting at 7:00 pm.

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Robin L. Turner, AAE  
Airport Manager/Recording Secretary