

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting
Minutes of March 13, 2013**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, March 13, 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 5:00 p.m. Commissioners present: William Vern McCann, Jr., Pat Nuxoll, Verl Long and Chris Hayes. Commissioner Mike Martin had a conflict with the meeting schedule and was not present.

II. CITIZEN COMMENTS

Chairman McCann asked if there were anyone who would like to address the Board.

DeAnn Scrobeck briefed the Board on efforts to retain the air traffic control tower. She summarized work with congressional offices and local letter-writing efforts. She also talked about the need for a turn lane for airport customers westbound on Bryden Avenue, and better signage throughout the community directing customers to the airport. Mr. Turner will set up a meeting with the Public Works Director.

Wendy Fredrickson, Air Traffic Manager briefed the Board on the FAA's upcoming RSAT (Runway Safety Advisory Team) visit. There will be one meeting in the airport conference room during the afternoon and one in the evening at the Experimental Association Hangar.

Doug Black invited those present to visit the updated Friends of the Airport website. He also suggested the Authority place a street address on the first page of the Airport website.

Jim Otey described some problems they'd encountered recently with mail delivery. It may be related to street addressing. Chairman McCann asked Mr. Turner to investigate and brief the board on his findings.

Doug Mattoon of Valley Vision briefed on his findings related to the State of Idaho's efforts to attract businesses involved in the Unmanned Air Vehicle (UAV) program.

III. MINUTES

Regular Meeting Minutes and Work Session Minutes of February 20th

Commissioner Hayes moved to approve the regular meeting and work session minutes of January 19th. Commissioner Long 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. Commissioner Hayes moved to approve the accounts payable. Commissioner Long seconded the motion, and it passed unanimously.

B. Financial Reports

Commissioner Nuxoll distributed the financial reports, reminding Board members of the separate Capital and Operations/Maintenance statements. He then summarized the Profit/Loss Statement, the Balance Sheet, and cash flow situation. He briefly touched on potential cash flow issues associated with the GSA project, then moved on to accounts receivable. Commissioner Long moved to approve the financial reports. Commissioner Hayes seconded the motion and it passed unanimously.

V. OLD BUSINESS

A. SOUTHSIDE DEVELOPMENT POLICY

Chairman McCann asked Mr. Turner for his staff report. Mr. Turner summarized the background associated with the South Side Development Policy. Board desires were incorporated into a draft which was then combined with the existing Development Policy to create one document. Armstrong Consultants helped create layout plans which were added. The Development Policy is now ready for Board consideration. Mr. Turner suggested adding additional detail to reflect responsibilities for cost sharing on the south side. Commissioner Long asked the Board's position if a developer didn't want sewer at their hangar. Chairman McCann reminded the Board that the City agreed to help with utility installation costs. After some additional discussion, Chairman McCann asked Mr. Turner to prepare the document for Board action at the next meeting. Mr. Turner will notify those on the waiting list and find out how many are ready to build. Once that is known, discussions can begin with those who want private hangars.

VI. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Chairman McCann asked the Airport Manager for his report. Mr. Turner summarized the agenda package. He has released Poe Asphalt's retainage for the south side taxiway/apron project. The engineer will receive their last payment as soon as the final report and associated tasks are complete. The status of the Idaho Airport Management Association's annual conference is still to be determined. The new Authority logo is slowly replacing the old one on training materials, letterhead, and public documents. Vehicle logos will be changed as time and resources permit. He then briefed on the parking lot situation. Construction on the satellite facility has begun. The overburden has been removed and relocated to fill areas alongside

O'Connor road where it has been leveled out, harrowed, fertilized, and seeded. Light bases have been poured, conduit placed, and crushed rock leveled. And though there is no permit required, the City contacted Mr. Turner and let him know that there needed to be a storm water swale at the edge of the lot, and there needs to be landscaping along the fence line. Staff is waiting for some alternatives from Guardian with respect to the HVAC control system replacement. Bi-annual access card replacement is in process, and staff is now doing all the authority's FAA financial reporting.

B. COMMISSIONER COMMENTS

Commissioner Nuxoll reported that he discussed the issue of a URA with the County Assessor. Hangars are taxed as personal property.

Chairman McCann thanked Armstrong Engineering for their assistance in putting together the south side development policy. The layout plans are professional and reflect sound development practices.

C. MARKETING UPDATE

Doug Mattoon met with the Airport Friends several times. He's working on a brochure to be paid for by Valley Vision. There will also be a couple of fact sheets which will be available through the airport's website and hard copy. He is looking for grant money to help anchor tenants.

VII. EXECUTIVE SESSION

There being no further business to come before the board in regular session, Chairman McCann called for the Board to move into executive session at 6:35 pm in accordance with Idaho Code, Personnel Section 67-2345(1)(b).

The Board returned to regular session at 6:50 pm.

VIII. ADJOURNMENT

There being no further discussion to be conducted in regular session, Chairman McCann thanked those present, then adjourned the meeting at 6:55 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary