

Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting
Minutes of May 16, 2013

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, May 16, 2013 in the Airport Conference Room, 406 Burrell Avenue, Lewiston, Idaho.

I. CALL TO ORDER AND ROLL CALL

Chairman McCann was out of town, so Vice Chairman Martin called the meeting to order at 5:00 p.m. Commissioners present: Mike Martin, Pat Nuxoll, Verl Long and Chris Hayes.

II. CITIZEN COMMENTS

Vice Chairman Martin asked if there were anyone who would like to address the Board about items on or off the agenda.

Doug Black introduced Ed Hewitt, a friend and former aviator.

City of Lewiston Councilor Ged Randall re-introduced himself.

Wendy Fredrickson, Air Traffic Manager, thanked the Board, Friends, and citizens for their support over the last couple months. Tower services are no longer immediately in jeopardy of ceasing operations due to Federal sequestration. September 30th, however, represents the end of the fiscal year and the same problems could arise again.

III. MINUTES

Regular Meeting Minutes of April 17, 2013.

Commissioner Hayes moved to approve the regular meeting minutes of April 17th. Commissioner Long seconded the motion, and it passed unanimously.

IV. FINANCE

A. Vendor Payments

Airport Manager Turner summarized the accounts payable by noting vendor names and expenses 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, then summarized the Profit/Loss Statement, recapping those areas which were higher than expected and those that were lower.

Landing fees were down; space and facilities rents were up. There has been some savings in personnel costs due to changes in staff. Utility costs are also down. Commissioner Nuxoll then briefed on the balance sheet and cash flow situation as well as activity in the capital accounts. Commissioner Long moved to approve the financial report. Commissioner Nuxoll seconded the motion and it passed unanimously.

V. NEW BUSINESS

A. BRYDEN CANYON PROFESSIONAL CENTER/LEWISTON ORTHOPAEDIC ASSOCIATES

Vice Chairman Martin asked Mr. Turner for his staff report. Mr. Turner pointed out the background information associated with the proposal, then gave an overview of his meetings and conversations with representatives of Bryden Canyon Professional Center and the Lewiston Orthopaedic Center. He then summarized the report received from Chairman McCann concerning his discussions with Dick White of Ray J. White & Associates, in which an apparent consensus was reached at a fair market value of \$0.40 per square foot. The following discussion revolved around the length of a lease and the rate per square foot. Mr. Turner reminded commissioners of their grant assurance obligations to charge fair market value for non-aviation land. Commissioner Nuxoll moved to establish the rate at \$0.35 per square foot per year for not less than 25,000 square feet and not more than 33,000 square feet, with a lease term of 1 year and an option to renew for 24 additional years. Commissioner Long seconded the motion. Commissioner Hayes expressed concern over the amount and asked if there was a need to vote since Mr. White did not yet have the concurrence of his clients. Vice Chairman Martin called for a vote on the motion. The motion passed unanimously.

B. ATLAS SAND & ROCK LEASE PROPOSAL

Vice Chairman Martin asked Mr. Turner for his staff report. Mr. Turner referred to the memo associated with the Atlas Sand and Rock proposal and gave an overview of his meetings and conversations with Brad Hauser who was present. Mr. Turner reminded Commissioners that like the previous proposal, the land must be leased for fair market value. A brief discussion followed concerning the similarities and differences and how they might affect value. After reminding commissioners that the master plan may require relocation of the remainder of Southport Road at some point, Commissioner Hayes moved to establish a rate of \$0.065 per square foot per year for five years with an option to renew for two additional 5 year terms, each with the established rate increase of 12½% increase subject to FAA criteria. Commissioner Long seconded the motion, reminding the proposer of the need to have the land surveyed. Vice Chairman Martin called for a vote on the motion. It passed unanimously.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Vice Chairman Martin asked the Airport Manager for his report. Mr. Turner reviewed the contents of the Commissioners' agenda package. He summarized the status of the contract

tower program, then thanked the Board, Friends of the Airport, and all who wrote letters to the various congressional offices in support of the Board's position. Mr. Turner then noted that the contractor for the GSA/TSA project has been issued a notice to proceed. Work on the satellite parking facility would soon commence again. Samples and quotes are being solicited from contractors for terminal building carpeting. The contractor will need a public works contractor's license. The Authority's first Passenger Facility Charge application package has gone to the FAA. Mr. Turner then briefed on various staff activities, including the bi-annual access card replacement process, the budget, and airfield maintenance.

B. COMMISSIONER COMMENTS

Commissioner Martin reminded the Board of his expressed concern over the status of Dick Roberts' flight school. He summarized those portions of the airport rules and regulations, policies, and standards which he believes Mr. Roberts is in violation. He then recommended sending Mr. Roberts a letter directing him to cease commercial flight instruction activities immediately. After a brief discussion, the consensus of opinion appeared to favor Mr. Martin's recommendation. Mr. Turner will send a letter immediately.

Commissioner Nuxoll briefed on the status of budget development. He handed out a rough draft, then summarized the assumptions under which it was developed. He pointed out the significant programs, including the large Federal grant projects, a south side taxiway, carpet installation and upholstery, and pavement crack sealing. He's also recommending the City and County contribute to a marketing program to help find the job-creating development mandated by the EDA grants. There will be an Authority meeting at 2:00 on May 29th in the Brammer Building to discuss the budget one last time before the 3:00 joint meeting with the City Council and County Board on the same date, same place.

VIII. ADJOURNMENT

There being no further discussion to be conducted in regular session, Chairman McCann thanked those present, then adjourned the meeting at 7:55 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary