

Lewiston- Nez Perce County Regional Airport Authority
Regular Meeting Minutes

Airport Authority Conference Room—406 Burrell Ave
Lewiston, ID 83501

Tuesday, February 21, 2018 – 5:00 pm

I. CALL TO ORDER

Chairman McCann called the meeting to order at 5:00 p.m. Board members present included Commissioners Bill McCann, Jr., Verl Long and Tom Bennett.

Chairman McCann summarized recent events surrounding the Board's membership, then in light of his position as vice chair, offered to chair the meeting unless there were objections. There were none.

Commissioner Verl Long asked the Board to consider retaining Creason, Moore, and Dokken to represent the Authority. A discussion followed, centered on the original Request for Proposals (RFQ) processed by the Authority during its first months seven years ago. Commissioner Long then suggested the Board process a new RFQ before conducting any official business. Another discussion ensued concerning the effect of such an action on Authority business. Airport Manager Morgan expressed her concern over the suggestion, citing the tenants awaiting action on their leases, the effect on millions of dollars in grant funds, and Authority's ability to pay its bills. Commissioner Bennett stated he saw nothing on the agenda requiring legal services that would warrant delaying business, so he moved to process a new RFQ for legal services. Commissioner Long seconded the motion, and it passed unanimously. Commissioner Bennett then moved to call for a special meeting as early as ten days hence to speed the process up. Commissioner Long seconded the motion. Another discussion followed with Commissioner Long expressing concern that he needs an attorney to consult over legal matters. Chairman McCann called for a vote on the motion. It passed unanimously.

II. CITIZEN COMMENTS

Chairman McCann asked if there were anyone present who would like to address the board about items on or off the agenda.

City Councilor Ged Randall expressed his appreciation to the airport manager for the comprehensive discussion and tour with the City Manager.

Ron Lamb expressed concern to the board over the quality of the free WIFI on the first floor.

Jesse Heard addressed the Board, suggesting the city and county representatives need to pay more attention to the Authority since they are ultimately responsible for oversight of the airport.

Christine Lohman addressed the Board, stating that she'd asked questions of the County Board and had not received a response.

Steve Martin thanked Ms. Morgan for her accomplishments with respect to improving the airport's Part 139 compliance and moving forward on air service development.

Montie McCain stated he'd been around the airport for 50 years and there had been no improvements.

Martha Pierce expressed her appreciation to Ms. Morgan, stating the terminal building looks better and works better than it has in years.

Gary Peters expressed dissatisfaction with removing taxiway B from the tower's jurisdiction. He also feels the new operator and gate at entrance 29 is not operating properly.

John Evans advised the Board to focus on quality rather than speed in finding legal counsel.

Ron Lamb addressed the board again, this time on the issue of his lease, after which the board's consensus appeared to favor discussing the gift shop lease as an agenda item during the next meeting.

Dale Aldredge gave a brief history of the MAP Travel Company, then expressed his appreciation to the Board and staff over the years for the Authority's pro-business atmosphere and support.

III. MINUTES

Commissioner Long moved to approve the Regular Meeting Minutes of January 16, 2018. The motion was seconded by Commissioner Bennett, and it passed unanimously.

IV. FINANCE

A. Approving Vendor Payments

Airport Manager Morgan reviewed the month's vendor payments, noting those that were unusual or larger than normal. She responded to several questions

from Commissioner Long after which he moved to approve vendor payments. Commissioner Bennett seconded the motion, and it passed unanimously.

B. Financial Report Review

Airport Manager Morgan distributed copies of the financial report, then gave a verbal summary. She summarized the Profit/Loss Statement, comparing expenditures to date this fiscal year with that from last fiscal year. She then reviewed income and expenses, then the status of the Capital budget.

Commissioner Long moved to approve the financial report; Commissioner Bennett seconded the motion and it passed unanimously.

V. OLD BUSINESS

A. RESOLUTION 2018-06, CITY OF LEWISTON PARKS LEASE

Chairman McCann asked for the staff report. Airport Manager Morgan provided Commissioners the background on the lease, their original approval of a lease which was then forwarded to the City for their approval. The City Attorney made some changes, including the automatic renewal provision because of the City's prohibition of entering into agreements encumbering future Councils. She also informed the Board that the City may not renew its lease on the park land on Bryden Avenue. The resolution under consideration repeals the previously mentioned resolution and approves the new lease. Commissioner Bennett moved to approve Resolution 2018-06. Commissioner Long seconded the motion, and it passed unanimously.

B. RESOLUTION 2018-07, CITY OF LEWISTON GOLF COURSE LEASE

Chairman McCann asked for the staff report. Airport Manager Morgan provided Commissioners the background on the lease. Like the parks leases, their original approval of a lease was forwarded to the City for their approval and modified by the City Attorney to include the automatic renewal provision because of the City's prohibition of entering into agreements that encumbered future Councils. The resolution under consideration repeals the previously mentioned resolution and approves the new lease. Commissioner Bennett moved to approve Resolution 2018-07. Commissioner Long seconded the motion, and it passed unanimously.

C. RESOLUTION 2018-08, LOHMAN HELICOPTERS

Airport Manager Morgan introduced the resolution, thanking the Lohmans and the respective attorneys for helping reach a negotiated agreement. The resolution approves a lease amendment which allows the Lohman's to continue operating out of their hangar should their efforts to obtain an FAA approved Repair Station fail. The

agreement also provides the Lohman's procedures for aircraft takeoffs and landings in areas other than the taxi lanes immediately adjacent to their hangar. Commissioner Bennett moved to approve resolution 2018-08. Commissioner Long seconded the motion, and it passed unanimously.

VI. NEW BUSINESS

A. RESOLUTION 2018-09, CARLTON/RADTKE LEASE ADDENDUM

Chairman McCann asked for the staff report. Airport Manager Morgan informed the Board that Mr. Carlton and Radke's lease was expiring. The terms of the lease, however, included an option to renew the existing lease for a 10 year term. The lessees provided notice in writing. The Resolution before the board approved a lease addendum providing for the renewal. Chairman McCann advised the Board he would abstain from voting in light of his business relationship with the lessee. Commissioner Long moved to approve Resolution 2018-09. Commissioner Bennett seconded the motion, and it passed unanimously.

B. RESOLUTION 2018-10, NUXOLL BUILDERS LEASE ADDENDUM

Airport Manager Morgan informed the Board that like the previous action, Nuxoll Builders lease was expiring. The terms of the lease, included an option to renew the existing lease for a 10 year term. The lessees provided notice in writing. The Resolution before the board approved a lease addendum providing for the renewal. Commissioner Long moved to approve Resolution 2018-10. Commissioner Bennett seconded the motion, and it passed unanimously.

C. RESOLUTION 2018-11, GUSTIN AVIATION LEASE ADDENDUM

Airport Manager Morgan informed the Board that Gustin Aviation's lease was expiring. The family had asked for an extension to the existing lease. In accordance with the Board's consensus during previous discussions, the resolution before the board approved a lease addendum providing for the extension. Chairman McCann advised the Board he would abstain from voting in light of his business relationship with the lessee. Commissioner Long moved to approve Resolution 2018-11. Commissioner Bennett seconded the motion, and it passed unanimously.

D. RESOLUTION 2018-12, T-O ENGINEERS WORK ORDER 18-02

Chairman McCann asked Airport Manager Morgan to provide some background information on the resolution. She reminded the Board of the FAA's concern over the Runway 12-30 project schedule and its resultant delay. Rather than miss out on the discretionary funding opportunity, she asked the FAA if the

taxiway lighting project scheduled for FY 2019 could be moved forward to 2018 while the details of the Runway 12-30 geometries were ironed out. The Scope of work approved by the resolution would allow T-O Engineering to begin work, contingent upon FAA's approval of the fee schedule. An independent fee estimate has been requested. The Airport Manager also pointed out that the project would also include minor other similar work items including relocation of the main wind sock apparatus and its associated segmented circle and traffic pattern indicators. The spin-off benefit of this would be removing the tetrahedron from blocking the aerial view of the circle and indicators, thus saving the tetrahedron. Commissioner Long moved to approve Resolution 2018-12, approving the engineering scope of work contingent upon FAA concurrence. Commissioner Bennet seconded the motion, and it passed unanimously.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Airport Manager Morgan briefed the board on the status of projects and programs. She pointed out the two associated reports, summarized the changes and then reviewed some of the more significant monthly accomplishments.

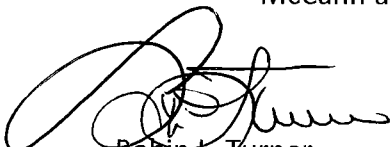
The airport manager then provided a power point briefing. Included in the briefing were the services the airport provides the region, a general overview of the facilities and existing air services, followed by a summary of the airport's economic impact on the region. She also addressed some of the myths surrounding the runway system and its capabilities.

B. COMMISSIONER COMMENTS

There were none.

VIII. ADJOURNMENT

After reminding the board of the next meeting scheduled for March 21st, Chairman McCann adjourned the meeting at 6:55 pm.


Robin L. Turner
Recording Secretary