

Lewiston- Nez Perce County Regional Airport Authority
Special Session Meeting Minutes

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

Wednesday, June 1, 2018 – 5:00 pm



I. CALL TO ORDER

In the absence of a chairperson, Airport Manager Stephanie Morgan called the meeting to order at 12:00 pm.

II. INVOCATION

Commissioner Joe Gish provided an invocation.

III. PLEDGE OF ALLEGIANCE

Commissioner Deb Smith led the Board in the Pledge of Allegiance.

IV. ROLL CALL

Commissioners present: Deb Smith, Jim Bennett, Tony Maiorana, and Joe Gish

V. OATH OF OFFICE

Airport Manager Morgan administered the Oath of Office.

VI. ELECTION OF OFFICERS

Airport Manager Morgan called for nominations for the office of Chair. Commissioner Smith nominated Commissioner Bennett as a temporary chair until the fifth Board seat is filled. Commissioner Bennett nominated Joe Gish for temporary chair. Commissioner Gish nominated Tony Maiorana. A brief discussion followed, after which Commissioner Maiorana was elected chair pro-tem by unanimous acclimation.

Commissioner Smith moved to delay selection of the remaining offices until someone is selected to fill the vacant Board seat. The motion was seconded by Commissioner Gish and passed unanimously.

Chair Pro-tem Maiorana asked the Board their suggestion with respect to the selection of the remaining officer positions. Commissioner Smith moved to delay action on the remaining offices until someone is selected to fill the vacant Board seat. The motion was seconded by Commissioner Gish. A brief discussion followed concerning the need to open the consideration to the public as well as those who'd applied for the previous

open positions. Consensus appeared to favor filling the position by the end of the month. Chair Pro-tem called for a vote on the motion; it passed unanimously. Another discussion concerned the process of selection which appeared to create the consensus of collecting applications until June 15th with Board selection to follow in a Special Session on June 22, 2018.

Chair pro-tem Maiorana called for volunteers to serve as checking account signatories. Commissioners Smith and Gish volunteered. Commissioner Smith moved to designate Chair Pro-tem Maiorana and Commissioner Gish as account signatories. Commissioner Bennet seconded the motion, and it passed unanimously.

VII. CITIZEN INPUT

Nez Perce County Commissioner Doug Havens reminded Board members that time was of the essence and that the Board can do anything with four members that they can do with five.

City Manager Alan Nygaard voice the same concern, citing his request for the Airport Manager to attend the City of budget session.

Chris Clemens urged the Board exercise caution in selecting its fifth member, suggesting they use what time they needed to find the right fit. He also urged the Board to use its professional airport manager to her full potential and let her run the airport and its operational and financial affairs under the policy guidance of the Board.

VIII. WORK SESSION

A. DRAFT BUDGET

Airport Manager Morgan reviewed the draft operating budget. She pointed out the highlights, including those areas such as part-time hours she'd reduced, after which she explained those areas she'd had to increase. Examples included the increase in costs associated with the new Airport Operations Building. Commissioner Gish expressed frustration that the Joint Powers Agreement charged the Board with preparing the budget with deadlines and yet there was not time for the Board to do so properly. He then suggested that future draft budget documents be watermarked as draft. Commissioner Bennett agreed and suggested dates be added to differentiate a first draft from a second and so forth. Commissioner Smith explained she was very comfortable and accustomed to an organization's CEO preparing the budget for a board to act upon. Commissioner Gish expressed a desire to increase the resources allocated to marketing. Commissioner Smith suggested working with other economic development agencies. Commissioner Bennett agreed, noting that air service development was of paramount importance. Commissioner Gish expressed a desire to take a "go" at Horizon again. Airport Manager Morgan then reviewed the capital budget. Commissioner Gish is of the

opinion that taxiways need to be widened to better accommodate the Q400 aircraft. Ms. Morgan advised the Board she would have a representative from T-O Engineers at the next meeting to brief the Board on the upcoming projects, after which Commissioner Gish stated he wanted to review the bid specifications and documents.

B. BOARD REFERENCE REVIEW

Airport Manager Morgan pointed out the so-named binder in the Board Package, briefly explaining its contents, including a locally produced guide to airport issues for elected and appointed officials, relevant public laws, FAA grant assurances, and Board policies which staff administers. She emphasized the importance of Board members becoming familiar with the contents.

C. STANDING COMMITTEES

Ms. Morgan introduced the concept of standing committees, suggesting that they created a method of communications and collaboration. Commissioner Deb Smith recommended the Board move to implement the concept. She then asked about the Friends of the Airport, if they were a standing committee or other group officially recognized by the Board. She also asked if they were formalized or had by-laws or rules under which they operated. Commissioner Bennett explained they were not an official arm of the Authority, nor did they have any operating rules or standing with the Board. Commissioner Gish expressed a desire to see Air Service Development as a top priority.

D. AIR SERVICE DEVELOPMENT

Airport Manager Morgan provided background information on the Air Service Development (ASC) program, explaining that the topic had been one of two of the previous Board's consistent priorities from the time she interviewed. She then explained the purpose of the ASD Strategic Plan and how it related to Horizon's situation and the future of SkyWest. She also explained how HubPoint Strategies came to have a business relationship with the Authority, then briefly talked of the next steps and asked if there was need for any discussion about changing consultants. HubPoint has an excellent reputation, and they have proven themselves professionally in their analysis and action to date. Consensus favored continuing the relationship with HubPoint. Chair Pro-tem Maiorana stated his preference to begin discussions soon. Commissioner Gish expressed a desire to conduct an executive session.

E. EXPECTATIONS

Airport Manager Morgan asked if the Board would like to discuss any expectations they have of beyond those expressed by individual Board members. Commissioner

Bennett reemphasized the importance of moving on with the Strategic Plan and the concept of transparency.

F. LEGAL SERVICES

Airport Manager Morgan provided background on the efforts to date toward finding adequate representation. A Request for Qualifications had been sent out to 40 legal firms in the region. Only one response was received. The previous Board had then been in the position to solicit representation. Jennifer Douglass came highly recommended with her experience in municipal law. Commissioner Smith moved to invite Ms. Douglass for an interview. Commissioner Bennett seconded the motion and it passed unanimously.

XI. CITIZEN'S INPUT

Chair Pro-tem Maiorana asked if there were any additional citizen input.

Pat Nuxoll complimented Airport Manager Morgan on her progress implementing and correcting problems associated with the Airport Certification Program. He also spoke highly of her efforts in air service development. He encouraged the Board to rein in the unofficial delegations sent to various airlines to make independent "pitches", and instead, suggested the Board use HubPoint. He offered to help with the budgeting process and suggested there may be some information missing with respect to the Peters lease intent.

Gary Peters informed the board of his passion for aviation and that his lease is only meant to help the airport grow. He also recommended the Board hit Horizon hard in its ASD efforts.

Gale Wilson spoke, encouraging collaboration between HubPoint and organizations such as Valley Vision. He also encouraged the Board to be transparent with its market strategy.

County Commissioner Havens reemphasized the need for legal counsel. It is not only prudent, it's required by the JPA. He also advised the Board to budget funds to cover legal services in the next fiscal year.

XII. COMMISSIONER COMMENTS

Commissioner Smith asked for clarification concerning the fifth seat selection process, recommending that everyone from the City and County lists be invited to apply again. She also suggested the application process be placed in the newspaper, the airport's website, and Facebook. Commissioner Gish moved to change the application window to close June 15th. Commissioner Bennett seconded the motion, and it passed unanimously.

IX. ADJOURNMENT

Chair-pro tem asked for a motion to adjourn. Commissioner Smith so moved;
Commissioner Gish seconded the motion and it passed unanimously at 2:30 pm.

Robin L. Turner
Recording Secretary