**Lewiston-Nez Perce County Regional Airport Authority**

Airport Authority Conference Room

Airport Terminal Building, Third Floor

406 Burrell Avenue

Lewiston, ID 83501

**Revised Regular Session Minutes**

**4:00 p.m., Wednesday, August 15, 2018**

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1. **CALL TO ORDER**

Chair Pro-tem Jim Bennett called the meeting to order at 4:00 pm.

1. **PLEDGE OF ALLEGIANCE**

Chair Pro-tem Bennett led the Board in the Pledge.

1. **ROLL CALL**

Members Present: Jim Bennett, Debra Smith, Joe Gish, Chris Clemens

1. **AGENDA ITEM ADDITIONS AND/OR DELETIONS**

Noting differences between the original and revised agenda, Chairman Pro-tem Bennett suggested a motion to amend. Commissioner Smith so moved; Commissioner Clemens seconded the motion, and it passed unanimously.

1. **PRESENTATIONS, COMMUNICATIONS, & CORRESPONDENCE**
2. DAVE MITCHELL, T-O ENGINEERING, POWERPOINT PRESENTATION

Chair Pro-tem Bennett introduced Dave Mitchell of T-O Engineering who provided a brief introduction to his firm and an overview briefing of the AIP and PFC programs. He then briefed the Board on project status, including the Airport Operations Building (AOB) which is approximately 55% complete. The Aircraft Rescue & Firefighting vehicle is under construction. However, since the new equipment will not fit into the existing building, delivery may be delayed until the AOB is finished. He then recapped the taxiway lighting project (including vault relocation) and the runway 12-30 reconstruction project. The runway must be reconstructed and reconfigured to current safety standards. But because the FAA considers it a secondary runway, their financial participation is limited, hence the need to decrease the width and length.

1. **FINANCE**
2. ACTION ITEM: APPROVAL OF VENDOR PAYMENTS

Chair Pro-tem Bennett asked for the financial report. Airport Manager Morgan provided the background information, then summarized the status of the operating and capital budget. There was a brief discussion concerning the format and there appeared to be a consensus that the Board would like to see a report which summarizes expenditures by line item with a comparison of budgeted amounts, expenditures with related percentages. Recognizing that the current software program won’t accommodate this need, Chris Clemens will summarize the needs so that staff can begin the process of moving in that direction.

1. DISCUSSION: FINANCIAL REPORT REVIEW

After reviewing the accounts payable, Commissioner Smith moved to pay the bills. Commissioner Clemens seconded the motion, and it passed unanimously.

1. **OLD BUSINESS**
2. ACTION ITEM: RESOLUTION 2018-17, ENTITLEMENT FUND EXCHANGE

Smith moved to approve Resolution 2018-17. Commissioner Clemens seconded the motion. Commissioner Gish asked to delay the vote until accounting procedures were specified. A lengthy discussion clarified that accounting procedures wouldn’t change because the exchange simply results in a larger grant offered by the FAA. Chair Pro-tem called for a vote on the motion; it passed unanimously.

1. ACTION ITEM: RESOLUTION 2018-18, GRANT 3-16-0022-040-2042

Commissioner Clemens moved to approve Resolution 2018-18. Commissioner Smith seconded the motion, and it passed unanimously.

1. ACTION ITEM: Limiting Public Commentary to agenda items

After Chair Pro-tem Bennett introduced the resolution, Commissioner Clemens moved to move item VII C to item 9F. Commissioner Smith seconded the motion, and it passed unanimously.

1. **ADJOURNMENT TO EXECUTIVE SESSION**

Commissioner Clemens moved to adjourn to executive session in accordance with the following sections of Idaho Code:

1. Section 74-206. (e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
2. Section 74-206(b),  To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student
3. Section 74-206(b),  To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student

Commissioner Smith seconded the motion, and it passed unanimously with Commissioners Gish, Bennett, Clemens, and Smith voting aye.

1. **RETURN TO OPEN SESSION**

The Board returned to open session at 8:15 pm.

Chair Pro-tem Bennet moved to reinstate former employee Denise Gustin, authorize $6,529.20 in back pay, and accept her resignation. Commissioner Clemens seconded the motion, and it passed unanimously.

1. **NEW BUSINESS**

Commissioner Smith moved to adjourn the meeting. Commissioner Clemens seconded the motion. After a brief discussion about the need to approve the FY 2019 budget, Commissioners Smith and Clemens withdrew their adjournment motions.

1. ACTION ITEM: Approval of FY 2019 Budget

Commissioner Smith moved to approve the budget. Commissioner Clemens seconded the motion after which Commissioner Gish stated he had not seen the budget. He then stated that during the August 2, 2018 meeting the Board agreed to needing the Budget spread out by month. Commissioner Bennett reminded Commissioner Gish he had not been present at that meeting. Commissioner Clemens reminded Commissioner Gish that the current accounting software could not produce such a document. Chair Pro-tem Bennett called for the question. The motion passed with Commissioners Bennett, Smith, and Clemens voting aye; Commissioner Gish voted nay.

1. **ADJOURNMENT**

Commissioner Smith moved to adjourn the meeting. Commissioner Clemens seconded the motion, and it passed with Commissioners Bennett, Smith, and Clemens voting aye; Commissioner Gish abstained.