

**LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT AUTHORITY BOARD
MINUTES**

DATE: January 30, 2019
TIME: 3:00 p.m.
PLACE: Airport Authority Conference Room
Airport Terminal Building, Second Floor
406 Burrell Avenue
Lewiston, ID 83501

CALL TO ORDER

- Chairman Bennet called the meeting to order at 3:02.

PLEDGE OF ALLEGIANCE

ROLL CALL

- All members present

CHANGES TO THE AGENDA

- 1) Bennett requested citizen comments be moved after the presentations.
 - a) Clemens moved to amend the agenda to place citizen comments after the presentations.
Miles second. Motion carried 5-0.

PRESENTATIONS

- 1) Runway 12/30 – 30 % Drawing Update (Dave Mitchell and Chris Clemens)
- 2) 139 Inspection Review (Chris Clemens)
- 3) ARFF Update and Transition to New ARFF Building (Travis Myklebust and Chris Clemens)
- 4) Airport Security Update (police department outreach, driver training, badge application and re-badging efforts)
- 5) ProDIGIQ System for Lease Management and Airport Management (Chris Clemens)
- 6) Website Update (Chris Clemens)
- 7) Management Agreement between City of Lewiston and Lewiston-Nez Perce County Regional Airport Authority Board (City Manager Alan Nygaard)

CITIZEN INPUT

- Eric Peterson
- Jon Bradberry
- Chris Hayes
- Rhonda Shaffer
- James Spencer
- Zeke Ulrey
- Todd Snarr

ACTION ITEMS

OLD BUSINESS

- 1) Consideration and Decision of the Minutes of the Airport Authority Board's Meeting of December 19, 2019.
 - a. Smith moved to approve the minutes. Peters seconded. Motion carried 4-0 with Clemens abstaining.
- 2) Review of the December Balance Sheet.
- 3) Review of the Profit and Loss Report.
- 4) Review of the Aging Reports.
 - a. Clemens moved to approve the balance sheet, profit & loss statement and the aging reports. Peters seconded. The motion carried 5-0.
- 5) Consideration and Decision of Resolution No. 2018-31. A Resolution for consent to lease assignment from Sally Inman to Mark and Susan Peterson.
 - a. Miles moved to approve Resolution No. 2018-31. Peters seconded. Motion carried 5-0.

NEW BUSINESS

- 1) Consideration and Decision of Resolution No. 2019-01. A Resolution modifying the 10/24/2018 Fee Policy to include rates for passenger car parking, include fees for lease assignments, allow for adjustment of Air Terminal Building rent when major changes to scheduled commercial service occur, and disallow offsite car rental business.
 - a. Clemens moved to approve Resolution No. 2019-01. Peters seconded. Bennett called for discussion. Clemens stated that he wanted to offer a stimulus to airport tenants due to the loss of Alaska Airlines, but limit it to 6 months. He also stated that offsite car rental was hurting our onsite car rental tenants, and since they paid to be onsite Enterprise should not be able to advertise as being onsite.
 - i. Bennett called for vote. Motion carried 5-0.
- 2) Consideration and Decision of Resolution No. 2019-02. A Resolution to extend Sunshine Disposal's lease to March 1, 2019.
 - a. Clemens moved to approved Resolution No. 2019-02. Miles seconded. Bennett called for discussion. Clemens said that the airport needs to work on a new standard lease agreement to ensure compliance with FAA regulations and therefore the airport is offering a temporary lease extension to Sunshine Disposal while he works on a new standard lease agreement.
 - i. Bennett called for vote. Motion carried 5-0.
- 3) Consideration and Decision of Resolution No. 2019-03. A Resolution of the Social Media Use Policy for the Lewiston-Nez Perce County Regional Airport.
 - a. Peters moved to approve Resolution No. 2019-03. Miles seconded. Bennett called for discussion. Clemens stated that the board had already reviewed this document.
 - i. Bennett called for vote. Motion carried 5-0.

- 4) Consideration and Decision of Resolution No. 2019-04. A Resolution of the Vehicle Use Policy for the Lewiston-Nez Perce County Regional Airport.
 - a. Clemens moved to approve Resolution No. 2019-04. Peters seconded. Bennett called for discussion. Clemens stated that the board had already reviewed this document.
 - i. Bennett called for vote. Motion carried 5-0.

- 5) Consideration and Decision of Resolution No. 2019-05. A Resolution Setting an Hourly Fee for use of the Second Floor Meeting Room.
 - a. Smith moved to table resolution 2019-05. Miles seconded. Bennett called for discussion. Clemens stated the public has been using the second-floor space for free, and often times the airport isn't aware of when it is being used. He stated that the airport is now locking the door so that the public can't have unfettered access. Without a liability release or rental agreement, he felt it exposed the airport to numerous liabilities. Smith voiced concerns of the proposed hourly rate being too high. Smith also suggested additional legal review regarding alcohol use. She also wanted to research rental rates for comparable spaces.
 - i. Bennett called for vote. Motion carried 5-0.

- 6) Consideration and Decision to request TSA approval to adjust the queue to direct traffic toward the coffee shop.
 - a. Bennett said that a motion was not required for this. Clemens stated that Ron Lamb, DBA Kafe America, requested the queue be reconfigured so as to orient traffic towards his business. Bennett requested Clemens talk to TSA and to request that Mr. Lamb honor his lease obligations which require him to be open for the morning flight.

- 7) Consideration and Decision to request additional funds from Nez Perce County and the City of Lewiston for unexpected expenditures for which there is no budget.
 - 1) \$6,300 - IT Work
 - 2) \$10,000 – ALP Modifications
 - 3) \$6,000 – Paint and Markings on TWY D
 - 4) \$20,000 – Paid Parking Rollout
 - 5) \$1,000 - Airport Security Coordinator Training
 1. Bennett requested Clemens describe the nature of the requests. Clemens said the IT work was ordered to secure the previous manager and assistant manager computers but also to make numerous external hard drive copies. Clemens said the ALP modifications are necessary because taxiway D has been restriped and doesn't conform to what the FAA had approved on the ALP. He said the paint and marking request was to fix the striping on taxiway D. The paid parking rollout was to cover the cost of restriping the parking lot, purchasing all new signs and purchasing the parking meter. The airport security coordinator was to cover the cost of the training and testing required by TSA.

Miles asked if money could be transferred from elsewhere. Clemens said he hadn't explored that option because the budget was generally very

tight. Bennett directed Clemens to exceed the budget when necessary and offered that the authority could reconcile with the city or county nearer the end of the fiscal year. Miles agreed. Clemens stated he would not knowingly grossly exceed a budgeted line item without a plan to cover the expense. Peters said that he was not in favor of paid parking at this time. Miles and Smith agreed. Clemens reminded them that the board had approved paid parking in a previous agenda item. The board requested that Clemens approach the city and county for the additional funds as described, but not to include a request for funding paid parking. No vote was taken.

- 8) Consideration and Decision to draft a Request for Qualification (RFQ) for legal services.
 - a. Peters moved to draft a RFQ for legal services. Clemens seconded. Bennett called for discussion. Peters said that he felt the board needed an attorney with a strong background in aviation. Attorney Radakovich disagreed, stating that his counsel has been limited to general counsel and that aviation attorneys could be utilized when necessary. Clemens stated that he had been in contact with an aviation attorney in Washington DC, but that so far, the need for an aviation attorney had been unnecessary. Clemens stated that he was utilizing an attorney in Moscow, ID for matters concerning leases.
 - i. Bennet called for a vote. Motion carried 5-0.
- 9) Consideration and Decision to draft a Request for Qualifications (RFQ) for airport security/ARFF consultants.
 - a. Peters moved to draft a RFQ for airport security, airport management and ARFF services. Smith seconded. Bennet called for discussion. Peters said lots of airport use outside contractors for ARFF and security. Clemens said the agenda item was to draft a RFQ for security and ARFF consultants, not for security services, ARFF employees and airport management. Bennett suggested modifying the agenda. Smith agreed. Clemens said that a RFQ for *consultants* was completely different than a RFQ for security, management and ARFF *services*. Discussion ensued about what the board was voting for. Clemens said he was confused because the motion did not match the agenda.
 - i. Bennet called for a vote. Motion carried 4-1 with Clemens voting Nay.
- 10) Consideration and Discussion on the Airport Management Proposal provided by the City of Lewiston.
 - a. Smith moved to amend the agenda to add a motion to support Nez Perce Counties invitation to participate in mediation between the City of Lewiston, Nez Perce County and Lewiston-Nez Perce County Regional Airport. Peters seconded.
 - i. Bennett called for a vote. Motion Carried 5-0.
- 11) Consideration and Decision to Support Nez Perce Counties Offer to Mediate (added via amendment to the agenda).
 - a. Smith moved to approve a motion of support. Peters seconded. Motion carried 5-0.

- a. Smith moved to amend the agenda to add a motion to support Nez Perce Counties invitation to participate in mediation between the City of Lewiston, Nez Perce County and Lewiston-Nez Perce County Regional Airport. Peters seconded.
 - i. Bennett called for a vote. Motion Carried 5-0.
- 11) Consideration and Decision to Support Nez Perce Counties Offer to Mediate (added via amendment to the agenda).
 - a. Smith moved to approve a motion of support. Peters seconded. Motion carried 5-0.
- 12) Attorney Radakovich requested the board add an agenda item authorizing him to respond to public records requests (PRR) when requested.
 - a. Smith moved to amend the agenda to add a motion authorizing Radakovich to respond to PRR when requested. Peters seconded. Motion carried 5-0.
- 13) Consideration and Decision to Authorize the Board Attorney to Respond to Public Records Requests When Requested.
 - a. Smith moved to approve the motion. Peters Seconded. Motion carried 5-0.

EXECUTIVE SESSION

- 1) 74-206(i) - To engage in communication with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.
- 2) 74-206(f) – Pending litigation or litigation likely to be filed.
 - a. Smith moved to enter into executive Session. Peters seconded. Role call vote: Smith-aye, Clemens-aye, Miles-aye, Peters-aye, Bennett-aye. The board entered executive session at 18:40 and exited executive session at 20:25.

RETURN TO OPEN SESSIONB

Bennett adjourned the meeting at 20:26.

Any person needing special accommodations to participate in the above noticed meeting should contact the Airport Office prior to the meeting at 406 Burrell Ave., Lewiston, ID 83501- 208-746-4471.

Attest: 
Board Secretary/Treasurer