

LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT  
Authority Board Meeting -

Airport Authority Conference Room  
Airport Terminal Building, Second Floor  
406 Burrell Avenue  
Lewiston, ID 83501



*Board Member: Jim Bennett, Deb Smith, Chris Clemens, Gary Peters, Mandy Miles*

**Minutes**  
**February 20, 2019 – 3:00 pm**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

- Chairman Bennet led the board in the Pledge.

**ROLL CALL**

- All Members Present including Counsel Danny Radakovich.

**COMMENTS FROM COUNSEL DANNY RADAKOVICH**

- Danny noted that an envelope was delivered to the board table by Deann Scrabeck and it appeared to be a torte claim from Joe Gish. In the presence of everyone at the board table and in the room, he advised Deann Scrabeck that he is not acknowledging proper service.
- Danny shared with the meeting that in a previous meeting the board made an Open Meeting error, by amending the agenda with two non-emergency items. Per Idaho code the board can self-cure this violation by voiding these amended actions.
  - Action to authorize Danny Radakovich to address all public record requests.
  - Action directing airport manager to accept request from Nez Perce County to attend mediation of the proposed management offer.
    - Deb Smith moved to void both actions. Seconded by Gary Peters.  
Motion carried 5-0

## **PRESENTATIONS**

- 1) FY2018 vs. FY2017 Passenger Enplanements (Chris Clemens)
- 2) Winter Operations – Challenges and Overview (Chris Clemens)
- 3) NOTAM Manager (Tyler Turner) Deferred at this meeting.

## **CITIZEN INPUT**

- Ralph Stout
- Doug Black
- Chris Hayes
- James Spencer
- Mark Heuett
- Todd Snarr
- Danny Radakovich

## **ACTION ITEMS**

## **OLD BUSINESS**

- 1) Consideration and Decision of Resolution No. 2019-05. A Resolution setting an hourly fee for the use of the Second Floor Meeting Room.
  - a. Gary Peters moved to table this resolution and propose a work session to insure fees and rental documents meet airport and renter needs. Mandy Miles seconded. Motion carried 4-0, with Chris Clemens abstaining.
- 2) Consideration and Decision of the Minutes of the Airport Authority Board's Meeting of January 30<sup>th</sup> and February 12<sup>th</sup> 2019.
  - a. Mandy Miles moved to approve the minutes. Gary Peters seconded. Motion carried 4-0 with Chris Clemens abstaining.
- 3) Review of the January balance sheet, Profit & Loss and aging reports.
  - a. Deb Smith moved to approve the balance sheets, profit & loss statements and aging reports. Gary Peters seconded. Motion carried 4-0 with Chris Clemens abstaining.

- 4) Consideration and Decision to request additional funds from Nez Perce County and City of Lewiston for unexpected expenditures that there is no budget.
  - a. Chris Clemens reports to the board that he reached out to the City and was placed on their meeting agenda to hear his request. Nez Perce county also was contacted and they declined his request to meet and hear proposal. Chris Clemens and Mandy Miles met regarding the paid parking rollout. Mandy states he feels it is time for Lewiston airport to start charging for parking and start collecting revenue. Chris Clemens states the proposed revenue would be approx. \$20,000.00. He also reminded the board that the FAA's grant applications state the airports will avail themselves of any income revenues. Jim Bennett stated that the airport parking fees have been approved in the latest version of the rate and fee policies. Danny Radakovich clarified that the agenda item is only asking for additional funds from the City and County.
    - i. Mandy Miles moved that the board include the \$20,000.00 item in the request to City and County additional funds. Gary Peters seconded. Motion carried 3-1, with Chris Clemens abstaining.

#### **NEW BUSINESS**

- 1) Consideration and Decision to issue a Request for Qualifications (RFQ) for legal services.
  - a. Gary Peters moved that the board approve the document presented and issue the request. Mandy Miles seconded. Motion carried 4-0, with Chris Clemens abstaining.
- 2) Consideration and Decision to issue a Request for Qualifications (RFQ) for Airport security consultant and ARFF consultant.
  - a. Documents presented need the cover page modified to include CONSULTANT for both fields. Additional discussion regarding need for a RFQ for management consulting and board asked that this be put on a future agenda.
    - Motion by Gary Peters to approve the RFQ documents presented with the correction to the cover sheets and issue the request. Mandy Miles seconded. Motion carried 4-0, with Chris Clemens abstaining.

- 3) Consideration and Decision to request additional funds from Nez Perce County and the City of Lewiston to purchase ProDIGIQ.
  - a. This proposal offered has two options. One is an airport lease management program and the second is a part 139 self-inspection airfield management program. They can be purchased together or separate. The 139 self-inspection part includes laptop options, that can be mounted in the service vehicles. This program will then identify all airfield assets and when a discrepancy is discovered in the field, it can be noted which generates a workorder and management can monitor corrections. The revenue/lease component will identify all leases locations, owners and billing information. This would save the airport labor and help insure leases are current. Cost is a onetime payment of \$23,000 and in years one thru five a \$800 annual cost. There is no item in our current budget but a budget adjustment could be requested to cover this expense.. Discussion about if the Manager can purchase this program without the board's action. Chris Clemens clarified by reading the authority board regulations states the airport manager can approve a purchase of \$5,000 to \$25,000 with phone quotes.
    - Motion from Mandy Miles, to request additional funds from Nez Perce County and City of Lewiston to purchase the ProDigiq program. Seconded by Gary Peters. Motion carried 4-0, with Chris Clemens abstaining.
- 4) Consideration and Discussion of Development Policy
  - a. Chris Clemens explains he wanted to get this document into the Board Members hands to insure the Airport Manager has the tools available when approached and when addressing development processes.
- 5) Consideration and Discussion of Lease Policy Review.
  - a. Chris Clemens explained he wanted to get this document into the Board Members hands to help the Airport Manager deal with leasing issues. He also shared that there is a standard lease document being created by Landeck Forseth Luna attorneys.
- 6) Consideration and Decision to Recommend to the City of Lewiston and Nez Perce County to modify the Joint Powers Agreement to remove the requirement to have legal counsel present at all meetings.
  - a. Discussion from all Commissioners regarding costs to the airport for these legal services, concerns of board's needed counsel during meetings and to the City and County expense to adjust the Joint Powers Agreement.
    - i. Motion from Mandy Miles to reach out to the City of Lewiston and Nez Perce county to remove the requirement to have legal counsel present at all meetings from the Joint Powers Agreement. Gary Peters seconded. Motion carried 3-1, with Chris Clemens abstaining.

- 7) Consideration and Decision to Recommend to the City of Lewiston and Nez Perce County to modify the Joint Powers Agreement to remove language that authorizes the airport authority board to hire and fire airport employees other than the manager.
- a. Clarification from Chairman Jim Bennett that this item needs to be addressed due to the December action granting Chris Clemens a temporary leave of absence from the Authority Board and to hire him as interim manager for \$2400 per week. With that action the county filed a demur stating that this action would reflect a conflict of interest if Chris Clemens remained on the board and also was paid for the management position. The compromise that was reached, was that Chris Clemens decided to retain his position on the board and volunteer his time as interim manager. Chairman Bennett states that volunteering for this long of a time is not attainable and to insure stability in the office as well as showing TSA and FAA stability a change must be made. Gary Peters stated that knowing this is an interim position, and that the goal is to hire a professional manager, he agreed with Chairman Bennett. He also states the importance of paying Chris Clemens for his work and to have him resign from his board position, allowing them to fill the fifth board position. Gary states he is also not in favor of the amount of salary offered but would be willing to negotiate. Commissioner Deb Smith stated she is concerned about the stability of the airport. And that it's up to Chris to determine if stepping off the board is best, she would support his choices. Chris asked for a moment to clarify a couple points. Number one, it has been alleged that Chris promised at a City council meeting that he would not vote on any board issue. He clarified he said he would not vote on any issue that involved the manager issues considering it could be a conflict on interest. Also clarifying the salary offered in December was not a wage but a contract to his company. Where he would be responsible for all of his own taxes, expenses and benefits. If the board wants him on the payroll or if the board wants him paid through his company he would look at either option. Counsel Radakovich stated that he has the contract they offered Chris in December and if anyone wanted to see it they could contact him. He also explained his opinion of the laws that have been presented creating a conflict of interest. Mandy Miles asked if Chris's wishes were to resign from the board or to take the interim manager? Jim Bennett and Gary Peters asked Chris what time frame he was asking about in regards to a limit in the Interim manager position. Chris responded he would entertain any option the board had to offer. An emergency/special meeting was planned for Friday March 22<sup>nd</sup>. All commissioners stated they could be available if not in person by phone.
    - i. Mandy Miles made a motion to table this item until the board can meet in emergency/special meeting Friday March 22<sup>nd</sup>. Gary Peters seconded. Motion carried 4-0 with Chris Clemens abstaining.

- 8) Executive session, per Idaho code 74-206(b) to consider the evaluation, dismissal or disciplining of, or to hear complains or charges brought against, a public officer, employee, staff member or individual agent, or public school student;
  - a. Chairman Bennett clarified that this does not involve the manager or airport board attorney.
    - i. Motion made by Mandy Miles, that the board enter into executive session. Gary Peters seconded.
      1. Discussion: Chairman Jim Bennett stated he could not support this motion. Because this was a motion brought to consider airport complaints brought against an airport employee. He states this responsibility was granted to the airport manager by the board in a 2011 resolution. Gary Peters stated the Airport does not have a manager. Jim Bennett clarified that Chris Clemens in the acting interim manager. Mandy Miles stated that there is no documents stating the manager has this authority. And that the board has the only authority to address these employee issues. Jim Bennett stated that any complaints against an employee should be brought to the airport manager.
        - a. Call for the Vote:
          - i. Mandy Miles: Yes
          - ii. Gary Peters: Yes
          - iii. Deb Smith: No
          - iv. Jim Bennett: No
          - v. Chris Clemens: Abstain

Motion failed, no executive session entered.

Meeting was adjourned at 5:35 pm



Attest:

Deb Smith

Board Secretary/Treasurer