

**Lewiston- Nez Perce County Regional Airport Authority
Special/Emergency Meeting**

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



Board Members: Jim Bennett, Debra Smith, Chris Clemens, Gary Peters, Mandy Miles

Minutes

March 4, 2019 – 12:00 pm

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

All board members are present with Counsel Danny Radakovich

D. CITIZEN COMMENTS

- Mark Heuett
- Joe Gish
- Todd Snarr
- John Bradbury
- Russ Spencer

E. CONSIDERATION AND POTENTIAL DECISION ON MANAGEMENT PROPOSAL FROM GARY PETERS AND MANDY MILES AND THE CITY OF LEWISTON PROPOSAL BETWEEN THE JOINT AIRPORT AUTHORITY.

- Gary presented a proposal to hire an airport management to fix airport issues. This proposal is similar to Pullmans.
 - \$125,000.00 Per Year Manager, plus burden
 - \$ 50,000.00 Admin Assistant, plus burden
 - \$ 50,000.00 Operations Manager, plus burden
 - \$ 90,000.00 Two Operation employees, plus burden
 - \$ 2,500.00 Per month Janitor
 - \$ 30,000.00 Initial training of existing staff ARFF services.

- Total offer approx \$453,000.00 per year
- Engagement letter from Doug Kuelzman, ADK, decreasing their regular fee to \$5,000.00 hiring charge and explaining they have an interim manager available to start next Monday.
- Also explains he has a proposal from SSI Safety & Security Instruction that does ARFF and Security training. Stating we need them to come and evaluate our airport.
- Encourages the board to bring in professional services not the City to manage our airport. And tabling the decision regarding this proposal until the board can compare these.
- Mandy explained that their proposal will eliminate the Lewiston Fire Department from coming to the airport every landing but would have trained ARFF staff to provide services better, faster and cheaper. He encouraged the board to not vote today but to take some time and read through their proposal.
- City of Lewiston's management proposal. Alan Nygaard, City Manager, addressed the board stating that their proposal did not include the ARFF services. Their proposal covers staff for existing services. The focus of the agreement is to provide the salaries, leaving the Airport Authority Board to control the services of the airport. The city does have the "bench" needed to cover the needs of management and staff. Providing stability even for a short period of time.

F. COMMISSIONER COMMENTS

Gary Peters requested the Board not respond to their proposal at this meeting but would ask for the time to get complete proposals from ADK and SSI for the board to compare to the City's proposal. Gary also clarified that the City intends to contact these similar companies to provide staffing.

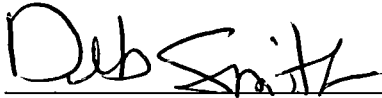
Jim Bennett stated that the documents they have received are not official numbers from the consulting services. He also questions the proposals details considering fees for interim bases. Also stated he is aware the City of Lewiston does not have the trained/accredited airport staff. He also is concerned that Gary and Mandy's budget items for ARFF are not realistic. Jim states he would much prefer that neither the city or county provide these services, and that the Authority Board continue to provide if at all possible.

Deb Smith states the ADK \$5000.00 reduced fee is appealing and that it is wise to have more than one proposal. But time is of essence and if this can not be conducted in the time frame Mr. Clemens is allowing she is not interested in continuing the discussion.

Mandy Miles stated he and Gary put together numbers as quickly as possible and needs more time to gather accurate numbers. He also feels the City is needing some time to clarify numbers.

Chris Clemens states that this good information but sees two exclusive items and that he feels the focus today should be in interim management. The ADK proposal included several figures that need clarification. These proposals are good leads for permanent management but that the City's proposal is for a seven month period. That would stabilize the airport while Gary continues work with ADK and SSI.

Motion by Mandy Miles, to table decision on these two proposals until Friday March 8th, 2019 at 5:00pm to consider details. Seconded by Gary Peters.
Motion carried 5-0.



Attest:

Deb Smith

Board Secretary/Treasurer