

**Lewiston-Nez Perce County Regional Airport Authority**  
**Board of Commissioners Meeting**  
**Minutes of April 11, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, April 11, 2012 in the Airport Conference Room, 406 Burrell Avenue, Lewiston, Idaho.

**I. CALL TO ORDER AND ROLL CALL**

Chairman McCann called the meeting to order at 5:00 p.m. Commissioners present: William Vern McCann, Jr., Pat Nuxoll, Mike Martin, Verl Long and Chris Hayes.

**II. CITIZEN AND COMMISSIONER COMMENTS**

Chairman McCann asked if there were any comments from the audience.

Jim Otey of the Airport Friends announced that Grangeville Airport is having an air festival on July 14, 2012. He also mentioned that the local Remote Control Aircraft Club has asked to participate in the Lewis-Clark Air Festival.

Doug Black, also of the Friends, briefed the Board on his visit to the Quest Aircraft Company factory. They are producing aircraft at a rate of two per month and if they have one available, may put one on display at the Air Festival. Western Aircraft of Boise may also put an aircraft on display, most likely a Pilatus.

Kayla Brown of Riedesel Engineering briefed on the South Side Taxiway/Apron project, noting she'd received the "green light" on the grant match from the City and County. A prebid meeting will be held April 19<sup>th</sup> in vacant restaurant/lounge facility on the second floor of the terminal building. Bid opening is scheduled for 2:00 pm on April 30 in the City of Lewiston's main conference room. She also mentioned that she and the Recondo representative have been visiting with airport tenants. They will plan on providing an initial briefing to the Board in May.

Scott Macey of the City of Lewiston engineering division briefed the Board on the clean up items remaining on the south side infrastructure project. The boulders and rocks are among those items left to be taken care of and work will begin next week in earnest. He is also working on the proposal to EDA with respect to the gun club house area cleanup. The contractor working for Mr. Cox will also return next week. They are in the process of disinfecting the water lines along Southport Road. Street cuts on Southport and O'Connor remain to be done along with the Airport's access road.

**III. APPROVAL OF MINUTES**

Chairman McCann asked if there were any additions or corrections to the Regular Meeting minutes of March 21, 2012. Commissioner Martin moved to approve the minutes as distributed. Commissioner Long seconded the motion and it passed unanimously.

#### **IV. FINANCE**

##### **A. APPROVING VENDOR PAYMENTS**

Airport Manager Turner reviewed the accounts payable roster, providing a brief description of each line item. Commissioner Martin moved to approve the vendor payments as presented. Commissioner Long seconded the motion and it passed unanimously.

##### **B. REVIEW OF FINANCIAL REPORTS**

Commissioner Nuxoll distributed the financial reports, including the balance sheet and the profit/loss statement, noting the increase in revenue from the Hillcrest Aircraft Company development. Landing fees are down; Deann Scrabeck from the Airport Friends volunteered to help with marketing effort aimed at maintaining and/or increasing the airport's share of the charter market. There was a brief discussion concerning the inability of the legislative tour to fly into Lewiston. Commissioner Hayes moved to accept the financial reports. Commissioner Long seconded the motion and it passed unanimously.

#### **V. OLD BUSINESS**

##### **A. FEE POLICY**

Chairman McCann asked Commissioner Nuxoll to brief the Board on fee policy discussions to date. Commissioner Nuxoll reminded Board members that the Fee Policy was approved effective April 1, 2012. He also reminded Commissioners that prior to that time, the policy went years without update. During discussions leading up to the Authority's policy adoption there had been considerable sentiment favoring an annual fee policy review and adjustment to insure future revenues kept up with the costs of doing business. Airport Manager Turner had provided a table with fees from airports similar in size and complexity for the sake of comparisons. Commissioner Nuxoll then moved to change the land lease rate to \$0.21 per square foot per year effective April 1, 2012. Commissioner Martin seconded the motion, after which Chairman McCann called for a discussion. Commissioner Long asked if the new amount would apply to both commercial and private hangars, to which Commissioner Nuxoll answered affirmatively. A brief discussion followed concerning the applicability of the rate to the south side. Commissioner Martin reminded the Board that even though much has been accomplished with grants, there is still infrastructure that will need to be funded, including facility access taxilanes. He recommends a work session to discuss this challenge. Commissioner Long suggested a PUD concept for the remaining infrastructure. When Commissioner Nuxoll answered affirmatively, Chairman McCann called for a vote on the motion. It passed unanimously. Mr. Turner will bring a revised policy document to the board at the next meeting.

#### **VI. NEW BUSINESS**

##### **A. LAND LEASE POLICY**

Chairman McCann reminded the Commissioners they'd asked Mr. Turner to bring an approved policy before the Board during each meeting to an annual review. He then asked Mr. Turner to brief the Board on the Land Lease Policy. After the briefing, Commissioner Long moved to accept the existing policy as acceptable for another year. Commissioner Nuxoll seconded the motion and it passed unanimously.

## **VII. RECURRING BUSINESS**

### **A. AIRPORT MANAGER'S REPORT**

Mr. Turner summarized operations and maintenance activity since the last meeting. He discussed the car rental contract situation and summarized their existing ones, pointing out the lease information worksheet in the Commissioners package. He asked the Board if there were any objections to him meeting with Commissioner Nuxoll and bringing a report back to the Board. There were none. Mr. Turner then briefed the Board on the challenges concerning the parking lot rehabilitation project. Chairman McCann asked Mr. Turner to bring a plan back to the Board for input. A brief discussion followed concerning signage, flyers, and handouts after which Mr. Turner briefed on some of the recent operations and maintenance challenges. Commissioner Hayes suggested asking Mr. Cox if tumble weeds could be burned in his rock pit. Commissioner Nuxoll favored the use of a hay chipper to compact the tumbleweeds.

### **B. COMMISSIONER COMMENTS**

Commissioner Nuxoll briefed the Board on his discussions with Mr. Eaton of Airport Rent-a-Space who is discussing the latest proposal with his partners.

Chairman McCann summarized the last joint meeting with the City Council and County Board. He asked Mr. Turner to suggest Riedesel prepare a paper explaining the taxiway/apron project, costs, grants, the varying match amounts, and the amounts spent to date. A brief discussion followed concerning the Parks and the need for fair market value. Commissioner Hayes will get with Mr. Turner regarding the Traffic Study grant.

## **VIII. ADJOURNMENT**

After reminding Commissioners of the next meeting scheduled for 5:00 pm on May 2nd, Chairman McCann adjourned the meeting at 7:30 p.m.

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Robin L. Turner, AAE  
Airport Manager/Recording Secretary