

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Regular Meeting  
Minutes of April 23, 2014**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, April 23, 2014 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 included Bill McCann, Jr., Pat Nuxoll, Verl Long, Mike Martin, and Chris Hayes.

**II. CITIZEN COMMENTS**

Chairman McCann welcomed Commissioners and those in the audience, asking if there were any comments about items on or off the agenda.

Doug Mattoon of Valley Vision briefed on the direct mail campaign, noting that the first mailout was complete. Internet visits to Valley Vision's website increased a little; visitor activity to the airport's website experienced a larger increase. Approximately \$9,000 has been spent to date.

Dennis Corsi of Armstrong Consultants gave a quick master plan project Power-Point update. The FAA has approved the forecasts, so now the focus will shift to facilities demand and alternative analysis. There will be many issues to be addressed as alternatives, including variations on the Runway 26-08 parallel taxiway issue which is needed to meet the new runway line-of-sight criteria. Of short-term interest will be the fire station issue. The Helena Airports District Office isn't as opposed to joint-use (municipal fire department/ARFF) facilities as the Seattle office has been. Consequently, unless there were any objections by the Board, Armstrong will take all into consideration in evaluating alternatives. City Councilor Ged Randall announced that the City may be moving their ball fields at some point in the future. Tim Barker of the Lewiston Parks and Recreation Department may have additional information. Mr. Corsi stated his company would have the first of the alternatives for discussion with the TAC, Board, and a perhaps public meeting in 45-60 days.

**III. MINUTES**

- *Regular Meeting Minutes of March 26, 2014.*

Chairman McCann asked if there were any additions or corrections to the minutes as presented. Commissioner Hayes moved to approve the regular meeting minutes of March 26<sup>th</sup>. Commissioner Long seconded the motion, and it passed with Commissioners Long, Hayes, and Nuxoll voting in favor of the motion. Commissioner Martin abstained because he had not attended the meeting.

#### **IV. FINANCE**

##### **A. Accounts Payable**

Airport Manager Turner summarized the accounts payable by noting vendor names and associated expenses that were unusual or extraordinary. Of note were the expenditures associated with upgrading and refurbishing the airport's herbicide spray unit. Fire fighter training was \$6,354. Quite a few expenses were related to the upgrade of computer systems and the security system due to the Windows upgrade. Mr. Turner also pointed out the costs associated with the airport manager position recruitment and selection process. Commissioner Hayes moved to approve the accounts payable. Commissioner Martin seconded the motion and it passed unanimously.

##### **B. Financial Report**

Commissioner Nuxoll distributed the operations and capital financial reports. He summarized some of the significant areas, noting there are no surprises yet. He summarized the balance sheets for capital and operating funds. PFC revenue is about where it was expected. Commissioner Long moved to accept the financial report. Commissioner Martin seconded the motion and it passed unanimously.

#### **V. AIRPORT MANAGER SUCCESSION PLAN**

Chairman McCann opened discussion by recapping the process to date. The original slate of candidates had been narrowed. Telephone interviews narrowed the list further. Three candidates were brought to town for personal interviews. The Board of Commissioners then hosted an open house so that airport tenants, elected officials and the public could meet the candidates. Reminding the Board that Commissioners Hayes and Long had worked together on the Succession Plan, he asked them for comment. Prefaced by stating all three candidates were good, Commissioner Hayes moved to hire Mr. Bruce MacLachlan from South Bend, Indiana. Commissioner Long seconded the motion, then noted the attention to detail behind what will be an informed decision by the Board. Commissioner Martin feels Mr. MacLachlan was the best fit from an organizational standpoint. Commissioner Long said MacLachlan had 21 years' experience, and Mr. Hayes stated he felt Mr. MacLachlan would be a good fit for the community. Chairman McCann said that the interview was not Mr. MacLachlan's first time in the Valley, then called for a vote on the motion. The motion passed unanimously.

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

**A. RESOLUTION 2014-3: MARK PETERSON LEASE ASSIGNMENT**

**B. RESOLUTION 2014-4: LOHMAN HELICOPTER/MARK PETERSON LEASE SECURITY ASSIGNMENT**

Chairman McCann asked for the staff report. Mr. Turner reminded the Commissioners Mr. Lohman had asked for a "pre-approval" of his intent to purchase Dr. Peterson's hangar, to use it for an aircraft maintenance facility, and to increase the size of the leasehold and building. The Commissioners granted the pre-approval in a previous meeting. Resolution 2014-3 formalizes the Board's consent to the lease assignment. Commissioner Hayes moved to approve

Resolution 2014-3. Commissioner Nuxoll seconded the motion. Stating he thought the two items ought to be dealt with simultaneously, Commissioner Long moved to amend the motion to include the related Resolution 2014-4. Commissioner Martin seconded the motion to amend, after which Chairman McCann asked Commissioner Hayes if he had any objection to the motion to amend. Commissioner Hayes agreed to the motion to amend. Mr. Turner explained that Resolution 2014-4 consents to the assignment of the same lease back to Dr. Mark Peterson should Lohman Helicopter default on the conditions of the sale. A brief discussion about linking a future lease followed, after which Chairman McCann called for a vote on the amended motion. It passed unanimously.

### C. SOUTHSIDE DEVELOPMENT

Chairman McCann asked Mr. Turner for a staff report. Mr. Turner reminded the commissioners that funds were budgeted for the purpose of installing infrastructure on the south side. He then summarized action to date. Commissioner Nuxoll had suggested meeting with City representatives to firm up once and for all the issue of equity buy-in fees. Chairman McCann, Commissioner Nuxoll, and Mr. Turner then met with the City Manager and Dave Six, Lewiston's water/sewer department director. They appeared to agree there were valid reasons why the City should consider waiving equity buy-in fees, but there isn't a mechanism at present to do so. Chairman McCann and Commissioner Nuxoll discussed the issue with Council at their recent work session. He then provided the background regarding the south side layout plan which had been developed and then adopted as part of the Authority's Development Policy. Mr. Martin had asked Armstrong Consultants to develop a variation of the layout plan which would, in essence, allocate the majority of the existing apron area to future commercial uses. Board members then discussed the pros and cons of the new layout versus the original. Commissioner Hayes expressed concern over allocation of the ramp and how it be crucial in the upcoming master plan. Commissioner Long expressed his opposition to the proposed layout, stating that the original plan was a good plan when the Authority paid for it, and he doesn't see a need to change it. Commissioner Nuxoll moved to approve the proposed layout plan. Commissioner Martin seconded the motion. Another brief discussion followed, after which Chairman McCann called for a vote on the motion. It passed. Chairman McCann and Commissioners Martin and Nuxoll voted in favor of the motion; Commissioners Long and Hayes voted against the motion.

### D. LOHMAN HELICOPTER, LLC

Chairman McCann asked Mr. Turner for the staff report. Mr. Turner explained that this item had originally been placed the item on the agenda at Mr. Lohman's request. But because Mr. Lohman neither sent his proposal nor showed up at the meeting, he recommended the item be put on hold until something firm was received. After a brief discussion, the consensus of the Commissioners appeared to agree with Mr. Turner's recommendation. Mr. Turner said he would advise the Board immediately if anything came up.

## VI. RECURRING BUSINESS

### A. AIRPORT MANAGER'S REPORT

Chairman McCann asked the Airport Manager for his report. Mr. Turner reviewed the contents of the Commissioners' package, including the Idaho Airport Management Association conference agenda. He then pointed out the correspondence from Dick Roberts. Mr. Roberts letter was sent in response to Mr. Turner's which was sent by Board request. Mr. Turner reminded the Commissioners they'd been briefed by Mr. Roberts and his attorney last year in response to allegations he was operating an illegal flight instruction business. The latest correspondence was in response to accusations he was not in compliance with airport rules regarding insurance. Mr. Turner asked the Board for direction on the issue. The consensus of the Board was to place the item on the agenda for the next Board meeting. Mr. Turner then then summarized the status of the runway resurfacing project, noting there may be a need for a special meeting to award the bid. He briefed on the HVAC control system replacement project, the restroom refurbishing, and the entrance sign.

**B. COMMISSIONER COMMENTS**

The consensus was to schedule the next meeting on May 21, 2014 at 5:00 pm.

**VII. ADJOURNMENT**

There being no further business, Chairman McCann adjourned the meeting at 7:10 p.m.



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Bruce MacLachlan, AAE  
Airport Manager/Recording Secretary