

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting
Minutes of August 21, 2013**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, August 21, 2013 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., Mike Martin, Pat Nuxoll, Verl Long and Chris Hayes.

II. CITIZEN COMMENTS

Chairman McCann welcomed Commissioners and those in the audience, then asked if anyone would like to address the Board about items on or off the agenda.

Friend of the Airport Jim Otey thanked those who had a hand in the improvements to O'Connor Road. It is a vast improvement and he's heard many compliments.

Walt Phillips, candidate for City Council, introduced himself.

There were no other citizen comments.

III. PUBLIC HEARING

In accordance with the notice published in the Lewiston Morning Tribune, Chairman McCann opened the public hearing on the proposed Fiscal Year 2013-2014 budget. He asked Board Treasurer Pat Nuxoll to report. Mr. Nuxoll handed out copies of the budget document, then summarized the changes from the original draft. The only substantial change was an \$8,000 increase in the capital budget to provide funding for an entrance sign. The operating budget was decreased accordingly so there was no net change in the overall spending level. Mr. Nuxoll then summarized the City Council and County Board processes. He'd spoken at the Council's public hearing, offering to answer questions. There had been none and both entities passed their budgets with the airport contributions intact. He asked if there were any comments or questions from those present.

Chairman McCann thanked Mr. Nuxoll for all the hours he'd put in bringing the budget document to the Board. It represents the kind of communications clarity, transparency, and accountability to which the Board members aspired in their early days. He then asked if there were any comments from the public on the proposed Authority budget. There was none, so he closed the public hearing and asked for Commissioner comment. Commissioner Nuxoll moved to adopt the Fiscal Year 2013-2014 Budget. Commissioner Hayes seconded the motion, and it passed unanimously.

IV. MINUTES

Regular Meeting Minutes of July 24, 2013.

Commissioner Hayes moved to approve the regular meeting minutes of July 24th. Commissioner Long seconded the motion, and it passed unanimously.

V. FINANCE

A. Vendor Payments

Airport Manager Turner summarized the accounts payable by noting vendor names and associated expenses that were unusual or extraordinary. He noted the costs associated with the federally mandated Disadvantaged Business Enterprise (DBE) program. He also pointed out costs associated with towing a vehicle, preventive maintenance on the emergency generator, and crack sealing of runway 12-30. Mr. Turner then summarized the capital fund expenses associated with finishing the satellite parking lot and the first installment on the terminal building carpet. Commissioner Long moved to approve the accounts payable. Commissioner Nuxoll seconded the motion and it passed unanimously.

B. Financial Reports

Commissioner Nuxoll distributed the operations and capital financial reports, summarizing those areas which were higher than expected as well as those that were lower. Car rental revenue is up substantially, as is income associated with space and facilities rent. Employee costs are lower. Overall, however, operating expenses and revenue are where they should be and cash flow remains acceptable. The same holds true with capital. He briefly summarized the transactions associated with the TSA/GSA project. GSA already reimbursed the Authority for the expenses associated with that project. The only project that won't be completed by the end of the fiscal year is the HVAC control system which has been re-budgeted and carried forward. Commissioner Martin moved to accept the financial report. Commissioner Long seconded the motion and it passed unanimously.

VI. NEW BUSINESS

A. RESOLUTION 2013-9

A Resolution consenting to a lease between Stout Flying Service, Inc., as lessee and Life Flight Network as sublessee; providing that the sublessee be subject to all obligations of the original lease and further providing an effective date.

Chairman McCann asked Mr. Turner for his staff report. Mr. Turner reminded the Board that Mr. Stout had previously obtained approval to sublease a portion of his leasehold to Life Flight. Mr. Stout has since reached an agreement to sublease some additional land on which he plans to build a hangar for sublease to Life Flight. As with all leases, the one associated with Stout Flying Service requires him to obtain the Authority's consent before subleasing. This

resolution would provide that consent. Mr. Turner recommended adoption. Commissioner Nuxoll moved to approve Resolution 2013-9. Commissioner Martin seconded the motion, after which commissioners discussed the impact of a building straddling interior lease lines. Should the building ever be sold, a new lease and legal descriptions would be required. There being no further discussion, Chairman McCann called for a vote. The motion passed with Commissioners Hayes, Long, and Nuxoll voting in favor of the motion, Chairman McCann and Commissioner Martin abstaining.

B. RESOLUTION 2013-10

A Resolution extending a lease between the Lewiston-Nez Perce County Regional Airport Authority as lessor and Dean and Laura Lautenschlager as lessee; affirming all other obligations of the original lease and further providing an effective date.

Chairman McCann asked for the staff report. Mr. Turner summarized the history of the leasehold, noting that it provided the lessee with a right and option to extend the lease expiration date for an additional ten years under the same terms and conditions as the original. In accordance with the lease, the Lautenschlagers' provided written notice of their intent to exercise that option. There was a brief discussion about the lease rate, after which Commissioner Long moved to approve Resolution 2013-10. Commissioner Nuxoll seconded the motion, and it passed unanimously.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Chairman McCann asked the Airport Manager for his report. Mr. Turner reviewed the contents of the Commissioners' agenda package, pointing out the customer comment cards. He then briefed on the status of the satellite parking lot project. Signs remain to be ordered and staff is holding off doing so until a parking lot survey is done. Mr. Turner will at that point ask the board for guidance on enforcement. Grants for the two Federal projects are expected before the next regular meeting, so it is possible a couple out-of-cycle meetings will be necessary. The paint sprayer unit has been ordered, and carpet installation for the first floor will start after September 1st. The draft Wildlife Hazard Management Plan is expected on or before September 26th. Mr. Turner will also be providing a landing fee recommendation at the next meeting.

B. COMMISSIONER COMMENTS

Commissioner Martin suggested the Board needs to know soon the status of job production with respect to the grants and the south side development. Valley Vision is working on this and has written to the appropriate agencies for clarification. Those numbers could impact how the Board approaches development. A brief discussion about the public relations program funded by the City and County followed. In the mean time, Valley Vision, assisted by Armstrong is trying to narrow the scope of the search by developing a targeted list of industries. Armstrong is preparing costs for the remaining infrastructure. Mr. Martin feels as though the

Board should also discuss incentives at some point. They are probably not necessary or appropriate for private hangar owners, but expected for business recruitment.

Commissioner Martin reported on his findings with respect to the installation of an entrance sign within the "island" at the intersection of 4th Street E and Bryden. The location is inside the Right of Way and therefore needs a permit from Public Works. The total cost appears to be less than \$8,000, including landscaping.

The next meeting will be September 18, 2013 at 5:00 pm.

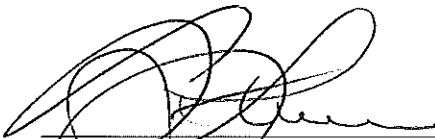
There being no additional items to be discussed in regular session, Chairman McCann asked the Board to adjourn to executive session at 6:50 pm.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

The Board returned to regular session at 7:08 pm.

There being no further discussion to be conducted in regular session, Chairman McCann adjourned the meeting at 7:10 p.m.



Robin L. Turner, AAE
Airport Manager/Recording Secretary