

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Work Session  
Minutes of December 14, 2011**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, December 14, 2011 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 welcomed those in the audience, then asked if there were any comments from those present.

Mr. Jim Otey announced he is making an effort to introduce the Lewiston Police Department to General Aviation. Chairman McCann thanked Mr. Otey for the outreach.

Ms. Kayla Brown of Riedesel Engineering briefed the board on the status of the south side taxiway project. She has provided the FAA with preliminary engineering drawings, the design report, the DBE program, and the safety plan. Bidding is currently scheduled for March. Engineer's estimate at this point is approximately \$3 million for a 90-working day project. Chairman McCann asked if there were any questions. There were none.

**III. APPROVAL OF MINUTES**

Chairman McCann asked if there were any additions or corrections to the Work Session minutes of November 30<sup>th</sup>, 2011. Commissioner Martin moved to approve the minutes as distributed. Commissioner Nuxoll seconded the motion and it passed unanimously.

Chairman McCann then asked if there were additions or corrections to the Regular Meeting minutes of November 16<sup>th</sup>, 2011. Commissioner Martin moved to approve the minutes as distributed. Commissioner Nuxoll seconded the motion and it passed unanimously.

**IV. FINANCE**

**A. APPROVING VENDOR PAYMENTS**

Airport Manager Turner reviewed the accounts payable and the accounts receivable rosters. Commissioner Nuxoll moved to approve the vendor payments. Commissioner Martin seconded the motion and it passed unanimously.

## B. REVIEW OF FINANCIAL REPORTS

Commissioner Nuxoll distributed the financial reports, including a balance sheet, profit/loss statement, cash flow and PFC reconciliation. Commissioner Hayes moved to approve the financial report. Commissioner Martin seconded the motion and it passed unanimously.

## V. OLD BUSINESS

### A. DEVELOPMENT POLICY

Chairman McCann asked Mr. Turner for his report. Mr. Turner announced he'd received good feedback from the Community Development and Fire Department. He will consolidate the information into the draft for review by the Board. Commissioner Martin stated he is concerned about the issue of firewalls and their impact on the amount of space between buildings because of limited real estate. He asked Mr. Turner to arrange a briefing by representatives of the Fire Marshal's office and the Building Department. Chairman McCann also suggested Mr. Turner contact other airports to see if they had encountered similar problems.

### B. SOUTHSIDE DEVELOPMENT PLAN

Chairman McCann asked Mr. Turner for his report. Mr. Turner summarized the contents of his Commissioners' memo, reminding them that the concept of a South Side Development Plan is actually a very narrowly focused master plan. The FAA would only be interested in funding a full master plan study for their next Lewiston planning project and that will take a considerable period of time. Assuming the Board would like to have some sort of planning guidance available for use next year when the Southside is ready for development, he recommends retaining an experienced planning firm using local funds. He explained that while there are certainly other firms well qualified to do a limited planning study, Recondo does have a good reputation and they are very interested in doing the job. And since they may be interested in doing the master planning update which is on the airport's capital project list, they may do a more comprehensive and cost-effective job than might otherwise be expected. Commissioner Hayes expressed reservations about paying for additional national data. Commissioner Long suggested that Recondo might analyze the regional market which would help the Board with future decisions. Chairman McCann suggested Mr. Turner set in writing the Board's concerns and expectations, allow the Board to review it, then send it to Recondo to begin a scoping and pricing process. Consensus appeared to agree with his suggestion. Commissioner Martin then suggested that resolving Leading Edge's situation might make the entire process less onerous. Chairman McCann asked Commissioners Martin and Hayes to visit with Leading Edge and report back to the Board.

## VI. NEW BUSINESS

A. RESOLUTION 2011-23, APPROVING A LEASE BETWEEN THE LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT AUTHORITY, AND ERIN LEAVITT, BRAD SCHUMACHER, JIM AND BEV SINKBEIL AND JIM AND INGE OTEY, BARRY BARNES, DALE MARTIN, AND DOUGLAS L. MUSHLITZ; AUTHORIZING AND

DIRECTING THE CHAIRMAN AND SECRETARY TO EXECUTE AND ATTEST RESPECTIVELY SAID LEASE; AND PROVIDING AN EFFECTIVE DATE.

Commissioner Nuxoll moved to adopt Resolution 2011-23. Commissioner Martin seconded the motion and it passed unanimously.

## B. GENERAL RULES AND REGULATIONS

Chairman McCann asked the airport manager for his report. Airport Manager Turner characterized the document in the Commissioners package as an initial draft which excerpted relevant sections from the City Code leaving out those sections already covered elsewhere. It is not presented yet for board action. Commissioner Hayes asked Mr. Turner to number the future drafts to make it easier to determine whether or not it is the current one.

## VIII. RECURRING BUSINESS

### A. AIRPORT MANAGER'S REPORT

Mr. Turner reviewed his board report including, but not limited to the south side status, equipment readiness, and the recent approval by FAA of the PFC application revision. He noted that staff would be conducting training the following morning, and then asked the Board what they would like to do with Mr. Ron Lamb's newest proposal. Chairman McCann asked Mr. Turner to place it on the Board's next agenda. Mr. Turner then noted the memo regarding surplus equipment. Commissioner Nuxoll suggested placing the former Gun Club building on the list.

## IX. EXECUTIVE SESSION

The Board went into executive session per Idaho Code Section 67-2345(1)(b) at approximately 6:00 pm.

The Board returned to regular session at approximately 7:00 pm.

## IX. ADJOURNMENT

After reminding Commissioners of the next meeting scheduled for January 4<sup>th</sup>, Chairman McCann adjourned the meeting at 8:00 p.m.

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Robin L. Turner, AAE  
Airport Manager/Recording Secretary