

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Regular Meeting Minutes**

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

*Wednesday, 17 December 2014 - 12:00 pm*

**I. CALL TO ORDER**

Chairman Hayes called the meeting to order at 12:00 p.m. Commissioners present included Chris Hayes, Pat Nuxoll, Verl Long, and William McCann, Jr. Commissioner Mike Martin was not in attendance.

**II. CITIZEN COMMENTS**

Chairman Hayes welcomed Commissioners and those in the audience, asking if there were any comments about items on or off the agenda. There were no comments.

**III. MINUTES**

Chairman Hayes asked if there were any additions or corrections to the minutes as presented. Commissioner Nuxoll moved to approve the regular meeting minutes of 19 November 2014. Commissioner Long seconded the motion, and it passed unanimously. Commissioner Nuxoll moved to approve the Special meeting minutes of 1 December 2014. Commissioner Long seconded the motion, and it passed unanimously.

**IV. FINANCE**

a. Vendor Payments Approval

Airport Manager MacLachlan summarized the accounts payable by noting vendor names and associated expenses that were unusual or extraordinary. Of note were the expenditures associated with a combined September and October electric and gas bills due to not receiving a bill in September. There were three capital expenditures this month, two to Poe Asphalt and 1 to Armstrong Consultants for the RWY 8-26 Project. Commissioner Nuxoll moved to approve the accounts payable. Commissioner McCann seconded the motion and it passed unanimously.

b. Review of Financial Report

Commissioner Nuxoll distributed the operations and capital financial reports. Mr. Nuxoll summarized some of the significant areas, noting that there are no significant changes from last month. Commissioner McCann moved to accept the financial report. Commissioner Long seconded the motion and it passed unanimously.

**V. OLD BUSINESS**

a. Lease Assignment - Heard

Resolution 2014-16 consenting to the assignment of a lease from Mark Britton to Jesse Heard. Commissioner McCann moved to accept the lease assignment, Commissioner Long seconded the motion and it passed unanimously.

**VI. NEW BUSINESS**

a. MPO TAC

Requested a letter asking for the delay of the grant until after the Airport Master Plan is completed so that we can assess how to best use the grant and fit it into the

future needs of the community as a whole. Commissioner McCann moved to provide a letter to the MPO/TAC to delay the grant until after the Master Plan is complete. Commissioner Nuxoll seconded the motion and it passed unanimously.

b. Lohman Helicopter Operations

Morgan Lohman asked the Board to revisit the previous decision to not allow flight operations from their hangar area. Commissioner Long expressed his continued concern regarding the safety of flight operations in this area. The Board determined that no action would be taken at this time.

**AIRPORT MANAGER'S REPORT**

c. Project Update

ARFF Station: A Pre-design meeting was held last week to discuss some VERY early issues. Committee will be set to include one Airport Board Member, Ged Randall and Fire Department personnel.

North-Side Ramp: Expect first design documents in January with bids going out mid-march & opening first of April. Tenant input/coordination meeting is planned at some point in January.

CIP: The 2015 projects are funded and we are currently working on finalizing the funding for 2016. There is a discrepancy regarding the cost of the ARFF station as the initial request to the FAA was \$1.5 million dollars and the current estimates for the project are at between 3 and 5 million. If we cannot resolve this, then the ARFF station may have to be delayed another year so that we secure additional discretionary funds. We should be able to get another request in for additional funds for 2016 within the deadlines, but it will be very close.

d. Monthly Activities

<i>October 2014</i>	<i>Last Month (CY)</i>	<i>Last Month (PY)</i>	<i>Change</i>	<i>% Change</i>	<i>YTD (CY)</i>	<i>YTD (PY)</i>	<i>Change</i>	<i>% Change</i>
Air Traffic: <i>All</i>	2,759	2,534	225	9%	27,094	25,097	1,997	8%
Air Traffic: <i>Air Carrier</i>	445	492	-47	-10%	4,543	4,660	-117	-3%
Air Traffic: <i>GA</i>	2,294	2,018	276	14%	22,118	19,986	2,132	11%
Air Traffic: <i>Military</i>	20	24	-4	-17%	433	451	-18	-4%
Enplanements	5,433	5,073	360	7%	48,590	48,485	105	0%

**VII. COMMISSIONER COMMENTS**

The next meeting will be held 21 January 2015 at 5:00 pm.

**IX. ADJOURNMENT**

There being no further business, Chairman Hayes adjourned the meeting at 1:08 p.m.

Bruce MacLachlan, AAE  
 Airport Manager/Recording Secretary