

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Regular Meeting  
Minutes of December 18, 2013**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, December 18, 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., Pat Nuxoll, Verl Long, Chris Hayes and Mike Martin.

**II. CITIZEN COMMENTS**

Chairman McCann welcomed Commissioners and those in the audience. He briefed those present on his recent appearance at the County Board meeting during which he and Doug Mattoon presented the south side marketing plan. The County Board was very supportive.

He then asked if anyone would like to address the Board about items on or off the agenda. Friend of the Airport Doug Black encouraged those present to continue thinking about ways to commemorate the airport's 70<sup>th</sup> Anniversary, reminding Board members of some of the historic events surrounding the airport. The list included Zimmerly's Air Transport Certificate issued in 1938, Potlatch's early serial numbered LearJet, and the re-creation of Idaho's first powered flight on its centennial.

Doug Mattoon mentioned a CEO's recent regional site visit during which she mentioned how impressed she was with the Valley's air service. Mr. Mattoon then announced that both the City and County had authorized release of their marketing funds. Work can now begin on marketing the South Side business park. The brochure is almost done and the direct-mail letter is complete, thanks to Airport Friends Sandy and Joe. Start of the targeted mail campaign is February 1.

Stillmon gave a quick report on the runway resurfacing project. Survey and geotech work is almost complete. He also touched on the master planning effort. The first package of materials has been distributed to the technical advisory committee; the second will be ready soon.

There were no other citizen comments.

**III. MINUTES**

- *Regular Meeting Minutes of November 20, 2013.*

Commissioner Hayes moved to approve the regular meeting minutes of November 20<sup>th</sup>. Commissioner Long seconded the motion, and it passed unanimously.

#### **IV. FINANCE**

##### **A. Vendor Payments**

Airport Manager Turner summarized the accounts payable by noting vendor names and associated expenses that were unusual or extraordinary. Payment of \$1,494 was sent to Diesel and Machine for the 400 hour service on the new Massey-Ferguson tractor. A check for \$6,000 went to DeCoria, Maichelle, and Teague for the first installment on the annual audit. Mr. Turner also pointed out capital expenses in the amount of \$29,922 and \$60,902 for first floor carpeting project and the master planning effort respectively. Commissioner Hayes 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. Expenses are slightly under budget at this point. The budgeted transfer of \$30,000 from operations to capital has been made to cover a portion of the carpeting project. Commissioner Nuxoll also reviewed the balance sheet, P & L Statement and cash flow. Transfers are being made out of the PFC account to the capital construction account as grant match is needed. Overall, everything is fairly close to budget and forecasts. Commissioner Long moved to accept the financial report. Commissioner Hayes seconded the motion and it passed unanimously.

#### **V. NEW BUSINESS**

##### **A. PURCHASING POLICY REVIEW**

Chairman McCann asked Mr. Turner for his staff report. Mr. Turner reminded the Board of their request to annually review policy documents. He'd provided a draft revised purchasing policy at the last meeting and asked for Board feedback. The one in the agenda package had been cleaned up after review during the previous meeting. Commissioner Hayes recommended a few editorial modifications. After discussion, he moved to approve the Policy as corrected. Commissioner Nuxoll seconded to the motion, and it passed unanimously.

##### **B. SUNSHINE DISPOSAL PROPOSAL**

Chairman McCann asked Mr. Turner for the staff report. Mr. Turner reminded the Board that Sunshine Disposal's lease was due to expire. The company is moving to a new location to be closer to the transfer station. They've asked for a short term lease to get them by in their present location until their new facility is ready. They've also asked if the Authority would like to take ownership of the tenant improvements on site. Commissioners had the opportunity to tour the site. Commissioner Nuxoll looked at the main facility and stated he didn't think it looked too bad. Discussion of the infrastructure followed, after which Commissioner Hayes moved to authorize a one (1) year lease with a 90-day escape clause and authorize Sunshine Disposal to leave the building and the shed. Commissioner Nuxoll seconded the motion. After a brief discussion, Commissioners unanimously approved the motion.

### C. AIRPORT MANAGER SUCCESSION PLAN

Chairman McCann asked Commissioner Hayes for his report. Commissioner Hayes handed out copies of the job vacancy advertisement. Board members discussed the requirements section, after which Commissioner Nuxoll moved to approve advertisement without the last sentence. Commissioner Martin seconded the motion and it passed unanimously. Mr. Turner will post the information on the Authority website and help with distribution through the various airport and State Aeronautics organizations.

## VI. NEW BUSINESS

### A. RESOLUTION 2013-19, VALLEY VENDING 7 COFFEE SERVICES, INC. LEASE EXTENTION

Chairman McCann read the resolution. Commissioner Long moved to approve the resolution. Commissioner Martin seconded the motion and it passed unanimously.

### B. RESOLUTION 2013-20, MARK PETERSON LEASE ASSIGNMENT C. LOHMAN HLICOPTERS, LLC

Chairman McCann asked for the staff report. Mr. Turner explained that Dr. Mark Peterson has reached somewhat of an agreement to sell his hangar to Lohman Helicopters with the condition he be allowed expand the leasehold for the purpose of expanding the hangar. Resolution 2013-20, if approved, would consent to the assignment once received. Mr. Turner pointed out that agenda item VI.C. addresses the expansion. Mr. Turner then summarized his staff recommendation memo and Armstrong's engineering analysis, noting that the expansion would create a non-standard apron with a slope that could have safety implications. Mr. Turner also explained the potential impact on other tenants, then advised against approving the non-standard apron. Dr. Mark Peterson then provided additional details. Commissioner Martin suggested that the non-standard ramp could be made part of the leasehold. With that in mind, the tenant insurance would shield the airport from liability. Additional discussion about the design followed after which Commissioner Hayes moved to approve Resolution 2013-20 and the Lohman Helicopters request under the condition that before construction begins, Lohman Helicopters must seek and receive a new lease to include as part of the leasehold the construction area and the ramp area up to fifteen feet from the edge of the taxiway. Commissioner Nuxoll seconded the motion, and it passed unanimously.

## 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' agenda package. He then briefed the Board on a security incident over which he'd asked the Police Department to issue a no-trespassing order. He summarized the most recent FAA and TSA inspections and the status of projects including the

acquisition of a replacement HVAC control system and the next phase of carpet replacement in the terminal building. The engineering and master planning projects are also proceeding in accordance with the consultant contracts. The auditor thought he might be ready to brief the Board on his report during the January meeting. Mr. Turner closed his report by announcing that The National Asphalt Pavers Association will award the Authority and Poe Asphalt the 2013 Quality of Construction Award.

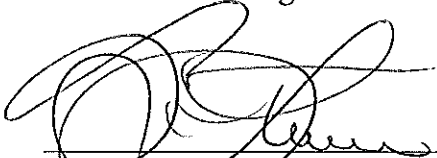
**B. COMMISSIONER COMMENTS**

Commissioner Nuxoll asked that the January agenda include issuing guidance on the design and construction of the first taxiway on the south side.

Chairman McCann asked the Commissioners if January 22<sup>nd</sup> would work for the next meeting. Consensus indicated it would, so he asked Mr. Turner to schedule accordingly.

**VII. ADJOURNMENT**

There being no further business, Chairman McCann adjourned the meeting at 7:55 p.m.



Robin L. Turner, AAE  
Airport Manager/Recording Secretary