

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Meeting
Minutes of February 8, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, February 8, 2012 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 asked if there were any comments from the audience.

Kayla Brown of Riedesel Engineering briefed the Board on the status of the south side taxiway project. The FAA provided feedback from their plan review and adjustments are being made. Unknown is the status of the FAA's grant legislation. However, it appears as though advertising for bids in March with bid opening in April and construction starting in June is still achievable.

Doug Black from the Airport Friends briefed the Board on the Air Festival. They have a budget and fund raising is in motion. Mr. Black complimented DeAnn Scrabeck's use of Facebook for Friends of the Airport activities.

DeAnn Scrabeck announced that the Air Festival also has a web site. The address is www.lcairfestival.com. She then handed out copies of the air festival press release.

Jim Otey informed everyone that contact had been made with various veterans' groups and the Air Festival theme of a "Salute to Veterans" has been well received.

III. APPROVAL OF MINUTES

Chairman McCann asked if there were any additions or corrections to the Regular Meeting minutes of January 25, 2012. Commissioner Hayes moved to approve the minutes as distributed. Commissioner Martin seconded the motion and it passed unanimously.

IV. FINANCE

A. APPROVING VENDOR PAYMENTS

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

VI. OLD BUSINESS

A. GENERAL RULES AND REGULATIONS

Chairman McCann asked for the staff report, after which Mr. Turner reported that the document before the Board had been refined from the previous version and the changes requested from the last meeting. It now references the Fire Code with respect to fueling of private aircraft by aircraft owners. The document is now submitted for Board consideration. Commissioner Martin moved to adopt the General Rules and Regulations. Commissioner Nuxoll seconded the motion and it passed unanimously.

B. SOUTHSIDE DEVELOPMENT PLAN

Chairman McCann asked Mr. Turner for the staff report. Mr. Turner responded by reminding the Board they'd asked him to work with Recondo to develop a scope of services, which if approved would be incorporated into a contract for the parties to sign. The scope of services is the document before the board for approval. Commissioner Nuxoll said the Authority needs a good plan for the south side and use of a consultant is appropriate. Commissioner Long stated that the scope of services will result in good guidance. Commissioner Martin stated that a good plan is necessary and needs to be in place by the time the south side is ready for development. Commissioner Hayes stated he was not in favor of the planning project. Chairman McCann reminded Commissioners that Valley Vision has urged the Board to provide it some guidance so that it might help market the development. A commitment to the development plan represents something positive and progressive. Commissioner Nuxoll moved to approve the scope of services. Commissioner Long seconded the motion. The motion passed with Commissioner Hayes voting nay; Commissioners Martin, Nuxoll, and Long and Chairman McCann voting aye.

VII. NEW BUSINESS

A. RESOLUTION 2012-3, A RESOLUTION DECLARING CERTAIN EQUIPMENT SURPLUS AND PROVIDING AN EFFECTIVE DATE.

Chairman McCann asked for the staff report. Mr. Turner pointed out the list of items to be designated surplus to airport needs. The resolution effectively declares the items surplus so that they may be disposed of. He summarized his intention to use a sealed-bid auction process for the majority of the items and welcomed suggestions. Commissioner Hayes moved to approve the resolution. Commissioner Long seconded the motion and it passed unanimously.

B. RESOLUTION 2012-4, A RESOLUTION APPROVING A LEASE BETWEEN THE LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT AUTHORITY, AND SUSAN RITTAL; AUTHORIZING AND DIRECTING THE CHAIRMAN AND SECRETARY TO EXECUTE AND ATTEST RESPECTIVELY SAID LEASE; AND PROVIDING AN EFFECTIVE DATE.

After reading the resolution, Chairman McCann asked for the airport manager's report. Mr. Turner responded by summarizing the terms and conditions of the proposed lease. He stated that the \$12 per square foot was in line with the recent board discussions establishing a going rate for terminal building floor space. Since the lease is only for a period of five years, there is no rate renegotiation clause. Commissioner Nuxoll moved to approve the resolution. Commissioner Hayes seconded the motion and it passed unanimously.

C. RESOLUTION 2012-5, A RESOLUTION APPROVING A CONTRACT BETWEEN THE LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT AUTHORITY, AND STEVE CARLTON CONSTRUCTION; AUTHORIZING AND DIRECTING THE CHAIRMAN AND SECRETARY TO EXECUTE AND ATTEST RESPECTIVELY SAID LEASE; AND PROVIDING AN EFFECTIVE DATE.

Chairman McCann read the resolution, then asked for the staff report. Mr. Turner stated that the purpose of the contract before the Board was to install a rest room in the passenger screening room. Referring to the last meeting's discussion, he also mentioned that the lack of a rest room has been the most frequent customer complaint of any. The contract called for a not-to-exceed-price of \$15,000. Chairman McCann stated that although he would continue to manage the discussion process, he would be abstaining from the vote due to personal reasons. Commissioner Martin stated he, too, would abstain, disclosing his business relationship with Mr. Carlton. Commissioner Nuxoll said the contract was a very positive step forward. Commissioner Long moved to approve the resolution. Commissioner Nuxoll seconded the motion, and it passed with Commissioners Nuxoll, Long, and Hayes voting aye; Chairman McCann and Commissioner Martin abstaining.

VIII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Mr. Turner reviewed his board report including, but not limited to the status of the various parts of the south side project. The lead consultant's report has been sent to the State Department of Environmental Quality (DEQ). The consultant informed him that DEQ had asked for another map which has been submitted. An approval letter DEQ is imminent supposedly imminent. He then reminded the Board of the efforts to date to put a TSA training/break room on the second floor. The architectural plans were provided to GSA and TSA, and both organizations provided very positive feedback. GSA is now putting together plans and specifications that make the project feasible, and before going further, Mr. Turner suggested the Board consider the highest and best use since the lease of the floor space to TSA effectively using up what was a kitchen. Commissioner Nuxoll stated that since numerous restaurant/lounge formats have failed, including the most recent with no rent and no utility costs, the concept of leasing out the floor

space for alternative uses makes sense. Commissioner Martin asked the airport manager to summarize the concept of a second floor boarding area. Mr. Turner relayed how many regional airports have transitioned to second floor boarding concepts and that the Lewiston terminal building seems to lend itself to that kind of a concept. There would be some obvious architectural/engineering challenges, but nothing that at first glance seems unusual. Furthermore, the second floor seems relatively easily adapted since it has rest rooms, is ADA accessible, has a large vestibule area for screening, and the concept would centralize all TSA functions in one area in line with the proposed TSA training area is. That—in turn—would open up floor space on the first floor which appears more viable for commercial use. There appeared to be general consensus to move forward with the TSA training facility. Mr. Turner then summarized some of the recent staff activities, including assisting the National Weather Service with the ASOS repairs, the upcoming access card audit, and the City’s zoning action for the overflow parking area. Mr. Turner also briefed on the status of the FAA grant bill, then reported on the trends coming out of the recent FAA Certification Inspection.

IX. ADJOURNMENT

After reminding Commissioners of the next meeting scheduled for 5:00 pm on February 29th, Chairman McCann adjourned the meeting at 7:45 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary