

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Meeting
Minutes of July 11, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, July 11, 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 V. 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.

Mr. Doug Mattoon of Valley Vision provided several handouts, suggesting that eventually, the Board's development requirements will need to be put on websites and marketing handouts. He is planning for brochures and folders.

III. APPROVAL OF MINUTES

Chairman McCann asked if there were any additions or corrections to the June 11th Regular Meeting minutes. Commissioner Hayes moved to accept the minutes as presented. Commissioner Long seconded the motion, and it passed unanimously.

Chairman McCann then asked if there were any additions or corrections to the June 13th Work Session minutes. Commissioner Martin moved to accept the Work Session minutes of June 13, 2012. Commissioner Hayes seconded the motion and it passed unanimously.

Chairman McCann asked if there were any additions or corrections to the June 13th Regular Meeting minutes. Commissioner Long moved to accept the Regular meeting minutes of June 13, 2012. Commissioner Nuxoll seconded the motion, and it passed unanimously.

Chairman McCann asked if there were any additions or corrections to the June 18th Special Session minutes. Commissioner Hayes moved to accept the Special meeting minutes of June 18, 2012. Commissioner Martin seconded the motion, and it passed unanimously.

IV. FINANCE

A. APPROVING VENDOR PAYMENTS

Airport Manager Turner reviewed the accounts payable roster, providing a brief description of each line item. Commissioner Nuxoll asked Mr. Turner to find out how many

copies the copy machine is producing. Commissioner Long moved to approve the accounts payable. Commissioner Hayes seconded the motion, and it passed unanimously.

B. REVIEW OF FINANCIAL REPORTS AND BUDGET UPDATE

Commissioner Nuxoll distributed financial reports which included a balance sheet and profit/loss statement. Fuel sales and landing fees are down. Space and facilities rents are also lower than budgeted due to the TSA training space presence lag. There does not, however, appear to be any more surprises at this point. Passenger facility charge revenue is on track to pay off the City of Lewiston debt by mid-December. Commissioner Nuxoll will visit with Mr. Turner to discuss whether or not there is a need to reopen the budget to account for project completion. Commissioner Martin moved to accept the financial reports. Commissioner Long seconded the motion and it passed unanimously.

V. OLD BUSINESS

A. DEVELOPMENT POLICY

Chairman McCann gave a brief overview on the evolution of the Development Policy, then asked for Board direction. Commissioner Long reminded the board he was the one who'd asked that the Policy be placed on the agenda for review. He then reminded Commissioners that the South Side Development Strategy report had been received, suggesting action on the Development Policy be delayed 3 to 4 months until the results from the board's efforts are available.

B. FEE POLICY

Chairman McCann introduced the topic, then disclosed his conflict of interest, stating he would neither participate in the discussion nor vote on any motion. Commissioner Martin disclosed his business relationship with Mr. Stout. Commissioner Hayes disclosed his business relationship with Odonata, LLC, noting that it was in competition with Stout Flying Service. Commissioner Nuxoll noted that he was now retired from his former employer and therefore no longer had a conflict of interest. He stated, however, that had he thought the fee policy as adopted would raise a tenant's rent from \$0.10 per square foot per year to \$0.21 per square foot, he would not have voted for it. However, there does need to be adjustments and new leases have 2.5% adjustments per year. There followed a lengthy discussion concerning how long certain lease rates have been paid. Commissioner Martin reminded the Board that businesses need to know what their rates will be going forward; there needs to be stability for business to grow. Commissioner Long mentioned that Odonata pays a higher rate than Stout. Commissioner Martin reminded those present that Hillcrest has a different rate structure, Odonata is only leasing buildings, and Stout has to lease area for his business that is undevelopable. He then moved to amend the Fee Policy to add the former lease policy's matrix adjustment table, reaffirm the \$0.21 as a base rate, then apply it retroactively to Stout Flying Service. Commissioner Nuxoll seconded the motion. Discussion focused on how the policy amendment would apply to others. Commissioner Long stated the policy needs to be applied consistently. Chairman McCann called for a vote on the motion. Voting in favor of the motion

were Commissioner Nuxoll and Martin. Voting against the motion were Commissioners Long and Hayes. The motion failed for lack of a majority. Commissioner Hayes expressed concern over how the outcome of this voting would affect other businesses. Consequently, he recommended suspending the conversation for 30 days while one commissioner from each side of the aforementioned vote talk to Gale Wilson and then look at the Stout lease to see if it could be made more like the Hillcrest lease. Chairman McCann appointed Chris and Mike to make that contact and discuss it with Mr. Stout.

C. CAPITAL IMPROVEMENT PLAN (CIP)

Chairman McCann asked for the staff report. Mr. Turner reminded Commissioners of the previous discussion on updating the capital improvement plan. The document before the Board incorporates the previous discussions; he recommends adoption. Commissioner Nuxoll moved to adopt the revised capital improvement plan. Commissioner Long seconded the motion and it passed unanimously.

D. SOUTHSIDE DEVELOPMENT PLAN

Chairman McCann asked for the staff report. Airport Manager Turner pointed out the Commissioners' copies of the Ricondo South Side Development Strategy report. The document incorporates the feedback received during their recent Board briefing. He recommended the Commissioners review and consider adoption at the next meeting.

VI. NEW BUSINESS

A. IDAHO TRANSPORTATION GRANT

Chairman McCann asked for the staff report. Mr. Turner stated that the \$5,264 grant represents approximately half of the 50% local match required for South Side Taxiway/Apron FAA design-only grant. He recommended the Authority Board of Commissioners vote to accept the grant. Commissioner Hayes moved to accept. Commissioner Long seconded the motion and it passed unanimously.

B. PARKING POLICY

Chairman McCann asked for the staff report. Mr. Turner pointed out the draft parking policy, noting that this was one of the last policy documents the board had not acted upon. Action was delayed pending the outcome of the car rental contract negotiations. Mr. Turner then asked the board to review the draft and provide him feedback, keeping enforceability in mind.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Mr. Turner summarized operations and maintenance activity since the last meeting. He pointed out changes in the Clear-Channel Interspace Airport Advertising display program,

discussed the status of the access card audit, then mentioned the challenge of getting proper insurance certification from Richard and Lisa Keane. Mr. Martin offered to discuss the same with Mr. Keane who was in the audience. Mr. Turner then pointed out that he'd received an invoice from the City of Lewiston for firefighter training, travel, and overtime costs associated with the ARFF live fire seminar at Moses Lake. Mr. Turner recommended paying only the registration costs associated with the seminar which is the practice begun last fiscal year. Commissioner Nuxoll moved to pay only the registration costs. Commissioner Long seconded the motion and it passed unanimously.

B. COMMISSIONER COMMENTS

Chairman McCann summarized his recent meeting with the Metropolitan Planning Organization.

Commissioner Hayes reminded the Board about the Technical Advisory Committee's work on a traffic study.

After discussing future agenda needs, the consensus appeared to favor meeting next on August 15th in a work session at 4:00 pm and in regular session at 5:00 pm on July 11th.

VIII. ADJOURNMENT

There being no further business to come before the Board, Chairman McCann adjourned the meeting at 6:55 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary