

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Meeting  
Minutes of July 13, 2011**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, July 13, 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., Mike Martin, Pat Nuxoll, Chris Hayes, and Verl Long.

**II. CITIZEN AND COMMISSIONER COMMENTS**

Chairman McCann welcomed the audience and asked if there were any citizen comments.

Susan Rittal, owner of Amelia's Hair Art Styling Salon addressed the board, explaining that one of her clients received a parking ticket because her car was parked in the three-hour parking area for more than three hours. She asked if there could be some consideration given to dedicating parking spaces with longer time limits to businesses in the terminal building. Chairman McCann asked Mr. Turner to explore options with the police chief.

DeAnn Scrabeck announced there was a joint City Council/County Board meeting scheduled. The majority of the items on the agenda dealt with Airport Authority issues, and she expressed disappointment that the Authority Board had not been invited to participate.

Mr. Doug Mattoon of Valley Vision addressed the board concerning a small community air service development grant. He summarized his organization's use of the grant program in the past and suggested there may be another opportunity for enhancing air service. Unfortunately, the application needed to be submitted to the Department of Transportation July 15<sup>th</sup>. The grant does have a match commitment. Commissioner Nuxoll stated he felt there wouldn't be a Delta conflict in the proposal, but there may be one with Horizon. Commissioner Martin expressed suggested that nothing should be done to jeopardize Horizon's service. Since the time to submit such an application is short, the consensus was to pass on the prospect this time.

Chairman McCann recognized Dr. Mark Peterson and welcomed him to the meeting.

**III. APPROVAL OF MINUTES**

Chairman McCann asked if there were any changes to the Wednesday, June 22, 2011 regular meeting minutes. Commissioner Nuxoll moved to approve the minutes as distributed. Commissioner Long seconded the motion and it passed unanimously.

#### **IV. FINANCE**

##### **A. APPROVING VENDOR PAYMENTS**

Commissioner Nuxoll pointed out the list of the vendor payments in the commissioners' package, then summarized those due. Commissioner Martin moved to approve the vendor payments. Commissioner Long seconded the motion and it passed unanimously. Following the vote, Commissioner Nuxoll summarized the accounts payable roster. Commissioner Long moved to approve the accounts payable; Commissioner Martin seconded the motion and it passed unanimously.

##### **B. FINANCIAL REPORT REVIEW**

Commissioner Nuxoll handed out copies of the latest financial reports including the Profit/Loss statement and cash flow analysis. He also briefed the board on the importance of getting the budget done with an accurate accounting of the moneys due from the City, pointing out that August and September are unknowns for the purpose of building an accurate revenue picture. Commissioner Martin moved to approve the financial report. Commissioner Long seconded the motion and it passed unanimously.

#### **V. OLD BUSINESS**

##### **A. MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES**

Chairman McCann asked Commissioner Martin for a report on the status of efforts to review and revise the Minimum Standards for Commercial Aeronautical Activities. He, Leroy Chausse, Jim Otey, and Mark Peterson have met twice and are building a matrix to make the various iterations of the standards easier to understand. The process to date has been one of consensus-building. Chairman McCann asked Dr. Peterson if he had anything to add. Dr. Peterson summarized the discussions of overall principles. The committee is now zeroing in on the specific categories. Building these standards using McCall's as a template is good. A brief discussion about applicability of standards followed, after which Chairman McCann said he appreciated Dr. Peterson's contribution to the committee.

##### **B. PARKS, CORS, AND GOLF COURSE**

Chairman McCann opened the discussion by reminding the board the issue had been tabled at the previous meeting. Commissioner Long moved to remove the topic of the parks, CORS, and Golf Course from the table. Commissioner Hayes seconded the motion and it passed unanimously. Commissioner Nuxoll stated there was a consensus among airport commissioners to negotiate in good faith the rates charged the city for the use of airport land. But between the deadline for completing the budget and the Joint Powers Agreement charge to make the airport self-sufficient, there was not a lot of time left to negotiate. If the Board gives the termination notice, the clock will begin winding down toward the 12 months for

lease expiration. There appeared to be consensus to wait with giving notice until after the joint City/County meeting. Commissioner Martin announced that in light of the potential impact on parks and recreation facilities he felt it important to disclose that Golf Fun Inc., is his client. Commissioner Hayes moved to table the topic until the next meeting of July 27<sup>th</sup>. Commissioner Nuxoll seconded the motion and it passed unanimously.

## **VI. NEW BUSINESS**

### **A. RESOLUTION 2011-9**

Commissioner Nuxoll moved to adopt Resolution 2011-9 terminating the Keane lease. Commissioner Martin seconded the motion and it passed unanimously.

### **B. INSURANCE PROCUREMENT**

Chairman McCann asked Commissioner Martin to report on his insurance procurement findings. Commissioner Martin briefed the Board on the history of their insurance during the first year of existence. That included the multiple coverage obtained through Idaho County Risk Management and Caledonian. The rolling stock was added to the authority mid-year. Had it been added at the beginning of the year it would have resulted in a premium increase. Commissioner Martin then reported that ICRMP has a \$40 million aviation insurance program with ACE for a combined premium of approximately \$18,000 which is less than the authority is currently paying. Such a program would be brokered through Stonebraker-McQuary since they are the only local firm authorized to do business with ICRMP. Commissioner Long moved to authorize Mr. Martin to proceed with procurement. Commissioner Nuxoll seconded the motion and it passed unanimously.

### **C. AIRPORT NAME**

Chairman McCann asked Commissioner Long to report his thoughts on the issue up. Commissioner Long stated it would be nice to have a name that is shorter than *Lewiston-Nez Perce County Regional Airport*. He suggested that using the word "Field" could have advantages and he named several as examples, including "Pangborne Field" and "Payne Field." There was a brief discussion about memorializing some local aviator by renaming the airport. Airport Manager Turner reminded the Board that renaming can have some unwanted political consequences. Commissioner Nuxoll suggested putting off the discussion for a while since it didn't seem to be a high priority. There appeared to be consensus agreement.

## **VII. RECURRING BUSINESS**

### **A. AIRPORT MANAGER'S REPORT**

Chairman McCann asked Mr. Turner for his report. Mr. Turner reviewed the Commissioners package, noting his comprehensive report had not gone out but that he would continue the process of reporting before the meeting. He then pointed out the revised Authority Board schedule and asked for additional items. He also briefed on the situation

with the water line repairs for Airport Rent-a-Space and A Touch of Glass. The back up power generator has some problems with the switch's automatic shut-off feature and outside contracted help is troubleshooting. He passed along to the board the staff training curriculum, the minimum standards matrix to date, and reported on the AVISTA electricity savings progress to date.

**B. COMMISSIONER COMMENTS**

Chairman McCann briefed the board on his meetings with the City Manager. Commissioner Nuxoll briefed on the audit request for proposals and asked that the parcel of land next to the airport fire station be mowed before the air fair for safety's sake in case people decide to park there.

**VII. ADJOURNMENT**

There being no further business to come before the Board, Chairman McCann reminded Commissioners their next meeting would take place July 27, 2011, then adjourned the meeting at 7:50 pm.

---

Robin L. Turner, AAE  
Airport Manager/Recording Secretary