

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Meeting
Minutes of March 21, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, March 21, 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.

Doug Black of the Airport Friends provided an update on Air Festival plans. Contributions are coming in at a healthy rate and should cover all expenses. Display aircraft possibly include a Kodiak, a Pilatus, and a Piper. Estimates for attendance at this point are between 3,000 and 5,000.

Kayla Brown of Riedesel Engineering provided an update on the south side taxiway/apron project. There was a brief discussion concerning options for additive alternates should the total required match not be available.

III. APPROVAL OF MINUTES

Chairman McCann asked if there were any additions or corrections to the Regular Meeting minutes of February 29, 2012. Commissioner Martin moved to approve the minutes as distributed. Commissioner Long 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 moved to approve the vendor payments. Commissioner Martin seconded the motion and it passed unanimously.

B. REVIEW OF FINANCIAL REPORTS

Commissioner Nuxoll distributed the financial reports, noting that revenue was up slightly during the last period. Operational expenses are also higher. Commissioner Hayes moved to approve the Financial Report. Commissioner Long seconded the motion and it passed unanimously.

V. OLD BUSINESS

Chairman McCann reminded Commissioners of Mr. Kent Simmons' request to operate a commercial flight instruction, aircraft sales, and rental business on the airport. He then asked for the staff report. Airport Manager Turner summarized the resolutions, indicating that they included the assignment of leases and the Board's consent to the commercial operation. Chairman McCann then asked Mr. Simmons for additional comments. Mr. Simmons noted that while his initial business emphasis will be in the area of helicopter operations, he intends to add a fixed wing component. Mr. Turner stated added that the Minimum Standards do not differentiate between rotary and fixed wing and so unless the motion does so, one consent would apply to both. A courtesy written notification from Mr. Simmons would be appreciated when fixed wing capability is added.

A. RESOLUTION 2012-8: *A Resolution consenting to the Assignment of a lease from Personal Success, Ltd. Co., to CRR, LLC as successor lessee; providing that the successor lessee be subject to all obligations of the original lease and further providing an effective date.*

Commissioner Long moved to approve Resolution 2012-6; Commissioner Martin seconded the motion and it passed. Voting Aye: Chairman McCann, Commissioners Nuxoll, Martin, and Long. Commissioner Hayes abstained.

Commissioner Long requested concurrent action on Resolutions 2012-12 and 2012-13.

B. RESOLUTION 2012-9: *A Resolution terminating a lease between the Lewiston-Nez Perce County Regional Airport Authority and CRR Properties, LLC and providing an effective date.*

C. RESOLUTION 2012-10: *A Resolution approving a lease between the Lewiston-Nez Perce County Regional Airport Authority, and CRR, LLC; authorizing and directing the Chairman and Secretary to execute and attest respectively said lease; and providing an effective date.*

Commissioner Long moved to approve Resolutions 2012-9 and 2012-10. Commissioner Martin seconded the motion and it passed. Voting Aye: Chairman McCann, Commissioners Nuxoll, Martin, and Long. Commissioner Hayes abstained.

D. RESOLUTION 2012-11: *A Resolution consenting to the Assignment of a lease from Odonata, LLC, to CRR, LLC as successor lessee; providing that the successor lessee be subject to all obligations of the original lease and further providing an effective date.*

Commissioner Long moved to approve Resolution 2012-11. Commissioner Nuxoll seconded the motion and it passed. Voting Aye: Chairman McCann, Commissioners Nuxoll, Martin, and Long. Commissioner Hayes abstained.

Commissioner Long requested concurrent action on Resolutions 2012-12 and 2012-13.

E. RESOLUTION 2012-12: *A Resolution terminating a lease between the Lewiston-Nez Perce County Regional Airport Authority and CRR Properties, LLC and providing an effective date.*

F. RESOLUTION 2012-13: *A Resolution approving a lease between the Lewiston-Nez Perce County Regional Airport Authority, and CRR, LLC; authorizing and directing the Chairman and Secretary to execute and attest respectively said lease; and providing an effective date.*

Commissioner Long moved to approve Resolutions 2012-12 and 2012-13. Commissioner Nuxoll seconded the motion and it passed. Voting Aye: Chairman McCann, Commissioners Nuxoll, Martin, and Long. Commissioner Hayes abstained.

G. RESOLUTION 2012-14: *A Resolution consenting to the sublease of CRR, LLC leases to Odonata, LLC as sublessee; approving the sublessee's request to engage in commercial operations and providing that the sublessee be subject to all obligations of the original lease and commercial standards, and further providing an effective date.*

Commissioner Long moved to approve Resolution 2012-14. Commissioner Nuxoll seconded the motion and it passed. Voting Aye: Chairman McCann, Commissioners Nuxoll, Martin, and Long. Commissioner Hayes abstained.

H. FEE POLICY

Chairman McCann asked for the background report. Commissioner Nuxoll reminded Board members that the Fee Policy was approved effective April 1, 2012. During the establishment debate, there had been considerable discussion about an annual review and adjustment to insure cost of business increases were passed along to users. Airport Manager Turner is contacting airports similar in size and complexity to provide some comparisons. A brief discussion then took place concerning airline rates and charges. Commissioner Long stated that car rental companies should pay for their parking spaces. Commissioner Martin said the issue is how many spots the companies should have. Chairman McCann reiterated his concern over cars from other airports being stored here. Commissioner Nuxoll suggested that he and the airport manager bring some information and comparables to the next Board meeting for action. Chairman McCann affirmed the request, adding that the April 9th City/County meeting included a request for help with the satellite parking area which is related to changing car rental contracts.

I. MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES

Chairman McCann asked for the subcommittee report. Commissioner Martin provided a recap of the Standards' development. At the Board's request, FAA reviewed the Standards and reported that they are consistent with FAA policy. They had four recommendations, however, two of which the subcommittee felt were inappropriate. The other two are either incorporated into the existing document or covered elsewhere. The subcommittee therefore did not

recommend change to the document as passed. Chairman McCann asked if there were any objections to the subcommittee's recommendation. There were none.

J. RESOLUTION 2012-15 *A Resolution approving a Professional Services Agreement between the Lewiston-Nez Perce County Regional Airport Authority and Recondo & Associates, Inc. for planning services associated with the South Side Development.*

Chairman McCann reminded the Board they'd reviewed a statement of work from Recondo & Associates; it had been incorporated into a draft contract which had also been provided to the Board. Several changes were made to the draft and a final is now before the Board for its consideration. Commissioner Nuxoll moved to approve Resolution 2012-15. Commissioner Martin seconded the motion, and it passed. Voting Aye: Chairman McCann, Commissioners Martin, Nuxoll, and Long. Voting Nay: Commissioner Hayes.

VI. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Mr. Turner summarized operations and maintenance activity since the last meeting. The FAA's Runway Safety Action Team (RSAT) had been to Lewiston; a copy of their report is included in the Commissioners' package. They were very complimentary of airport maintenance. Mr. Turner then provided an update on the badge audit process and the south side project. A letter requesting closure of the Idaho Department of Environmental Quality Voluntary Consent Order has been delivered to the State office. In light of the information received through the FAA visit to Renton, the Authority's Capital Improvement Plan will need to be updated. Mr. Turner then asked for confirmation of the Board members who will be attending the FAA conference. All members responded affirmatively. He then briefed on discussions with the Lewiston Fire Chief who will be discussing the issue of funding a new fire station with the council to insure the City is prepared to fund their portion as it may develop.

B. COMMISSIONER COMMENTS

Chairman McCann summarized the visit to Renton. The FAA was very complimentary about the Authority's progress and expressed no reluctance to shifting grant administration responsibility and PFC management. He then asked Mr. Turner to make an Authority public meeting notice so that all Commissioners could attend the joint city/county meeting on April 9th.

VIII. ADJOURNMENT

After reminding Commissioners of the next meeting scheduled for 5:00 pm on April 11th, Chairman McCann adjourned the meeting at 6:30 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary