

**Lewiston-Nez Perce County Regional Airport Authority**  
**Board of Commissioners Meeting**  
**Minutes of May 2, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, May 2, 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.

Doug Black of the Airport Friends announced changes to the *Friends of the Airport* Website. A new picture of the B-17 has been posted along with notes recognizing contributors to date.

DeAnn Scrabeck, another of the Friends, briefed the Board on the latest first floor display which highlights the outfitter and guide industry. She's working on a historical Civil Air Patrol display.

Jim Otey announced that he'd met with the VFW and American Legion to solicit their support for the veterans' portions of the Air Festival. The local Ham Radio Club would like to help and there is a gentleman from Missoula with a miniature Curtiss Pusher who has expressed an interest in being present.

Rainse Anderson of WH Pacific thanked the Board for allowing him to be present. His firm will be submitting their Statement of Qualifications for providing consulting engineering services.

Kayla Brown of Riedesel Engineering provided a recap on the south side bidding process, handing out a written summary. Commissioner Martin asked if the FAA would allow use of the remaining entitlement funds for taxilanes on the south side. Chairman McCann asked Kayla to get with Mr. Turner and contact the FAA for a response.

Nez Perce County Commissioner Mike Grow stated he thought the south side bid results were good. He then advised the Board the City and County were nearing an agreement to build the satellite parking facility.

Scott Macey of the City of Lewiston's engineering division stated that the south side access road should be paved next week. The punch list inspection will take place tomorrow.

### **III. APPROVAL OF MINUTES**

Chairman McCann asked if there were any additions or corrections to the Regular Meeting minutes of April 11, 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 Hayes moved to approve the vendor payments as presented. Commissioner Martin seconded the motion and it passed unanimously.

#### **B. REVIEW OF FINANCIAL REPORTS AND DRAFT BUDGET**

Commissioner Nuxoll distributed the financial reports, including a balance sheet and the profit/loss statement, highlighting the unrealized revenue from the Transportation Security Administration and the decrease in landing fees. He then reviewed the cash flow statement, accounts receivable summary which appears reasonable, and the PFC reconciliation statement. Commissioner Long moved to accept the financial reports. Commissioner Martin seconded the motion and it passed unanimously.

Commissioner Nuxoll then provided a comparison between projected expenditures and budgeted expenditures. The rest room project for \$15,000 and the planning consultant at \$10,000 were unbudgeted expenses which can be covered adequately if staff can save \$25,000 through the end of the fiscal year. If not, the budget will need to be amended authorizing the use of fund balances.

Commissioner Nuxoll distributed a very rough draft budget for next fiscal year. The Joint Powers Agreement requires a draft by mid-May. There is a City/County budget meeting on June fourth, and a budget framework will need to be available by then. Chairman McCann asked Mr. Turner to make an Authority meeting notice for that date. He also asked Board members to provide Commissioner Nuxoll with their budgetary feedback.

### **V. OLD BUSINESS**

#### **A. FEE POLICY**

Chairman McCann asked Airport Manager Turner for the staff report. Mr. Turner reminded the Board they had approved at their last meeting a change to the land rental rate, twenty cents per square foot per year to twenty-one cents. The document in the agenda package makes that change. Commissioner Hayes moved to approve the document. Commissioner Martin seconded the motion, after which Chairman McCann called for discussion. Commissioner Martin recalled that discussion during the last meeting included a requirement

that the rates would only be applicable to the airport's north side. Chairman McCann asked Mr. Turner to make that change, then called for a vote. The motion passed unanimously.

## **VI. NEW BUSINESS**

### **A. ODONATA, LLC**

Chairman McCann asked for the staff report. Mr. Turner informed the Board that the resolutions and lease documents approved by the Board for ODONATA during the last meeting had several errors. The leases referred to the new organization as CCR, LLC when the correct name is CRR, LLC. There were also several typographical errors to the land legal descriptions. In the interim so that Dr. Kent Simmons could get his business financial affairs in order, Mr. Turner made those pen-and-ink changes to the documents and re-recorded them. The action before the Board consists of two resolutions numbered 2012-16 and 2012-17 which confirm those pen-and-ink changes. Commissioner Nuxoll moved to approve Resolutions 2012-16 and 2012-17. Commissioner Long seconded the motion. The motion passed with Commissioners Nuxoll, Martin, and Long voting aye; Commissioner Hayes abstained.

### **B. CAPITAL IMPROVEMENT PROGRAM**

Chairman McCann asked for the staff report. Airport Manager Turner reminded the Board of the capital improvement program approved last year. He then reminded them of the FAA and staff concern over the condition of Runway 26-08 and how the porous friction course (PFC) seems to be raveling faster than it should. This characteristic was not pronounced during the last Pavement Condition Index (PCI) study. Discussions with the FAA suggest that we should insert a line item in the Capital Improvement Program to deal with this problem if the PFC continues to deteriorate. Mr. Turner suggested the Board authorize him to make the change to the Capital Improvement Program and bring it back to the Board for approval. The consensus of opinion favored that approach, so Mr. Turner said he would bring a revised Capital Improvement Program to the Board in the late May or early June meeting.

## **VII. RECURRING BUSINESS**

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

Mr. Turner summarized operations and maintenance activity since the last meeting. He then reminded the Board of the FAA inspector's recommendation to acquire a new decelerometer for use during winter operations. Mr. Turner suggested that the equipment be acquired for approximately \$5,000 as an administrative expense under the FAA's grant for the south side apron and taxiway project. In that manner, the cost to acquire would be split with the FAA paying 93.75%. Commissioner Martin moved to approve the acquisition. Commissioner Long seconded the motion and it passed unanimously. Mr. Turner then briefed the Board on the staff plan for rehabilitating the parking lots. Although the project is funded in the budget, staff anticipates spending some additional money for towing costs and to make signs identifying closed areas and directing customers to proper parking. Mr. Turner then pointed out items in the Agenda Package, including the completed rezoning action for the satellite parking area land, the

latest wildlife report from USKH, the letter from the City's Public Works Director announcing the plan for repairing O'Connor Road, and miscellaneous correspondence.

**B. COMMISSIONER COMMENTS**

Commissioner Nuxoll outlined for the Board the approach he, Commissioner Long, and the Airport Manager would use with the car rental contract negotiations. They will meet, then meet with the local managers, then deal with their general offices, hoping to wrap up in May with a verbal agreement followed up by written agreement.

Chairman McCann appointed Commissioners Long and Hayes to serve as the Board's consulting engineer selection committee. He also reminded the Board that Recondo would be ready to brief the Board on their initial recommendations on May 23<sup>rd</sup>. so he recommended the Board meet in a work session that day at 3:00 pm to be followed by a regular meeting at 5:00 pm.

**VIII. ADJOURNMENT**

There being no further business to come before the Board, Chairman McCann adjourned the meeting at 6:30 p.m.

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Robin L. Turner, AAE  
Airport Manager/Recording Secretary