

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting**

Minutes of 21 May 2014

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, 21 May 2014 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 5:01 p.m. Commissioners present included Bill McCann, Jr., Pat Nuxoll, Verl Long, Mike Martin, and Chris Hayes.

II. CITIZEN COMMENTS

Chairman McCann welcomed Commissioners and those in the audience, asking if there were any comments about items on or off the agenda.

Doug Mattoon of Valley Vision briefed on the direct mail campaign with at least 150 people actually opening the email and would like to proceed with the second mailing.

DeAnn Scrabeck advised that the Air Festival would be held on the weekend of 20 September 2014 and that Pepsi had agreed to sponsor the DC3 but that additional sponsorship dollars would be needed. A proposal has also gone out to Avista and Regence.

Doug Black added that the DC3 comes from Everett, WA and has seen service in WWII and then sold to Johnson & Johnson Company before going to the museum. There will be approximately 100 tickets for rides printed but the primary event will be the static display of aircraft on the ramp.

Chairman McCann advised of the Retirement Celebration for Robin Turner on 29 May 2014. Notices have been sent out to tenants, city, county and Tribune.

III. MINUTES

- *Regular Meeting Minutes of 23 April 2014.*

Chairman McCann asked if there were any additions or corrections to the minutes as presented. Commissioner Long requested a correction to the minutes clarifying wording regarding the South Side Layout. Commissioner Hayes moved to approve the regular meeting minutes of April 23rd. Commissioner Long seconded the motion, and it passed with Commissioners Long, Hayes, Martin and Nuxoll voting in favor of the motion.

IV. FINANCE

A. Accounts Payable

Airport Manager MacLachlan summarized the accounts payable by noting vendor names and associated expenses that were unusual or extraordinary. Of note were the expenditures associated with upgrading and refurbishing the airport's computer systems and airfield lighting supplies. Commissioner Long moved to approve the accounts payable. Commissioner Hayes seconded the motion and it passed unanimously.

B. Financial Report

Commissioner Nuxoll distributed the operations and capital financial reports. He summarized some of the significant areas, noting that we are on track. He summarized the balance sheets for capital and operating funds. Expenses are up as the result of the conduct of crack sealing and the Airport Manager search. The County Budget Meeting is scheduled for 16 June 2014 and a meeting will be conducted on 27 May 2014 with Commissioner Nuxoll and Manager MacLachlan to review the preliminary budget. Commissioner Nuxoll also addressed the issue of allowing Airport Manager MacLachlan to use the funds designated to bring his wife for a visit to Lewiston to instead go back to South Bend to attend to his daughter's graduation. Commissioner Martin moved to accept the financial report. Commissioner Hayes seconded the motion and it passed unanimously.

V. OLD BUSINESS

A. DICK ROBERTS

Chairman McCann asked for the staff report. Mr. Turner reminded the Commissioners that the issue comes down to the legality of insurance coverage held by Mr. Roberts. The staff recommendation is to consider this a pre-existing condition and not take further action. Commissioner Martin advised that Mr. Roberts does not have adequate insurance for the activities being conducted. Mr. Roberts advised that he does not conduct flight instruction out of the hangar and that his insurance is adequate.

Motion was made to require Mr. Roberts to provide additional insurance for Flight Instruction and Aircraft Rental at LWS or activity must cease until he provides proof to the airport.

Commissioners Nuxoll and Martin voted for the motion and Commissioners McCann, Long and Hayes voted against the motion. The motion did not pass.

B. RESOLUTION 2014-6, LOHMAN HELICOPTERS, LLC

Chairman McCann asked for the staff report. Mr. MacLachlan asked the Board to approve a new standard lease to allow for commercial activities after Mr. Lohman purchased the old Peterson Hangar. This lease does not allow for the expansion of the building or additional land. Commissioner Nuxoll moved to approve Resolution 2014-6. Commissioner Long seconded the motion. It passed unanimously.

C. DEVELOPMENT POLICY

Chairman McCann asked for the staff report. Discussion brought up questions regarding this issue and motion was made to table this until the next Board Meeting.

D. RESOLUTION 2014-5, ARMSTRONG CONSULTANTS CONTRACT

Chairman McCann asked for the staff report. Discussion brought up questions regarding this issue and motion was made to set a "working group" meeting with Armstrong to discuss this matter more fully.

VI. **RECURRING BUSINESS**

A. AIRPORT MANAGER'S REPORT

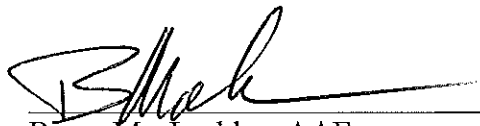
Chairman McCann asked the Airport Manager for his report. Mr. MacLachlan advised that he had already set a tentative date for a meeting with Armstrong and would incorporate the "working group" into this meeting. Additional issues brought up were the retirement Celebration for Robin Turner and the Seekins Precision Open House.

B. COMMISSIONER COMMENTS

The consensus was to schedule the next meeting on 24 June 2014 at 5:00 pm.

VII. **ADJOURNMENT**

There being no further business, Chairman McCann adjourned the meeting at 6:39 p.m.



Bruce MacLachlan, AAE
Airport Manager/Recording Secretary