

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Meeting  
Minutes of November 16, 2011**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, November 16, 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., Pat Nuxoll, Chris Hayes, Mike Martin, and Verl Long.

**II. CITIZEN AND COMMISSIONER COMMENTS**

Chairman McCann welcomed those in the audience and asked if they had any comments or suggestions to offer. There were none.

**III. APPROVAL OF MINUTES**

Chairman McCann asked if there were any changes to the Wednesday, November 2, 2011 Regular meeting minutes. Commissioner Martin moved to approve the minutes as distributed. Commissioner Long seconded the motion and it passed unanimously.

**IV. FINANCE**

**A. APPROVING VENDOR PAYMENTS**

Commissioner Nuxoll asked Mr. Turner to review the list of vendors to be paid. He did, summarizing the purpose of each. Commissioner Hayes moved to approve the vendor payment list. Commissioner Nuxoll seconded the motion and it passed unanimously.

**B. FINANCIAL REPORT**

Commissioner Nuxoll then distributed the latest financial reports including the Balance Sheet, Profit and Loss Statement, Accounts Receivable, and the PFC Reconciliation, briefly summarizing each. Commissioner Hayes moved to approve the financial report. Commissioner Martin seconded the motion and it passed unanimously.

**V. OLD BUSINESS**

**A. DEVELOPMENT POLICY**

Chairman McCann summarized the progress to date and comments made during the work session, then asked if anyone had anything else to add. Commissioner Long recommended platting the south side so that everyone knows exactly where any given development will go. A discussion concerning condominiums then took place. The consensus of the Board appeared to

favor authorizing condominiums only if the building and fire codes allowed the hangars to be considered separate units.

## B. CAPITAL IMPROVEMENT PROGRAM

Chairman McCann asked the airport manager for his report. Mr. Turner briefed the board on the document, noting that with the exception of some clean up, it was ready for board adoption by resolution at the next meeting. A brief discussion took place concerning the amount identified for the ARFF station. Mr. Turner explained that the ARFF station project is intended to be done in two phases, a design/study phase followed by a construction phase when the results of the study/design would be built. At present, the amount identified in the plan should be somewhat of an upper limit. Chairman McCann asked if there were any other comments, after which Mr. Turner announced he'd place the document on the agenda for the following meeting.

## C. PARKING POLICY

Chairman McCann asked Mr. Turner for the staff report. Airport Manager Turner reminded the Board he'd been asked to create a draft as a starting place for discussion. The Commissioners' package contains a full draft, consolidating the former airside and landside parking policies. Allocation of parking areas may depend upon progress toward a satellite parking facility, so adoption of the new policy should wait the Authority knows the outcome of that project. He asked the Board if there was a preference in the long-term parking area. Consensus seemed to favor a single 60-day limit rather than the current 10 and 30 day limits.

## VI. NEW BUSINESS

### A. RESOLUTION 2011-12

Chairman McCann noted a lease discrepancy between the names Miles and Lynch. Commissioner Nuxoll moved to approve the resolution. Commissioner Martin seconded the motion and it passed unanimously.

### B. RESOLUTIONS 2011-13 THROUGH 2011-17

After clarifying that each resolution was identical with the exception of the names, Commissioner Hayes moved to adopt Resolutions 2011-13 through 2011-17. Commissioner Nuxoll seconded the motion and it passed unanimously.

## VII. RECURRING BUSINESS

### A. AIRPORT MANAGER'S REPORT

Chairman McCann asked Mr. Turner for his report. Mr. Turner reviewed the Commissioners' package, including his recurring report sent by email. Topics included the status of the south side construction. The lead has been removed and tests conducted. Public Works Director Chris Davies stated that the Idaho Department of Environmental Quality told him there was one failed test but because it was such a low quantity and risk, the site will be considered "clean." He then pointed out the email concerning Rick Keane and the lease addendum for the City's parks. Consensus of the Board with respect to the lease addendum was

to identify the City's rent for year's two and three. Mr. Turner then pointed out the MOU concerning PFCs. Consensus of the Board was to specifically identify the amount the City was entitled to. Mr. Turner will bring final drafts back to the board at the next meeting. Mr. Turner then reviewed the Board's schedule and the latest customer comment cards. Mr. Turner then asked the Board how they would like to finish up his performance appraisal. Commissioner Hayes suggested finishing the process at the next meeting. Chairman McCann asked Mr. Turner to schedule an executive session on November 30, 2011.

#### B. COMMISSIONER COMMENTS

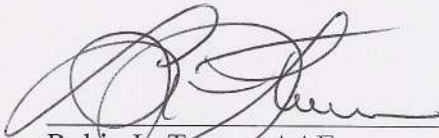
Chairman McCann pointed out the latest proposal from Mr. Ron Lamb for expansion of his gift shop. Commissioner Hayes passed out his commentary on the proposal, after which Chairman McCann asked him and Commissioner Nuxoll to prepare a report and asked Mr. Turner to place the proposal on the next agenda.

He then asked if there were any other items to come before the Board. Mr. Pete Gertonson complimented Mr. Turner's on his talk to the Kiwanis Club that morning.

#### IX. ADJOURNMENT

Chairman McCann announced the next Board meeting will be November 30, 2011 at 5:00 pm.

There being no further business to come before the Board, he adjourned the meeting at 7:00 pm.



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Robin L. Turner, AAE  
Airport Manager/Recording Secretary