

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Meeting
Minutes of November 2, 2011**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, November 2, 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., Chris Hayes, Mike Martin, and Verl Long. Commissioner Pat Nuxoll was excused.

II. CITIZEN AND COMMISSIONER COMMENTS

Chairman McCann welcomed those in the audience and asked if there were any comments from those present.

DeAnn Scrabeck announced the Friends' newest display featuring the air traffic control tower. She noted that the display includes a plaque commemorating the first ever Willie F. Card award which was given to the tower and the Airport for having the most outstanding contract air traffic control tower in the nation.

Leroy Chausse read a letter from the Friends of the Airport encouraging the Board to consider relocating the airline terminal building to the south side. He distributed copies to those present.

Doug Black recommended a business approach when the Authority begins its master planning process. It should view the airport as a whole and look at the relationship between corporate aircraft and scheduled airline service.

Doug Mattoon, Valley Vision CEO, discussed a recent trip to Coeur d'Alene where he visited the Empire Airlines operation which included the area where the company is doing maintenance on Q-400s. He is learning as much as he can about the aviation industry so that he can help market this airport and its south side development.

Chairman McCann introduced the students of the Lewiston High School Government Class. He also provided an explanation of some of the acronyms used during the various discussions and a short brief on the Authority's evolution as the newest government unit in the Lewis-Clark Valley.

III. APPROVAL OF MINUTES

Chairman McCann asked if there were any changes to the Wednesday, October 19, 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

Airport Manager Turner reviewed the accounts payable roster, providing background on the less obvious payments. Commissioner Hayes moved to approve the vendor payment list. Commissioner Long seconded the motion and it passed unanimously.

B. FINANCIAL REPORT

Airport Manager Turner distributed the latest financial reports provided by Commissioner Nuxoll. Commissioner Hayes moved to approve the financial report. Commissioner Martin seconded the motion and it passed unanimously.

V. OLD BUSINESS

A. RON LAMB, CAFÉ AMERICA

Chairman McCann asked Commissioner Hayes for his subcommittee report. Commissioner Hayes reminded the board they had roped off the area Mr. Lamb wanted as part of his leasehold in order to simulate the effect on the rest of the building area. He reported his observations of the simulation from his on-site visits. Although he did not personally witness major problems, the simulation showed the proposal reduced the access route between the TSA checkpoint and the proposed leasehold to about five feet. He then pointed out that TSA's supervisor had sent an objection, a copy of which was contained in the Commissioners' agenda package. Commissioners Hayes and Nuxoll then met and developed some proposed lease terms should the Board want to accept Mr. Lamb's proposal. The terms include the requirement for a deposit with an initial break on the rent. Chairman McCann asked the airport manager for his input. Mr. Turner responded that although the revenue would help the airport, he felt the proposal creates a chokepoint that will be problematic when there are more than a minimum number of passengers coming and going. He also expressed concern over the impact of the proposal on the esthetics of the building's interior. He recommended disapproval. Commissioner Hayes agreed, then described his concern if TSA were to upgrade their equipment and need additional room. Commissioner Long suggested the ability to cancel the operation in a reasonable amount of time. Commissioner Martin added that even if TSA were to move their operation, the proposal still creates a chokepoint, moving to deny the request. Commissioner Hayes seconded the motion and it passed unanimously. Chairman McCann asked Mr. Turner to send Mr. Lamb a letter notifying him of the Board's decisions.

B. DEVELOPMENT POLICY

Chairman McCann asked Mr. Turner for the staff report. Airport Manager Turner reminded the Board he'd been asked to create a draft development policy as a starting place for discussion. The Commissioners' package contains a full draft for consideration. He'd received no feedback from board members prior to the meeting. Chairman McCann asked Mr. Turner to place this item on the agenda the meeting after next so that the board may have time to review the document and prepare to discuss it.

C. CAPITAL IMPROVEMENT PROGRAM (CIP)

Chairman McCann asked the airport manager for the staff report. Airport Manager Turner reminded the Board he'd been asked to create a draft program for consideration. The previous meeting's agenda package included a partial draft. This document, however, is a final draft showing a Federal project schedule, a synopsis of the entire program including non-Federal projects, and a project work sheet for each item. Chairman McCann asked the Commissioners to study the document for discussion and possible adoption at the next board meeting.

D. PARKING POLICY

Chairman McCann asked Mr. Turner to report on the Parking Policy. Mr. Turner reminded the board that there had been two such policies in the past, one for the landside and a second for the airside. The draft in the agenda package consolidated the two policies into one for the Board's consideration. He also briefed the board on the relationship between these documents, the satellite parking lot project, and the car rental contract renegotiation process. Chairman McCann asked the Commissioners to review the draft and come prepared to offer guidance at the next meeting.

E. LEADING EDGE AVIATION

Chairman McCann asked Commissioner Hayes to report on his discussions with Leading Edge Aviation. Commissioner Hayes reported that he'd discussed three possible locations with Leading Edge representatives. Those sites included: east of the hangar area at the corner of Cedar and 5th Street; on the public ramp area north of Hillcrest; and adjacent to Gustin Aviation. Leading Edge representatives preferred the east end as a temporary area. The Hillcrest area could be problematic for public visibility reasons and the Gustin area could be problematic for the loose aggregate in the access area. He will report to the Board if there are any other options or further communications.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Chairman McCann asked Mr. Turner for his report. Mr. Turner will complete his recurring report and sent it by email. He did, however, review the Commissioners' agenda package including the business statistics through the end of October. Airline enplanements remain higher than last year and air traffic was also up in October. He also pointed out the correspondence regarding the satellite parking area and the O'Connor Road repair project.

B. COMMISSIONER COMMENTS

Chairman McCann introduced Mr. Jason Apt of Recondo, the airport planning firm discussed in the previous meeting. Mr. Apt gave an overview of his firm. Commissioner Martin recommended the Board host a brainstorming work session. Chairman McCann emphasized the need to work out a plan to the positive benefit of the community, wondering if the Board was focused enough yet to consider planning. He then recommended a two hour work session, the

first hour dedicated to the Board's discussion before bringing in Recondo. The consensus appeared to favor a work session starting at 3:00 at the next meeting.

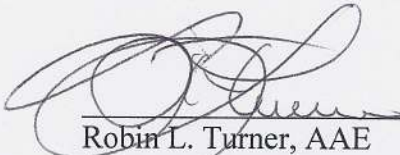
Doug Mattoon of Valley Vision reminded the Board of his recent meeting with Delta in Atlanta. They are very happy with Lewiston's performance. Chairman McCann reminded Commissioners that Valley Vision had been the driving force behind bringing Delta to the Valley.

Commissioner Hayes reported on the recent meetings of the Metropolitan Planning Organization Technical Advisory Committee. He said the City has published the results from the Bryden Avenue Corridor Study and if interested, Commissioners can review the same on the City's website.

A brief discussion on scheduling the next meeting resulted in a consensus of a work session at 3:00 on November 16th, followed by the normal business meeting at 5:00.

IX. ADJOURNMENT

There being no further business to come before the Board, Chairman McCann adjourned the meeting at 6:15 pm.



Robin L. Turner, AAE
Airport Manager/Recording Secretary