

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting
Minutes of November 28, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, November 28, 2012 in the Airport Conference Room, 406 Burrell Avenue, Lewiston, Idaho.

I. CALL TO ORDER AND ROLL CALL

Vice Chairman Martin called the meeting to order at 5:00 p.m., noting that he'd been asked to chair the meeting since Chairman McCann had a meeting conflict and could not attend the Authority Board meeting. Commissioners present: Pat Nuxoll, Mike Martin, and Verl Long. Commissioner Hayes had emailed early in the week to advise the Board he would be traveling and would not be in attendance.

II. CITIZEN COMMENTS

Vice Chairman Martin asked if anyone in the audience would like to comment. There was none.

III. MINUTES

- *Regular Meeting Minutes of October 31, 2012*

Vice Chairman Martin asked if there were any additions or corrections to the minutes of the October 31st meeting. Commissioner Long moved to approve the minutes as distributed. Commissioner Nuxoll seconded the motion, and it passed unanimously.

IV. FINANCE

A. Vendor Payments

Airport Manager Turner summarized the vendor payments by name and purpose. Commissioner Nuxoll moved to pay the bills; Commissioner Long seconded the motion and it passed unanimously.

B. Financial Reports

Commissioner Nuxoll distributed financial reports, reviewing each and providing details. Utility costs are down over last year. Revenue is up slightly, reflecting among other things, the revenue from the sale of surplus property. Debt owed the City is approximately \$34,000, and the Authority is on track to pay this off by mid-January. Vice Chairman Martin asked if there were any questions. There were none, so Commissioner Nuxoll moved to approve the financial report. The motion was seconded by Commissioner Long and it passed unanimously.

V. PRESENTATIONS

Laura VonTersch, Community Development Director, City of Lewiston

Vice Chairman Martin introduced Laura VonTersch, reminding Commissioners that Doug Mattoon had recommended they ask her for a briefing on Urban Renewal Areas (URAs) as a means of capital funding. Ms. VonTersch summarized the City's experience with URAs, noting that they have the powers of a local unit of government without taxation authority. Instead, they derive their revenue from increments of assessed value above a base level established the year the URA is formed. As the properties appreciate, so does the tax revenue derived. Vice Chairman Martin asked if it were safe to say the City of Lewiston supports the use of URAs, to which Ms. VonTersch responded in the affirmative, generally speaking. Commissioner Nuxoll asked if all the increase in property tax were going to the existing URA. Ms. VonTersch responded that some of the increase remains with the school district. Vice Chairman Martin then summarized the current impediments to developing the south side, then asked about the first step to establishing a URA to benefit the airport. Ms. VonTersch suggested a letter to the City Council, signed by all Authority Commissioners, recommending the establishment of a URA and identifying projects and possible boundaries. Vice Chairman Martin asked that this topic be placed on the Authority Board's next agenda.

VI. OLD BUSINESS

A. AIRPORT MARKETING

Vice Chairman Martin asked Mr. Chuck Christopher and DeAnn Scrabeck for a report. Mr. Christopher briefed the board on the establishment and maintenance of a new website, a new airport logo, and the hosting of January's Business After Hours. Ms. Scrabeck provided the board with a draft marketing plan and a draft strategic plan. She quickly summarized both, then asked the Board to review them and provide feedback at the next meeting. She then discussed the establishment of a name for the airport's south side, recommending "Airport Business Park." Commissioner Long complimented the marketing subcommittee on their work. Commissioner Nuxoll stated the marketing plan contains some very good information, then added that marketing action is long overdue. Vice Chairman Martin then asked if there were any objection to the marketing subcommittee moving forward with the projects briefed. There was no objection.

B. GOLF COURSE RV PARK

Vice Chairman Martin asked Mr. Lynn Moss for his report. Mr. Moss reminded the Commissioners that he represents the Golf Course operators and the City of Lewiston. He summarized the proposal, noting that it would be paid for through an Idaho grant. The application must be in to the State by the last Friday in January. He then asked the Authority Board for a vote recommending approval of the project. Airport Manager Turner asked the Board to hold off recommending approval until some form of FAA review was conducted. Commissioner Long asked if the Armstrong Consultants had any information they could add. Mr. Dennis Corsi of Armstrong noted that his team had not yet conducted an in-depth review. They had, however, taken a quick look at the project and noted the proposal places an access road within the Runway Protection Zone (RPZ) which is not allowed by the FAA. He then

added that the proposal creates a potential congregation of people in the final approach and departure corridor of runway 12-30. Consequently, even if the project meets FAA's technical requirements for obstacle clearance, the FAA may not consider it favorably for the project's land use problems. Commissioner Nuxoll moved to ask that the project be submitted with an analysis by Armstrong for an informal review by the FAA. Commissioner Long seconded the motion. Vice Chairman Martin asked for discussion on the motion. Mr. Moss asked the Board to add to the motion a positive recommendation to the FAA. Mr. Turner recommended against taking an advocacy position on the project at this time, adding that between the potential land use problems and conflicting grant assurances, the submission of the project may not be viewed favorably by the FAA. There being no further discussion, Vice Chairman Martin called for a vote on the motion. The vote passed unanimously.

C. SOUTHSIDE DEVELOPMENT PLAN

Vice Chairman Martin asked Mr. Turner for his report. Mr. Turner summarized policy development to date, beginning with the Recondo report. He pointed out the draft development policy in the agenda package, explaining to Commissioners that it included comments by Armstrong with which he agreed. He then summarized his recommended changes and suggested that they and Armstrong's comments be incorporated into the draft as a "straw man." The consensus of the Board appeared to favor Mr. Turner's suggestion. He will bring the updated draft back for Board discussion at the next meeting.

VI. NEW BUSINESS

A. RESOLUTION 2012-35: BOTT & ASSOCIATES

Mr. Turner explained that this resolution would approve the attached contract with Bott and Associates. Chairman McCann is attempting to get a legal review to make sure it does not present a "bid-splitting" problem, so Mr. Turner is asking for approval conditional upon receiving a clean legal report. Commissioner Martin state he didn't feel as though it should be a legal problem for the Authority to serve as a general contractor. Commissioner Nuxoll reminded the Board that government bidding law is significantly different and he would not feel comfortable approving the document until a legal review has been conducted. He added that once the opinion has been rendered, a meeting can be called in short order. Commissioner Martin asked that the topic be tabled until the next meeting. The consensus appeared to favor so doing.

B. RESOLUTION 2012-36: ARMSTRONG CONSULTANTS, INC

Vice Chairman Martin asked for the staff report. Mr. Turner explained that the agreement attached to the resolution defined the Authority's contractual relationship with Armstrong Consultants. He pointed out that the contract did not include prices or projects which would be added by "task orders" as soon as the Board and FAA agreed on the next series of projects in a capital improvement plan. Mr. Turner had sent the contract to FAA for review; FAA had done so. Commissioner Long moved to approve Resolution 2012-36. Commissioner Nuxoll seconded the motion and it passed unanimously.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Airport Manager Turner reviewed the contents of the Commissioners' Agenda package. He briefed on the capital improvement plan summary, noting that it, too, had been reviewed and agreed upon by the FAA. The first series of projects for FY 2013 included a Master Plan, runway 26-08 engineering, and the north apron engineering. Commissioner Nuxoll asked if the plan should include several local projects. Mr. Turner agreed. He asked the Board to approve the plan. Commissioner Long moved to approve the capital improvement plan. Commissioner Nuxoll seconded the motion, adding he was pleased the Authority would be able to move on a master plan. Vice Chairman Martin stated he thought it was timely, then called for a vote on the motion. It passed unanimously. Mr. Turner then pointed out the information from the Mayor on the legislative proposal to do away with personal property taxes, asking if the Board wanted to discuss the Mayor's request to take a position. The consensus appeared to favor so doing, so he will add the topic to the next meeting agenda. Mr. Turner then summarized recent staff activities, including construction progress, training on the new FAA electronic invoicing process, and preparations for winter operations.

B. COMMISSIONER COMMENTS

Commissioner Nuxoll stated that Auditor's report would be ready for the Board at the next meeting. He mentioned the auditor was very complimentary the Authority's bookkeeping.

Commissioner Martin suggested December 19th as the next meeting date which the Board appeared to favor, so he asked Mr. Turner to schedule it accordingly.

VIII. EXECUTIVE SESSION

Mr. Turner had asked the Board for an executive session for the purposes of providing him a performance appraisal. Commissioner Nuxoll suggested holding off for full board participation. In the meantime, Mr. Turner will send out by email the Authority Performance Appraisal forms.

IV. ADJOURNMENT

There being no further discussion to be conducted in special session, Vice Chairman Martin thanked those present, then called for a motion to adjourn. Commissioner Nuxoll moved to adjourn the meeting at 7:20 p.m. The motion was seconded by Commissioner Long. It passed unanimously.

Robin L. Turner, AAE
Airport Manager/Recording Secretary