

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Work Session
Minutes of November 30, 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, and Mike Martin. Commissioners absent: Verl Long. Commissioner Hayes arrived shortly after the Financial Reports.

II. CITIZEN AND COMMISSIONER COMMENTS

Chairman McCann welcomed those in the audience, then asked if there were any comments from those in the audience.

Mr. Doug Black commented on the Isbill Master Plan, noting the accuracy of their forecasting. He felt the document could have been better had it addressed marketing. Chairman McCann suggested that the next plan address this deficiency. Mr. Black also said it would be interesting to know air freight trends, then recommended a look at the Bellingham Airport and its marketing efforts.

Chairman McCann introduced Mr. Russ Bashaw, the airport's web site developer, presenting him with a gift certificate of appreciation for his efforts.

III. APPROVAL OF MINUTES

Chairman McCann asked if there were any additions or corrections to the Work Session minutes of November 16th, 2011. Commissioner Martin moved to approve the minutes as distributed. Commissioner Nuxoll seconded the motion and it passed unanimously.

Chairman McCann then asked if there were additions or corrections to the Regular Meeting minutes of November 16th, 2011. Commissioner Martin moved to approve the minutes as distributed. Commissioner Nuxoll seconded the motion and it passed unanimously.

IV. FINANCE

A. APPROVING VENDOR PAYMENTS

Airport Manager Turner reviewed the accounts payable and the accounts receivable rosters, pointing out that the FAA had paid their badging fees and the TSA had not. He had, however, pointed out the problem to TSA officials and they were trying to find out why their finance section had not taken care of this business. Commissioner Nuxoll moved to approve the vendor payments. Commissioner Martin seconded the motion and it passed unanimously.

B. REVIEW OF FINANCIAL REPORTS

Commissioner Nuxoll distributed the financial reports, including a cash flow statement and PFC reconciliation. Commissioner Martin moved to approve the financial report. Commissioner Nuxoll seconded the motion and it passed unanimously.

V. PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE

A. DON BRIGHAM, DON BRIGHAM PLUS ASSOCIATES

Chairman McCann introduced Mr. Don Brigham who asked to address the Board. Mr. Brigham mentioned he was aware the Board was considering acquiring the services of an airport planner for help in planning the south side. Mr. Brigham told the Board he was willing to help, then handed out copies of a marketing package for his firm.

Chairman McCann provided additional background information on the south side project, explaining that the Authority is very interested in planning such that the development enhances the economic viability of the Community, an approach requiring a global perspective. Mr. Pete Knutson asked if there were any provisions for non-aviation tenants in the development, to which Chairman McCann responded affirmatively. The upper level is designated non-aviation and Valley Vision is beginning to develop programs to market both areas.

VI. OLD BUSINESS

A. DEVELOPMENT POLICY

Chairman McCann asked Mr. Turner to report. Mr. Turner pointed out the draft from the Commissioners' agenda package, then explained that it contained corrections from comments made during the previous meeting. Neither the fire marshal's office nor the building department had yet provided comment. Once their comments are received, however, he will incorporate them into the draft and bring it back to the Board for consideration.

B. RESOLUTION 2011-21

Chairman McCann asked Mr. Turner for additional information. Mr. Turner responded that the document before the board represents an updated version of the draft presented to the board at the last meeting. It will be the backbone of the PFC program and steer grant efforts for the next few years. Commissioner Hayes stated that the document was a good product, then moved to adopt Resolution 2011-21. Commissioner Martin seconded the motion. Chairman McCann asked if the schedule included the passenger screening room rest room, to which Mr. Turner responded affirmatively. Commissioner Nuxoll asked Mr. Turner to provide copies of this document to the City and County. There being no further discussion, Chairman McCann called for a vote. The motion passed unanimously.

C. SOUTHSIDE DEVELOPMENT PLAN

Chairman McCann suggested that the efforts toward a plan must be global, taking into account national trends. Commissioner Nuxoll stated that Ricondo would definitely bring a

national perspective to the project plan, but he is concerned that the firm didn't address non-aviation clients which he believes will be easier to obtain than aviation clients. Commissioner Hayes stated that the traffic implications will be studied through the Metropolitan Planning Organization's traffic study. There was a brief discussion concerning possible alternative routes to and from the airport, after which Commissioner Hayes stated that local taxes are going to present a hurdle to recruiting businesses. Chairman McCann asked Mr. Turner to visit with Valley Vision Executive Director Mattoon and City Manager Bennett to talk about alternatives to the current system and incentives. The consensus of opinion was to continue the discussion at the next meeting.

VII. NEW BUSINESS

A—D. RESOLUTIONS 2011-18, 19, 20, AND 22.

Commissioner Nuxoll moved to adopt resolutions 2011-18, 19, 20, and 22. Commissioner Martin seconded the motion, after which Commissioner Nuxoll asked the status of the Keane portion of this hangar group. Mr. Turner responded that he had sent Mr. Keane the new lease at the same time he'd sent the others. Mr. Turner has not heard from Mr. Keane to date. Chairman McCann summarized the letter he recently sent to Mr. Keane's attorney, then called for a vote. The motion passed unanimously.

E. RON LAMB, CAFÉ AMERICA

Chairman McCann asked Commissioner Hayes for his report. Commissioner Hayes responded by pointing out the last proposal was still contained in the agenda package. Commissioner Martin reiterated his position that no permanent facility changes be allowed in the name of expanding the gift shop, that no facility modifications be allowed until the Board approves them for the sake of appearance, and that the deposit should not be tied to a lease rate reduction. A discussion on rates followed. Commissioner Hayes moved to make an offer to Mr. Lamb for a new 5-year lease, subject to City and Authority Board facility improvement approval, and incorporating Mr. Martin's comments without the deposit. Commissioner Martin seconded the motion, and it passed unanimously.

VIII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Mr. Turner reviewed his board report. Commissioner Nuxoll asked if the Terragraphics report had gone to Idaho Department of Environmental Quality, to which Mr. Turner responded that he would have to find out. Mr. Turner then pointed out the draft City of Lewiston Parks Lease Addendum and the PFC Agreement. Consensus appeared to favor delivering them to the City for the former and the City and County for the latter.

IX. EXECUTIVE SESSION

The Board went into executive session per Idaho Code Section 67-2345(1)(b) at approximately 7:00 pm.

The Board returned to regular session at approximately 7:45 pm.

IX. ADJOURNMENT

Chairman McCann adjourned the meeting at 8:00 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary