

**Lewiston-Nez Perce County Regional Airport Authority**  
**Board of Commissioners Regular Meeting**  
**Minutes of October 31, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, October 31, 2012 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 V. McCann, Jr., Pat Nuxoll, Mike Martin, Verl Long, and Chris Hayes.

**II. CITIZEN COMMENTS**

Chairman McCann asked if there were any comments from the audience.

Dennis Corsi of Armstrong Engineering introduced the members of his consulting engineering team.

Lynn Moss introduced himself, explaining he'd been retained by Bryden Canyon Golf Course to assist the owners and operators with development of a recreational vehicle (RV) park on the golf course. He provided a handout depicting 42 RV parking spots. The development would be funded by an Idaho grant from a State RV tax. As proposed, the RV park would be managed by Golf Fun, Inc. Chairman McCann expressed concern about grant assurances. Mr. Moss explained that the Bryden Canyon Golf Course had been developed with federal recreational grants whose land use requirements are in conflict with those of the Federal Aviation Administration (FAA). Those assurances associated with the proposed RV park grants would not be worse than those of the original golf course development grant. Commissioner Long expressed concern over the impact of an RV park and future runway configurations. Chairman McCann asked the airport manager to place this item on the next meeting agenda.

Kayla Brown of Riedesel Engineering provided an update on the south side project, noting the pavement was done. That leaves only punchlist items, including seeding and cleanup work. The project is completed approximately \$170,000 below budget.

DeAnn Scrabeck reported on the marketing committee's progress to date. A draft marketing plan is in the works. Several goals have been established, including the development of a new website and an "identity change package." Bill asked if there were any objections to the concepts DeAnn presented at this time. There were none.

Jim Otey reported on the Experimental Aircraft Association's flea market. It was a resounding success and may become an annual event.

**III. MINUTES**

- *Regular Meeting Minutes of October 3, 2012*

Chairman McCann asked if there were any additions or corrections to the minutes of the October 3<sup>rd</sup> meeting. Commissioner Martin moved to approve the minutes as distributed. Commissioner Long seconded the motion, and it passed unanimously.

#### **IV. FINANCE**

##### **A. Vendor Payments**

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

##### **B. Financial Reports**

Commissioner Nuxoll distributed financial reports, reviewing first the profit/loss statement. He then briefed on the balance sheet, an updated cash flow statement showing the City and County's first quarter's payments, an accounts receivable aging spreadsheet, and the PFC reconciliation. Commissioner Hayes moved to approve the financial report. Commissioner Martin seconded the motion and it passed unanimously.

#### **V. OLD BUSINESS**

##### **A. RESOLUTION 2012-31**

Chairman McCann asked the airport manager for a staff report. Mr. Turner summarized the lease situation, reminding commissioners he'd reviewed the Sunshine Disposal lease with them in a previous meeting. Sunshine Disposal had asked for a year's extension, allowing that a one-year lease served the same purpose. That lease was before the board. It follows the same format as other landside leases, does not authorize future Authority purchase of lessee's improvements, and gives Sunshine Disposal time to review their real estate requirements in light of their new contract with the City of Lewiston. Commissioner Hayes moved to adopt Resolution 2012-31. Commissioner Long seconded the motion and it passed unanimously.

##### **B. FEE POLICY**

Chairman McCann asked for a staff report. Mr. Turner summarized board action to date, reminding Commissioners of the concept used in the Hillcrest Aircraft Company lease. That concept was inserted into the version before the Board. Commissioner Long moved to adopt the fee policy. Commissioner Martin seconded the motion and it passed unanimously.

##### **C. SOUTHSIDE DEVELOPMENT PLAN**

Chairman McCann 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 was merely a "strawman" developed with the Board's consent. Mr. Turner explained that it was not to be considered anywhere near complete, but rather something that might lead to a policy document that will

incorporate guidance for the south side. Chairman McCann then asked Mr. Turner to send a copy of the draft to Armstrong and the Board members.

## **VI. NEW BUSINESS**

### **A. RESOLUTION 2012-32 AND 33: HORIZON AIR and SKYWEST AIRLINES**

Chairman McCann explained that these two resolutions followed up on the previous meetings discussion. They recognize the automatic renewal clause and keep the rates at the same level. Commissioner Martin moved to approve Resolutions 2012-32 and 33. Commissioner Nuxoll seconded the motion, and it passed unanimously.

### **B. RESOLUTION 2012-34: PKE, LLC**

Chairman McCann asked for the staff report. Mr. Turner explained that during the October 3, 2012 meeting the Board had approved in concept allowing PKE, LLC to lease the land on which the former Keane Hangar was located. Resolution 2012-34 would approve the lease. Chairman McCann summarized the legal process through which the owners of PKE, LLC obtained ownership of the building. Commissioner Nuxoll pointed out that approval would finally bring in some revenue in from the leasehold. Commissioner Long moved to approve Resolution 2012-34. 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 then briefed on recent staff activities, including construction progress and charters, the new FAA electronic invoicing process for which staff has been trained, and the progress on removing the surplus kitchen equipment for which the Authority received \$1,197.

### **B. COMMISSIONER COMMENTS**

The Board agreed by consensus to meet next on November 28<sup>th</sup> at 5:00 p.m.

## **VIII. EXECUTIVE SESSION**

In accordance with Idaho Code, Section 67-2345(1)(b), the Authority Board of Commissioners retired into executive session at 6:55 pm, returning to regular session at 7:15 pm.

## **IV. ADJOURNMENT**

There being no further discussion to be conducted in special session, Chairman McCann thanked those present, then adjourned the meeting at 7:20 p.m.

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Robin L. Turner, AAE  
Airport Manager/Recording Secretary