

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Meeting
Minutes of October 5, 2011**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, October 5, 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 there were any comments from those present.

Doug Black had provided copies of a Gallatin Field Airport flyer published by the Bozeman Daily Chronicle. He'd like to see something similar done for the Lewiston-Nez Perce County Regional Airport.

Chairman McCann thanked Mr. Black and the Friends of the Airport for sponsoring the Horizon 30th Birthday Celebration.

Leroy Chausse thanked the Board for their support during his recent illness.

Jim Otey mentioned he'd recently been to Missoula where the airport owners have adopted a taxiing fee. He recommended against that kind of charge.

Chairman McCann spoke on the occasion of the Authority's 1st Anniversary, stating that the organization is on track toward achieving its goals of tenant and employee stability. He thanked the board for their hard work and the employees for theirs.

III. APPROVAL OF MINUTES

Chairman McCann asked if there were any changes to the Wednesday, September 21, 2011 regular meeting minutes. Commissioner Long moved to approve the minutes as distributed. Commissioner Martin seconded the motion and it passed unanimously.

IV. FINANCE

A. APPROVING VENDOR PAYMENTS

Commissioner Nuxoll reviewed the list of vendors to be paid. He also suggested Mr. Turner bill the city for their park rent at the new level and bill the city and county the first of their quarterly contributions. Commissioner Martin moved to approve the vendor payment list. Commissioner Long seconded the motion and it passed unanimously.

B. FINANCIAL REPORT

Commissioner Nuxoll distributed the latest financial reports. He reviewed the cash flow statement, PFC Activity Reconciliation report, and the accounts receivable aging summary. A discussion took place concerning whether or not to bill all taxi companies. The Board seemed to favor billing only those who have paid their previous fees and create a method to alert customers which companies are in good standing through the use of a transportation board. He had the bookkeeper send the Eddie Edwards' bill for lock re-keying to Golf Fun, Inc since they'd been the leaseholder and Mr. Edwards was their employee. Commissioner Hayes moved to approve the financial report. Commissioner Long seconded the motion and it passed unanimously.

V. OLD BUSINESS

A. MINIMUM STANDARDS FOR COMMERCIAL AERONAUTICAL ACTIVITIES

Commissioner Martin announced that the document in each commissioners' package is a final draft representing subcommittee consensus. Chairman McCann asked the Board to review the document and come prepared to discuss it at the next meeting.

B. RON LAMB, CAFÉ AMERICA

Chairman McCann reminded the Board of Mr. Lamb's request to expand his operation. He pointed out the staff report in the Commissioners' package. Commissioner Nuxoll expressed his concern over Mr. Lamb's need for secure areas. Without security, Mr. Lamb feels his valuables may be stolen. His current operating hours as 4:30 am to 6:00 am; 10:30 am to 12:00 noon; 2:30 pm to 4:00 pm; and 5:00 pm to 6:30 pm. He then reminded the Board that he wanted the Authority to pay for the security gating although he would be interested in trade-outs. Chairman McCann asked Mr. Lamb if he was considering increasing his hours, to which Mr. Lamb responded he would increase hours only if it were financially feasible. Chairman McCann asked Mr. Turner to find out the usage level of the pay phones and the cost of relocating them. The Board appeared to favor delaying a decision until the additional information is available, so Chairman McCann asked the airport manager to carry the item over to the next agenda.

C. HANGAR 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 as a starting place for policy discussion. The Commissioners' package contains a full draft for consideration. Chairman McCann asked the board to review the document and come prepared to discuss it at the next meeting.

D. CAPITAL IMPROVEMENT PROGRAM (CIP)

Chairman McCann asked the airport manager for the staff report. Mr. Turner asked the Board to delay this item since he'd not been able to prepare a draft for their consideration. The Board appeared to reach a consensus for carrying the item over to the next meeting.

VI. NEW BUSINESS

A. RIEDESEL ENGINEERING CONTRACT AMENDMENT #1

Chairman McCann noted that the agenda had been revised during the week to include this item. Commissioner Long asked if this was the same amendment as previously discussed and which had resulted from the independent engineering estimate. Mr. Turner responded affirmatively and provided some background about the scope of the contract pertaining to the south side taxiway and apron. Since the City and County were signatories to the original contract, they would be signatory to this amendment. Mr. Turner noted that was consistent with the agreement between the City and County with respect to capital projects. He suggested, however, that the City and County would want to know the Board's position on the contract. Commissioner Nuxoll moved to recommend the City and County approve the amendment. Commissioner Martin 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 monthly report. Topics included the status of the south side construction. The lead has been removed but the final lead testing which is contracted has not been accomplished. Chairman McCann will check with the City Manager to see if the testing can be finished. Mr. Turner then briefed on the status of the access card audit, equipment maintenance, TSA's position concerning the placement of a law enforcement officer at the checkpoint, and the upcoming Valley Vision sponsored airport marketing workshop. He also asked the Board for guidance concerning the temporary renting of the restaurant. Consensus didn't support this option. Mr. Turner asked the Board if they wanted the City park leases revised to reflect the new lease amounts. Chairman McCann said this topic would be discussed with the City Manager during their next conversation.

B. COMMISSIONER COMMENTS

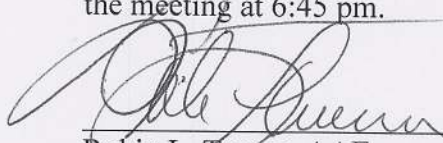
Commissioner Nuxoll briefed the Board on his discussions with Mr. Turner and the FAA regarding the Passenger Facility Charge program. Finance and bond fees will need to be allocated among the projects. He will also be researching the annual FAA financial report.

A discussion took place on how to keep the fee policy current. Commissioner Martin suggested an annual review; Commissioner Nuxoll recommended an annual, automatic escalation clause. Mr. Turner will schedule the topic for a future meeting.

Chairman McCann briefed the Board on the email about the parks from a from a citizen

VII. ADJOURNMENT

There being no further business to come before the Board, Chairman McCann adjourned the meeting at 6:45 pm.



Robin L. Turner, AAE
Airport Manager/Recording Secretary