

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting
Minutes of September 19, 2012**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, September 19, 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. Doug Black provided an Air Festival after-action report. Community in-kind donations were over \$12,000 which brought the total budget value to over \$17,000. In excess of 4,000 people attended the event providing the aviation community good visibility and the airport increased public awareness. Mr. Black thanked Chairman McCann for signing and sending out the 86 letters of appreciation.

Chairman McCann recognized City Councilor Ged Randall who stated he was very impressed with the Air Festival. Mr. Randall invited the four Friends of the Airport to attend the next City council meeting.

Kayla Brown of Riedesel Engineering provided an update on the South Side Taxiway/Apron project. The project is on schedule. Asphalt testing will begin Tuesday or Wednesday of next week, with full production the first week of October.

III. MINUTES

- *Regular Meeting Minutes of August 15, 2012*

Chairman McCann asked if there were any additions or corrections to the minutes of the August 15th meeting. Commissioner Martin moved to approve the minutes as distributed. Commissioner Nuxoll seconded the motion, and it passed unanimously.

- *Special Meeting Minutes of August 22, 2012*

Chairman McCann asked if there were any additions or corrections to the minutes of the August 22nd 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 Long seconded the motion and it passed unanimously. Commissioner Martin added kudos to *Dan's Helping Hand*, the lawn mowing service; they do a good job and their price is reasonable. DeAnn Scrabeck said she had heard from many of the terminal building tenants about the great job the staff janitors are doing.

B. Financial Reports

Commissioner Nuxoll distributed financial reports including the profit/loss statement, balance sheet, accounts receivable, cash flow, and the PFC reconciliation. The airport received \$9000 from the sale of crops this year. As mentioned in previous meetings, landing fees are down; so are space and facilities rent revenue due to the slowness in moving TSA to a new facility. Utility expenses, however, are down. Nevertheless, the Authority has been able to accomplish several noteworthy items this fiscal year, including replacement of the security server, installation of a rest room in the screening room, and completion of a South Side Development Strategy Plan. Commissioner Nuxoll believes there will be no need to amend the budget or reduce reserves. He also believes the City will be paid off by mid-January. The airport manager will be requesting a PFC collection extension. Commissioner Hayes moved to approve the financial report. Commissioner Long seconded the motion and it passed unanimously. Commissioner Nuxoll then added that staff had made arrangements for a Capital Projects fund; staff will bill the City and County quarterly for budgeted contributions.

V. OLD BUSINESS

A. FEE POLICY

Chairman McCann asked Commissioner Martin for his report. Commissioner Martin said he and Commissioner Hayes met and discussed the fee policy with respect to land rentals. They talked about various methods of assessing lease rates, including the varying assessments for the footprint of a building versus undeveloped land, and the methodology of tying rates to services provided through deducts. They felt that the footprint concept similar to the one in use for the Hillcrest Aircraft Company was the best. He then summarized how the Stout Flying Service lease would change under those scenarios. Finally, he stated that they'd met with Lohman Helicopters and Leading Edge Aviation. Lohman has found a place at the Port of Lewiston. Leading Edge appears undecided at this point. They have a lease which is dependent upon several ill-defined factors. It appears as though the lease needs to be activated by one party or the other. Commissioner Hayes recommended settling the fee policy issue first, then sending a proposal letter to Leading Edge. Chairman McCann asked Mr. Turner to amend the fee policy to include the footprint concept for commercial operators and bring it back to the Board for consideration at the next meeting.

B. SOUTHSIDE DEVELOPMENT PLAN

Chairman McCann asked the airport manager for his report. Mr. Turner reported on the status of the hangar waiting list update. Commissioner Martin summarized the meeting he and Mr. Turner had with the City of Lewiston's building official. Commissioner Nuxoll stated that before any conclusions are drawn with respect to developing the south side, the Authority needs to know what the City plans to do with respect to equity buy-in fees. Commissioner Martin added there needs to be a utility layout plan. Mr. Turner offered to meet with the City regarding the equity buy-in; Chairman McCann stated he wanted to be present for that meeting.

VI. NEW BUSINESS

A. PARKING POLICY

Chairman McCann asked Mr. Turner for the staff report. Mr. Turner reminded the Board they had received a draft parking policy on which he'd briefed at the last meeting. There had been some disagreement about the allocation of space in the area east of the terminal building and the Chairman had asked Commissioners to review it and come back to the meeting with solutions. After a brief discussion, Chairman McCann summarized a proposal to allocate parking east of the building to 3 hour and employee use. There appeared to be consensus to adopt his recommendation, so Mr. Turner will formalize the change and bring it back for Board consideration at the next meeting.

B. GSA CONTRACT

Chairman McCann asked for the staff report. Mr. Turner pointed out the two documents pertaining to the GSA contract, the first being a lease/construction contract, the second an amendment to allow time for construction. Mr. Turner explained that the two documents provide the mechanism to remodel the second floor and create a TSA training area/break room and to amend the contract to continue the rent. The anticipated costs are such that the purchasing policy requires an architectural SOQ process along with a bidding process for construction. He also stated that the amendment and its associated Resolution 2012-27 was time sensitive while the other was not. He recommended the first for approval and stated he would bring the second back to the Board at the next meeting. Chairman McCann expressed a desire to keep the overhead fees as low as possible. Commissioner Hayes moved to approve Resolution 2012-27. Commissioner Martin seconded the motion, and it passed unanimously.

C. AIRPORT RENT-A-SPACE

Chairman McCann asked Commissioner Nuxoll to summarize this agenda item. Commissioner Nuxoll explained that Airport Rent-a-Space had approximately eight separate leases, all of which expired at different times, some of which had huge recurring fee adjustments. A compromise was discussed with the owners, the substance of which is contained in the lease under consideration. After a brief discussion, Commissioner Nuxoll moved to adopt Resolution 2012-28. Commissioner Hayes seconded the motion, and it passed unanimously.

D. SANITARY DISPOSAL LEASE

Chairman McCann asked Mr. Turner to summarize Sanitary Disposal's situation. Mr. Turner referred commissioners to the letter in their Commissioners' Agenda package. The company's lease expires in January 2013. However, their contract with the City of Lewiston has been extended until 2021. The contract extension requires a considerable change in the scope of their work and Sanitary Disposal will not know their long-term land lease needs until after January of 2013. Consequently, they asked for a one-year extension to their present lease. Knowing the Board's aversion to lease extensions, Mr. Turner drafted a one-year lease for the Board's consideration. If it is acceptable to the Commissioners, he will bring it to Sanitary Disposal for their action. There were no objections.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Airport Manager Turner reviewed the contents of the Commissioners' Agenda package, including, but not limited to the latest wildlife report from USKH, customer feedback, and an email from Valley Vision's Doug Mattoon. He met with the City's Public Works Director Chris Davies and the County's Roads and Bridges Superintendent, Mark Ridinger. They are proposing to the City Council and County Board some construction along O'Connor Road intended to reduce the potential for erosion of the Golf Course cart path. The proposed solution includes the installation of larger drain pipe, extension of the existing drain pipe, and the addition of fill material at the bottom of Bryden Canyon to stabilize the outflow. A memo summarizing their proposal was contained in the agenda package. Mr. Turner then briefed on recent staff activities, including but not limited to employee performance appraisals, the hangar waiting list, construction progress and its impact on air traffic, charters, the recent aircraft accident, and the upcoming audit. The FAA notified staff they plan to conduct their annual inspection in the January/February time frame. Mr. Turner asked for Board guidance on airline contract negotiations, adding that he was reluctant to make significant changes at present with the airport and airline competitive environment. Commissioner Martin reminded Board members of the comments made by the Alaska Airlines representatives at the recent Valley Vision meeting.

VIII. EXECUTIVE SESSION

At 7:10 p.m. Chairman McCann asked the Board to enter into executive session in accordance with Idaho Code 67-2345(c) to discuss land acquisition. The Board reconvened into regular session at 7:20 pm.

IX. ELECTION OF OFFICERS

In accordance with Authority by-laws, Chairman McCann announced it was time for annual election of officers. Commissioner Nuxoll moved to elect the existing slate of officers for another year. Commissioner Hayes seconded the motion and it passed unanimously.

IV. ADJOURNMENT

There being no further discussion to be conducted in special session, Chairman McCann thanked those present, then adjourned the meeting at 7:30 p.m.

Robin L. Turner, AAE
Airport Manager/Recording Secretary