

**Lewiston- Nez Perce County Regional Airport Authority  
Regular Meeting Minutes**

Hillcrest Aircraft Company Conference Room  
540 O'Connor Road  
Lewiston, ID 83501

**Wednesday, May 17, 2017 – 5:00 pm**

**I. CALL TO ORDER**

Chairman McCann called the meeting to order at 5:00 p.m, thanking Gale Wilson and staff for hosting the meeting. Board members present included Commissioners Jim Finley, Pat Nuxoll, Bill McCann, Jr., Verl Long and Emmett McCormick.

**II. CITIZEN COMMENTS**

Chairman McCann asked if there were any present who would like to address the board about items on or off the agenda.

Gary Groff, Hillcrest General Manager welcomed the Authority Board, then gave a quick safety briefing. He also provided a quick rundown on the July 4th Air Festival. Thirty aircraft are confirmed as of today.

Doug Black complimented the airport staff on the job their doing painting the terminal building. The attention to detail and cleanliness is appreciated.

Michelle Witthaus of Northwest Media presented the initial draft airport website, pointing out features of the pages and the new look. Jim Finley reviewed the work remaining, but complimented the overall appearance.

Commissioner Nuxoll moved to amend the agenda to allow discussion of the coming FAA regulatory change regarding the non-aviation use of airport hangars, and to allow the Board a chance to review the preliminary operations and capital budgets before meeting with the City Council and County Board. Commissioner Finley moved to amend the budget to include the FAA policy as New Business item C and the Budget as New Business, item D. Commissioner Long seconded the motion, and it passed unanimously.

**III. MINUTES**

Commission Finley moved to approve the Regular Meeting Minutes of April 19, 2017. Commissioner Long seconded the motion and it passed unanimously.

#### **IV. FINANCE**

##### **A. *APPROVING VENDOR PAYMENTS***

Board Treasurer Nuxoll reviewed the accounts payable, noting those that were unusual in nature or amount. He also made mention of the need to review the City's leases on Parks and the Golf Course. One of the required fee adjustments had been missed and can hopefully be made up this time. Commissioner Long moved to approve the vendor payments. Commissioner McCormack seconded the motion, and it passed unanimously.

##### **B. *REVIEW OF THE FINANCIAL REPORT***

Commissioner Nuxoll distributed copies of the financial report, then gave a verbal summary. Real property rent is up; landing fees are somewhat down. Personnel expenses are down significantly due to the interim manager situation. Chairman McCann asked about the status of grant funding, to which Commissioner Nuxoll reported that his last conversation with FAA indicated optimism from the Helena ADO grants could be issued as early as the end of June. Commissioner Finley moved to approve the financial report; Commissioner Long seconded the motion and it passed unanimously.

#### **V. NEW BUSINESS**

##### **A. **Resolution 2017-12, Schlangen to Lohman Lease Assignment****

Chairman McCann introduced the item. Commissioner Finley moved to table discussion until the June Meeting so that the lease committee might review some items with the new Airport Manager. Commissioner Nuxoll seconded the motion and it passed unanimously.

##### **B. **Passenger Screening Checkpoint Improvements****

Chairman McCann asked for the staff report. Airport Manager Morgan reviewed the facility changes that were proposed to accommodate the new technology passenger screening equipment. By relocating the inner wall approximately 3 feet west, the baggage screening equipment can be moved, thus making room for the body scanner. The display cases will need to be relocated. In the meantime, the queuing line has been changed to relieve confusion and congestion in the ticketing concourse. One of the folding gates will be repurposed in remodeling the checkpoint and giving it a more "open" feel. Initial feedback from passengers and TSA is positive. Commissioner Finley moved to approve the checkpoint changes. Commissioner Long seconded the motion, and it passed unanimously.

**C. FAA POLICY REGARDING PRIVATE HANGAR USE**

Chairman McCann asked Mr. Nuxoll for comment. Commissioner Nuxoll responded by reminding commissioners that this item had been discussed at the FAA's Northwest Mountain Region Conference and again, at the Idaho Airport Management Association meeting in Couer d'Alene. Given the emphasis, Commission Nuxoll suggested it might be time to give tenants a warning. Chairman McCann stated that the FAA intended to send airports a pre-emptive warning letter and suggested waiting for that document. He asked the airport manager to contact the Helena ADO and find out the status of their efforts.

**D. Preliminary Operations and Capital Budget**

Chairman McCann asked for the presentation. Board Treasurer Nuxoll handed out copies of the preliminary/concept budget for fiscal year 2018. He emphasized that until the Board knows the status of the FAA grants, much of the budget will remain conceptual. Items included herein, however, should be considered as top priority if the funds come through. Those included are identified as best estimates. Personnel costs have been adjusted to accommodate administrative assistance for the airport manager, to bring the bookkeeper up to full-time, and to accommodate a full-time maintenance position. It appears that the fire station will go forward once grants are issued, but the City Manager indicates that the City's fire station is still 3-4 years away. Funding is also tentatively included to look into building stairs such that the passenger screening room could be enlarged to include some portion of the second floor. Commissioner Long moved to approve the preliminary budget. Commissioner McCormick seconded the motion, and it passed unanimously.

**VI. RECURRING BUSINESS**

*A. MARKETING REPORT*

There was a brief discussion concerning the website.

*B. AIRPORT MANAGER'S REPORT*

Airport Manager Morgan briefed the Board the status of the sidewalk and emergency power generator switch projects. Both are either works in progress or will be shortly. She then outlined some of her activities since joining the Authority. She also outlined some of the upcoming items, including the security forum in Boise. She'd like to see a tenant section on the Board's meeting agenda.

*C. COMMISSIONER COMMENTS*

Commissioner Nuxoll mentioned he'd been to several meeting recently where Ms. Morgan's visits around town had been noticed. He appreciates her visibility in the community.

**VII. ADJOURNMENT**

After reminding Board members of the next meeting on June 21<sup>st</sup>, Chairman McCann adjourned the meeting at 7:00 pm.

Robin L. Turner  
Recording Secretary