

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

Airport Authority Conference Room—406 Burrell Ave
Lewiston, ID 83501

Wednesday, October 18, 2017 – 5:00 pm

I. CALL TO ORDER

Chairman McCann called the meeting to order at 5:00 p.m. Board members present included Commissioners Pat Nuxoll, Bill McCann, Jr., Jim Finley, 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.

Doug Black complimented staff for the building's cleanliness, taking particular note of the windows being "sparkling clean."

III. MINUTES

Commissioner Long moved to approve the Regular Meeting Minutes of September 20, 2017. Commissioner Finley seconded the motion and it passed unanimously.

IV. FINANCE

A. Approving Vendor Payments

Airport Manager Morgan reviewed the accounts payable, noting those that were unusual in nature or amount. She made mention of certain payments regarding projects, including, but not limited to Air Service Development, energy-saving blinds on the second floor, new customer seating upholstery, the elevator maintenance and certification costs, new panels for the illuminated movement area signs, and paint for the main vestibule and customer waiting lounge. Commissioner Nuxoll moved to approve the vendor payments. Commissioner McCormick seconded the motion. The motion passed unanimously.

B. Review Of The Financial Report

Commissioner Nuxoll distributed copies of the financial report, then gave a verbal summary. Car rental revenues are up and real property lease revenue is up. Airport finances and cash flow are in good shape. Commissioner McCormick moved to approve the financial report; Commissioner Long seconded the motion and it passed unanimously.

V. **OLD BUSINESS**

• **AIRPORT RULES AND REGULATIONS**

Chairman McCann asked Ms. Morgan for her report after which she asked the Board to table the topic, pointing out an error in the wording of a clause concerning taxiing and taxiways. Chairman McCann asked the board if there were any concerns over tabling the discussion. There was none, so he asked Ms. Morgan to continue the topic until the November meeting.

VI. **NEW BUSINESS**

A. **RESOLUTION 2017-30, LEASE ASSIGNMENT: SCHLANGEN TO BEIER**

Chairman McCann asked for the staff report. Airport Manager Morgan responded by summarizing the history of the lease. The lease restricts the use of the facility to private aircraft storage, purposes reasonably related thereto and no others. There were no changes made; the lessee assumes the lease as written. Commissioner Long moved to adopt Resolution 2017-30. Commissioner Finley seconded the motion, and it passed unanimously.

B. **AIRPORT FEE POLICY**

Airport Manager Morgan reminded the Board of their desires to periodically review all airport policies for currency and relevance. Toward that end, she pointed out that copies of the document were contained in the Commissioner's package and asked Board members to review and bring to her their concerns or suggestions. In the meantime, she is canvassing other airports and professional sources for market data which she will bring to the Board along with recommendations.

C. **RESOLUTION 2017-31, GINNO CONSTRUCTION CONTRACT**

Chairman McCann asked Airport Manager Stephanie Morgan to report on Resolution 2017-31. Ms. Morgan reminded Board member of the solicitation for bids for the Airport Operations Building. Ginno Construction had been the lowest responsive bidder. The FAA and a local contract attorney had reviewed the bidding process and concurred in the award of the bid to Ginno Construction. The Resolution before the Board will memorialize the agreement and set in motion the process for issuing Notice to Proceed. She recommended the Board adopt Resolution 2017-31. Commissioner Nuxoll moved to adopt Resolution 2017-31. Commissioner Long seconded the motion, and it passed unanimously.

D. AIP-24 PROJECT DESIGN ELEMENTS

Chairman McCann asked for the staff report. Airport Manager Morgan reported that TO Engineering and staff had reviewed several options to maximize funding and the amount of work that can be accomplished under AIP-24. Reminding the Board members that projects built with FAA funds must comply with FAA standards. Significant progress can be made with this grant, not only meeting current FAA standards, but removing problem areas associated with "hot spots", electrical systems, and taxiway lights. The concept includes preserving runway length through design of a displaced threshold. The runway will be totally reconstructed to a seventy-five foot width. Commissioner Finley asked about design groups and how they impact the project, to which Airport Manager Morgan responded that wind coverage is the key. The runway in question is a secondary runway; keeping it in good condition is a "bonus" for the airport. Commissioner Nuxoll made note that if demand were to change over time, the width could also be changed. Chairman McCann asked if there were any concerns over the project concept. Consensus appeared to support moving forward with design.

VII. RECURRING BUSINESS

A. MARKETING REPORT

Airport Manager Morgan summarized recent activities.

B. AIRPORT MANAGER'S REPORT

Airport Manager Morgan explained that a recap of monthly activities in all areas was included in the commissioners' package. Copies were handed out to the audience. She made particular note of the preconstruction meeting and how she's working to use some of the building for local artistry displays. New signs have been ordered, consistent with branding and the airport's logo. She mentioned her meetings with public officials and business leaders in the community; work on the Lewiston Orthopedics Lease, and preparations for winter operations.

C. COMMISSIONER COMMENTS

There were none.

VIII. EXECUTIVE SESSION

Chairman McCann asked if there were a motion to retire to Executive Session, quoting the appropriate section of Idaho Code for Public Meetings. Commissioner Finley moved to adjourn to executive session. The motion was seconded by Commissioner Long, and it passed unanimously.

IX. RETURN TO PUBLIC SESSION

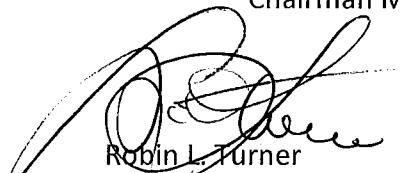
X. BOARD OFFICER ELECTIONS

Chairman McCann opened the floor to nominations for the Board's officer elections. Vice Chairman Finley announced his availability for Chairmanship. Commissioner Long expressed his preference for keeping the leadership roster intact. There were no other nominations. Chairman McCann called for a vote. Vice Chairman Finley was elected Chairman.

Chairman McCann called for nominations for Vice Chairman. Vice Chairman Finley nominated Commissioner Emmett McCormack. There were no other nominations. Chairman McCann called for a vote, and Emmett McCormack was elected unanimously.

Chairman McCann then called for nominations for the remaining positions. Vice Chairman Finley nominated Verl Long for secretary and Pat Nuxoll for Treasurer. There were no other nominations. Calling for a vote, the Board unanimously approved the election of Verl Long for secretary and Pat Nuxoll for Treasurer.

Chairman McCann adjourned the meeting at 7:00 pm.



Robin L. Turner
Recording Secretary

Accounts Payable				
Check No	Date	Payee	Amount	Purpose
8507	10/1/2017	Regence Blueshield of Idaho	2520.00	October medical insurance
8508	9/25/2017	Robin Turner	435.84	Reimbursement for Tylers room in Portland for training
	9/29/2017	Regular Payroll	8918.04	regular payroll
8509	9/29/2017	Idaho Child Support Receiving	50.00	Child support payment
8510-8514	9/29/2017	Board Payroll	1302.77	Board Payroll
	10/4/2017	Federal Deposit	3619.92	Federal deposit both payrolls
	10/2/2017	Persi	2044.74	Persi both payrolls
1141	10/1/2017	Costco	485.43	Christmas Ornaments
	10/16/2017	Payroll	9439.32	Payroll
	10/2/2017	Federal Deposit	3443.54	Federal deposit
	10/17/2017	Persi	2057.13	Persi
8515	10/17/2017	Idaho Child Support Receiving	50.00	Child support payment
	10/20/2017	Idaho State Tax Commission	2157.00	September Withholding
8516	10/17/2017	Atlas Sand and Rock	5708.08	Sand for winter operations
8517	10/17/2017	Avista Utilities	6060.40	Gas & Electric 8/24- 9/25/17
8518	10/17/2017	B & C Window Fashions	4275.00	Blinds for 2nd floor windows
8519	10/17/2017	Blewett Mushitz Hally, LLP	2925.00	Legal for bids on Airport Operations Bldg
8520	10/17/2017	Blue Ribbon Linen	527.00	Wash n fold for rags, janitorial supplies & new handle for upholstery cleaner
8521	10/17/2017	Cash	50.11	postage to FAA, finger prints for Baron Preston, Pinesol for janitors, adhesive remover for 2nd floor
8522	10/17/2017	Century Link	309.75	Crash phone 9/23 - 10/23/2017, telephone 9/10 - 10/10/2017
8523	10/17/2017	Chem Search	234.66	Contract water treatment program October 2017
8524	10/17/2017	City of Lewiston	422.61	Sewer & garbage terminal bldg. & sewer maintenance bldg.
8525	10/17/2017	Clearwater Chem Dry	1896.00	clean carpets in the terminal bldg & chairs in sterile area
8526	10/17/2017	Coleman Oil Company	161.21	Fuel for September 2017
8527	10/17/2017	Columbia Electric Supply	200.70	light bulbs for can lights 1st & 2nd floor & bulbs for lighted X's
8528	10/17/2017	Comstrat Corporation	360.00	EX 2013 and DNS configuration, add exchange account to Stephanie's new Iphone, fix Stephen Rodgers email, showed him how to use it, changed printer drivers on Stephanies computer
8529	10/17/2017	Cook Brothers Electric	948.41	New circuits for Delta's back room
8530	10/17/2017	Dan's Hauling & Helping Hand	580.00	Mow and trim September 2017
8531	10/17/2017	Erb Hardware	114.26	Painting supplies for terminal building
8532	10/17/2017	Federal Express	40.54	Fingerprints to TSA & send ASP to Raymond O'dell
8533	10/17/2017	Fisher Systems	103.50	Fire & Security Monitoring October - December 2017
8534	10/17/2017	Hillcrest Aircraft Company	40.28	Reimbursement for Air Services meeting lunch
8535	10/17/2017	Hubpoint Strategic Advisors, LLC	9012.00	Air Service Development September 2017
8536	10/17/2017	Inland Cellular	243.39	Cell phone Oct 2017 Zach, Stephen, Tyler and duty phone
8537	10/17/2017	Jesus Siordia	46.03	Reimbursement for treated lumber to Asofin County Landfill
8538	10/17/2017	Jones Brower & Gallery	980.00	Legal Services
8539	10/17/2017	Kings Thrones	120.00	Porta Potties October 1 - 29, 2017
8540	10/17/2017	Lewiston Upholstery	4400.00	Chairs for terminal building reupholstered
8541	10/17/2017	Metal Works of Montana	207.00	Repair roof where new pipes were brought through for new HVAC unit in sterile area
8542	10/17/2017	Mikes Heating	2357.00	Look at air conditioning units and new water hot water heater in terminal building
8543	10/17/2017	Northwest Pure	25.20	Machine rental and water for administrative office
8544	10/17/2017	Otis Elevator Company	3400.00	Elevator maintenance contract and five year testing on both elevators
8545	10/17/2017	Oxarc	10.75	Oxygen cylinder rent for power tools in shop
8546	10/17/2017	Robin Turner	26.47	Floor scraper for second floor remodel
8547	10/17/2017	Rural Community Insurance Service	110.36	Crop Insurance

8548	10/17/2017	Shenwin Williams	2089.76	Paint for terminal building refresh project				
8549	10/17/2017	Skelton's	5863.44	Remove & dispose of existing walk off carpet main entry. Install custom 3 color connexiour walkoff carpet with custom logo				
8550	10/17/2017	Standard Signs, Inc.	11109.93	Replacement panels for Airfield Lighting				
8551	10/17/2017	Stephanie Morgan	1768.45	Reimbursement for Tires for Ford F350, coffee & cups. jump start unit for pickups and Mileage may - september 2017				
8552	10/17/2017	Tribune Publishing	221.00	Job advertisement				
8553	10/17/2017	Ivler Turner	132.46	Reimbursement for work boots and wood to Asotin County landfill				
8554	10/17/2017	United Rentals	578.90	scissor lift rental for terminal refresh project				
8556	10/17/2017	Valley Vision	400.00	Pledge				
8557	10/17/2017	Walter E. Nelson Company	575.08	Toilet paper and garbage can liners for janitors				
8558	10/17/2017	Well Connected Electric & Comm	65.00	repair lights in beside sidewalk				
8559	10/17/2017	Wilbur-Ellis Company	287.50	melt-down liquid				
8560	10/17/2017	Witherspoon Brajchich Mcphee	1466.90	Legal Services				
8561	10/17/2017	Wooley Design Associates	756.25	design services and consultaion relating to terminal refresh project September 2017				
8562	10/27/2017	US Bank Card	5950.73	Please see attached				
		Total	113,684.84					
Check No		Pavee	Amount	Purpose				
2131	10/17/2017	Contract Design Associates	\$ 6,181.91	Tables and chairs for second floor secured area				
2132	10/17/2017	Guardian Plumbing, Heating & A/C	\$ 6,297.00	High Efficiency ductless split Airconditioner for TSA equipment area				
2133	10/17/2017	Hahn Rental Center	\$ 4,828.75	Forks and angle broom for toolcat				
2134	10/17/2017	TO Engineers	\$ 2,588.95	Keel Section investigation and ARFF truck bid				
Total			\$19,896.61					

Bill Payment Stub

Check Date:	10/27/2017
Check No.:	8562
Check Amount:	5,950.73

Lewiston-Nez Perce County Airport Authority-Operating
 Funds
 406 Burrell Avenue, Ste. 301
 Lewiston, ID. 83501-4539

Paid To: U.S. Bank
 P.O. Box 790408
 St. Louis, MO. 63179-0408

Date	Type	Reference	Original Amt.	Balance	Discount	Payment
8/16/2017	Bill	E-One	555.82	555.82	Parts for ARFF truck	555.82
9/8/2017	Bill	Staples	34.96	34.96	File folders	34.96
9/14/2017	Bill	North 40	50.85	50.85	Bedroom Lantern for Studio Room	50.85
9/15/2017	Bill	Crowne Plaza	252.51	252.51	Room for Tyler in Portland	252.51
9/15/2017	Bill	Webstaurant Store	90.64	90.64		90.64
9/18/2017	Bill	Ernies Stakehouse	97.38	97.38	Meals for Air Surviv	97.38
9/18/2017	Bill	Hertz	168.90	168.90	Car for Air Surviv development	168.90
9/18/2017	Bill	Hertz-Ins	38.50	38.50	Ins for Car	38.50
9/19/2017	Bill	Home Depot	18.64	18.64	Wall outlet + power outlet	18.64
9/19/2017	Bill	ElSombrero	40.35	40.35	Meals for Air Surviv Dinner	40.35
9/20/2017	Bill	Main St. Grill	49.36	49.36	Meals for Air Surviv Dinner	49.36
9/20/2017	Bill	Crowne Plaza	475.84	475.84	Room for Zach in Portland	475.84
9/20/2017	Bill	Crowne Plaza	435.84	435.84	Room for Julie in Portland	435.84
9/21/2017	Bill	Red Robin	26.38	26.38	Meals Zach + Julie	26.38
9/22/2017	Bill	Alaska Air	247.38	247.38	Tickets Zach + Julie	247.38
9/22/2017	Bill	Crowne Plaza	264.04	264.04	Room for Zach in Portland	264.04
9/22/2017	Bill	10 Barrell Brewing	43.00	43.00	Meals Zach + Julie	43.00
9/22/2017	Bill	Verizon	79.38	79.38	Stephanie cell phone	79.38
9/23/2017	Bill	NM#1	24.43	24.43	Gas for rental car to Portland	24.43
9/23/2017	Bill	Chevron	16.23	16.23	Gas for rental car to Portland	16.23
9/23/2017	Bill	Hertz	326.91	326.91	Rental car for training	326.91
9/25/2017	Bill	Home Depot	38.52	38.52	Supplies 2nd floor hallway	38.52
9/26/2017	Bill	Home Depot	19.24	19.24	Supplies 2nd floor hallway	19.24
9/27/2017	Bill	Intuit	610.00	610.00	Payroll subscription	610.00
9/27/2017	Bill	1592.18	1,592.18	1,592.18	Tools for Shop	1,592.18
9/28/2017	Bill	J&J Mini Mart	26.45	26.45	gas for rental car to Portland	26.45
9/30/2017	Bill	North 40	375.84	375.84	Rifle for AirSurviv	375.84
9/26/2017	Credit	4142898	-37.00	-37.00		-37.00
9/26/2017	Credit	4142915	-11.58	-11.58		-11.58
9/25/2017	Credit	J & J mini mart	-0.26	-0.26		-0.26

4:39 PM

Lewiston-Nez Perce County Airport Authority-Operating Funds

10/17/17

A/R Aging Summary

As of October 17, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ABC Taxi	0.00	0.00	0.00	0.00	60.00	60.00
Ameriflight, Inc.	0.00	0.00	641.30	0.00	0.00	641.30
AV Properties	0.00	3,520.23	0.00	0.00	0.00	3,520.23
Aviation Dreams, LLC.	0.00	0.00	0.00	0.00	1.00	1.00
Budget Car Rental	0.00	0.00	0.00	0.00	555.00	555.00
Can-Am Partners	0.00	646.78	0.00	0.00	0.00	646.78
City of Lewiston	0.00	11,750.00	0.00	0.00	0.00	11,750.00
City of Lewiston - Golf Course	0.00	90,822.84	0.00	0.00	0.00	90,822.84
Crowley, Laverne	0.00	0.00	0.00	0.00	0.00	0.00
Discount Cab	0.00	0.00	0.00	0.00	0.00	0.00
Edwards, Eddie	0.00	0.00	0.00	0.00	0.00	0.00
Falcon Air	0.00	0.00	0.00	0.00	0.00	0.00
Holiday Inn Express	0.00	120.00	0.00	0.00	0.00	120.00
Howell Machine	0.00	2,083.33	0.00	0.00	0.00	2,083.33
Jones, Michelle	0.00	0.00	0.00	0.00	999.54	999.54
Joshua Burns	0.00	0.00	0.00	0.00	0.00	0.00
Mushlitz, Doug	0.00	2,528.13	0.00	0.00	0.00	2,528.13
Nez Perce County Sheriff's Air Posse	0.00	63.44	0.00	0.00	0.00	63.44
Quality Inn	0.00	120.00	0.00	0.00	0.00	120.00
Red Lion Hotel	0.00	120.00	0.00	0.00	0.00	120.00
SkyWest Airlines	1,161.29	0.00	0.00	0.00	0.00	1,161.29
Sun Country Airlines	0.00	1,042.00	0.00	0.00	0.00	1,042.00
UPS	0.00	1,200.00	0.00	0.00	0.00	1,200.00
TOTAL	1,161.29	114,016.75	641.30	0.00	1,615.54	117,434.88