

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

Airport Administration Conference Room  
Third Floor, Airport Terminal Building  
406 Burrell Ave., Lewiston, ID 83501

**Wednesday, April 19, 2017 – 5:00 pm**

**I. CALL TO ORDER**

Chairman McCann called the meeting to order at 5:00 p.m, mentioning that Stephanie Morgan, Airport Manager Select was on the speaker phone. 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.

City Council liaison Ged Randall announced that the Idaho Transportation Commission would be meeting at Idaho Transportation District #2 Office Friday at 8:30 AM. Commissioners Findley and Nuxoll will attend on behalf of the Authority.

Friend of the Airport Doug Black pointed out the projector and screen, then mentioned the video that had been playing until the meeting was called to order. The video was a compilation of some of Bert Zimmerly's movies from the 1940s.

**III. MINUTES**

Commissioner Finley moved to approve the Regular Meeting Minutes of March 15, 2017, the Special Meeting Minutes for March 24<sup>th</sup>, and the Special Meeting Minutes for April 6<sup>th</sup> and April 11<sup>th</sup>. Commissioner Nuxoll 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. 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. Commissioner Long moved to approve the financial report; Commissioner McCormack seconded the motion and it passed unanimously.

**V. OLD BUSINESS**

**A. RESOLUTION 2017—08, SKELTON AIR, LLC**

Chairman McCann asked Airport Manager Turner for the staff report. Mr. Turner responded by reminding the Board Mr. Skelton had appeared at the March meeting, presenting his request to conduct a commercial flight instruction business on the airport from the Keith White hangar just east of Gustin Aviation. Mr. Skelton had not yet received a written agreement between him and Keith White, but stated that the agreement would be available within a week. He'd then summarized his proposal. Chairman McCann told Mr. Skelton the Board would need to review the Skelton/White agreement. That agreement along with Resolution 2017-08 approving Mr. Skelton's request was ready for Board action. Mr. Turner recommended approval. Commissioner Long moved to approve Mr. Skelton's request. Commissioner McCormack seconded the motion, and it passed unanimously.

**VI. NEW BUSINESS**

**A. RESOLUTION 2017-05, AVIS-BUDGET CAR RENTAL, LLC**

Chairman McCann asked Mr. Turner for the Staff report. Mr. Turner explained that the Avis-Budget Car Rental Lease agreements provided the lessee with the right and option to renew their lease agreement with the Authority for another five years. The right to renew was conditioned upon a change in the lease rate and rate per car rental day, specified and agreed to in the original lease. The car rental companies submitted in writing their request to renew, thereby accepting the fee adjustments. Commissioner Finley moved to approve Resolution 2017-05. Commissioner Nuxoll seconded the motion, and it passed unanimously.

**B. RESOLUTION 2017-05, OVERLAND WEST, INC.**

Chairman McCann asked Mr. Turner if Resolution 2017-06 accomplished for Overland West d/b/a Hertz what 2017-05 did for Avis-Budget. Mr. Turner responded affirmatively, So Commissioner Long moved to approve the Resolution. Commissioner Nuxoll seconded the motion, and it passed unanimously.

### **C. T-O ENGINEERS SCOPE OF WORK**

Chairman McCann asked Mr. Turner for the staff report. Mr. Turner explained that T-O Engineers had prepared their scope of engineering services for the Runway 12-30 project, including related tasks the Board asked for. The Board now needed to approve the Scope of work so that an independent engineering estimate could be obtained. T-O's estimate and the independent estimate would form the basis from which a contract for services would be developed. FAA will have to review that contract along with a record of negotiations. Commissioner Finley moved to approve the Scope of Work. Commissioner Nuxoll seconded the motion, and it passed unanimously.

### **D. RESOLUTION 2017-10 Aviation Dreams, LLC**

Chairman McCann asked Commissioner Nuxoll to summarize this item. Commissioner Nuxoll then described the original proposal along with actions taken over the last year and several months. He summarized the size of the proposed leaseholds, and using lessee-provided sketches, explained the location of buildings, taxiways, and other infrastructure. He also summarized the financial process, including the rates, obligations, and credits related to each lease. Commissioner Finley added a synopsis of the amount of real estate incorporated into the lease, as well as the performance bonds and the periodic development reviews. He finally added that the FAA had expressed a no-objection to the latest iteration of the document. Commissioner Finley then moved to approve the lease. Commissioner McCormack seconded the motion. Chairman McCann called for a vote on the motion. Commissioner Long expressed concern over allowing a tenant control over so much land, then voted nay. With Commissioners Nuxoll, Finley, McCormack, and McCann voting Aye, the motion passed 4-1.

### **E. RESOLUTION 2017-11 Aviation Opportunities, LLC**

Chairman McCann explained the major difference between the two leases was the credits applied to the second. The leasehold size had been reduced by 90,000 square feet after FAA review. Commissioner Nuxoll moved to approve Resolution 2017-11. Commissioner Finley seconded the motion, and it passed unanimously. Chairman McCann asked Mr. Turner to work with the Peters and Wilsons concerning their target dates and Independence Day celebration.

## **VII. RECURRING BUSINESS**

### **A. *MARKETING REPORT***

There was a brief discussion concerning the website.

*B. AIRPORT MANAGER'S REPORT*

Mr. Turner advised the Board he'd met with Gary Graff of Hillcrest who'd asked for some support with infrastructure repairs or improvements. Mr. Graff was in the audience, so Chairman McCann asked him to speak to the request. Mr. Graff asked that the airport widen the southern fillet of the taxiway leading into the Hillcrest main ramp area. The existing turn doesn't provide enough clearance to safely lead the larger corporate aircraft into the ramp area. Board members appeared to have consensus making the required improvements.

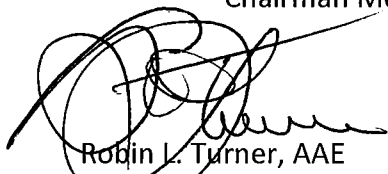
Mr. Turner also briefed the Board on the status of letters of agreement, the certification manual, inspection items, training, and the discussions with Horizon concerning fillets on other sections of the movement area. The Snow Removal Equipment Acquisition and the Pavement Maintenance Program projects are being closed out by FAA, so final payment will become available soon. Mr. Turner briefed on the status of some of the maintenance efforts. With the temporary staff situation, weed spraying is a little behind. Mowing is lagging also, but due to the very wet spring.

*C. COMMISSIONER COMMENTS*

Commissioner Finley thanked Hillcrest Aircraft Company President Gale Wilson for supporting the Boy Scouts aviation project.

**VIII. ADJOURNMENT**

Chairman McCann adjourned the meeting at 7:00 pm.

  
Robin L. Turner, AAE  
Recording Secretary

3:52 PM

04/18/17

**Lewiston-Nez Perce County Airport Authority-Operating Funds**  
**A/R Aging Summary**  
 As of April 18, 2017

*Save for  
 April 19<sup>th</sup>  
 Approval Minutes*

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
A Fast Taxi	0.00	0.00	0.00	0.00	120.00	120.00
ABC Taxi	0.00	0.00	0.00	0.00	60.00	60.00
Budget Car Rental	555.00	0.00	0.00	0.00	0.00	555.00
City of Lewiston	0.00	11,750.00	0.00	0.00	0.00	11,750.00
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
Ford, Allen & Marilee	0.00	688.00	0.00	0.00	0.00	688.00
Jones, Michelle	0.00	0.00	0.00	0.00	1,069.54	1,069.54
Joshua Burns	0.00	0.00	0.00	0.00	0.00	0.00
Michelle's Car Service	0.00	0.00	0.00	0.00	60.00	60.00
Nez-Perce County	0.00	11,750.00	0.00	0.00	0.00	11,750.00
SkyWest Airlines	1,161.29	0.00	0.00	0.00	0.00	1,161.29
Stout Flying Service	0.00	739.10	0.00	0.00	0.00	739.10
Transportation Security Administration	0.00	0.00	0.00	0.00	(25.00)	(25.00)
<b>TOTAL</b>	<b><u>1,716.29</u></b>	<b><u>24,927.10</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>1,284.54</u></b>	<b><u>27,927.93</u></b>

4/18/2017	Accounts Payable									
Check No	Date	Payee	Amount	Purpose						
	3/17/2017	Payroll	5921.76	Regular Payroll						
	3/17/2017	Persi	948.07	Persi Regular Payroll						
	3/22/2017	Fed Deposit	2020.68	Federal Deposit Regular payroll						
8203	3/17/2017	Idaho Child Support Receiving	453.50	Child Support Payment						
	3/20/2017	Idaho State Tax Commission	1229.00	February 2017 Withholding						
8204	3/23/2017	Regence Blueshield of Idaho	2902.30	April Medical Insurance						
8205	3/23/2017	CenturyLink	178.91	Phone March 10 - April 10, 2017						
8206	3/23/2017	LifeMap Assurance Company	7.20	April Life Insurance						
8207	4/3/2017	Richard Finley	451.32	Reimbursement for room at FAA Conference						
	4/3/2017	Regular Payroll	6499.25	Regular Payroll						
	4/5/2017	Persi	952.18	Persi Regular Payroll						
	4/7/2017	Federal deposit	2081.12	Federal Deposit Regular payroll						
8208	4/3/2017	Idaho Child Support Receiving	294.43	Child Support Payment						
8209-8213	4/5/2017	Board Payroll	1500.00	Board Payroll						
	4/12/2017	Fed Deposit	229.50	Federal Deposit Board Payroll						
	4/7/2017	Persi	217.32	Persi Board Payroll						
8214	4/6/2017	Stephanie Morgan	885.00	Expenses for travel for interview						
	4/14/2017	Payroll	5789.51	Regular Payroll						
8215	4/17/2017	Idaho Child Support Receiving	453.50	Child Support Payment						
	4/19/2017	Federal deposit	1904.28	Federal Deposit						
	4/17/2016	Persi	927.57	Persi Regular Payroll						
8216	4/17/2016	Ag Pro	157.85	Parts for sprayer						
8217	4/17/2016	Allied Fire & Security	2064.09	Replacement PW6K11C PW-6000 Intelligent Controller 32						
8218	4/17/2016	American Assoc of Airport Exec	275.00	Affiliate Membership 5/1/17 - 4/30/18 for Tye Harper						
8219	4/17/2016	Avista Utilities	6163.73	Electricity & Gas 2/24/17 - 3/27/17						
8220	4/17/2016	Blue Ribbon	543.93	Janitorial Supplies and Rag wash N fold for janitors						
8221	4/17/2016	Petty Cash	58.33	postage, light bulb, cookies and binders						
8222	4/17/2016	CenturyLink	160.20	Telephone long distance 2/12/17-3/11/17. Crash phone 3/23/4/23/17						
8223	4/17/2016	Chem Search	234.70	Contract Water Treatment program April 2017						
8224	4/17/2016	City of Lewiston	422.61	Sewer maintenance bldg. - Garbage & sewer terminal bldg March 2017						
8225	4/17/2016	Coleman Oil	399.34	Fuel March 2017						
8226	4/17/2016	Columbia Electric Supply	320.40	Light bulbs for light pole and u shaped for terminal bldg						
8227	4/17/2016	Comstrat Corporation	75.00	Reinstall office for publisher, fix email on Zach's phone and put email on Robbins phone						
8228	4/17/2016	Diesel & Machine	1032.00	Service Massey Ferguson tractor, repair hydraulic leak, service A/C system						
8229	4/17/2016	EDMO	2123.57	Radio's, Antennas, magnetic bases, and headset adapter						
8230	4/17/2016	Etb Hardware	123.76	battery for clock in shop, painting supplies, caulk, marking tape & flex seal for cooling tower						
8231	4/17/2016	First Step Internet	420.00	Internet services for shop						
8232	4/17/2016	Fisher Systems	573.50	Help with replacing PW-6000 Intelligent Controller - Fire & Security System Monitoring April thru June 2017						
8233	4/17/2016	Gateway Materials	263.92	Stakes for curbs, Canopy on ford, Tin roof for Ford,						
8234	4/17/2016	Guardian Plumbing & Heating	110.90	Fix 3rd floor toilet						
8235	4/17/2016	H & H	70.84	Copier monthly per copy maintenance Color & black & white						
8236	4/17/2016	Hahn Rental Center	180.00	Rent pressure washer to clean out cooling tower						



# Bill Payment Stub

Check Date: 4/18/2017  
 Check No.: 8259  
 Check Amount: 964.46

Lewiston-Nez Perce County Airport Authority-Operating  
 Funds  
 406 Burrell Avenue, Ste. 301  
 Lewiston, ID. 83501  
 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
3/20/2017	Bill	Staples <i>Office Supplies</i>	275.75	275.75		275.75
3/24/2017	Bill	Loyal Inn Parking <i>Seattle</i>	24.42	<i>conference</i> 24.42		24.42
3/25/2017	Bill	IAMA } <i>North Idaho</i>	480.00	<i>conference</i> 480.00		480.00
3/27/2017	Bill	IAMA }	105.00	105.00		105.00
3/28/2017	Bill	Verizon <i>Airport Managers</i>	79.29	<i>cell phone</i> 79.29		79.29



# Bill Payment Stub

Check Date:	4/18/2017
Check No.:	8261
Check Amount:	544.21

Lewiston-Nez Perce County Airport Authority-Operating Funds  
 406 Burrell Avenue, Ste. 301  
 Lewiston, ID. 83501  
 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
3/9/2017	Bill	Jollymores Airport manager	214.33	214.33		214.33
3/14/2017	Bill	Southway Pizzeria Gift Cards	100.00	100.00		100.00
3/14/2017	Bill	Costco Office Supplies	223.53	223.53		223.53
3/15/2017	Bill	Rosauers Board meeting	6.35	6.35		6.35

*Candidate v Board Dinner*  
*For employees*  
*198.95 Jan total 24.58*  
*Cookies*