

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

Airport Authority Conference Room  
406 Burrell Ave  
Lewiston, ID 83501

**Wednesday, June 21, 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., Verl Long and Emmett McCormick. Commissioner Jim Finley was excused.

Commissioner Nuxoll asked the Board to amend the agenda, adding item "B" to Old Business, subject Fiscal Year 17-18 Budget. Chairman McCann asked if there were any objections to the Amendment. There were none, so the agenda was amended accordingly.

**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.

Wendy Fredrickson, Air Traffic Control Tower Manager thanked the Board for the increased attention to news releases. Air traffic is up!

Doug Mattoon of Valley Vision provided a copy of an advertisement featuring Alaska Airlines in an Idaho economic development journal.

**III. MINUTES**

Commission Long moved to approve the Regular Meeting Minutes of May 17, 2017. Commissioner McCormack 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 payments regarding the sidewalk project and the cost savings related to rebuilding rather than replacing the electronic power generator switch. 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. There was a brief discussion concerning the status of grant funding, to which Commissioner Nuxoll reported on his last conversation with FAA. Mr. Gates from the District office expressed optimism that grants could forthcoming soon. Commissioner Long moved to approve the financial report; Commissioner McCormack seconded the motion and it passed unanimously.

**V. OLD BUSINESS**

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

Chairman McCann introduced the topic, explaining that the lease to be assigned was for the purpose of private aircraft storage and reasonably related purposes. Airport Manager Morgan gave a quick staff report, after which Christine Lohman of Lohman Helicopter expressed the company's desire to operate in a commercial manner consistent with that done on the company's other leasehold. Chairman McCann read an email from the Nez Perce County Prosecutor's office detailing the original private-use intent of the leasehold. Commissioner Long moved to refer the matter back to the lease committee. Commissioner McCormack seconded the motion, and it passed unanimously.

**B. Fiscal Year 17-18 Budget**

Chairman McCann asked Board Treasurer Pat Nuxoll to introduce the topic. Treasurer/Commissioner Nuxoll reported on the budget meetings he'd attended with City and County Officials. There had been some discussion at the City concerning their \$175,000 share for the operations building which includes the costs of information technology infrastructure, landscaping, and the administrative section of the building. He briefly summarized some of the other items budgeted, including the costs associated with the improvements in security screening. The City expressed an interest in splitting their contribution over two fiscal years, and though he preferred to leave the budget request intact, Commissioner Nuxoll felt the Authority may be able to cash-flow the associated projects.

Nez Perce County Commissioner Doug Havens expressed support for the airport as a true economic development engine. Estimated County revenues are not yet

available for budgeting purposes, but he was not in favor of splitting the shares over two fiscal years since that merely delays future needs. Chairman McCann expressed his disagreement with the City's use of the word *giving*. For several years now, City officials talk in their meetings about "giving" or contributing money to the airport. Chairman McCann then reminded those present that the City is still joint-owner of the facility; the Authority is the operator and the City should consider the funds they put into the budget not as "giving" or "contributing," but as an investment or an infrastructural improvement in *their* facility.

## VI. NEW BUSINESS

### A. RESOLUTION 2017-13

Chairman McCann announced the two resolutions related to Mr. Tony Madraino's acquisition of Steven Tucker's two hangars, both of which are in the L&H Sales building. Mr. Madraino would like to have the leases assigned accordingly.

### B. RESOLUTION 2017-14.

Commissioner Verl Long moved to approve Resolution 2017-13 and Resolution 2017-14. Commissioner Nuxoll seconded the motion and it passed unanimously.

### C. RESOLUTION 2017-17

Chairman McCann introduced the resolution by reminding the Board it had approved the Port of Lewiston's request to install fiber optic cable across the airport. In so doing, high speed internet would be available by subscription to airport users. The installation was finished and this resolution would approve as to form the contract. Future users, such as LifeFlight and the Hillcrest Company would sublease their leasehold and the Authority staff would consent to the individual subleases. Commissioner Nuxoll moved to approve Resolution 2017-17; Commissioner Long seconded the motion, and it passed unanimously.

### D. RESOLUTION 2017-16

Chairman McCann asked for the staff report. Airport Manager Morgan reminded the Board that rebuilding Runway 12-30 is an approved project in the five-year plan. After investigating the scope of the engineer's work, she expressed concern over the lack of good engineering data. Very few test borings were completed during the last Pavement Condition Index (PCI) study, so she has asked T-O Engineers to increase the scope of their work to include additional borings. The resolution before the board authorizes the work. Chairman

McCann asked if the work was reimbursable under the associated grant, to which Ms. Morgan responded in the affirmative. Commissioner Nuxoll moved to approve Resolution 2017-16. Commissioner McCormack seconded the motion. Commissioner Long asked if the proposed number of borings would be sufficient. Airport Manager Morgan affirmed; Commissioner Nuxoll expressed his opinion that the research was money well-spent. That said, Chairman McCann called for a vote on the motion and it was approved unanimously.

## **VII. RECURRING BUSINESS**

### *A. MARKETING REPORT*

Airport Manager Morgan provided a quick summary of recent activities in support of marketing efforts. The new web site is operating; the airport now has a facebook account and page, and news releases are being sent out every Friday. A newsletter will out before the next board meeting, and staff is doing everything possible to support the Radials n' Rivers air festival effort.

### *B. AIRPORT MANAGER'S REPORT*

Airport Manager Morgan announced that the sidewalk and emergency power generator switch projects were complete. Staff is working on a retaining wall next to Stouts. She then briefed the Board on progress with respect to improving passenger screening customer service. The new queuing dividers are in place, and cost estimates for room enlargement are being solicited. An independent HVAC unit will be installed to take care of the screening room, and TSA has identified equipment they can allocate if progress is appropriate. Ms. Morgan then briefed the Board on the improvements being made to the Part 139 training program, staffing, and staff responsiveness. Tenant meetings are proving to be popular; RFPs for vending services and advertising are works in progress.

### *C. COMMISSIONER COMMENTS*

Chairman McCann mentioned he'd received some very positive feedback from airport tenants with respect to Ms. Morgan's programs. He appreciates her outreach.

## **VIII. EXECUTIVE SESSION**

Chairman McCann asked for a motion to move into executive session in accordance with Idaho Code Section 74-206(1)(b), to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, individual agent, or public school student. Commissioner

Verl Long so moved. Commissioner Nuxoll seconded the motion, and it passed unanimously.

**IX. RETURN TO GENERAL SESSION**

Commissioner Long moved to return the Board to General Session. Commissioner McCormack seconded the motion, and it passed unanimously.

**X. Adjournment**

After reminding Board members of the next meeting on July 19<sup>th</sup>, Chairman McCann adjourned the meeting at 6:55 pm.



Robin L. Turner  
Recording Secretary

# Bill Payment Stub

Check Date: 7/18/2017  
 Check No.: 8405  
 Check Amount: 2,654.35

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
6/6/2017	Bill	4Imprint	304.02	304.02	Logo'd Lanyards	304.02
6/15/2017	Bill	Visiontron	241.00	241.00	Restroom Closed Signs	241.00
6/16/2017	Bill	Staples	726.61	726.61	Office Supplies + laptop	726.61
6/19/2017	Bill	Home Depot	259.60	259.60	retaining wall block	259.60
6/19/2017	Bill	Oxarc	15.02	15.02	gloves for crew + sign for Oxnard	15.02
6/20/2017	Bill	Home Depot	189.64	189.64	fabric for under rack behind new	189.64
6/22/2017	Bill	Verizon Wireless	79.34	79.34	Cellphone Airport Manager	79.34
6/26/2017	Bill	TSA Clearinghouse	500.00	500.00	Badger processing fees	500.00
6/26/2017	Bill	Home Depot	44.46	44.46	Tie downs for Hillcrest	44.46
6/27/2017	Bill	Staples	194.23	194.23	office supplies + stamps	194.23
6/27/2017	Bill	Big 5	23.30	23.30	Water bottles for crew	23.30
6/27/2017	Bill	Home Depot	26.91	26.91	lights for flag pole	26.91
6/30/2017	Bill	Build.com	50.22	50.22	replace/repair toilet seats for 2nd floor restrooms	50.22

3:37 PM

07/18/17

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

	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
Aviation Dreams, LLC.	0.00	0.00	0.00	1.00	0.00	1.00
Budget Car Rental	0.00	0.00	555.00	0.00	0.00	555.00
Can-Am Partners	0.00	646.78	646.78	0.00	0.00	1,293.56
City of Lewiston - Golf Course	0.00	0.00	0.00	14,549.76	0.00	14,549.76
Clearwater County Ambulance	0.00	200.00	0.00	0.00	0.00	200.00
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
Fed Ex	0.00	825.00	0.00	0.00	0.00	825.00
Flerchinger, Richard	0.00	2,981.39	0.00	0.00	0.00	2,981.39
Ford, Allen & Marilee	0.00	0.00	21.62	0.00	0.00	21.62
Gustin Aviation, Inc.	0.00	125.00	0.00	0.00	0.00	125.00
Hillcrest Aircraft Co.	0.00	7,825.00	0.00	0.00	0.00	7,825.00
Inman, Darrell	0.00	693.00	0.00	0.00	0.00	693.00
Jones, Michelle	0.00	0.00	0.00	0.00	1,049.54	1,049.54
Joshua Burns	0.00	0.00	0.00	0.00	0.00	0.00
Lamb, Ron	0.00	199.80	7.79	0.00	0.00	207.59
Life Flight Network	0.00	525.00	0.00	0.00	0.00	525.00
Lohman Helicopter	0.00	200.00	0.00	0.00	0.00	200.00
McCann, William	0.00	693.00	0.00	0.00	0.00	693.00
Michelle's Car Service	0.00	0.00	0.00	0.00	60.00	60.00
Overland West	0.00	624.38	0.00	0.00	0.00	624.38
SkyWest Airlines	1,161.29	0.00	0.00	0.00	0.00	1,161.29
Stout Flying Service	0.00	100.00	0.00	0.00	0.00	100.00
Sunshine Disposal	0.00	100.00	0.00	0.00	0.00	100.00
Transportation Security Administration	0.00	475.00	0.00	0.00	0.00	475.00
United Parcel Service	0.00	775.00	0.00	0.00	0.00	775.00
Wilson, Gale	0.00	127.90	0.00	0.00	0.00	127.90
<b>TOTAL</b>	<b>1,161.29</b>	<b>17,116.25</b>	<b>1,231.19</b>	<b>14,550.76</b>	<b>1,289.54</b>	<b>35,349.03</b>