

**Lewiston- Nez Perce County Regional Airport Authority  
Special Session**

Airport Authority Conference Room  
Airport Terminal Building, Second Floor  
406 Burrell Avenue  
Lewiston, ID 83501



*Board Members: Jim Bennett, Chris Clemens, Debra Smith, Gary Peters, Mandy Miles*

**MINUTES  
December 5, 2018 – 4:00 pm**

**A. CALL TO ORDER**

Chairman Jim Bennett called the meeting to order at 4:00 pm.

**B. PLEDGE OF ALLEGIANCE**

Chairman Bennett led the Board in the Pledge.

**C. ROLL CALL**

Members Present: Jim Bennett, Debra Smith, Chris Clemens, Gary Peters, Mandy Miles; Dan Radakovich, Attorney

**D. CITIZEN INPUT**

Doug Black: Shared cruise boat passenger information and would like to see Airport marketing to the passengers that might be flying in/out Spokane; has been working with interim Airport Manager in the collection and preservation of historical materials located in Airport records; does not like the website layout and is not a fan of the Airport using social media.

Todd Snarr: Stated that the airport is important to his clients and he has one client that is willing to offer revenue to the airport; suggested the Board consider a lounge and/or restaurant on the second floor – the one located there used to be very popular and might be a good revenue stream.

Mark Hewett: Provided a historical review of Taxiway D striping and thanked the board for addressing the issue.

**E. PRESENTATIONS, COMMUNICATATIONS, AND CORRESPONDENCE**

- Angie Stegner, SkyWest Airlines gave a presentation on the status of the expansion of SkyWest into the former Horizon Airlines space; the move will be postponed until after Christmas as not to interrupt operations; reported that outbound flights are at 87% at capacity, completion rate is 99.85% and in November handled 3,100 pounds of blood for the Red Cross.

**F. NEW BUSINESS**

- A. Review and consider approval of vehicle use, social media and personnel policies: This item as on the agenda to make all aware of the development of Airport personnel policies and Mr. Clemens will bring this topic back to the board at the next meeting.
- B. ACTION ITEM - Authorize the Airport Manager to secure real estate services for the marketing and/or leasing of airport property: Chairman Bennett explained the need to determine best uses for properties owned by the Lewiston-Nez Perce County Regional Airport which includes Hathaway Ballfield which until recently was leased by the City of Lewiston. Commission Smith motioned to authorized the Airport Manager to solicit proposals for real estate services; Commissioner Peters seconded, motion passed unanimously.
- C. ACTION ITEM - Occupancy of the AOB building: Discussion among the Commissioners centered on the cost to relocated Airport administration to the AOB building and possible lease opportunities. Nez County Commissioner Havens suggested the AOB building might be a location for a Joint Dispatch Center that has been talked about in the region for several years. Commissioner Miles motioned to table the discussion pending the hiring of an Airport Manager; Commissioner Peters seconded, motion passed unanimously.
- D. ACTION ITEM: Form Airport Manager hiring committee: The Board discussed the advantages of using a hiring firm to assist in the search for an Airport Manager, composition of a hiring committee to include public and private representatives and the need to initiate this process as soon as possible. Commissioner Miles motioned to appoint Commissioner Gary Peters as the Airport Hiring Committee Chair, Commissioner Clemens seconded, motions passes with Gary Peters recusing himself from the vote.
- E. ACTION ITEM - Form Airport Services Development committee: Based upon Commissioner Peters experience it is important to have a committee to address the attraction/retention of air service. Commissioner Clemens added that the Airport Services Development Committee would need to work with the Airport's consultant and that we need a unified lead. Commissioner Smith asked for an outline or plan on how the Airport Services Development committee would move forward. Commissioner Miles motioned that Gary Peters be seated at the

chair of the Airport Services Development committee and populate the committee; Commissioner seconded, motion passed unanimously with Commissioner Peters recusing himself.

**G. ADJOURNMENT TO EXECUTIVE SESSION**

Commissioner Bennett moved to adjourn to executive session in accordance with the following sections of Idaho Code at 5:21pm:

- *In accordance with Idaho Code Section 74-206(a), "To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general."*

Commissioner Smith seconded the motion, and it passed unanimously with Commissioners Bennett, Clemens, Miles, and Peters voting aye.

**H. RETURN TO REGULAR SESSION**

The Board returned to open session at 7:35 pm.

- A. ACTION ITEM - Appointment of Interim Airport Management: Chairman Bennett motioned to place Commissioner Clemens on temporary leave as a Board Member; and to hire Mr. Clemens as a contractor to serve in the position of interim Airport Manager at the rate of \$2,400 per week until the process to hire a permanent Airport Manager is complete; Commissioner Peters seconded, motion passed unanimously.
- B. Action Item – Cooperate Agreement for Services with the City of Lewiston: Commissioner Smith motioned that the Airport secure administrative services from the City of Lewiston (and Nez Perce County) as offered and available; Commissioner Miles seconded, motion passed unanimously.
- C. ACTION ITEM - Chairman Bennett explained that the Airport needs to add two signers to the banking accounts at Twin River National Bank in addition to signer Commissioner Smith; it was recommended that Chairman Bennett and Interim Airport Manager Clemens be added as signers. Commissioner Miles motioned to add the aforementioned, Commissioner Peters seconded, motion passed unanimously.

**I. COMMISSIONER COMMENTS**

J. AIRPORT MANAGER'S REPORT

K. ADJOURNMENT

Attest:

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Debra Smith, Secretary