

## LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT AUTHORITY BOARD

DATE: January 30, 2019  
TIME: **3:00 p.m.**  
PLACE: Airport Authority Conference Room  
Airport Terminal Building, Second Floor  
406 Burrell Avenue  
Lewiston, ID 83501

### CALL TO ORDER

*Reminder to turn off cell phones*

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### CITIZEN INPUT

*Please state your name for the record and address your comments to the Board. Each citizen will be allowed three minutes. Citizens are encouraged to discuss operational issues with the Airport Manager in advance.*

### PRESENTATIONS

- 1) Runway 12/30 – 30 % Drawing Update (Dave Mitchell and Chris Clemens)
- 2) 139 Inspection Review (Chris Clemens)
- 3) ARFF Update and Transition to New ARFF Building (Travis Myklebust and Chris Clemens)
- 4) Airport Security Update (police department outreach, driver training, badge application and re-badging efforts)
- 5) ProDIGIQ System for Lease Management and Airport Management (Chris Clemens)
- 6) Website Update (Chris Clemens)
- 7) Management Agreement between City of Lewiston and Lewiston-Nez Perce County Regional Airport Authority Board (City Manager Alan Nygaard)

### ACTION ITEMS

### CHANGES TO THE AGENDA

### OLD BUSINESS

- 1) Consideration and Decision of the Minutes of the Airport Authority Board's Meeting of December 19, 2019.
- 2) Review of the December Balance Sheet.
- 3) Review of the Profit and Loss Report.
- 4) Review of the Aging Reports.
- 5) Consideration and Decision of Resolution No. 2018-31. A Resolution for consent to lease assignment from Sally Inman to Mark and Susan Peterson.

## NEW BUSINESS

- 1) Consideration and Decision of Resolution No. 2019-01. A Resolution modifying the 10/24/2018 Fee Policy to include rates for passenger car parking, include fees for lease assignments, allow for adjustment of Air Terminal Building rent when major changes to scheduled commercial service occur, and disallow offsite car rental business.
- 2) Consideration and Decision of Resolution No. 2019-02. A Resolution to extend Sunshine Disposal's lease to March 1, 2019.
- 3) Consideration and Decision of Resolution No. 2019-03. A Resolution of the Social Media Use Policy for the Lewiston-Nez Perce County Regional Airport.
- 4) Consideration and Decision of Resolution No. 2019-04. A Resolution of the Vehicle Use Policy for the Lewiston-Nez Perce County Regional Airport.
- 5) Consideration and Decision of Resolution No. 2019-05. A Resolution Setting an Hourly Fee for use of the Second Floor Meeting Room.
- 6) Consideration and Decision to request TSA approval to adjust the queue to direct traffic toward the coffee shop.
- 7) Consideration and Decision to request additional funds from Nez Perce County and the City of Lewiston for unexpected expenditures for which there is no budget.
  - \$6,300 - IT Work
  - \$10,000 – ALP Modifications
  - \$6,000 – Paint and Markings on TWY D
  - \$20,000 – Paid Parking Rollout
  - \$1,000 - Airport Security Coordinator Training
- 8) Consideration and Decision to draft a Request for Qualification (RFQ) for legal services.
- 9) Consideration and Decision to draft a Request for Qualifications (RFQ) for airport security/ARFF consultants.
- 10) Consideration and Discussion on the Airport Management Proposal provided by the City of Lewiston.

## EXECUTIVE SESSION

- 1) 74-206(i) - To engage in communication with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

2) 74-206(f) – Pending litigation or litigation likely to be filed.

Any person needing special accommodations to participate in the above noticed meeting should contact the Airport Office prior to the meeting at 406 Burrell Ave., Lewiston, ID 83501- 208-746-4471.