

**Lewiston- Nez Perce County Regional Airport Authority
Regular 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 19, 2018 – 4:00 pm**

A. CALL TO ORDER

- Chairman Bennet called the meeting to order at 4:02 pm.

B. PLEDGE OF ALLEGIANCE

- Chairman Bennett led the board in the Pledge.

C. ROLL CALL

- All Members Present
- Ex-officio Present: Dan Radakovich, Attorney

D. CITIZEN INPUT

- Speakers:
 - Doug Black
 - Mark Havens
 - Doug Havens
 - Rob Lamb
 - Eric Peterson
 - Todd Snarr
 - Steve Martin
 - James Spencer

E. CONSENT AGENDA

- *Regular Session Minutes of October 24, 2018*
- *Special Session Minutes of November 7, 2018*
- *Regular Session Minutes of November 14, 2018*
- *Emergency Session Minutes of November 16, 2018*
- *Special Session Minutes of December 5, 2018*
- *Review October Balance Sheet and P/L Statement*

- Deb Smith moved to approve the consent agenda, Mandy Miles seconded. The motion carried 4-0 with Chris Clemens abstaining.

F. OLD BUSINESS

- *Approve Social Media and Vehicle Use Policy*
 - Deb Smith moved to approve the Social Media and Vehicle Use Policy. Gary Peters seconded. The motion carried 4-0 with Chris Clemens abstaining.
- *Resolution # 2018-32: A resolution approving a contract with Hamilton's West LLC.*
 - Chris Clemens stated that until the attorney general rendered an opinion on the legality of a contract between Hamilton's West LLC (Clemens company) and the Authority, he would decline to review or approve a contract and instead continue in a volunteer capacity as Acting Airport Manager until such a time as an opinion was rendered.
 - Mandy Miles moved to table the resolution. Deb Smith seconded. The motion carried 4-0 with Chris Clemens abstaining.

G. NEW BUSINESS

A. Discuss Ron Lamb Lease Modification

- Mr. Lamb expressed his desire to have his lease for Kafe America reduced due to a loss of revenue precipitated by the departure of Alaska Airlines. He also requested a reconfiguration of the TSA queue line to direct more traffic towards Kafe America. Chris Clemens stated that the October 2018 Fee Policy requires that all terminal building space must be rented at market value, and that the fee policy need be amended so that the airport is in compliance with its own policy. Clemens suggested that other tenants would also likely request a reduction in their lease fee should the board authorize a reduction in Mr. Lamb's lease. Gary Peters suggested he head a special committee to address Mr. Lamb's request. Jim Bennett suggested further review and discussion.

B. Amend Board By-Laws to Address Creation and Maintaining of Bank Accounts

- Chris Clemens stated that the board by-laws do not specify a responsible party for maintenance of banking and credit accounts, and therefore that have been issues opening or maintaining accounts. Clemens suggested he would like to have Dan Radakovich modify the by-laws to specify a responsible individual. Radakovich asked if a bank could provide sample language. Clemens said he would forward the language suggested by Zions Bank. Jim Bennett suggested presenting the proposed revised board by-laws at a future meeting.

C. Amend Fee Policy to Add Lease Transfer and Parking Fees

- Chris Clemens said that lease transfers are time consuming and require both board and management time. Clemens suggested amending the October 2018 Fee and Use Policy to include a \$50 fee for lease transfers. Mandy Miles spoke in favor of a transfer fee as did the other commissioners. Clemens present his plan for paid parking and asked to amend the fee policy to include a charge for landside vehicle parking. Miles and Gary Peters spoke in favor of paid parking. Deb Smith requested more details. Clemens said he would provide specific details as requested.

D. Discuss Revisions to the Airport Layout Plan (ALP)

- Chris Clemens gave an overview of the need to modify the ALP to reflect the current condition of the airfield. He stated that taxiway D had been modified and so the ALP is not current. There are also numerous other changes and updates that need made. Clemens also suggested the authority ask Gary Peters if the airport can incorporate Peter's proposal for south side development. Clemens stated that incorporating Peter's development plan into the ALP doesn't bind the airport to anything. Peters said his plan for southside development cost a significant amount of money, and that he would consider allowing the airport to incorporate it. Further discussion ensued and the board made no recommendation.

E. Resolution # 2018-31: A resolution consenting to the assignment of a lease from Darrell Inman and Sally Inman

- Clemens stated that the Inman's had not yet presented all the necessary documents and recommended tabling the motion
 - Mandy Miles moved to table the motion. Gary Peters seconded. The motion carried 4-0 with Chris Clemens abstaining.

F. Discuss board member responsibilities and whether or not board members can access information and airport information on their own without recourse; discuss how and when individual board members can release confidential information

- The board reviewed invoices from Comstrat Corp for services performed on the former manager and assistant manager's computer. The invoices showed nine portable hard drive copies were produced from the managers' hard drives along with three thumb drives. The invoices also showed Comstrat copied email correspondence between Stephanie Morgan and Chris Clemens and Stephanie Morgan and William McCann, Jr. Gary Peters said he requested Comstrat make copies of the managers' computers and place the copies on two portable hard drives and two thumb drives so he could learn about what had been going on at the airport. Peters stated the hard drive copies had been in his possession the whole time. Discussion ensued about the authority of individual board members. Jim Bennett stated that an individual board member has no authority and that the authority can only act as a body with majority approval. Deb Smith said

that no personnel info can be disclosed to individual board members beyond what a board member can request via a public records request.

G. *Discuss airport process for handling FOIA requests and review Idaho Public Records Law Manual 74-101 through 74-126; discuss standardized form for public to download from goLWS.com website.*

- Dan Radakovich suggested the authority standardize a form and post the form to the golws.com website. Radakovich also stated that the authority needed to name a custodian of record. Deb Smith suggested the airport manager be the custodian of record. The board unanimously agreed it would be a good idea to post a standardized form on the golws.com website?

H. **COMMISSIONER COMMENTS**

- Gary Peters said the board is committed to cleaning up prior messes. Mandy Miles said it was apparent not a lot had been done in the last several years. Jim Bennett said that the authority is working hard towards the future. Deb Smith said she has been working on numerous marketing ventures.

I. **AIRPORT MANAGER'S REPORT**

- Chris Clemens presented the December Manager's report.

J. **ADJOURNMENT TO EXECUTIVE SESSION**

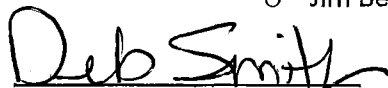
- *"To consider records that are exempt from disclosure as provided in Chapter 1, title 74, Idaho Code"*
 - A role call vote to enter executive session was taken. Gary Peters, Mandy Miles, Jim Bennett, Deb Smith, Aye. Chris Clemens, abstain. Motion to enter executive session carried 4-0. Executive session began at 6:13pm and ended at 6:53pm.

K. **RETURN TO REGULAR SESSION**

- Chris Clemens read a statement stating he rescinded his leave of absence from the board because he refused a contract for services from the authority board and had not yet been paid for any services.

L. **ADJOURNMENT**

- Jim Bennett adjourned the meeting at 6:55pm.



Attest: Deb Smith, Secretary