

LEWISTON-NEZ PERCE COUNTY REGIONAL AIRPORT

Authority Board Meeting -

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



Board Member: *Jim Bennett, Deb Smith, Gary Peters, Mandy Miles*

**Minutes**

**March 27, 2019 – 3:00 pm**

**CALL TO ORDER**

- Chairman Bennett called the meeting to order at 3:00 pm

**PLEDGE OF ALLEGIANCE**

- Chairman Bennett led the board in the Pledge.

**ROLL CALL**

- All Members Present including Counsel Danny Radakovich.

**CITIZEN COMMENTS**

- Doug Black
- Joe Gish
- Todd Snarr

**MANAGER REPORT**

- Manager Bill McKown reported on his observations -he has been onboard beginning March 11<sup>th</sup>. Collaboration is the foundation of the airport. Will be working on budget soon. Some highlights include:
- IT –Requesting information from companies to assist in different facets of operations
- Runway projects – Runway 12-30 has a major renovation coming up very soon. There is currently a hot spot identified by the FAA. This is in safety area and means that runway is close to failure. This is a \$5.5M project. 90% funded by FAA. There is also a \$1.7M taxiway & lighting project. - Both projects to kick off in August.
- Five year plan – needs to be updated to assist with funding sources
- There will be a new hangar just west of the new AOB Building
- Security – Certification manual (tells us what we do). There is an inspector arriving 4/15
- Personnel
- Terminal building – look at advertising - there is a need for additional waiting room area - some security items to review.

- FAA – Manager and Gary Peters attended meeting in Seattle and met several FAA and other airport representatives. Our FAA representative is in the Helena office and our TSA contact is out of Boise.
- Communications – need communications – base radio station is needed. Ground to ground #2 priority
- Air Service – People want to go west from Lewiston. Need for a task force and also pursue grant opportunities.

### **OLD BUSINESS**

- 1) ACTION ITEM: Consideration and Decision of Resolution No. 2019-05. A Resolution setting an hourly fee for the use of the Second Floor Meeting Room.
  - a. Deb Smith moved to table to meeting with new budget discussion. Gary Peters seconded. Motion carried 4-0.
- 2) ACTION ITEM: Consideration and Decision of the Minutes of the Airport Authority Board's Meeting of February 20, 2019, February 26, 2019, March 4, 2019, and March 8, 2019.
  - a. Mandy Miles moved to approve the minutes. Deb Smith seconded. Motion carried 4-0.
- 3) Review of the February balance sheet, Profit & Loss and aging reports.
  - a. Gary Peters moved to approve the balance sheets, profit & loss statements and aging reports. Deb Smith seconded. Motion carried 4-0.
- 4) ACTION ITEM: Consideration and discussion of Development Policy.
  - a. Deb Smith moved to table for further discussion. Discussion, Gary Peters stated that the recent FAA conference that he attended along with Interim Manager Bill McKown provided lots of good information to be used for policy development. Mandy Miles is in agreement with this. Bill McKown stated that Peter Boyle will be here in the next few months which should provide some guidance. Would like a task force to review lease. Jim Bennett is compiling a master lease.
- 5) ACTION ITEM: Consideration and Discussion of Lease Policy Review
  - a. Mandy Miles moved to table to the next board meeting on April 17<sup>th</sup>. Discussion, Jim Bennett will work on this with the airport manager. Gary Peters seconded. Motion carried 4-0.

### **NEW BUSINESS**

- 1) ACTION ITEM: Consideration and Decision of Resolution No. 2019-07 Lease option to extend for Gregory Reed.
  - a. Gary Peters moved to approve. Mandy Miles seconded. Motion carried 4-0.
- 2) ACTION ITEM: Consideration and Decision of Resolution No. 2019-08 Lease option to extend for Alan Ford.
  - a. Gary Peters moved to approve. Mandy Miles seconded. Motion carried 4-0.
- 3) ACTION ITEM: Consideration and Decision to authorize Counsel Danny Radakovich to respond to all public record requests.

- a. Discussion, would like to have people use the form on the website which currently needs to be fixed so it can be used. Also needs to have confirmation receipt sent to initiator when submitted. Deb Smith moved to approve. Jim Bennett seconded. Motion carried 4-0
- 4) Consideration and Decision to Issue a Request for a Request for Qualifications (RFQ) for Airport Management Consultant.
  - a. Discussion, manager is currently in discovery mode. Could have ready to advertise so when decision is made that everything is ready it can go out. Gary Peters motioned to table and review monthly. Mandy Miles seconded. Motion carried 4-0.
- 5) Establish a timeline and process for soliciting candidates for and appointing a qualified individual to the Joint Airport Authority Board of Commissioners.
  - a. Discussion, use same process as last time and interview those that express interest. Deb Smith made motion to approve. Gary Peters seconded. Motion carried 4-0.

#### **ADJOURNMENT TO EXECUTIVE SESSION**

- *In accordance with Idaho Code Section 74-206(a)*
  - Motion from Deb Smith to go into executive session at 4:14pm. Seconded by Gary Peters.
    - 1. Call to the Vote:
      - Mandy Miles: yes
      - Gary Peters: yes
      - Deb Smith: yes
      - Jim Bennett: yes

#### **RETURN TO OPEN SESSION**

- *ACTION ITEM: Appoint risk manager for pending legal matters*
  - Motion from Gary Peters to appoint Danny Radakovich as risk manager for the airport and to interface with various agencies. Also make Mandy Miles the board liaison with the board attorney on matters. Seconded by Deb Smith. Motion carried 4-0.

#### **ADJOURNMENT**

- Chairman Bennett adjourned meeting at 5:00 pm



Attest:

Deb Smith

Board Secretary/Treasurer