

**Lewiston- Nez Perce County Regional Airport Authority
Special/Emergency Meeting**

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



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

**Minutes
March 8, 2019 – 5:00 pm**

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**

All board members are present with Counsel Danny Radakovich

- **NEW BUSINESS**
 - **ACTION ITEM:** Termination / Voluntarily relinquish Lease with Aviation Dreams, LLC.
Motion by Mandy Miles to terminate lease with Aviation Dreams, LLC. Chris Clemens moved to table this motion. Vote to table this motion failed 1-0. Deb Smith seconded original motion. Motion carried 3-1, Gary Peters abstained.
 - **ACTION ITEM:** Termination / Voluntarily relinquish Lease with Aviation Opportunities, LLC.
Motion by Mandy Miles to terminate lease with Aviation Opportunities, LLC. Jim Bennett seconded. Motion carried 3-1, Gary Peters abstained.
 - Counsel Danny Radakovich clarified that this action of terminating these two leases clears one of the FAA violation letters. Jim Bennett also stated he appreciates Gary's actions on these leases. Gary commented that he does not want any conflicts of his board position and the two leases. He is hopeful that the work that was done will be continued into new leases.

- ACTION ITEM: Resolution approving an employment agreement for interim airport manager by and between Clarence W. (Bill) McKown, Jr. and the Lewiston-Nez Perce County Airport Authority Board.

Motion by Mandy Miles to approve employment agreement. Chris Clemens moved to table this motion until later in the meeting, no second received. Tabled motion failed.

Discussion of original motion. Chris Clemens states this is his first view of the employment agreement. Chris presented numbers of the interim management proposals. He summarized Gary and Mandy's proposal is \$597,496 and the City's is approx. \$508,000. Gary and Mandy's proposal is for Interim manager only and that the City is for all staffing services including Interim manager. He detailed services the city's proposal is providing and what the Gary and Mandy proposal is not covering. Gary states this proposal is for an interim professional manager. This is the direction the board should have acted on three months ago. This interim manager will be a 90 day "at will" employee. He feels that bringing someone from outside the community is the best option. With ADK we are paying for the vetting of Mr. McKown and shared a referral letter. This letter shared the success of Mr. McKown at the Humboldt county airport and a seamless transition to a permanent manager. This man is proven where the city or county is not. Chris clarified that the City's proposal would also hire a professional for interim and permanent manager. Jim Bennett noted that the needs brought out in both proposals will still be there, but what the board does not know, is what the airport does need. He states he believes this proposal as well as the City's option is for interim services. His preference is to continue to have the Airport Authority manage their own affairs. He believes this board can work in spite of the turnover of management staff. He also believes the changes the airport is facing with the loss of Horizon has significantly hurt revenue and imposing a greater burden on the City and County. When looking at the two proposals Mr. McKown reputation of "fixing" the airport could move the airport forward to a position of hiring permanent staff. He feels the City's proposal is complicated by the bitterly opposed sides of the City and County. And that the mediation would complicate the situation. He feels that the City option would not focus on fixing issues but to maintain the existing services until permanent management was found. Deb Smith stated she

agrees that the City and County are in paralysis over management of the airport and does not support the mediation proposed. And that the "fix it" agency is an option she can support to identify issues and recommend a path forward to success. She also would like to see the City and County's oversight removed allowing the Authority board to be able to manage the airport. She appreciates the City's generous offer of staff and support but does not see it providing the needs to move the airport forward. Mr Bennett states its very important to give the interim manager a clear direction from the Authority Board of their scope of work. He also wants to make sure that the existing airport staff is aware that staffing decisions will be made by the board and not by an interim manager. Giving our employees some peace of mind and insuring that they understand the board appreciates and value their contributions.

Mandy Miles wanted to reiterate that Mr McKown is a navy pilot and that after retirement, he went out to several airports to repair issues similar to what Lewiston is facing. Mr McKown got the Hombolt air service restored. He gave credit to Chris and the staff of being able to keep the doors open this winter. He mentioned that one option could be to bus Alaska airline passengers from missed flights back to the Pullman airport when weather restricted arrivals. Mr McKown is the type of individual that comes highly recommended and he has the skills needed to let us know where are problems are and what options are available to us. Once this information is received the Authority Board could make corrections. Chris Clemens stated that these options are not a way to dissolve the JPA and that the City also would hire a "fixer" like Mr McKown and that the City has the additional staff the airport needs to for immediate needs. He is concerned that this proposal will not provide the staffing needs the FAA is asking to insure are in place.

Call to vote, Motion carried 4-1.

- ACTION ITEM: Resolution approving an interagency agreement between the Lewiston-Nez Perce County Airport and the City of Lewiston appointing the City as interim airport manager.
 - Motion by Gary Peters to table this agreement, seconded by Mandy Miles. Motion carried 5-0

- ACTION ITEM: Resolution approving payment to ADK Consulting in the amount of \$5,000 for services identifying and helping to fill the position of interim airport manager.
 - Motion by Gary Peters. Discussion, Chris Clemens asked for an invoice and contract be presented before payment. Mandy Miles seconded, Motion carried 5-0

- ACTION ITEM: Approving the preparation of the Request for Qualifications for executive recruitment and consulting services to fill the airport manager position at the Lewiston-Nez Perce County Airport.
 - Gary Peters moved to approved the preparation of the RFQ for professional management. Discussion, Jim Bennett stated the Board does need to do this, but not sure this is the exact time to do this. And that it can take 4 to 5 months to recruit someone. He feels that after Mr McKown has some time to provide details of what is needed in the near future. Gary Peters feels this is a way to get the advertisement out to immediately and that then the give time for Mr McKown can give input. Deb Smith also stated there is value from Mr McKown to provide priorities or additional skill sets.

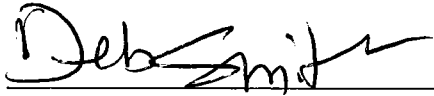
Mandy Miles seconded, motion carried 5-0.

- **CITIZEN COMMENTS**
 - Mark Heuett
 - Don Beck
 - Marvel Frank
 - Zeke Ulrey
 - Eric Christensen
 - Michael Collins
 - Bernie Schraeder
 - Todd Snarr

- **COMMISSIONER COMMENTS**
 - Gary Peters thanked the community for coming and supporting the board. Hoping the board has now turned the corner and that they will be reaching out to them for advice and help. Reminding the community of a June program called Jump Start.

- Deb Smith asked the community to welcome the new Interim manager like we welcome our cruise boat passengers. Showing him the airport potential and give him the capacity to shine. Not air dirty laundry and that the negativity is dragging this board down.
- Jim Bennett thanked the community for support tonight and this is all about saving our Airport.

H. ADJOURNMENT

A handwritten signature in black ink that reads "Deb Smith" with a stylized flourish at the end. The signature is written above a horizontal line.

Attest:

Deb Smith

Board Secretary/Treasurer