

**Lewiston- Nez Perce County Regional Airport Authority**  
**Regular Meeting**  
Airport Authority Conference Room  
Airport Terminal Building, Second Floor  
406 Burrell Avenue  
Lewiston ID 83501



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

**MINUTES**  
**June 19, 2019 – 4:00 pm**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

- Chairman Bennett led the board in the pledge

**ROLL CALL**

- All members and counsel were present except for member Chris Hayes who participated via a speaker phone for the meeting.

**AIRPORT MANAGER REPORT**

- The manager announced the Radials and Rivers event will be held June 28<sup>th</sup> and 29<sup>th</sup> at the airport. There will be in excess of 55 antique aircraft at the event this year.

**OLD BUSINESS**

- ACTION ITEM: Approval of the regular meeting minutes of April 17, 2019.
  - Smith moved to approve. Miles seconded. Motion carried 4-0 with Hayes abstaining
- ACTION ITEM: Approval of the special meeting minutes of May 22, 2019.
  - Peters moved to approve. Miles seconded. Motion carried 4-0 with Hayes abstaining
- FOLLOW-UP: Letter requesting lease extension for airport café
  - Manager stated this is about the cafe on the main terminal floor – Mr. Ron Lamb had requested a lease extension in October which had recently surfaced and he apologized for the delay in action. Counsel Radakovich stated that prior manager Morgan had sent notice of default and there are also numerous complaints in the file about various issues. The manager stated he did not recommend extending the lease when it expires June 30, 2019 and will send a follow-up letter terminating the lease effective June 30, 2019. Peters moved to approve. Miles seconded. Motion carried 4-0 with Hayes abstaining

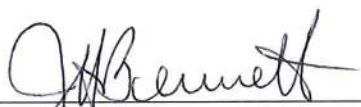

**NEW BUSINESS**

- ACTION ITEM: Project update from TO Engineers for Runway lighting project and Runway 12/30
  - Dave Mitchell from T-O Engineers provided information on the current airport projects. The lighting project started in May. The vault is currently in place. They have encountered some issues with rock but do have conduit under the runway. There is an issue with a switch that will be resolved before the end of the project.
  - Bids for the Runway 12/30 were opened earlier this month. The estimate for the project was \$8.3M and three bids were received – Knife River @\$7.9M; DeAtley at \$7.44M and Debco at \$8.3M. The bid was awarded to Knife River. The airport GIS Survey was done and Gary Gates with the FAA is working on the grant. Work can't start until the grant is ready. The airport manager spoke with Mr Gates this morning and approval isn't expected until Mid-August, 2019. The project could be awarded and started at that time or it may in our best interest to delay and start in late spring, 2020. There are some items that could be started this fall.
- ACTION ITEM: Air service development consultant.
  - Airport Manager McKown reported that this is the #1 priority on the list to be accomplished – please keep in mind that development does take time. A development alliance is in place. Members include Karl Dye, Michele Peters, Deb Smith, Gary Peters. At the second meeting of the

group the decision was made not to pursue a consultant or a grant at the current time. The group is still discussing options to present to community members to create an air service alliance and trust fund. Help from interested parties is welcomed. The manager has made presentations to 11 groups in the community and expanded air service is always the most desired topic of discussion. Note that improvements at Lewiston and Pullman are extensive. Lewiston does have better structure and weather; our terminal does need an extension. Pullman has \$141M in improvements and is still in need of a terminal building and parking. We are not in competition with Pullman. There are discussions in place to work with Pullman to divert to Lewiston should low cloud cover be an issue with possible coach transportation back to the Pullman airport. Manager would like an air service consultant on board by mid-August. Cost could be in a range of \$30k - \$130k depending on scope.

- ACTION ITEM: MOU with NezPerce County for use of vehicle.
  - Little discussion on this item. Smith moved to approve. Peters seconded. Motion carried 4-0 with Hayes abstaining because he did not have current copy.
- ACTION ITEM: Interim Manager contract extension
  - The manager requested a 90-day extension with terms and conditions the same as the original contract. The current manager will be gone beginning 7/10/19 returning 8/5/19 and has arranged for Barry Bratton, who is also an airport executive to fill in for him during his absence. Peters moved to approve. Miles seconded. Motion carried 5-0.
- ACTION ITEM: Approval of preliminary FY2019-2020 budget.
  - The manager presented the preliminary budget for FY2020. This will be adjusted to reflect amounts approved by the City and County for maintenance & operations as well as various projects that are proposed for the coming 1-2 years Miles moved to approve. Peters seconded. Motion carried 5-0.
- ACTION ITEM: Verizon contract
  - The manager presented a contract with Verizon to replace desk and cell phones for the airport. There should be significant savings having everything with one carrier as well as efficiencies. Smith moved to approve. Peters seconded. Motion carried 5-0
- ACTION ITEM: Consideration and Decision of Resolution 2019-10 Lease option to extend for Map Travel
  - Map Travel has requested an extension of their lease for an additional 5 months commencing September 1, 2019 through January 31, 2020 with an option to pay month to month through August 31, 2020. Smith moved to approve. Peter seconded. Motion carried 5-0
- **CITIZEN COMMENTS**
  - Thrya Stevenson – Would like to see emphasis on travel to Boise as many from this area travel there.
  - Morgan Lohman – Would like to see meeting time changed to later than 4:00 pm. Also questioned why gift shop was not offered more time. Response from chairman was that he is in default of lease and won't open unless there was chance for business.
  - Christine Lohman – Asked if tenants would have an opportunity to get fiberoptic internet. Response from chairman was that the plan is to do this. First offers would go to terminal tenants and then to branch outside to other airport tenants.
  - Doug Black – Reported that the archives of the airport have been done! Kudos for great discussion at the meeting. Stated that the airport website needs to be cleaned up and must be managed on an ongoing basis. Appreciates assistance to help airport from City and County with the other water/wastewater and courthouse projects in process also.
  - Todd Snarr – Offered congratulations to Chris Hayes on his appointment to the board. Expressed desire to participate on air service development group. Suggested looking at Portland for possible flights. Need revenues for the budget – paid parking is desired. Suggested approaching Asotin County and Clarkston if the City and County won't contribute needed dollars. If we get another airline there is the possibility of lower prices due to competition.
- **ADDITIONAL COMMENTS:**
  - Morgan Lohman – Importance of supporting local contractors when possible for the projects at the airport.
  - Joe Gish - Kudos to the airport for General Aviation support. This is vital to our airport.

- **COMMISSIONER COMMENTS**
  - Gary Peters – Kudos to Bill McKown and Dave Mitchell for their efforts in getting the Runway 12-30 bidding done so it can move forward.
  - Deb Smith – Include Karl Dye as a member of the air service development group – this group has a number of local experts. This team could be expanded - if there is interest please contact a member.
  - Mandy Miles - Thanks to Gary and Bill for going to Helena to meet with FAA – made a difference in getting Runway 12-30 bidding done timely.
  - Jim Bennett – To the County and City – thank you for past and ongoing support. What these entities do makes it possible to make the airport successful. The board is committed to looking at business community to get service back
  - Chris Hayes – Thanked citizens for their comments. Also asked Christine Lohman to contact Jaynie Bentz at the Port of Lewiston with her fiberoptic questions.
  
- **EXECUTIVE SESSION** - Move to executive by roll call vote at 5:44 pm
  - In accordance with Idaho Code Section 74-206(f), "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending, based on a complaint, litigation or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement."
  
- **RETURN TO OPEN SESSION**
  - ACTION ITEM: The Board may take action that is determined to be necessary following its adjournment from executive session. Returned to open session at 5:35 pm -no action taken.
  
- **ADJOURNMENT**  
Chairman Bennett adjourned meeting at 5:35 pm.

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Attest:  
 Deb Smith  
 Board Secretary/Treasurer