

Minutes 4-21-2020 Regular Meeting

Lewiston- Nez Perce County Regional Airport Authority
Conference Room
3632 Stearman Street
Lewiston ID 83501



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

CALL TO ORDER – Chairman Gary Peters called the ZOOM meeting to order at 5:30pm

PLEDGE OF ALLEGIANCE - Led by Chairman Peters

ROLL CALL – All 5 commissioners present (3 in person and 2 remotely), attorney Thad O’Sullivan (remotely), Airport Director, Airport Associate Director, 19 total attendees

AIRPORT MANAGER REPORT – The reconstruction project of the runway, being completed by Knife River, is still on schedule.

The Economic Impact Statement which was completed through the State of Idaho was just released. This report studies all airports in the state. The report states that LWS has a \$67 million impact to the region and 459 jobs to the community as well.

Mike shared about the concerns of the Coronavirus. He has had discussions with TSA and SkyWest to ensure all are on the same page with how this is being managed.

Mike discussed the change in how staff are working, including: new sterilization units in the air handlers being added, a new and more thorough cleaning schedule before and after every flight, a change in scheduling with staff, staff will not travel together nor go to non-essential places. LWS is cutting back on all exposures to ensure safety.

Mike shared a report received from all airlines explaining what they are doing to cut capacity because of COVID-19. Delta is reducing capacity by 40% until the end of May, which is the largest reduction they have ever had in their history. Delta will be parking many of their airplanes and many routes are being shut down completely. Alaska Airlines’ bookings are down 40%, however many of the smaller airlines are offering huge discounts to help with demand. Chairman Peters suggested to reach out to Delta and Alaska and offer them space to park planes at LWS.

The SPOKESConference was postponed until June 22, 2020.

OLD BUSINESS

- A. CONSENT ITEM: Approval of minutes for meeting date March 18, 2020 – Motion made by Commissioner Miles and seconded by Commissioner Hayes. Minutes were approved by a unanimous vote.
- B. CONSENT ITEM: Monthly financial report for March, 2020 - Approval of minutes for meeting date March 18, 2020 – Motion made by Commissioner Hayes and seconded by Commissioner Miles.

C. NEW BUSINESS

- ACTION ITEM: Change Order AIP043 Runway 12/30 Reconstruction Project – T-O Engineers offered information regarding why the need for the change order. Motion to approve the change order made by Hayes and seconded by Miles. Motion passed unanimously.
- ACTION ITEM: AIP043 Electrical Permit Discussion – Motion was made by Hayes and seconded by Miles. Discussion on electrical permit for knife river on runway 12/30 reconstruction project. Peters and Dave Mitchell from T-O Engineering explained the permit was never applied for. Dave commented it is not typical for electrical permit fees to be applied to this type of project, and that it's likely the electrical inspector wouldn't have the background to inspect this portion. Mandy agreed that it's out of place to charge permit fees in this case. Motion passed unanimously to recommend no electrical permit charged to knife river for AIP 043.
- ACTION ITEM: FAA Reimbursable Agreement – Nav Aids – Motion was made by Hayes and seconded by Smith. Motion passed unanimously.
- ACTION ITEM: AIP044 Grant Application - Dave Mitchell explained proposed work in AIP 044 to include taxiway reconfiguration and cultural study. Motion was made by Hayes and seconded by Smith. Motion passed unanimously.
- ACTION ITEM: T-O Work Order AIP044 Change to include Cultural Study – Motion to accept the work order change was made by Hayes and seconded by Miles. Mike and Dave Mitchell from T-O Engineering explained the necessity for the study. Motion passed unanimously.
- ACTION ITEM: Acceptance of Resolution 2020-08 AIP Funds Transfer to BOI – Motion was made by Hayes and seconded by Miles. The motion was passed unanimously.
- ACTION ITEM: Acceptance of Resolution 2020-09 Minimum Standards Revisions - Thad and Mike reviewed and recommended the revised minimum standards to:
 - Include language that requires \$2,000,000 insurance policy for FBO's,
 - Require one FAA certified A&P mechanic for FBO's offering aircraft maintenance and repair
 - At least 1 trained line service technician for FBO's offering fuel and oil sale

- All new construction, external modifications to an existing building and underground excavation will be coordinated with the Airport Director, approved by the Airport Authority, and approved by all appropriate federal, state, and city agencies.
- Make leases subordinate to minimum standards

Miles made a motion to accept the revisions; Bennett seconded the motion and motion passed unanimously.

- ACTION ITEM: Acceptance of Resolution 2020-10 Adoption of Personnel Policy - Mike presented current employee policy manual and compared it to the city and county employee policy manual, noting missing sections that do not protect the airport. Hayes said airport board employees are more of a quasi-government employee compared to city and county employees and had concerns that following either the city or county employee policy manual will increase personnel services. Smith and Bennett concurred with Hayes. Peters recommended to table the action item to review the policies. Motion was tabled.
- ACTION ITEM: Terminal HVAC controls - Motion was made by Smith and seconded by Bennett. Motion approved unanimously to purchase HVAC controls from Mike's Heating and Cooling.
- ACTION ITEM: AIP Reimbursement Requests - Motion was made by Hayes and seconded by Bennett. Dave Mitchell explained that in most cases the Airport Director or Manager was given the ability to sign reimbursement requests as long as they are within the original board approved AIP dollar amounts. Motion approved unanimously.

D. CITIZEN COMMENTS

- There were no citizen comments

E. COMMISSIONER COMMENTS

Hayes –Hayes raised the question about the space that was offered to Knife River on the second floor of the terminal. Mike said Knife River will be utilizing that area and have made necessary accommodations to only allow small groups of people there.

Miles – Thanked Mike for hitting the ground running and was grateful for the leases being completed.

Smith –It is great to see so much progress and feels the board is working well together.

Bennett – Thanked Mike and Polly for offering tonight's meeting through ZOOM. Social distancing will be the primary means of meeting in the future, and it is working well.

Peters –Peters said that Mike and he reached out to Delta and SkyWest to see how LWS can help and accommodate their needs at this time. Peters encouraged everyone to support each other well during this time in our world.

- F. **EXECUTIVE SESSION** – Roll call vote to go into executive session – all voted yes. To executive session at 7:21 pm.
- **In accordance with Idaho Code Section 74-206(d)**, “To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.”
 - **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.”
- G. **RETURN TO OPEN SESSION** – Return from executive session at 7:40pm
- H. **ACTION ITEM:** None
- I. **ADJOURNMENT** – The meeting was adjourned by Chairman Peters at 7:40pm

Debra Smith

Attest:

Deb Smith

Board Secretary