

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



Board Members: Chairman Gary Peters, Commissioner Miles, Commissioner Hayes, Commissioner Seekins

Tuesday, September 15, 2020
5:30 PM

- A. **CALL TO ORDER** - Chairman Gary Peters called the meeting to order at 5:30pm.
- B. **PLEDGE OF ALLEGIANCE** - Led by Chairman Peters
- C. **ROLL CALL** - 4 commissioners present (1 remotely and 3 in person); Attorney Thad O'Sullivan, Airport Director Mike Isaacs, Airport Associate Director Polly Knelsen, 11 other attendees in the audience and 19 remotely
- D. **AMEND AGENDA** – Chairman Peters asked for a motion to amend the agenda (which was previously posted) to include Resolution 2020-30 Re-assignment of Lease E-20 McCann to Mariorana. Commissioner Miles made motion and Commissioner Hayes seconded motion.
 - o Commissioner Hayes informed us that he emailed Chairman Peters, Airport Director Isaacs, and Attorney Thad O'Sullivan asking if it met the state statute for posting. He wants to caution the group from amending the agenda so often. Moving forward he may not be in favor for amending the agenda unless it is truly an emergency.
 - Unanimously Passed
- E. **AIRPORT DIRECTOR REPORT**
 - The State of Aviation (ArkStar's report) : Data shows that things are going better. More traveling over Labor Day than July 4th. We are doing above national average.
 - Enplanement Report: We are about 55% from last year, which is above national average.
 - Flight Schedule: Skywest's new flight schedule starts earlier, helping with people traveling east, and returns later.
 - Capital Project Updates:
 - o We are currently working with ProDIGIQ, the lease management system, to get the kinks worked out and get map info on it.
 - o Southside Update: Dirt work completed by Albright and the project is a month delayed. We are seeking quotes to install two hydrants, culvert by the apron, gas/electric/comm line. Jerry Brotnov prepared the quote documents and packets are out, and due date is this Friday at 10am. The gate is built and will be installed early in

October and there is a sense of urgency from Redline and the business partners.

- Commissioner Hayes asked why it is believed to be small enough to not have to have to post it, Airport Director Isaacs said that at this time \$100,000 is the threshold for not having to do more
- Cameras are complete that will allow pin code access for general aviation, that will allow them to land here at all hours of the day with a pin code exit and entrance. Three times on Monday, from 4-7 am, one of our employees was called to let people in and out. This will help things out a lot. Commissioner Hayes agreed that it will be huge benefit.
- Terminal Remodel: The Lewiston Fire Department told us that it is a change of occupancy, we need to add sprinklers, which will add a large cost to the project. Originally, they felt like it wouldn't be a big issue because it was public area for bar/restaurant, change to passenger. They are still working on this, trying to decide what to do between the building official. This will affect our spending of the budget by the end of the fiscal year.
- Polly reported the updated website has a softer look with a brick red and gray blue for the primary colors. It is much easier to navigate and will be clean, classy, simple, and up-to-date.
- South Gate Operator Controls: Lucky Acres is building the gate and will be ready to install in a few weeks. Commissioner Hayes confirmed the location
- Hold Room Furniture: Commissioner Hayes believes that the board still needs to approve the purchase. Attorney Thad O'Sullivan agreed that the specific purchase should be approved by the board. He apologized for misunderstanding that before when he said it wouldn't need board approval but it actually does.
- Cooling tower shipped.
- Negotiations concerning Fire Station – Isaacs contacted the city regarding the FAA's audit requiring a lease for Fire Station 4. The city is looking into how much airside land they will need to lease. Current lot size is 35,000 square feet or \$7,350/year.
- Farming County Track: Airport Director Isaacs would like to change it to a public bid option to see who would want to farm it, have them on a 3 year contract and let competition dictate how much it is worth. As it was, we are set up as part owner of the farm.
- Leases: A couple expired leases to review: Amelia's Hair Art & Sunshine Disposal. Skywest expires this month, Airport Director Isaacs has already touched base with them. Attorney Thad O'Sullivan has these leases to work on.
- I-Wash is looking for a different location, but no news on that. He is also doing sanitizing in the terminal between flights
- Personnel Policy Manual was sent to Attorney Thad O'Sullivan this weekend. Currently there are not any guidelines for several things.

Commissioner Hayes asked if the board should review this policy first before Attorney Thad O'Sullivan approves it. Everyone agreed that is a good idea.

- FAA Letter of Investigation: Peter Doyle sent a letter to the FAA concerning the ongoing Stout situation, we are working on a response.
- Commissioner Seekins asked about the TO Engineering contract. It is a 5-year contract that will expire July 2021. When do we start that process for the next contract? Airport Director Isaacs let us know in about 3 months we will put all our projects into an RFP to project what we think we will do for the next 5 years.
 - Commissioner Seekins asked about what we need to do about amending the budget. Airport Associate Director Knelsen said we can amend the current budget before the end of the month. Polly also suggested we start the new fiscal year and then in November we amend our budget and announce it in the paper and vote then. We have until October 14th to pay bills for the 19/20 budget.
 - The cameras are completed and approved by TSA and we are currently seeking approval to allow 24 hour access to the itinerant GA parking areas with use of pin codes. – Gates 1, 41, and 18
 - 2nd floor termina remodel – Today Lewiston Fire Department made the determination that remodeling the restaurant into a passenger boarding area is a change in occupancy that will trigger the requirement of sprinklers. In Tim Lynch's words: "this is a big deal" as the City's building official John Smith had said that would not be necessary originally. Lynch told Isaacs that the building official will be the one to make the final determination on this. This potentially will delay the project which will forfeit the \$100,000 from the Lewiston (based on not having it completed by end of calendar year).
 - Polly shared the work of NW Media on the new website and said we are waiting for better weather for the photo shoot.
 - South Gate Operator/Controls - Lucky Acres has the gate. Security hardware should be here next week. Seeking electrical contractor quotes to install power.
 - Taxiway D Crack seal - September 21st. Knife River will begin. Should take a couple days.
 - Hold Room Furniture – Ordered
 - Pro DigiQ Lease Module - Leases added into system. Still editing formula errors in the transfer. Currently creating map that connects leases to buildings.
 - Cooling Tower - Shipped and expected delivery in next 5 business days. Current cooling tower held on throughout the summer (with a few maintenance repairs).

LEASES

- Fire Station 4 - Negotiations began to determine lot size. Currently several trailers being stored "air side".
- Amelia's Hair Art Expired Feb. 2020

- Sunshine Disposal Expired Jan 2019. Has been trying to update his lease for years. Thad is working on updating and we hope to have a lease for approval next month.
- Farming Contract - Van Buren lease expired many years ago. Researching ways to allow public bids as opposed to a single source as had been done in the past. Price / acre for allowed usages (non-wildlife attracting crops). 3 yr contract.
- I-Wash - Moved into old shop office. Currently sanitize-fogging the terminal between flights. No new options have been developed. We kicked around a mobile office but that wasn't a viable option for him at this time.
- Personnel Policy Manual - Draft submitted to Thad last weekend.
- Letter of Investigation - Peter Doyle an FAA attorney from Seattle office sent a letter to the airport on August 28th addressing an informal complaint filed by former LWS employee Robin Turner. The informal complaint alleges that federal grant assurance obligations were violated. The airport disputes those allegations and is preparing a response that is requested by November 16th.

F. OLD BUSINESS

- CONSENT ITEM: Approval of minutes for meeting dates August 18,2020 and August 25, 2020
- CONSENT ITEM: Monthly financial report for August, 2020
 - Commissioner Seekins/Commissioner Hayes
 - Commissioner Seekins confirmed 813.03 had overage from scrubbers
 - Money in Gate Lock Account
 - Unanimously Passed

G. NEW BUSINESS

- ACTION ITEM: Accept Resolution 2020-27 LWS-NMG-3-16-0022-044-2020-Grant Agreement
 - Taxiway Study Details: T-O Engineer Jared Wingo let us know that they have taken into account many different things to create potential taxiways at Lewiston. They have narrowed it down to 2 options. He explained the two different options. Commissioner Hayes asked about the changes in Delta. The hangars would be able to connect on the new entrance on A, or where the new B connects with the old B. If approved tonight, they will reach out to the FAA in the next few weeks, following that they would work on the design and be ready for bids this coming spring. Commissioner Hayes asked about the run-up area. Mr. Wingo showed on Option A they are trying to maximize the space for run up area, taking into consideration the widest options that could be going through there. Airport Director Isaacs informed us about some confusion going down Bravo to the Pavement Closed area. We did put a sign out showing no runway access,

that did improve things. Airport Director Isaacs also reminded us that the two draft taxiway plans are just a rough draft, start of negotiations. Chairman Peters said that there have been a lot of input on this map to go forward.

- Motion to accept: Commissioner Hayes/Commissioner Miles
- Unanimously passed
- ACTION ITEM: Accept Resolution 2020-28 Financial Audit Award for FY20
 - In July we requested RFP's for auditing: Presnell Gage was the only one submitted, their cost went down a little bit. Commissioner Seekins was surprised that we didn't receive more responses, Airport Associate Director Knelsen let us know that we post it in the paper twice and post on our website.
 - Commissioner Seekins/Commissioner Miles
 - Unanimously passed
- ACTION ITEM: Accept Resolution 2020-29 Purchasing Policy Amendment
 - Airport Director Isaacs has asked Attorney Thad O'Sullivan to go through the purchasing policy, Attorney Thad O'Sullivan let us know the key was how much to go out for bid. Removed all references for Purchase Orders since we no longer use them and also removed last 2 appendices. Comparing purchasing/procurement statues with the policy. Attorney Thad O'Sullivan let us know there is no up to \$XXXX amount that the Director can spend without a vote. He thought in the past it was \$5000 but he doesn't actually read it that way. You can adopt this today and then at a later date take an official act to change it. Commissioner Hayes is not prepared to vote on this policy, he also wanted to know if Presnell Gage has looked at this document to make sure it has what we need for our small staff. Some things were added to provide additional checks and balances considering our small staff. Commissioner Seekins agrees, she would like to review it also before she votes. Chairman Peters agreed that we should review it a little more before we vote.
 - Motion to Table till next meeting Commissioner Hayes/Commissioner Seekins
 - Unanimously Passed
- ACTION ITEM: Amend FY21 Budget to include the county's additional funding
 - Airport Associate Director Knelsen suggested, based on a conversation with Mitch Marx from Presnell Gage, that we wait to amend the budget. Funds are penciled into Southside: They have also included a placeholder for a grant, if they should receive it. They have been very gracious.
 - Motion to table: Commissioner Miles/Commissioner Seekins
 - Unanimously Passed

- ACTION ITEM: Accept Resolution 2020-30 Re-assignment of Lease E-20 McCann to Mariorana
 - Attorney Thad O’Sullivan believes it will be the same use as previous, so it is really just reassigning.
 - Motion to approve Commissioner Hayes/Commissioner Miles
 - Commissioner Seekins let us know that the assessor had asked if we could remind them to share the information of change in ownership with Assessor.
 - Unanimously passed

H. CITIZEN COMMENTS

Mr. Doug Black: Landscaping at entrance looks great along with all the grass being cut and maintained. The new coffee shop and his artwork will promote this region. Small parcel world, FedEx and UPS, that are working out of the airport, are also doing a great job servicing our area and surrounding area.

Mr. Spencer: The board is on record as saying: failing to revoke Stout’s lease would result in the loss of FAA grants. He believes this is not true. FAA responded to a letter sent to them, saying they do not get involved with leases and terms of agreement. It does not appear to be a violation. He believes that this issue is a conflict of interest with Chairman Gary Peters. Chairman Peters shouldn’t be allowed to vote, or any involvement because of this conflict of interest. Mr. Spencer also believes that Chairman Peters has also violated his lease. The board needs to reconsider the Stout lease. He wants two board members to step up and make a motion to reverse this decision.

Mayor Collins: Reminder they are accepting applications, open through the 30th of this month. They will meet on the 28th.

I. COMMISSIONER COMMENTS

- Commissioner Seekins would like to get agenda 7 days in advance, that way they can all brainstorm and have time so we aren’t amending at the last minute. She would also like to get the meeting minutes closer to the end of the meeting.
- Commissioner Hayes agrees with Commissioner Seekins on receiving packets earlier. Appreciates all the comments, he has only heard from one citizen, if you have concerns reach out to the board or Airport Director Isaacs.
- Chairman Peters let us know we have a meeting in Idaho Falls for the Intrastate meeting, and hoping to get it in Lewiston the following month, in October. Thank you for all those who helped with the tweaking of the Taxiway design.

J. ADJOURNMENT - meeting was adjourned to go to Executive Session by Chairman Peters at 7:09pm

K. EXECUTIVE SESSION

- 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.

L. ADJOURNMENT – meeting adjourned at 8:48pm



Attest:

Katherine Seekins, Secretary