

Lewiston- Nez Perce County Regional Airport Authority
Minutes for Special Meeting – Work Session
Airport Authority Conference Room
3632 Stearman Street
Lewiston ID 83501



Board Members: Gary Peters, Manderson Miles, Chris Hayes, Katherine Seekins

Tuesday, October 6, 2020 -Noon

- A. **CALL TO ORDER** – Meeting was called to order at noon by Chairman Peters
- B. **PLEDGE OF ALLEGIANCE** – Let by Chairman Peters
- C. **ROLL CALL** – All board members present (Hayes online); 11 total viewers online and 4 in person
- D. **OLD BUSINESS**
 - I-Wash Update:
 - Katie asked what the plan is going forward since the lease is only for a few months. Mike shared he recommended a year lease because there is no new news, I-Wash would love to be in a hangar but not available. Gary said he is doing jobs at people's site. Gary asked about visiting with Corey with I-Wash and put it on next months agenda. Katie wants to just make sure he is taken care of before the lease is up. Chris wanted it to be a short lease because the space doesn't actually work for him. I-Wash also still needs to compensate us for previously agreed upon services.
 - Director Review Process Update:
 - The goal is for Mike to do a self-evaluation and the board to offer an evaluation sometime in October or November. Katie offered an example of a review and also asked that specific objectives be used in the final version. Chris said he would like a work session specific to this so that the board can offer a unified front on whatever process is decided upon.
 - Station 4 Lease Update:
 - Mike met with Chief Myklebust recently and it was suggested that the amount be set at \$4,000 (which is in line with nonaviation rates and approx.. what the fire department had planned). Mike suggested we do a 5-year lease with a 6 month opt out clause. Katie asked who owns that building. There never was a lease before. Gary believes that the building will go back to the airport if they move out of that building. Mike would like to add that to the lease. Chris wondered if the fire department's building was one of the historical buildings.
 - 2nd Floor Update:
 - The project advertised yesterday, pre-bid meeting on the 13th, advertise 22nd, bid opening on the 29th. Tim Lynch with My Architect said they will advertise in the LCV and Spokane area to get more people to look into it. They will also contact the local contractors personally to make sure they know it is out. Katie communicated we need to get approx. \$100,000 spent for the city Cares Act Grant by December 10th. Tim let us know that

the board will need to work quickly to get a contract out right away. If the contractor could secure the materials and store it appropriately, they could probably invoice for that. Chris mentioned electrical fixtures, sub panels, Tim agreed and reminded the board that they will need to get a contract in place ASAP so they can get their plan and items ordered. There was a discussion on the demo and whether or not the the recent chair purchase could also be utilized by the City's CARES Act money. There may be additional fees for permits. The project has already been held up by a month because of the sprinkler issue which has been resolved. The goal will be to continue to focus on LWS travelers as the project unfolds.

- Review Rates and Fees Policy:
 - The CPI was added to the draft policy being reviewed, but it is still a little bit unclear. He would like to adjust it to annual average, from the year prior to. That way we have 1 CPI rate adjusted for everyone. The numbering is also off on Page 4.
 - Additional questions and concerns included:
 1. Can these be used for terminal rent.
 2. Mike would like to do a review of overnight charges.
 3. Perhaps no fee if they are not staying overnight?
 4. Mike would like to compare landing fees too.
 5. Chris let us know the fees on Sun Valley and Twin.
 6. PG 6, E. Boarding Bridge Use? Arrival and Departure? Chris thinks it's a round trip use in the past.
 7. Mike informed us that there is a new canopy. It is parked in the shop.
 8. Fueling: There was a discussion re. FBO's and their fuel management and usage. Mike questioned if there should be a different rate for those who have a lease and those who are non-signatory people who bring in their own fuel. This is currently not being enforced. The FBO's should enforce that everyone pays these fees. Gary asked Thad if we could add language to let FBO's know that they are responsible for enforcing this policy. He also asked if the reports show these different fuel. Katie asked if we could bill right up front fuel loadings. Gary will add this to the agenda next month for more consideration.

E. NEW BUSINESS

- ACTION ITEM: Accept Resolution 2020-29 Adopting Purchasing Policy & Procedures
 - Mike had requested we update the rates. Thad let us know that he tried to update it and removed references to Purchase orders since the airport no longer uses them. Thad believes the one thing that is missing is the lack of discretion for the Airport Director at a certain level. As it is written, the board has to approve all purchases. He believes the board wouldn't want to approve every item. Mandy asked Mike what he was

authorized at his last airport. Mike said that it was similar to what we do, we have 2 signatures that look at all checks that are printed.

- Motion to approve: Katie/Mandy

Katie said 0-\$5000 doesn't have an approval process. Chris asked if Presnell Gage has weighed in. Yes, although they didn't make any suggestions, just acknowledged we had covered a lot. Katie would like to see that we require language for engineering estimates over 100,000. Mandy shared that is why the board member signs the checks, that is our check and balance. Chris would like to review it again. Section 1 #5, Emergency, Airport Director and maybe in his absence whoever he appoints. Chris asked if in the Section 1 General Purchases, if it is already approved in the budget. Thad believes it should say if it is a non-budgeted item then offer a \$ amount, and if it is a budgeted item then a different \$ amount. Katie agrees with Mandy that if it is budgeted item, then it wouldn't need more approval. Chris would agree also, that if it is in the M&O and was within Budget then the board wouldn't need to approve it again. Gary agrees to wait a week and think about what those numbers are. Motion FAILED

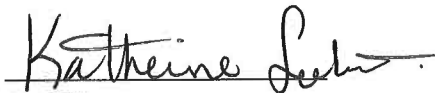
- New motion to table for Action Item in October Meeting Katie/Mandy Unanimous pass
- ACTION ITEM: Increase credit card limits for LWS
 - Each credit card has a \$5000 limit, Treasurer has a \$10,000, but there is a total for \$10,000 for all spending across the cards. Katie did speak to the bank concerning that. We will need to provide documents in order to do that.
 - Motion to increase total credit card monthly spending to \$20,000, and increasing Mike and Polly to \$10,000 each made by Katie/Mandy Unanimous pass.

F. **EXECUTIVE SESSION** at 2:00 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.

Motion Katie/Mandy, unanimously passed at 2pm

G. **ADJOURNMENT** – Meeting adjourned at 2:30pm.



Attest:

Katherine Seekins, Secretary