



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

- **CALL TO ORDER** – 5:30pm Chairman Peters called meeting to order
- **PLEDGE OF ALLEGIANCE** – Chairman Peters led the pledge of allegiance
- **ROLL CALL** – Peters, Miles, and Seekins in person; Hayes remotely; 11 other remotely; 15 in person including 1 media
- **AIRPORT DIRECTOR REPORT**
  - 3<sup>rd</sup> flight coming back Nov 20<sup>th</sup> – 30<sup>th</sup>
  - The daily threshold of 1 Million TSA screenings was hit for the first time Sunday. Coming more than a month before Thanksgiving and not tied to a holiday, it shows that people are getting more comfortable with flying
  - TSA screenings are up for four successive weeks nationwide - LWS Averaging 55/day which is near capacity with reduced capacity jets (32 seats on 50 seat jet).
  - A newly released Department of Defense study indicates that the risk of COVID-19 exposure on planes is virtually non-existent.
    - Most comprehensive study on cabin airflow
    - When seated, wearing a mask, average .003% of infected air particles could enter the breathing zone.
    - Full planes
    - On-board air recirculation, downward air ventilation and HEPA filters make commercial aircraft one of the safest environments in world
  - American and Southwest added flying in June, expecting a stronger recovery. Both carriers enplaned more than United and Delta combined who cut much more capacity
  - Traffic in the mountain west has recovered faster than other parts of the country, Denver carried the most traffic of US airports. The Top 3 airports were in the west. ATL and ORD usually busiest ended up 4<sup>th</sup> and 9<sup>th</sup> busiest respectively.
  - With no 2<sup>nd</sup> round of Care Act funding, Delta has dropped service indefinitely to 16 routes
  - UA and DL laid off 35,000 employees combined.

- United remains the most conservative of the 'Big 4' in bringing back capacity. Southwest added back again, now up to 74% of its November 2019 schedule
- RW 12/30 - Grooving Friday/Sunday 24hrs/day
- Paint next week if weather permits.
- Terminal project: 5 general contractors pulled plans. 4 met on site last Tuesday's pre-bid meeting.
- Tim Lynch said this level of attention should result in competitive bids. Bids close Oct 29<sup>th</sup>. Tim will facilitate.
- Café Selling coffee and food 4:30am -6:30am and 10:30am-2pm daily both in the lobby and boarding area. Every week new products coming in. Bakery products, natural foods and drinks, and locally grown and made products for sale. The owner and operator, Eric Demattos is also an artist and has art for sale.
- Friends of the Airport graciously contributed \$1,000 toward the airport viewing site project:
  - Two signs. Direction sign at entrance to airport park (mounted on fence)
  - Airport diagram "You are Here" posted air side of the fence
  - Airport staff will build out the frame for this to save money.
- South side infrastructure -
  - Albright started on Columbus Day. Storm drains installed. 1<sup>st</sup> hydrant 10' from water main is taking days to hammer out hard rock. Real slow going.
  - Grading project complete. Actual quantities higher than estimate. Jerry Brotnov reviewed the surveyed topo data and found this to be true and accurate. He also said the removal rate was very reasonable.

## **OLD BUSINESS**

- CONSENT ITEM: Approval of minutes for meeting dates September 15, September 22, and October 6, 2020 – Motion to accept the minutes for the dates listed above made by Hayes, seconded by Seekins. Motion passed unanimously.
- CONSENT ITEM: Monthly financial reports for September, 2020 and EOY FY20 – Motion was made by Miles and seconded by Seekins to accept the financial reports. Discussion included what Presnell Gage had told Polly about not amending the FY20 budget and also not including "carryovers" into FY21 budget. Hayes asked numerous questions about whether or not the included end of year report was actually the end of year report and

whether or not there would need to be an action item. The board requested Polly get the information offered by Mitch Marx at Presnell Gage in writing for the board.

## **NEW BUSINESS**

- **Airport Capital Improvement Projects Draft Presentation by T-O Engineer Dave Mitchell** – Dave offered a powerpoint presentation (attached) of the two options for the changes to the runway. More information was offered by Dave on the CIP draft that will eventually need to be offered to Gary Gates at the FAA. The draft includes FY2021 – FY2026 (attached). There was a lot of discussion regarding whether or not the South Taxiway would be a good use of FAA money. Chairman Peters finally suggested that this discussion be tabled until the next work session. Mitchell said there was plenty of time to discuss and make any changes the board would request.
- **Purchasing Policy** – tabled for work session
- **Rates & Fees Policy** – tabled for work session
- **Minimum Standards Policy** – tabled for work session
- It was decided that all input from board members on any and all of the policies will be directed to Atty Thad so we can have a starting point at the next work session, based on what thoughts have been given.
- **ACTION ITEM: Acceptance of Resolution 2020-35 Young Ideas Sublease** – Chairman Peters asked for a motion to have Commissioner Miles lead this action item as Peters wants to recuse himself from the vote because of his interest in this action. Motion was made by Seekins and seconded by Hayes. Peters abstained from the vote, and motion for Miles to lead the action item passed.
  - The business owner of Young Ideas requested to renew a sublease with Gary Peters for Hangar E29
  - The existing sublease expired and only received verbal approvals from previous airport managers.
  - Airport Atty Thad O'Sullivan has reviewed the proposed sublease
  - Motion to accept this resolution was made by Seekins and seconded by Hayes. Peters abstained from the vote, and motion passed.
- **ACTION ITEM: Acceptance of Resolution 2020-36 Skywest Lease**
  - SkyWest's lease for your consideration is to continue leasing approximately 1,109 sq ft of office space, ticket counters and equipment storage at the terminal building. The lease includes common use area in the sterile boarding area.
  - The dimensions of the boarding area will change over the course of this lease due to the 2nd floor expansion so the square footage is not identified but the rental rate is consistent with the previous lease.

- Most of the language is unchanged from the last contract.
- Term Length is 2 years commencing on Oct 1, 2020 and expiring Sep 30, 2022 with an option for the lessee to opt out with a 30 day notice.
- Rental rates are broken down into exclusive use area and common use area (that can be share by other tenants in the terminal).
- Common use Area (boarding area) fee is \$6,068.64/yr. with a 2% increase on the Oct 1, 2021
- Exclusive Use Area is \$12,993.84/year which is \$11.717/sf
- Lessor provides utilities to include electric, heat, A/C, sewer, water, garbage and natural gas
- Landing Fee remains unchanged which matches the Fee Policy \$1.10/1,000lbs. of Maximum Allowable Gross Landing Weight
- Motion to accept this resolution was made by Hayes and seconded by Miles; motion passed unanimously.

- **Airport Board Monthly Stipend** – tabled until full board

- **ACTION ITEM: Discussion and Adoption of Airport Director Evaluation Procedure** – the board received an evaluation option from Seekins and one from Peters. Peters requested that Seekins be used with some edits to make it specific to an airport. Hayes and Seekins agreed to work on the final evaluation together and have it ready to present at the next work session. The goal is to have the evaluation completed by both Isaacs and the board members by the end of November, 2020.

- **PUBLIC COMMENTS**

**Charlie Pottenger** – Would appreciate an update on what the problem is with Stout Aviation because he only knows what he reads in the paper. Why is there 0 consideration for any extension of the Stout lease? Pottenger spoke to Peter Doyle at the FAA office today and Doyle said he was in charge of what would jeopardize future FAA grants or any violations to LWS and he said that the FAA has no interest in lapsed liability insurance. Atty Thad communicated that the LWS board is currently in negotiations with the Stout’s attorney, and therefore the board is not at liberty to discuss anything to do with Stouts. Pottenger said he felt like the response to Stout wasn’t appropriate and Pottenger had gone to visit Stout. Pottenger asked again why the board wouldn’t consider anything besides evicting.

**Doug Black** – Thanks to Mike for doing an amazing job. The airport looks very marketable right now. He’s grateful that Mike’s people will make the frame for the sign that will show the airplanes and spoke to someone who may be interested in putting speaker system in next year. Black feels that everything is working great except for the communication platform. Next year is the airport’s 77<sup>th</sup> birthday.

**Commissioner Havens** – This board needs to limit discussion and do more work in work sessions. Don’t bother messing with stipends as the city and county are

working on some changes to the JPA. It's hard to get the city and county together but

**Councilman Bradbury** – The City Council is interviewing applicants at 3:30 tomorrow at City Hall and it is open to the public.

- **COMMISSIONER COMMENTS**

**Hayes** – No Comment

**Seekins** – Offered update on Development Committee; there have been some challenges on determining sizes and availability. Committee is meeting with graphic designer to create an idea board for Hathaway Park and two other primary sites that are available for lease.

**Miles** – Would prefer for a lot of this kind of discussion to be done in work sessions instead of the monthly board meetings. Requested for a review of the time when monthly meeting begins. Suggested the board look at going back to 3:30pm instead of 5:30pm moving forward.

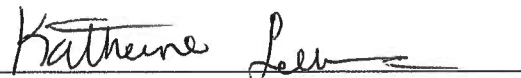
**Peters** – There are a lot of things needing the board attention and we are tackling a lot. Every lease will need attention; our goal is to do things well and correctly and there is still a lot that needs our time and attention. It's taken 12 years to get the first tenant occupying the Southside and that is happening this week. The Air Service Committee takes up more of my time than all of the rest of the airport work put together. We are working hard and it's going to pay off. Tomorrow morning the Intrastate Air Committee meets, and we are excited to offer LWS as the host tomorrow. There will be a consultant report offered at the meeting and we, as a state, will be getting aggressive with a carrier soon to offer intrastate flights again to our area.

- **EXECUTIVE SESSION** - A rollcall vote was taken. It was voted unanimously to enter into Executive Session at 8:20pm.

- **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** – 8:54 pm

- **ADJOURNMENT** – Meeting adjourned by Chairman Peters at 8:55pm



Attest:

Katherine Seekins, Board Secretary

