

Lewiston- Nez Perce County Regional Airport Authority

MINUTES – Regular Meeting 11/17/2020

Conference Room

3632 Stearman Street

Lewiston ID 83501



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

- A. **CALL TO ORDER** – Chairman Peters called meeting to order at 3 pm
- B. **PLEDGE OF ALLEGIANCE** – Chairman Peters led the pledge
- C. **ROLL CALL** – 3 Board Members (Commissioner Hayes was absent), Atty O’Sullivan (by phone), Dave Mitchell-TO Engineering (by Phone), 15 community members (2 in-person, 13 by phone).
- D. **AIRPORT DIRECTOR REPORT**
 - **EMPLOYEE STATUS:** Covid-19 Quarantine for one office and two operations employees. Airport increased their cleaning measures yet again based on the Governor’s Stage 2 Covid-19 Response. We added an Electrostatic fogger. When it sprays out the mist, the product will actually wrap around metal, like handrails. New chemicals arriving that have a 10 day retention window. Spray once every 10 days. Until that’s delivered LWS will continue spraying daily. This is in addition to the upgraded cleaning measures currently in place. Wiping down frequently touched areas several times per day, separation distance markers in que in lines and seating. Replaced seats with new vinyl seats that are much easier to sanitize, etc... Employees required to wear mask when working within 6’ of each other or anytime in the terminal building.
 - **WINTER OPS:** Staff trained, Pre-season snow and Ice control meeting with stakeholders. Equipment is prepped and staff continue proficiency training on the various equipment.
 - **Industry Report ARKSTAR:** TSA throughput flat line for past 3 weeks. Currently 35.2% of last year this time. 57.8% of Americans are ready and willing to fly. Highest since beginning of pandemic. Thanksgiving the busiest travel weekend every year, last year 31.6M passengers. Current reservations indicate 61% for this coming Thanksgiving. Delta scaled back capacity to 68% in December. American, Southwest, and United are about 55% from last year. **With less flights it’s important to book early.**
 - **Enplanements:** steady at 45% of previous year month to month
 - YTD 12,116 pax
 - 2019 YTD 31,392 pax

- **Schedule:** Dec has mixed 50% 2 flights/day (DEC 2-17) and 50% 3 flights per day DEC 1, 18-31st. Morning Flight is always 6:05am, late arrival is about 9:30 every night.
- **Bookings: High over holidays. Book tickets now to get a seat.**
- **TSA BADGE 100% Audit:** Every card (ALMOST 500) have to be accounted for. As of yesterday, 280 were checked. TSA deadline is Dec 31st. Airport deadline is Dec 1st before cards are shut off. Shut off cards will be treated as lost cards and require \$100 to turn back on. You can take a picture of the front and back via email will work, or you can stop by our office.
- **TSA Draft National Amendment:** There are plans to require airport sponsors to screen airline tenants including airlines personnel before accessing the airport secure areas. Would require both male and female employee to pat down and use EDT. We'd also have to purchase and maintain an EDT and other equipment. The cost of this would increase airport budget at- \$100k to \$200k with an initial training and equipment cost of \$50K. ID Airports are unanimously opposed and are developing a draft letter to jointly sign. This would be for the terminal building only, including going in the café. TSA appears to be strongly in favor of implementing this National Amendment. It will likely require congressional delegate support.
- **LEASES:**
 - I-Wash. Will be out on December 31st. He is working for Hillcrest.
 - Kyle Zimmerman is an instructor that started a flight school on Thursday's. He's in need of office space for a few hours each Thursday for no more than 9 students.
 - Map Travel office is available. Considering offering him that office for \$200/mo, month to month lease, along with Proof of Insurance and Covid-1919 mitigation plan. May have proposal to present at next meeting.
- **CAPITAL PROJECTS:**
 - **2nd Floor Remodel:** CRC received Notice Of Award and Notice To Proceed. Tim requested they order parts ASAP in hopes to have delivery prior to DEC 11th. CRC hasn't responded to that yet. Preconstruction should start by end of this month.
 - **Taxiway Design:** Conf call with FAA and T-O on 11-9. Local Match is \$233k for an estimate \$3.7M. We do hope for another round of CARES, currently our match is 100%. Replace Hot Spot with new taxiway and connect to TWA. Advertise in March. Grants expected in June at earliest. Chairman Peters asked Dave Mitchell-TO Engineering, if Gary Gates had any feedback. We should have feedback the first week of December. Gary Gates is good where we are headed. Cultural study was submitted today.

- **FAA Response** was sent yesterday. Additional follow-up correspondence is due in December.
- **Friends of the Airport “Airport Sign”** will be posted near Airport Park. Considering a freestanding weighted posts.
- **Shooting Star Café:** Our Café in the Airport is selling pies for the holiday. Gary Peters traveled last week and enjoyed having the coffee shop at the airport. It is a really nice addition, hearing lots of great feedback. Mike let us know Eric Demattos, Shooting Star Owner, is really putting quality items in there.

E. OLD BUSINESS

- **CONSENT ITEM:** Approval of minutes for meeting dates October 20 and October 30, 2020
- **CONSENT ITEM:** Monthly financial reports for October, 2020
 - Motion to approve both Consent items: Commissioner Seekins 1st/ Commissioner Miles 2nd
 - Unanimously passed

F. NEW BUSINESS

- **DISCUSSION ITEM:** Review CIP for FY21-FY26
 - Airport Director Isaacs let us know that the terminal study itself showed it is better to wait till we have our service back. Chairman Peters agrees that it’s so hard to study things out right now, we wouldn’t get an accurate projection. We can tell people that our terminal is not costing us any air service in any way. With upgrading the HVAC and getting the 2nd floor improvements, we are in a good spot. The 2nd floor remodel will be a huge addition. Our deadline was yesterday, but Airport Director Isaacs received a 2 day extension, so tomorrow. Dave Mitchell-TO Engineering reminded us that the CIP is not set in stone, but discretionary funds do need to be planned out. Chairman Peters asked if he feels good with where we are at for the 2 years out, Dave believes we are in great shape. Chairman Peters asked if there were any comments about pushing out the seal coating. Dave Mitchell-TO Engineering said the last time they spoke, he was good with that.
- **ACTION ITEM:** Acceptance of Resolution 2020-29 Purchasing Policy
 - Motion to Approve Resolution 2020-29: Commissioner Seekins 1st/ Commissioner Miles 2nd
 - Commissioner Seekins believes our corrections have been made. Atty O’Sullivan let us know that we have updated the policy to the standards of Idaho law for purchasing and also the requests put forth earlier.
 - Unanimously Passed
- **ACTION ITEM:** Acceptance of Resolution 2020-40 Rates & Fees Policy
 - Motion to Approve Resolution 2020-40: Commissioner Seekins 1st/ Commissioner Miles 2nd

public officer, employee, staff member or individual agent, or public school student;"

- Motion to Move into Executive Session: Commissioner Miles 1st/
Commissioner Seekins 2nd at 3:42

J. **RETURN TO OPEN SESSION** at 4:18

K. **ADJOURNMENT**

- Motion to Adjourn: Commissioner Seekins 1st/ Commissioner Miles 2nd
 - Unanimously passed at 4:18



Attest: Katherine Seekins, Board Secretary