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

A. **CALL TO ORDER** – Chairman Peters called the meeting to order at 3pm

B. **PLEDGE OF ALLEGIANCE** – Chairman Peters led all in the pledge of allegiance

C. **ROLL CALL** – all board members in attendance; Attorney joined by phone; Mike and Polly in attendance; 8 individuals in the audience; unknown number of people joined by phone.

D. **AIRPORT DIRECTOR REPORT**
   Cares Act 2.0  Covid Stimulus Grant. $2B for aviation
   - Airports Based on enplanements with $1M minimum
   - Unknown if 0% match
   - Unknown if airports that received $16M windfall last time are eligible
   - Potentially add TW D to the project

**Passenger Enplanements**
- 75% from 2019 passenger loads during peak holiday's
- Overall -69% from last year's numbers YTD;
- 10550 through Nov 2020
- 34,569 through Nov 2019

**Leases**
- Hertz
- Valley Air Ag Applicator Temp and Long term lease
- Pure Precision

**Covid** - No employees have it; extra cleaning measures still in full force

**TSA**
- Leased space required maintenance per GSA inspection.
- Carpet replacement every 5 years per lease...
- Buffing floor in training room
- Minor repairs and deep cleaning fixtures in kitchen area

**Badge Audit Completed** - just 2 unaccounted for (no response = deactivated)
400 badges inspected

**Current Projects**-
• Gate 15 on South Side Hangar area.
• Electrical completed at Redline Hangar
• Seeking quotes to improve gravel road prior to installing gate

Terminal boarding area - Resume after holidays per our request

Tim Lynch sent an update to Mike - We have been processing the shop drawings submittals (steel, flooring and HVAC) and getting things on order to proceed with the project come Jan 4th. We had some delays in getting the approved shop drawings from the structural engineer, but that has been resolved and steel ordering and fabrication should be underway.

We are matching the carpet and base to the carpet and base on the 1st floor of the terminal. We anticipate the stairs will be grey with a white exposed aggregate stripe. There are other color options available, but we felt this was the most neutral to allow for carpet color changes in the future.

**AIP 046 Taxiway Hot Spot Project**

- Construction Phasing Plan meeting
- Runway 12-30 down for 15 days + 7 days
- Runway 8-26 closed up to 5 days to connect new taxiway - working hard to reduce this as much as possible. 24hr work,
- Part of access road included gate 8 at the end of 5th St. Trying to get this paved/improved too.

**Public Airfield Viewing Site Sign** - Installed. Currently working to include app that lets public listen to air band radio transmissions from their phone.

**Parking Revenue up.** Almost paid for the parking system 2x; $70,500 on Parking charges this year. FY 21 revised budget to $100,000 Less 3% ($3000) credit card fees + $1500 / yr warranty

**ArkStar’s analyst Josh Stone** was killed in a hit and run accident over the Thanksgiving holiday. A replacement is currently being recruited.

**E. OLD BUSINESS**

- **CONSENT ITEM:** Approval of minutes for meeting date November 17, 2020
- **CONSENT ITEM:** Monthly financial reports for November, 2020
  + Katie made a motion to approve both items and was seconded by Mandy
  + Motion failed unanimously
  + Only approval of the meeting minutes – Katie made motion and Mandy seconded it; Chris abstained. Motion passed.
  + Approval of financial reports through Nov. 2020; Chris made motion and Katie seconded it. Motion passed unanimously.
- Twin River needed signatures to add Katie to be a signature
• **DISCUSSION ITEM:** Fire Station Lease – When city decided to charge ARFF separately; they went away from an in-kind trade. Now that LWS pays ARFF services, we charge the Fire Station for the space they occupy. Attorney Thad sent a lease draft. The measurements have been completed and Chief Myklebust is in agreement with footprint. Attorney Thad plans to offer the final at the January 2021 meeting.

F. **NEW BUSINESS**

• **DISCUSSION ITEM:** Pure Precision’s Interest in Leasing Property – Katie has been working with Charlie Bell. He owns the business and rents space currently in Lewiston. They would like to expand and build. They would like to lease 1-1.5 acres next to the Howell lease on the airport property. Bell needs the market value of the land, a draft lease, and then Mr. Bell and his team would like to move quickly as they would like to break ground in the next three months. They would like to move in when their current lease ends next summer. Next step is to offer Mr. Bell the requested information. There has to be a 250 feet buffer with Howell. If the airport leases the property behind Redline, there would need to be a buffer. Mike suggested having an appraisal completed on the land that parties are interested in. Gary said it would be non-aviation price. Comparisons may be challenging as there isn’t much property for lease. Chris recalls the city doing a similar study/appraisal a number of years ago. Howell would possibly be moved in September 2021 and the airport would need to pay the costs involved to prepare. Mr. Bell is most interested in the old gun club building area. Howell has an option to renew, but the airport is not obligated to keep them in the same space. The barrier is there for safety and also for insurance purposes. Attorney Thad said we would need some kind of documentation or expert opinion indicating what the fair-market-value is to declare the value/ rate. Gary said that we may want to use the non-aeronautical rate (.42/) to see whether or not they want to move forward. Howell pays around $25,000 annually for 6+ acres. Katie suggested the airport create a fixed rate instead of a fluctuating rate for budgeting purposes for the new businesses. Howell’s pay approx. 9.6 cents per square foot and that lease is 5 years old. Gary suggested Katie check with the Port of Lewiston on how and what they charge. Attorney Thad said that the entire lease would need to eventually be approved by the board, but if Mike Isaacs, Katie Seekins and Attorney Thad can come up with a rate, it would then be subject to board approval. The Rate and Fee Policy does not apply to non-aeronautical area. Mike said that at his last airport, there was a different (and lower) rate than aeronautical rates and fees. Chris Hayes had concerns about how the process will be facilitated to get an accurate and fair rate.

• **ACTION ITEM:** Amend FY21 Budget – Set public hearing for next regular board meeting in January, 2021.
Mandy made above motion and Laurie seconded; Chris requested to know the line item breakdown of how these dollars were spent for attorney fees in the past three months.

The budget will need to be advertised twice, one week apart, before the January 2021 meeting.

Motion passed.

- **ACTION ITEM: Approve Resolution 2020-41 Minimum Standards for Commercial Aeronautical Activities** – much of the redline language is clarification and edits to numbering and dates. Some additions include: fueling (pollution liability insurance), edit -YES for FBOs; Chris asked why the general liability per grouping. Thad clarified that this was a recommendation by the airport insurance person (Mike and Jay Martin). This also includes the hangars keepers. Chris asked numerous other questions, and Thad said that he included the language requested by the board that the insurance professionals had offered. Polly will follow up with ICRMP to get some definitions for the general liability insurance requirements. Gary said Mike and Jay Martin would probably come

  - Motion to approve; motion fails.
  - Table the Approval of Resolution 2020-41 – Chris made motion and Katie seconded; passed unanimously.

- **ACTION ITEM: Consider and Approve Resolution 2020-42 Airport Property Use Policy** – Chris made motion and Katie seconded; Gary called for vote. Motion passed unanimously.

**G. PUBLIC COMMENTS**

- **Doug Black** – Thanks Mike for working on the sign; Doug was grateful for the new weather cam view. Jim Feeney gave Doug a computer and put an app in it and Hillcrest will be the host. And with this, people can now listen to the tower. Last year, Doug and Deanna created a calendar and distributed 300 of them. Doug would suggest a group session discussion with Polly and Mike and Laurie Wilson in January, to talk about reaching out to Joseph, Oregon and other similar size areas about the airport.

- **Mat Mosman** – He is buying Stouts. Austin (who has worked for Stout’s for some time) and Drew Mosman. All grew up on the Prairie (closest to Peck and went to school in Nez Perce). Mosman asked about badging – when should they do this? They just got their name approved by state of Idaho; it will be called Frontier Aviation. Mosman plans to continue to all services, along with adding two helicopters. He will also have a maintenance shop and Carl Wilson (Lohman’s director of maintenance) will help with the 135. Ralph Stout will stay on as chief pilot for the time being. However, Mosman has someone else in mind to move into this position. Ray Stout will stay on as the fueling supervisor until Austin can get trained up. Mat would also like to offer a Part 91 flight school operation. He has also been training a crop duster for this coming summer. Chairman Peters said that the board and staff are excited to have the Mosmans join the airport.
• Mayor Mike Collins - excited for the next year and all that it will offer to our community.

H. COMMISSIONER COMMENTS
Hayes – No Comment
Seekins – No Comment
Wilson – Excited to be here and happy to help in any way possible. She asked Doug what his goals were for meeting the small communities and he said that he really wants to educate.
Miles – Commented that we struggle to know what our budget is and how we can afford it and where is the money coming from. This is not like the congress of the United States – they just print money and don’t know where it will come from. Mandy is proud of the way we have done things; unlike the congressional people.
Peters – Thanked board and staff for covering while Mike was out with Covid. Peters also congratulated Matt and Austin for their new endeavors and said the board and staff are here to help them succeed.

I. EXECUTIVE SESSION – Roll call vote for executive session at 4:41. All board members communicated verbally to the executive session.

J. RETURN TO OPEN SESSION – 5:17pm

K. ADJOURNMENT – Chairman Peters adjourned the meeting at 5:17pm.

Attest: Laurie Wilson, Board Secretary