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

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

Tuesday, January 19, 2021 – 3:00 pm

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

- **PLEDGE OF ALLEGIANCE** – Chairman Peters led the pledge of allegiance.

- **ROLL CALL** – Peters, Miles, Seekins, and Wilson were present; Director, Assistant Director, Attorney were present. 7 other people were present including 1 media; 11 people joined by phone. **ADDITIONAL 2.16.21 – Chris Hayes was not present.**

- **AIRPORT DIRECTOR REPORT**
  
  Public Records Requests - System on website that forwards inquiries to email inbox had a fault and stopped sending requests in. The fault has been corrected and new programming eliminates this from occurring again.

  Conference Room media – Currently working on Phone speakers/microphone; Zoom/Teams compatible system that allows sharing screens so everyone in the room and on the web can see presentations.

  **CARES Act 2.0. aka Airport Coronavirus Response Grant Program (ACRGP)** – we anticipate $1 Million to LWS distributed through AIP program. Similar to what we’ve done in past. Looking for clarification on existing entitlement grant match for 2021. Zero match would save LWS $200k for AIP045 taxiway reconstruction project.

**Aviation Industry Update**

- Delta Airlines is the last of the big four that isn’t selling all seats. American, SouthWest and UA allow passengers to sit in any seat. Delta 50 seat jets filled to 32.

- Delta kept more capacity than other mainline carriers. Delta cut January year-over-year capacity the least at 39%, followed by Southwest at 41% and American at 47%. United continues to be the most conservative, cutting 55% of year-over-year ASMs

- Beginning January 26, all travelers flying into the US must provide proof of a negative COVID test

- With holiday demand no longer inflating it, week-over-week traffic plummeted 25% to be more in line with pre-holiday traffic
→ On January 12, Allegiant announced a major service expansion, adding 21 new nonstop routes and three new cities between March 5 and June 4
→ JetBlue temporarily suspends service to four more airports, extends hiatus on four others
→ US airlines carried 12% more cargo in November 2020 than November 2019
→ US airlines also carried more cargo than the year prior in every month between May 2020 and November 2020 as demand increased as a result of the pandemic
→ CNN is shuttering the CNN Airport Network effective March 31, citing a decline in air travel and a switch to people consuming content on their personal devices
→ An Amazon-powered “cashierless” shop is coming to Dallas Love Field, allowing customers to use a credit card to get access and then leave without checking out

LWS Air Service Update

- *The airport saw a 62% decline in traffic from 40,389 in 2019 to 15,343 in 2020.
- *Capacity for the month of December 2020 was down 23.5% yr/yr. Load factor was 45% versus 74% in December 2019.
- *GEG capacity is down 19% yr/yr. Delta replaced Southwest as the second largest carrier behind Alaska
- *PUW capacity is down 58% yr/yr
- *While fare complaints are high, 9 out of the Top 15 markets are within $75 of Delta at GEG. 12 are within $75 of PUW.
- *Roundtrip enplanements were over 3,000 for the 3rd consecutive month
- *As bad as things are, LWS is outperforming the national average significantly in yr/yr traffic returning

SCASDG Application LWS-SEA

→ ArkStar’s contract includes applying for SCASDG funds. This is an annual grant application that normally costs $5,000-$8,000 to do. You will recall that Gary Foss from ArkStar indicated in their proposal that he spent decades at American Airlines reviewing SCASDG applications who sought their support. ArkStar has a successful record for applications but it is an incredibly competitive grant.
→ Every letter of support is read by DOT and scored in three categories:
  1. Government
  2. Education
  3. Local Businesses
→ The bigger the organization the higher the score (US Senators, Colleges, Large businesses that have more flight needs)
→ The more letters of support, the higher our chances. This is why larger “small” cities ($90K) receive more funding than small, small cities.
→ We have reached out to congressional delegate, Local government officials from Lewiston, Clarkston and Asotin, plus Nez Perce County.
→ LWS can take up to 4 years to spend the funds.
→ The application is not a commitment and there are ten times the number of airports applying for it than will receive it.
LWS-BOI - The LC Chamber provided a letter of support to Senator Dan Johnson with 40 businesses signing on in support of LWS-BOI. That’s a good indicator of how important this connection is. Chairman Peters will update more during Commissioner Comments.

FAA Informal Complaint - No correspondence with FAA since providing information late last year.

AUDIT - Mitch Marx began review last year’s books and requested additional information on Saturday.

Fire Station 4 Lease - Draft lease sent to City last week. They’ll review and respond in 30 days. 23,205.6 sq ft. - ½ the space currently occupied. Will free up more space for cargo ops. 5 year term. Rental Rate $.21/sq. ft. $4,873.18 / year

Farming Lease - Expired several years ago. Van Buren’s have been wonderful stewards and partners with LWS over the years but this parcel is not land locked and needs to be competitively bid.

Sunshine Disposal - Expired lease. On Thad’s radar.

Enterprise Car Rental - Ready to lease counter space at terminal. There is a vacant 3rd rental car counter.

Employees - Interviews for Operations position last week; interviews for Finance and Office Manager position in a full time environment last week. Over 40 applicants. Hope to continue interviews this week.

Project Updates:

- **AIP 044/045** - Taxiway Reconfiguration Design and Construction – Trey Dail and Dave Mitchell
- **Website** – We still don’t have the mapping system up and running, but everything else is ready to go LIVE.
- **Digital Marketing Campaign** - completed December 31st. Initial results indicate it was successful. Peak holiday times surpassed 2019 enplanements!
- **Terminal Building 2nd Floor Remodel** - Demolition complete. Some hidden conduit exposed and Tim and the contractor are working on a low cost solution. Still on schedule and on budget.
- **Terminal TSA Office Space** - Carpet replaced, fixtures repaired, Training room floor buffed and waxed.
- **Gate 15** - Grading work started last week & should be operational by Mid-March
- **Airfield Layout Sign** – FOTA - High winds tipped it over. Staff lowered the sign and tripled the anchors so it won’t budge again!

- **OLD BUSINESS**
• Laurie made a motion to approve the minutes for meeting date December 17, 2020 as well as approve the monthly financial reports for December, 2020. Katie seconded the motion. The motion passed unanimously.
• Trey, from TO, shared about the AIP 044 Taxiway Design.

PUBLIC HEARING
• Polly and Mike offered the information of what was being requested for the budget amendments:
  The proposed FY21 M&O Budget increases include:
  * Budget Number 863.10 - Parking Boxx - $1,500 increase (includes annual insurance and warranty package)
  * 845 - Bankcard Fees - $1,500 increase to total $3,500 (3% for credit card fees for parking)
  * 847.00 - Liability Insurance - $12,520 increase to total $28,520 (FY20 was over budget by $12,520)
  * 875.01 - Copy Machine Lease - $1,800 (new machine and lease for FY21) – new line item
  * 863.33 - Legal Services - $136,000 increase to total $176,000 (to reflect actuals)
  * 863.02 - Elevator Phone Lines - $1,500 (added phone lines to elevator in FY21 per inspector)
Totaling: $154,820

• Mike read an email that had been received from Charlie Redd via the golws.com; there were no additional public comments made.
• Motion was made by Mandy to approve Resolution 2021-01 Amend FY21 Budget and seconded by Laurie. The motion passed unanimously.

NEW BUSINESS
• Vote on Board Secretary Position – Gary shared that the board needs to vote in a new board secretary as Katie has been serving as both the secretary and treasurer. Katie made a motion to appoint Laurie as Secretary and Mandy seconded the motion. The motion passed unanimously.
• Approve Resolution 2020-41 Minimum Standards for Commercial Aeronautical Activities – There was discussion that there is still not enough information on this. Mandy motioned to table this resolution and Katie seconded the motion. It is tabled until next month’s board meeting.
• Approve Resolution 2021-02 Consent to Assignment of Lease from Stout Aviation to Frontier Aviation and Jet Center, LLC – Mike shared that all of the necessary paperwork had been received from Frontier Aviation and Jet Center, LLC to assign the lease to them. Mandy made a motion to approve the resolution and Laurie seconded it. The motion passed unanimously.
• Approve Resolution 2021-03 Consent to Sublease from Frontier Aviation and Jet Center, LLC to Lohman – There has been no paperwork submitted to the office on this sublease. Laurie made a motion to table this resolution; Katie seconded it. All voted to table this.
• **PUBLIC COMMENTS**
  - Doug Black complimented the airport staff for the signage for the viewing area. He also shared his disappointment with the airport having a Facebook page that the airport manages. Additionally, he was disappointed that the new website has not been rolled out to the public. Finally, Mr. Black shared some historical information as to what has happened over the years in airplanes and airlines and said that LWS is on the edge of aviation.

• **COMMISSIONER COMMENTS**
  - Seekins – Pure Precision is renewing the information she has offered them on the land available to lease. Another group have also showed interest.
  - Wilson – Met with Doug Black last week on Community Outreach and is excited.
  - Miles – Pleased that so much is finally coming together.
  - Peters – Welcomed Matt and Austin and their business (Frontier Aviation) to the airport and communicated how the whole board wishes them success. Also shared about the Idaho Intrastate Air Service meets next time in Boise and then Spokane. Senator Dan Johnson is doing an excellent job leading this group. The SCASD Grant is very competitive and it is how we got Delta back in 2005. Thanked Katie for her hard work on getting the airport property information into interested hands.

• **EXECUTIVE SESSION** – Laurie read the Idaho Code. Agreement to move into executive session was offered verbally by each board member. Executive Session started at 4:08pm.
  - 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** – 4:23pm

• **ADJOURNMENT** – Chairman Peters adjourned the meeting at 4:24pm

ATTEST:

[Laurie Wilson, Secretary]