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

PLEDGE OF ALLEGIANCE – Chairman Peters led the pledge of allegiance

ROLL CALL – all board members were present; attorney, director, associate director, 11 on phone, 4 in person (1 press)

AIRPORT DIRECTOR REPORT –
• Snow-
  o Crew of 4 working 12-15 hour days 4am-midnight
  o No flight cancellations or delays
  o Gate 8 destroyed by hit and run. Fortunately, the bumper with the license plate was left at the scene.
  o MB 4 broke down Saturday with electrical short on ignition wire.
    □ Second time truck has been down with electrical issues. Wires were smashed between the cab and a cover.
    □ Mike worked on it 4 hours with Will and Zach, tracking down a wire in a loom as big as Mike’s wrist.
• AEP -Review - 200 page document that needs to be 80 pages. Mike is rewriting it.
• Driver Training- Up until now driver training consisted of handing out a pamphlet. Mike developed a training manual and tests specific for our movement area and non-movement area drivers. Non-movement will go through it when they get their badge updated every 2 years. Movement area drivers get it annually. Airfield Familiarization. Movement Area drivers get this training too. Includes fire department staff, FAA, NWS, etc.
• SCASDP Deadline moved to 3-1-2021 – we have over 40 letters to include with the application, including many local and state-wide political leaders
• Projects
  o 5 Year Engineering Contract expires July 2021 but TO is under contract to complete AIP 46
  o Gary Gates FAA HLN ADO recommend working doing the RFQ’s this summer to be ready for AIP 47 next year.
  o AOB Conference Room Media
    □ Wifi Booster upgraded
Camera’s/Microphones and TV monitor upgrade range from $2,800 to $19,000.
Researching the $2,800 products to see if it will meet our needs.
  o AOB HVAC
    ▪ Thermostat Conduit’s caused draft
    ▪ Conf Room Thermostat heats Kitchen which affects ½ the offices that run off the thermostat in the locker room.
    ▪ Heating units too big and already turned down as low as possible. Getting quotes to fix these issues.
  o Gate 15
    ▪ Grading work for approach is completed
    ▪ Gate is being built
  o Employees Diane Dennis hired as new Finance and Office Manager.

OLD BUSINESS
  • CONSENT ITEM: Approval of minutes for meeting date January 19, 2021 – motion was made by Seekins and seconded by Wilson. Hayes requested an addendum to say “Chris Hayes was not present” as the record currently shows who was present, but does not list that he was not present. Hayes obtained from the vote; all other members voted to accept minutes.
  • CONSENT ITEM: Monthly financial reports for January 2021 – motion was made by Miles and seconded by Wilson. Motion passed unanimously.
  • ACTION ITEM: Approve Resolution 2020-41 Minimum Standards for Commercial Aeronautical Activities – After much discussion, Peters suggested this be tabled until a work session could be scheduled to address this more intensely. Hayes made a motion to table this action; Seekins seconded the motion. The vote was unanimous to table. Atty Thad asked that all questions on the minimum standards be sent to him in order to make the future work session as productive as possible.

NEW BUSINESS
  • ACTION ITEM: Approve Resolution 2021-03 Consent to Sublease from Frontier Aviation and Jet Center, LLC to Lohman – motion was made by Wilson to approve this resolution, and seconded by Seekins. Atty Thad communicated that everything is satisfied and that this is a one year sub-lease. The need for further communication with Lohman was brought up because of some movement issues that have risen over the past few months. Peters and Isaacs will schedule a conversation with Lohman to discuss the concerns. Peters called for vote. Peters, Miles, Seekins and Wilson voted to approve; Hayes voted against. Motion passed.
  • ACTION ITEM: Approve Resolution 2021-04 to Apply and Request Bids for FAA AIP Grant 46 – motion was made by Hayes and seconded by Wilson. Wilson asked about where the match comes from, and Isaacs explained that 6.25% is the total match and is covered by PFC money. However, we don’t know yet if AIP 46 will need any matching funds. Motion passed unanimously.
• ACTION ITEM: Approve Resolution 2021-05 Short Term Land Lease with Valley Air, LLC – motion was made by Hayes and seconded by Seekins to approve the resolution with the following changes/additions: Pg 2 - UTILITIES – cut all. Pg 4 – PERMITTED USED OF…. – take out the Valley Air is authorized the use of water from a Lessor-designated fire hydrant. Keep Fee Policy in (for fuel flowage fee). Motion passed unanimously.

• ACTION ITEM: Approve Resolution 2021-06 Short Term Land Lease with Leading Edge, LLC – motion was made by Miles and seconded by Hayes to approve the resolution with the following changes/additions: Pg 2 - UTILITIES – cut all. Pg 4 – PERMITTED USED OF…. – take out Leading Edge is authorized the use of water from a Lessor-designated fire hydrant. Keep Fee Policy in (for fuel flowage fee). Motion passed unanimously.

• ACTION ITEM: Approve Resolution 2021-07 to Change Employee Benefits Package – three was much discussion on current benefits and what is appropriate for the airport employees. Isaacs would like for the board to consider what the county offers, since the airport is treated in every other way like a government entity and also because we are on the county’s insurance plan. All board members shared their personal thoughts. A motion to table this resolution until a work session can be scheduled was made by Seekins and seconded by Wilson. The vote was unanimous to table.

• ACTION ITEM: Approve Resolution 2021-08 Change Order #1 for Terminal Boarding Area Project – motion was made by Hayes and seconded by Wilson. The change order totals $2,822 and will add 7 calendar days to the total number of days for project. Tim explained in full about the struggles to keep the work area secure. Also, he shared about some of the cost savings they have found. Motion passed unanimously.

• DISCUSSION ITEM: Rental Rates for Landside Leases – Seekins offered an update on her conversations with Charlie and reminded the board of the pricing per square foot that other areas on the airport property are being charged. Peters suggested this be added to the next work session.

• PUBLIC COMMENTS
  • Mr. Cole Miller of KLJ Engineering introduced himself and shared that his firm will be responding to LWS’s RFQ that will go out in a few months.
  • Mayor Collins said that there is a lot of exciting projects being completed at the airport and he is pleased with the work. Also, he mentioned that there are very few commercial properties currently available for lease or purchase in Lewiston (speaking to the previous discussion on lease rates).

• COMMISSIONER COMMENTS
  • Hayes – Received a call from a tenant who is frustrated because of the north area parking (trailers, cars, etc) and this is not what we want on the airport grounds. Something will need to be done.
  • Seekins – No Comment
  • Wilson – Happy to see so much being done to benefit LWS’ future
• Miles – Has concerns regarding whether or not Hillcrest is compliant. Also, would like meeting attendees who are here to speak to be earlier on the agenda.

• Peters – Senator Dan Johnson continues to work to get the Air Transportation Bill, focused on inter-state service to and from Boise, through the Senate. The need is for a 76 seat plane to add a route, but it takes money to get the attention of carriers. The request is for the Dept. of Aeronautics to offer $1M to the carrier that is interested in adding these needed routes. Airlines are paying taxes in Idaho that currently go to the general fund; the hope would be that those dollars could be earmarked specifically for air service. The U of Idaho employees would prefer for the BOI flight to be out of LWS because of the weather situation that closes PUW frequently during the winter months. Peters is also excited for the LWS SCASD Grant Application.

• EXECUTIVE SESSION – A role call vote was taken at 5:25 to enter into executive session. All board members verbally communicated “aye” to begin executive session.

• 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 – the board returned to open session at 6:01pm.

• ADJOURNMENT – Chairman Peters adjourned the meeting at 6:02pm.

Attest:

Laurie Wilson, Secretary