REGULAR NAMPA AIRPORT COMMISSION
MARCH 14, 2016

The meeting was called to order at 5:31 pm by Chairman Mark Miller
Roll Call:

- Members Present: Mark Miller, Gene Clark, Tom Howard, Russ Sperry
- Council Liaison: Randy Haverfield
- Members Absent: Brent Ross

Proposed amendments to the agenda; The Airport Superintendent requested to add a review and recommendation for the Mayors signature for the Grant Application for AIP-27.

The Commission discussed adding the item to the agenda under the Grants section as item 3b.

The Commission unanimously agreed to amend the agenda as requested.

MOVED by Howard, and seconded by Clark to **approve the minutes** for the **Regular** meeting of February 8, 2016.

MOTION CARRIED

Staff Report:
Monte Hasl, Airport Superintendent, presented the following staff report:

- Open Units; Wait List: Fuel Report.
- Airfield Conditions; RWY/TWY & Apron in good shape; RWY/TWY lighting systems operating normally; PAPI, operating normally; AWOS operating normally, completed quarterly inspection and upgraded CDP.
- 5010 Airport Safety Data Inspection; Conducted 2/26/16 by State ITD Aeronautics Mark Lessor; Recommends Runway Crack - Filling / Sealcoating Project, this could be added to the CIP in 2018; Recommends removal of concrete irrigation box located 75' off centerline near midfield on south side of runway.

Chairman Miller questioned, the runway had an overlay completed approximately 4 to 5 years ago. Would the current cracking be a warranty issue?

Tom Lemenager, J.U.B. Engineers, advised the cracking is reflective. He opinioned, a fabric should have been laid before the previous overlay as a stop gap.

- The East Hangar Gas Line Easement – Complete.
- Miscellaneous; New Standard Land Lease FAA review is complete; Eastside waterline abandonment – Coordinating with the developer, Nampa City Water Department and Nampa Fire Department – NFD is requiring a hydrant in this location, hangar location will need to adjust accordingly; Weed/Rodent Control is ongoing; No unauthorized vehicles; NOTAMS, crane west of airfield.
- Upcoming Conferences
    - FAA Northwest Mountain Region Airports Conference 2016 - March 28-30 Seattle.
    - Idaho Airport Management Association – April 18-19 Sun Valley.

The Commission and the Schelhorn's, who are developing hangars on the Airport, discussed the fire hydrant is being required by NFD. The issues identified: Obstacle free area and the hydrant placement

restrictions. The Schelhorn's will continue looking into options to either adjust the building or the hydrant. Once the exact hydrant location is determined the location will need to be staked.

Julie Schelhorn also asked the Commission when they are ready to develop that row can they move the dirt to the west.

The Public Works Director indicated the dirt will need to be hauled off. There are not any low spots on the field to be filled.

Commissioner Miller brought up the flashing lighted stop signs at the 29 end of the runway. His son has noticed the flashing lights as a distraction at night. The Superintendent indicated he has left several messages for the county engineer with no response. He has also spoken with pilots and the AvCenter instructor who have been flying in the dark. At this point those he has spoken with have indicated the intersection is not causing an issue for them. Commissioner Miller and Commissioner Howard would like the FAA involved.

Grant Report:
AIP-025 – Tom Lemenager, J.U.B. Engineers, reported the grant is complete.

AIP-026 – Tom Lemenager, J.U.B. Engineers, reported the Wildlife Hazard Assessment is on schedule. This quarter: no outstanding wildlife observed.

AIP-27 *(Anticipated)* - Tom Lemenager, J.U.B. Engineers, also updated the Commission on our next AIP project; Planning for the Environmental Assessment for the Land Purchase in the runway 11 RPZ. Completed the IFE for the contract and was within 10%. This mean we can move forward with the Professional Services Agreement for AIP 27.

The Commission discussed the need to recommend the Professional Services Agreement to City Council as well as the AIP 27 Grant Application and Sponsor Certifications.

MOVED by Howard and seconded by Clark;

The Airport Commission hereby recommends that City Council authorize the Mayor to sign the Professional Services Agreement with J.U.B. Engineers, for Planning and Environmental Assessment.

MOTION CARRIED

MOVED by Howard and seconded by Clark;

The Airport Commission hereby recommends that City Council authorize the Mayor to sign the AIP-27 Grant Application and Sponsor Certificates for Phase 1 Planning and Environmental Assessment for Land Acquisition

MOTION CARRIED

AIRPORT BUSINESS

Review Building Plans for Gary Bartlow Lots 2002-2008 – Gary Bartlow – No update for March.

Request from William Powers; has received an offer to purchase the hangar improvements on Lot #1140 from Two Millers Holdings, LLC (Mark Miller);Agreement to Terminate Lease with William

Powers for Lot #1140 dated 09-01-03; contingent on sale of hangar and lease approval for Two Millers Holdings, LLC (Mark Miller) effective March 22, 2016;Approve new Standard Land Lease and Memorandum of Lease with Two Millers Holdings, LLC (Mark Miller) for Lot #1140 for a 50'w x 60'd hangar; term of agreement 03-22-2016 to 03-31-2036. - Chairman Miller recused himself from the topic. Vice Chairman Sperry took over and presented the hangar sale. The Commission discussed the term of the lease.

MOVED by Howard and seconded by Clark;

> ***The Airport Commission hereby recommends to the City Council that they authorize the Mayor to sign the Agreement to Waive First Right of Refusal and Terminate Lease with William Powers dated 9-01-03 and sign a new Standard Land Lease with Two Millers Holdings, LLC effective March 22, 2016.***

MOTION CARRIED

Final review of the updated Land Lease – The Airport Superintendent reviewed the updates to the Land Lease with the Commission. The terms of the lease are the same and the legal language has been strengthened throughout. Under item number 7 the City would like to leave in the option for a rate adjustment in years that end 0 or 5. The Commission had no objections.

MOVED by Howard and seconded by Sperry

> ***The Airport Commission recommends the City Council approve the use of the updated Airport Standard Land Lease***

MOTION CARRIED

Review ProDIGIQ contract – Commissioner Howard addressed the Commission; after the contract was brought to the last meeting he had several questions regarding the security and ownership of the data. The City IT Department addressed these questions with ProDIGIQ in the vetting process.

The Commission discussed their concerns and would like to add an Exhibit B to the ProDIGIQ contract. Exhibit B would consist of written answers to the City IT Department data question sheet.

Commissioner Howard MOVED and seconded by Sperry

> ***The Airport Commission hereby moves if the IT data security and ownership questionnaire is answered in writing and attached as Exhibit B to the ProDIGIQ Contract with updated start dates; to then recommend to City Council they approve the Mayor to sign the ProDIGIQ Contract.***

MOTION CARRIED

Discuss FY17 Budget – The Airport Superintendent started the budget discussion. The budget process is in the preliminary planning phases now.

Revenue: The Annual CPI adjustment looks to be 1.3%; the Airport Superintendent reviewed an increase verses no increase in revenue. He also asked for input from the Commission on hangar 0540: this building reverted to the city a few years ago with 3 different rental rates ($95-$116) all have dirt floors and multiple issues with doors. Do we streamline the rates to match the old block hangars ($124) as a simplification of our rate structure?

The Commission discussed making improvements to these hangars, and bringing them up to the full hangar rate of $173.00. Staff will look to into upgrade costs.

Expenses: The general operation expenses are anticipated to stay the same. One change he would like to ask for, he would like to bring our part time operations person on full time. This is currently in our budget through a temp agency, bring him on full time with the City would be $15,000.00 more than we currently budget for operations temp position. This would need to be approved by HR and City Council.

Also at this time we need to take a look at our vehicles. Vehicle Maintenance would like to retire the two ton dump truck, the Chevy Lumina and the 1500 Chevy Truck. Of these three vehicles the only one that is used on a daily basis is the 1500 truck. It is used as a daily Operations truck by staff.

The Public Works Director reported Fleet Services reviewed all vehicles in the City. One of the issues with maintaining vehicles and equipment that are older are the availability of parts. At this point we need to determine what equipment we want for the Airport. We need to take a look at the mower and how hard will it be for Fleet to get parts for it. The other question is; how often will the Street Department be able to come out and sweep in the future? What is the level of service on the field that we want to provide?

The Superintendent reported he did have a discussion with Gary Gates, FAA Helena ADO. They are okay with participating in the purchase of snow removal equipment with a broom attachment but not a mower. This equipment could be added to the CIP in possibly 2019/2020.

The Commission discussed that if they are able to use federal funds to purchase operations equipment in the next four or five years it does not make sense to expend Airport funds now. They discussed what options there are for a replacement vehicle.

The Airport Superintendent also reviewed project ideas: Upgrade external hangar light fixtures to LED; Add power to Shade Hangars; Remodel Terminal Bathrooms.

The Commission indicated Idaho Power may participate in upgrading the light fixtures.

The Superintendent asked for any other project ideas.

MOVED by Howard and seconded by Sperry to **adjourn** the meeting.
MOTION CARRIED

Chairman Mark Miller adjourned the meeting at 6:43 PM

Passed this 19th day of May, 2016

Mark R Miller
COMMISSION CHAIRMAN

AIRPORT SUPERINTENDENT, SECRETARY