

**NAMPA AIRPORT COMMISSION**  
**July 12, 2021**

The meeting was called to order at 5:32 pm by Chairwoman A. Miller

- Members Present: Aubree Miller, Wayne Thiel, Mark Miller, Aaron Bear
- Members Present via Videoconference/Phone: None
- Members Absent: Dr. David Beverly
- Ex-Officio Members Present: Jeff Barnes, Deputy Public Works Director

**1-Administrative**

**Item 1-1 Action Item**: Approval of the minutes from the 6-14-21 Regular Meeting.

MOVED by Thiel to **approve the minutes** for the June 14, 2021 Airport Commission Meeting and seconded by M. Miller.

Chairwoman A. Miller asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

**Item 1-2: Commissioner Reports**: Commissioner M. Miller reported he would like to begin discussions about Ultralight aircraft on the field. Under the current Rules and Regulations (R&R's), ultralights can use the airport as a courtesy. He is concerned with the safety of the current ultralight operations and feels the Airport has a responsibility in allowing their use. He feels the current ultralight community is not patrolling themselves and is a potential liability. The Commission indicated they would like to add this item to the next agenda for further discussion.

Aaron Hale asked to address the Commission. Mr. Hale noted he has issues with an ultralight user being irresponsible and damaging property. He feels part of the solution could be to require insurance from all users.

Commissioner M. Miller noted the sign on Mr. Hale's hangar in regard to the damage caused by another user. He advised Mr. Hale the sign is against airport R&R's and needs to come down. Mr. Hale indicated it will come down.

**2-Staff Report/Discussion Update**

**Item 2-1: Staff Report**: Jon Ziessler, Airport Operations and Maintenance Technician presented the following staff report:

- Open Units; Wait List; Fuel Report.
- Airfield Conditions: RWY/TWY & Apron in good shape. New cracks have been noted; RWY/TWY lighting systems operating normally; PAPI operating normally, alignment checked/cleaned; AWOS operating normally.
- Routine Administrative/Maintenance: Weed sterilant spraying is ongoing; Mowing is ongoing; Rodent/FOD (Foreign Object Debris) control ongoing.
- Building 0140 door replacement – Staff is looking at repair options. Replacement costs are becoming cost prohibitive.
- Southwest pavement – a contractor has come out to look at the cracks. We expect a quote for repair soon.
- The antique airplane group arrived today without issues.

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Commissioner Thiel asked about the AWOS. It seems to have issues reporting visibility. The O&M Tech advised a hawk has been using the visibility indicator as a perch. He is looking at methods to stop the hawk from perching there.

Lynsey Johnson, Airport Administrative Coordinator presented the following staff report:

- The Airport Superintendent would like the Commission to begin reviewing the Minimum Standards and Minimum Design and Construction Standards. Staff will begin working on updates to both and would like to complete the process by December 31. I will be attending a workshop in September that addresses updating minimum standards.
- Lease updates: Currently working with Av Center and the Fire Department to enter into updated leases for their respective premises; Spirit of Flight Foundation has received their permit and construction should begin soon; Andrew George has run into an issue with the pressure sewer line. He is working with the City and DEQ to move the line slightly to the west of the proposed development; Staff is working on an amendment for lot 2435 to address the temporary use of the hangar by S&P Aviation while their hangar is being built.

**Item 2-2:** Staff Report: Jeff Barnes, Deputy Public Works Director (DPWD): Reported the City Budget hearing went well today. The only question that came up for the Airport was if the Airport Commission had reviewed the proposed Airport budget.

Economic Planning Group (EPG) update: the DPWD reported Aaron and Aubree are both willing to participate in the group. He would like the EPG to review and provide feedback for situations like the WAM expansion, future utility expansion and funding, future financial and development scenarios, capital needs, sustainability options, commercial development, and a strategy to develop Municipal Way. The initial group meeting will be to select group members and a consultant to assist with the leg work on running some of the financial and development scenarios. The DPWD would like to have initial recommendations for the next budget season which will begin next January or February.

**3-Airport Improvement Program (AIP) – Grant Update**

**Item 3-1:** AIP-32 (Taxiway Design Project) – Toby Epler, J-U-B Engineers, updated the Commission on the Taxiway/Taxilane Design Project. The closeout documents have been sent to the FAA. Waiting for the FAA to authorize the final payment to close out the grant.

**Item 3-2:** AIP-34 (Taxiway Construction Project) – Toby Epler, J-U-B Engineers, updated the Commission on the Taxiway Final Design and Construction project: The new taxi lanes will provide space for 24 box style hangars. Construction is slated to begin just after Labor Day. The utility construction will need to be complete before taxiway construction begins. The utility bid opening is tomorrow. The entire project, utilities and taxiways, should be complete by Halloween.

The Capital Improvement Plan (CIP) will be undergoing the annual update soon.

**Item 3-3 Action Item:** State Grant Agreement (Crackfill and Seal Coat West Apron) – Chairwoman A. Miller presented the request to the Commission. The State will be funding a crackfill and seal coat project on the airport. Staff would like authorization to go to City Council with the grant offer when it comes in.

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Commissioner M. Miller inquired if this grant would help with the capital deficit in the Airport budget. The DPWD indicated this grant will help with pavement maintenance funding.

MOVED by Bear and seconded by Thiel to recommend to City Council they authorize the Mayor to sign the State grant offer, upon receipt, for Crackfilling and Seal Coating the West Apron.

Chairwoman A. Miller asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

The Commission discussed the potential of using budgeted pavement maintenance funds for other projects.

**4-Airport Business – Discussion Items**

**Item 4-1:** None

**5– Airport Business – Action Items**

**Action Item 5-1:** Review building plans for lot 2445 – Mission Aviation Fellowship: Chairwoman A. Miller presented the review request to the Commission. The set of plans before the Commission is the architectural set. The drainage plans still need to be submitted to Airport engineering for review. MAF would like the plans to be approved contingent upon final drainage plans.

Rick Bugatsch, architect for MAF advised the Commission the new hangar will be a storage hangar and the exterior will match the existing facility.

MOVED by M. Miller and seconded by Thiel to approve the plans for lot 2445 contingent upon the final drainage plans being reviewed by JUB.

Commissioner Bear recused himself from voting due to a conflict of interest.

Chairwoman A. Miller asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

**Action Item 5-2:** Review request from Phoenix Aviation to operate a Flight School and Aircraft rental service at Nampa: Chairwoman A. Miller presented the request to the Commission. Chairwoman A. Miller noted she does not feel the proposal, as provided to the Commission, is enough to move forward at this time. She would like Phoenix Aviation to submit a more substantial business plan to the Commission. She recommends that Phoenix Aviation review the Airport Minimum Standards, pages 13-23, consult the Small Business Administration for guidance on writing a business plan and consult the Idaho Aeronautics Department for pilot stats.

Commissioner M. Miller noted he understands that a Cease-and-Desist letter has been sent to Phoenix Aviation, yet they are still operating. Devan Robnett, Phoenix Aviation, indicated they have continued operating with existing students, but have not accepted new students.

Commissioner M. Miller advised the continued operation by Phoenix Aviation is in violation of the Cease-and-Desist letter. He would like to have the City Attorney involved from this point forward. He

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indicated he is not against this business, flight instruction is needed, the authorization of the flight school needs to be done by the same rules that everyone at the Airport abides by.

The Commission TABLED the Phoenix Aviation review until the August meeting and requested an updated business plan from Phoenix Aviation and input from the City Attorney.

**Action Item 5-3: New Hangar Lots: Lot Distribution: Construction Requirements** – Chairwoman A. Miller addressed the Commission. The Commission needs to determine the reservation process and construction requirements. Staff has worked on a survey to be sent to interested parties to determine actual interest at this time. The Commission would like question #5 removed. The Commission discussed adding upfront cost estimates for utility improvement payback, impact and hookup fees to the survey. The Commission feels that interested parties need to know these costs before pursuing construction.

Jon Ziessler, O&M Technician suggested creating a smaller group to put together a development proposal and come back to the Commission with a design that would benefit the Airport and tenants.

The Commission is concerned with finding 24 individuals who can and will work together to complete the development. A detailed plan will need to be determined in order to move forward.

The plan for two rows of twelve 50'x60' hangars was discussed, the Commission determined this is the footprint that will move forward for Phase 1.

The Commission discussed requiring 2 hangars at a time be constructed. Construction concerns were discussed as well. Parties who build will need to understand they are required to construct common walls and footings that the next set of hangars can easily connect to.

Toby Epler, J-U-B Engineers, advised that the builders will need to work together on roof lines, common walls and shared foundations.

The Commission discussed changing the survey to a letter with information on upfront costs, potential construction challenges and to contact staff if still interested in moving forward.

The DPWD clarified the design standards will include; zero lot lines; coordination of a minimum of two common shared walls; uniformity of roof lines; shared foundations; repayment of utility infrastructure; coordination with neighboring hangars. These items all will need to be contractual.

Cindy Fritz addressed the Commission. The design specifications could be set by the first person who builds. She is also concerned that big builders who are able to build multiple units will take all of the hangars and leave the little guys out.

The Commission discussed the potential construction costs, this will be lower than the sale prices we see. Commissioner M. Miller noted in the last development when interested parties began determining construction costs the list of people wanting to build dwindled.

Ron Carlson addressed the Commission; he feels the Airport should provide the design for the entire development and then give people on the list the opportunity the option to buy the design for each space.

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Commissioner M. Miller indicated the Airport does not have the budget to complete the full design. The hangar will need builders to coordinate to build. The Commission is aware twelve units is a large project for one developer to take on.

Rick Bugatsch addressed the Commission; ideally you get twelve individuals together, they work together to hire an architect, engineer, and contractor. You can piece a development like this together with different designs and contractors, etc. It is a challenge to do so but can be done. If the parties work together it will keep their costs down. He does recommend the Airport set a predesign standard, items like roof pitch, height requirements, layout etc.

The Commission discussed requiring two back-to-back hangars be built and in order. Meaning no gaps between hangars in the construction process.

The Commission discussed the option of putting together a design standard. The DPWD indicated staff could come back next month with design standard options.

MOVED by A. Miller and seconded by Bear.

The Airport Commission hereby requests a general design for the 24 hangar units as proposed. The general design should address the following: Uniform roof line; Shared walls and foundations to support the next hangar; Hangars be built contiguously without gaps in construction; Minimum of two hangars to be constructed with a maximum of twelve units; Contracts for the utility infrastructure payments; Requirement to work with neighboring developers. Staff is to put together a predesign technical memo that can be added to the Minimum Design and Construction Standards to address Phase 1 development.

Chairwoman A. Miller asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

The Commission discussed the letter going to the tenants. They would like the letter to address the utility costs, impact fees, and construction costs. They would like to make it known a pre-design is underway to address roof lines, common walls, etc. The letter should emphasize the need to work with neighbors.

MOVED by M. Miller and seconded by Bear to send the interested parties a letter with the survey.

Chairwoman A. Miller asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

Aaron Hale asked the Commission if there is a system in place to determine who gets what. Ron Carlson suggested adding a financial requirement when releasing hangar lots.

MOVED by Thiel and seconded by M. Miller to **adjourn** the meeting.

Chairwoman A. Miller asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

**Chairman A. Miller adjourned the meeting at 7:15 PM**

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Passed this 9<sup>th</sup> day of August 2021



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AIRPORT SUPERINTENDENT, SECRETARY

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AIRPORT COMMISSION CHAIRWOMAN