

**NAMPA AIRPORT COMMISSION  
JULY 13, 2020**

MOVED by M. Miller and seconded by Thiel for Commissioner Bear to run the 07-13-20 meeting. Commissioner Bear asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

The meeting was called to order at 5:30 pm by Commissioner Bear.

- Members Present: Mark Miller, Wayne Thiel
- Members Present via Videoconference: Aaron Bear, Aubree Miller
- Members Absent: Dr. David Beverly
- Ex-Officio Members Present: Monte Hasl, Airport Superintendent; Jeff Barnes, Deputy Public Works Director; Douglas Waterman, City Attorney

**1-Administrative**

**Item 1-1 Action Item**: Approval of the minutes from the 06-08-2020 regular meeting and 06-24-2020 special meeting.

MOVED by A. Miller to **approve the minutes** for the June 8, 2020 and the June 24, 2020 Airport Commission Meetings and seconded by Thiel.

Commissioner Bear asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

**Item 1-2**: Commissioner Reports: None.

**2-Staff Reports**

**Item 2-1**: 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, alignment checked/cleaned; AWOS operating normally, Quarterly AWOS inspection went well.
- Miscellaneous: Terminal Building first floor painting is complete. New frames have been purchased for the historical airport photos and they have been hung in the hallway and stairway to the café; The AIP-32 Grant Award has been received and will go before City Council on July 20<sup>th</sup>.
- Routine Administrative/Maintenance: Weed spraying is ongoing; Mowing is ongoing; Rodent/FOD (Foreign Object Debris) control ongoing.
- The Administration Office is now open to the public with limited lobby hours and only one visitor in the lobby at a time.
- Staff has been in contact with the Warhawk regarding the Warbird Event. The event is still on schedule for August 29/30. Staff will be meeting with the Warhawk regarding the event responsibilities.

Administration has been made aware that there is a public post letting the public know they can purchase a remote and have the gate code cloned to it. The initial reaction is to disable remote access as security is now in question. The Commission asked if the remote pins could be reset on each remote

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when the gate code is changed. The Commission discussed changing the remote pin settings each time the gate code is changed. The Commission also discussed the need for an upgraded security gate access system. The Commission noted if cloning continues, discontinuing the remotes and only being able to punch in the code to enter the gates is not an issue.

The Commission discussed changing the remote pin setting and embarking on a gate-security education campaign with our tenants. The Commission advised staff to update the gate code pin settings with the next code change and educate the tenants regarding security.

Marychris O’Keefe asked if she could provide some gate security input. The Commission agreed. Ms. O’Keefe advised the Commission that adding a card system to a couple of gates would run around \$5,000.00 and once installed a card system is easy to maintain.

**Item 2-1:** Staff Report: Jeff Barnes, Deputy Public Works Director (DPWD) presented the following staff report:

- a) Cost of Service and Equity Study (COS) the COS document has been updated to include the property taxes in tables 7, 8 and 9. A statement regarding the property taxes has also been included.

Commissioner A. Miller inquired why the dollar amount shown for property taxes on the tables is not the full amount being paid? The DPWD noted the table is showing the portion of taxes paid to the City. Commissioner A. Miller would like the total tax amount to be identified somewhere within the document. The total amount should be shown somewhere for the Council to see the whole picture on how much tax revenue is generated from this airport.

DPWD Barnes advised part of the COS is to explore expense equitability across the users of the Airport. i.e.: is each rate group paying their share of expenses? The COS does show that some general fund support is needed. The COS should back up the annual request for general revenue funds.

Commissioner M. Miller indicated he is glad there is an understanding that the Airport will never be 100% self-sufficient.

The DPWD advised that the COS document is intended to be a working reference tool for the Commission and City Council to reference when making rate decisions.

The Commission requested that the COS document be updated to show the total tax revenue generated by property taxes on the Airport. The DPWD indicated the document will be updated accordingly.

The DPWD also noted the recommendation section has been removed and general language has been softened. He also noted the Commission has done a great job positioning the Airport without the kind of expense/revenue data the COS provides.

**3-Public Remarks**

**Item 3-1:** Marychris O’Keefe – Expansion Timeline Questions and Expectations – Ms. O’Keefe introduced herself to the Commission, a couple of years ago she purchased a home to the south of the Taylor property. She recently found out about the future expansion and would like to know what the

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plan is for her home and the home next to hers. The home next to her is owned by an 86-year-old gentleman who is also concerned with the expansion schedule.

The DPWD advised that the City is in the process of purchasing the Taylor property. The purchase does not mean that the ground will be developed immediately. The City would be interested in the properties next to the Taylor property when they become available.

Rick Patton, T-O Engineers, also advised that the Master Plan identified these properties for potential future expansion. The two properties in question would be developed at the tail end of any expansion. The Master Plan is fluid and could potentially stop short of the properties in question. For potential FAA funding, the acquisition of the properties has to be shown on the Master Plan. He also noted there has not been a discussion to purchase these properties at this time.

If either owner is to sell, the City may be interested in purchasing the property. The City should also discuss the option of requesting both owners allow a first right of refusal with the City for future purchase.

Ms. O'Keefe also asked about the future relocation of Heliport road. She feels Pilatus should be extended south rather than relocating Heliport to the south. Mr. Patton advised, if Pilatus is extended south the road would then be crossing active taxiways.

Ms. O'Keefe confirmed there is no rush to purchase her property at this time. The DPWD noted the only item at this time could be the first right of refusal. The City Transportation Planner, Clair Bowman will be reaching out soon to discuss any concerns she or her neighbor have at this time.

Commissioner Bear thanked Ms. O'Keefe for her input.

**4-Airport Improvement Program (AIP) Grant Update**

**Item 4-1:** AIP-29 (Phase 2 Environmental Study for Purchase of Land in the Runway 11 RPZ) – Monte Hasl, Airport Superintendent, updated the Commission on the Planning for the Environmental Assessment (EA) for the Land Purchase in the Runway 11 Runway Protection Zone (RPZ) Project, Phase 2. The public comment period has ended. JUB is addressing all relevant comments and sending those comments to the FAA for review. The FAA legal team will also review the comments and responses. J-U-B is expecting the FAA review to take 45 days.

**Item 4-2:** AIP-31 (Construct Hangar Taxilanes and Taxiways) – Monte Hasl, Airport Superintendent updated the Commission on the Taxiway/Taxilane Extension Project. J-U-B is waiting for the FAA to sign off on the project close out to submit the final reimbursement request.

**Item 4-3:** AIP-32 (Taxiway Design Project) – Monte Hasl, Airport Superintendent updated the Commission on the Taxiway/Taxilane Design Project. J-U-B is continuing their work on the taxiway design. The Grant Award has been received and will be going before City Council on July 20<sup>th</sup>. The design project will be complete this fall,

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**Item 4-4: AIP-30 (Master Plan Update)** –Rick Patton, T-O Engineers, updated the Commission on the Master Plan. The Master Plan project is wrapping up. They are waiting for the FAA signatures on the drawings, then the final documents will be sent to the City.

**5-Airport Business**

**Item 5-1 Action Item:** Review the FY21 Airport Rate Structure: Provide Commission Recommendation to City Council for the Airport Rate Structure and Request Rate Structure Public Hearing Date from City Council – The DPWD presented the FY 21 Rate Structure to the Commission.

Commissioner M. Miller noted if the adjustments stay with the CPI and 5% or less a public meeting will not be required. The DPWD advised due to a couple of the increases being larger than 5% a public hearing is required.

Commissioner A. Miller indicated she is not in favor of the proposed lease rate increases. She would like to see the lease rates adjusted proportionally to the taxes that are paid.

The DPWD advised, the larger increases to the land lease rates will affect current leases with the 0/5-year adjustment provision and any new lease that is executed. The increase at this time will generate only about \$13,000 more in revenue. The Commission discussed the number of leases the increase would affect. The Commission indicated they do not feel the proposed lease rate increases are equitable with the tax dollars those leases are generating.

DPWD asked for confirmation; The Commission would like the taxes factored into rate adjustments? The Commission indicated yes.

The Commission indicated they are not in favor of raising any rate 40% and 70%. They are also concerned with the potential user concern that these increases will generate.

Commissioner M. Miller also noted that the proposed rates raise the rates to the level that the COS indicates the rate should be without annual general fund support. He feels this is in bad faith by the City and sends the message that the City wants the Airport to be 100% self-sufficient.

The Commission would like to see the proposed rates with an adjustment for the taxes paid by the land lease user groups. The DPWD advised if the proposed lease rates are adjusted down the result could cause the other proposed user rates to increase.

The Commission asked what the schedule is to adjust rates. The DPWD advised the goal is to have the lease rate established by the end of the year. He would like the Commission to use the data generated from the COS as a reference to adjust the rate structure for the Airport.

Commissioner Bear noted at this time the Commission is not ready to vote for the proposed rate structure. DPWD Barnes advised the Commission he would regroup and come back to the Commission with an adjusted proposal. He noted the large increases were of concern for the Commission.

The Commission asked if the increases for existing tenants could be reviewed and possibly done in a manner to “take care of current tenants” and address new rates for new leases separately?

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The DPWD advised he will take these comments into consideration when reworking the proposed rates.

The Commission also noted they did not have concerns with the proposed rental rate structure. They are not against increases in general. They are not in favor of large one-time increases.

Commissioner Thiel also noted the rates and COS should take into account the economic impact of the Airport. The Airport generates a significant economic impact to southwest Idaho and is an asset to the City. DPWD noted the economic impact will be a large part of the message for future capital funding requests.

**Item 5-2 Action Item:** Review the Updated Nampa Airport Rules and Regulations Document; Provide Commission Recommendation to City Council – The Commission reviewed the Rules and Regulations update. The Document will now include the Minimum Standards. The Minimum Standards portion of the document will be updated once the Rules and Regulations document is adopted. The update includes the following: General language updates and continuity; Wait list procedure updates; Inclusion of Special Events; Inclusion of Minimum Standards; Updates to the exhibits.

MOVED by A. Miller and seconded by M. Miller

*The Commission hereby accepts and recommends to City Council they Adopt the updated Rules and Regulations while incorporating the Minimum Standards into the Rules and Regulations, noting the Minimum Standards will be under further consideration for future modification.*

Commissioner Bear asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

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

Commissioner Bear asked all in favor to say aye with all Commissioners present voting **AYE**.

**MOTION CARRIED**

**Commissioner Bear adjourned the meeting at 7:16 PM**

Passed this 10<sup>th</sup> day of August 2020

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COMMISSION CHAIRMAN

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AIRPORT SUPERINTENDENT, SECRETARY