

**NAMPA AIRPORT COMMISSION**  
**October 11, 2021**

The meeting was called to order at 5:30 pm by Chairwoman Aubree Miller

- Members Present: Mark Miller, Wayne Thiel
- Members Present via Teams: Aubree Miller, Aaron Bear, Dr. David Beverly
- Ex-Officio Members Present: Jeff Barnes, Deputy Public Works Director;  
Rick Hogaboam, City of Nampa, Chief of Staff

**1-Administrative**

**Item 1-1 Action Item**: Approval of the minutes from the September 13, 2021, regular meeting.

MOVED by A. Miller to **approve the minutes** for the September 13, 2021, Airport Commission Meeting and seconded W. Thiel.

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

**MOTION CARRIED**

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

**2-Staff Report/Discussion Update**

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

- Open Units; Waitlist; Fuel Sales.
- Airfield Conditions: RWY/TWY & Apron in good shape; RWY/TWY lighting systems operating normally; PAPI operating normally, alignment checked/cleaned; FAA inspected the AWOS and is operating normally.
- Southwest pavement area removed and repaired and is completed. Building 140 Wings & Rotor had a very large piece of asphalt removed and repaired. The hangar door continues to present an issue and will be worked on.
- In the process of installing a culvert on the east side at the Taylor Property, so that maintenance can take place on those 2 parcels.

**Item 2-2**: Staff Report: Lynsey Johnson, Airport Administrative Coordinator:

- a) Minimum Standards. The Admin Coordinator reported to the commission she was able to attend an airport business workshop. It addressed business plans, leasing policies, revenue drivers, market comparisons, FBO 101 basics, minimum standards, and rules & regulations. She advised we should review commercial tenants and what operations they are currently providing, how they fit in with our existing minimum standards and for future planning how they would fit in and look at addressing everyone's growth and needs. The Admin Coordinator asked if any commissioners would like to participate in meeting with commercial operators or commissioner volunteers for input in reshaping the document.

Chairwoman A. Miller indicated that she would be interested in helping to meet with commercial operators.

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- b) Commercial Lot Concept. The Nampa Airport has been approached with an inquiry to build a commercial operation and would need to have street access. He is with a movie studio who records aviation sounds for movies. He would like to know if the commission would be open to hearing his concept plan and if the Nampa Airport would be a good fit for him.

The commission agreed that they would like to hear a formal presentation next month and evaluate his proposal.

**Item 2-3:** Staff Report: Jeff Barnes, Deputy Public Works Director (DPWD):

The DPWD presented a short PowerPoint. The PowerPoint covered the following:  
Economic Planning Group (EPG) Update: The City of Nampa Mayor has advised that she would like to be on the EPG committee, so she will be added.

The goal is to develop an airport business plan to determine the highest and best use of airport property and facilities according to the airport mission/vision and Master Plan.

The airport goals were updated to include: Meet the needs of the airport community by managing growth without passing on exorbitant new growth costs to existing users.

Summary:

- The EPG meeting is looking into hiring a consultant to facilitate a business plan.
- General support to ensure the scope is well defined.
- Staff to research consulting companies with specific expertise.
- Staff develop a draft SOW.
- Update commission on planning groups discussion.
- Provide executive update to Mayor.

**New Hangar Lots – East Farm Area**

Utility construction underway, FAA taxiway project to start next spring and utilize the upcoming airport business plan to provide Commission recommendations for development.

**Municipal Drive Design Standards**

This draft was part of the airport terminal plan. It allows for parking spaces, required planting and wide sidewalks along Municipal Drive. 30 feet of asphalt, 19 ft parking stall, 8-10 ft sidewalk. Proposal was to have a 3-mile pathway on east side of City and partially around airport, restaurant, park, and event purposes. This also helps business with parking.

The commission feels a 10-foot sidewalk is excessive.

The DPWD advised that the developers would burden the cost of the parking improvements.

Chairwoman A. Miller asked what specific the circle looking things are on the parking layout.

The DWPD indicated the circles are the required planter islands, which could be dry scape or low maintenance landscape.

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The commission would like landscaping requirements to be simple yet can still be pristine so that additional costs aren't accrued for the tenant.

The DPWD said he will take all comments into consideration and take another run at the design and return it at the next meeting.

The DPWD updated the Commission on Phoenix Aviation's request to operate a flight school and aircraft rental service on the airport. Phoenix appealed the Commission decision to Nampa City Council. The City Attorney requested a Commission Staff response. The ACC has prepared this.

Rick Hogaboam, City of Nampa Mayor's Chief of Staff addressed the Commission regarding Phoenix Aviation. The City Clerk received the appeal late Friday 11/8/21. It was sent to legal for review.

The Chief of Staff advised if this does come before the City Council, legal will provide guidance on how the process moves forward.

Commissioner M. Miller requested if a copy of the Phoenix Aviation appeal could be sent to the Commissioners.

The Chief of Staff advised that was ok to send.

Commissioner A. Bear asked how soon the appeal could go to Council?

The Chief of Staff advised it could possibly be on City Council agenda 10/18/21, waiting on legal guidance on how to proceed.

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

**Item 3-1:** AIP-32 (Taxiway Design Project for New Airport Taxilanes)-Toby Epler, J-U-B Engineers, updated the Commission on the Taxiway Design Project for New Airport Taxilanes. Project has been completed and we are waiting for the FAA to complete the paperwork.

**Item 3-2:** AIP-34 (Taxiway Final Design & Construction Project) – Toby Epler, J-U-B Engineers, updated the Commission on the Taxiway Final Design and Construction project. The construction schedule has been on hold pending utility completion. If the utility project is completed in the next couple weeks, the contractor would like to start moving dirt this Fall. Paving will be completed in the Spring.

Julie Schelhorn, Big Bite Construction, reported that all the utility contract work should be completed by October 22, 21. The following week, October 25-29, testing, clean up and punch list should be complete.

Toby Epler, J-U-B Engineers, will work with IMC and schedule to start moving dirt. They will complete as much as possible, weather permitting.

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**Item 3-3 Action:** F228MAN – (Rehabilitate West Apron and Taxi Lanes Project) – Toby Epler, J-U-B Engineers, updated the Commission on the Rehabilitation of West Apron and Taxi Lanes.

The Grant is with the Idaho Division of Aeronautics to do pavement rehabilitation. The plan is to crack fill, sealcoat, and re-mark the West side of the airport. He anticipates this state grant will include the city owned pavement. We can do the older areas between the hangars and the taxilanes. The plan is to submit the bid and design documents in the Spring of 2022 and work occurring Summer of 2022.

**4-Airport Business – Discussion Items**

**Item 4-1:** 20-Acre Expansion Area Design Layout - Chairwoman A. Miller addressed the Commission, she indicated that at this time this design layout is just a place holder and the Commission would like to have a design where the hangars could have street access allowing commercial use. Happy Valley Rd. and Pilatus Rd. could potentially be something to look at to maximize that area for commercial use.

Commissioner M. Miller agreed that the space needs to be maximized on the south end. The layouts that have been recently presented show adding one hundred plus hangars, which means two hundred or more planes and do not show access for additional commercial services. He feels we should look at all the options for commercial access before finalizing plans. He would like to look at some exploratory sampling of the ground, to assure we don't come across additional rock problems.

Toby Epler, J-U-B Engineers, addressed the Commission indicating that the field at this time is a blank slate. We can move things around to fit the needs of the Nampa Airport. He indicated he was not originally part of the Master Plan process and will review the layout alternatives.

Commissioner M. Miller understood the Master Plan indicated the area was a clean sheet and that we could work on the layout as future growth dictates.

Chairwoman A. Miller asked if there have been any developers in contact who would like to develop the area. The DPWD replied that there have been two developers who have shown interest.

Chairwoman A. Miller suggested the Economic Planning Group review the development at the next meeting.

Toby Epler, J-U-B Engineers, advised he will review the Master Plan and come back to the Commission with some possible options and direction for future design.

**5-Airport Business – Action Item**

**Action Item 5-1:** Review Ultralight Aircraft Airfield Rules & Regulations Update - Lynsey Johnson, Airport Administrative Coordinator, presented the Commission with an update to the Ultralight rule update. Provisions have been added stating no ultralights may tie-down outside, and a requirement for radios. The vehicles that were previously discussed that were identified

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as ultralights are technically not ultralights under the FAA Part 103. Currently staff is looking into language and rules and regulations for tie-downs that would prohibit nonregistered aircraft from being parked in tie-downs. The Airport does not want to discourage legitimate use.

The Commission discussed if the vehicle or aircraft does not fit the ultralight or the airplane description, nor are they registered with an N number they should be removed from the airport. The Commission indicated they should be evicted.

The Admin Coordinator will follow up with Joe Borton, City Attorney, on the best approach to move forward with ultralight rules and regulations.

**Action Item 5-2:** Andrew George: Fuel Island Concept Plan – Chairwoman A. Miller presented the request to the Commission. Staff has recommended granting Mr. George a 90-day reservation for the lot and Mr. George pay the associated application fee. In 90-days Mr. George has the option to request a 90-day extension.

The Admin Coordinator reviewed the 90-day lease reservation process with the Commission. Mr. George would be allowed a 90-day reservation for the lot. In 90-days he may update the Commission and ask for an extension. This gives him the 180-days that was asked for in the initial proposal. The 90-day lot reservation will grant Mr. George the right to develop a fuel station on the reserved lot. The reservation does not grant an exclusive right for a service on the airport per assurances with FAA grant obligations.

Regarding a reduced lease rate, the proposed use does not qualify for below market lease rate per FAA revenue use policy. Other areas of the lease could be negotiated. Water fees should be discussed with the City Water or Utility Departments as the Airport does not have authority to negotiate water service or fees.

MOVED by D. Beverly and seconded by W. Thiel to grant Mr. George a 90-day reservation with the option to extend the reservation in 90-days for an additional 90-days.

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

**Action Item 5-3:** Review Updated Airport Mission and Vision Statement – Jeff Barnes, Deputy Public Works Director (DPWD) presented the updated Mission and Vision Statement to the Commission. The DPWD requested the Commission send comments or suggestions to staff. The Mission and Vision Statement will come back for final approval.

**Action Item 5-4:** Review 5-year Lease Extension for AvCenter – Fixed Based Operations – The Admin Coordinator presented the request to the Commission. Staff has been working with the AvCenter to renew the 5-year lease extension. It was mentioned that the Cost of Service should be addressed with the lease before renewal. Staff has proposed a 3.3% increase this year, which is under the Cost-of-Service rate.

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The DPWD said the Cost-of-Service study shows the current rate of \$7.42/sq ft. The COS calls for a significant monthly increase to \$13.08/ sq ft. Before the lease goes to Council the lease rate and how it works with the COS will need to be reviewed and justified.

Chairwoman A. Miller suggested that we stair step the rate up on a yearly basis to get to market rate.

The Admin Coordinator added that AvCenter would like a longer lease than the 5-year extension, suggesting 10-year. Joe Borton, City Attorney, indicated we could terminate the current lease and negotiate an entirely new lease and discuss rates and stair stepping up.

We should take into consideration the service that the FBO provides for the Airport and the community into that rate. There is opportunity to discuss a new lease and rates.

Commissioner A. Bear asked if any other operators were interested in operating as a Fixed Based Operator (FBO) in the same capacity. The Admin Coordinator advised no other parties have expressed interest.

Cindy Fritz addressed the Commission and wanted to remind them that the FBO was going to charge \$75.00 per use of the lobby at the FBO.

The Admin Coordinator requested Commissioner Mark Miller assist in negotiating the lease and rate.

The Commission agreed to the continued negotiation of the AvCenter lease and follow up at next meeting.

**Action Item 5-5:** New Standard Land Lease with Mission Aviation Fellowship for Lot 2445 - Chairwoman A. Miller Presented the hangar sale to the Commission.

MOVED by M. Miller and seconded by D. Beverly to recommend to City Council they authorize the Mayor to sign the new standard lease with Mission Aviation Fellowship for Lot 2445.

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

**MOTION CARRIED**

**Action Item 5-6:** Review City Hangar Rental Rates - Chairwoman A. Miller presented the request to the Commission. The annual CPI adjustment to hangar rentals has not been enough to keep up with market rates, as we have a long hangar waiting list. We need to determine what market rate is City hangars.

The Admin Coordinator addressed the Commission. If an adjustment is more than a 5% increase it will require a public hearing. We need to determine the market rate and make sure it is defensible and determine the action plan to implement the increase.

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Commissioner M. Miller feels with the current hangar wait list the city rentals should be increased to fair market value.

The Commission discussed increasing city hangar rental rates. They discussed an increase up to 5%. The Commission indicated they would like to investigate increasing city hangars to fair market value. Staff will follow up with legal regarding rules for increases.

*MOVED by D. Beverly and seconded by A. Bear to **adjourn** the meeting.*

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

**Chairwoman A. Miller adjourned the meeting at 7:25 PM**

Passed this 8<sup>th</sup> day of November 2021



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AIRPORT SUPERINTENDENT, SECRETARY

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AIRPORT COMMISSION CHAIRWOMAN