

Nampa Airport Commission Meeting Minutes
5:30 PM, December 8, 2003

Individuals Present.

- Members Present: Gene Clark, Stan Olson, Ian Marnoch, Mark Jarrett.
- Others Present: Airport Director Colleen Hartnett, Public Works Director Paul Raymond
- Members Absent: Glenn Petty

Gene Clark opened the meeting at 5:35 pm.

Approval of previous meeting minutes. After reviewing and discussing the minutes for November 10, 2003 there was a motion for approval. Motion passed unanimously.

OLD BUSINESS:

Airport Consultant Selection – The consultant selection committee recommends that Toothman-Orton be the Airport Consultants for the next five (5) years. The Commission agreed with this recommendation, Mark Jarret made the following motion:

The Airport Commission approves the selection of Toothman-Orton as the Airport Consultant for the next five (5) years and for the Airport Manager to proceed with contract negotiations.

It was seconded by Ian Marnoch and unanimously passed.

Restaurant Progress – The Airport Manager discussed with the Commission the progress of the lease with Chris and Helen Goff (Nampa Runway Café). The Commission expressed a desire to keep rent affordable in order to assure success of the restaurant and wants both sides to feel confident about the lease before it goes to Council. There was also discussion on the number of hours the restaurant would be open, and that the hours be predictable. After this discussion, Stan Olson made the following motion:

The Airport Commission directs the Airport Manager to complete negotiations of the restaurant lease and report the main points of the lease to the Commission for final voting.

It was seconded by Ian Marnoch and unanimously passed.

Step by Step Building Procedures and Reference Credit Request – The Airport Manager submitted the Step by Step Building Procedures and Reference Credit Request to the Commission for their approval. After this discussion, Ian Marnoch made the motion:

The Airport Commission recommends that the Step by Step Building Procedures and Reference Credit Request go into effect as is and that changes be made as necessary.

It was seconded Mark Jarret and unanimously passed. The Commission directed the Airport Manager to look in the possibility of criminal background checks of leases.

NEW BUISINESS:

Hangar Rent Non-Payment – The Commission discussed what actions to take in the event of non-payment for hangar rent after the default notice has been sent. Options discussed were small claims court, mechanics lean against the airplane or turning the non-payment over to a collections agency. The Commission favored turning the non-payment over to a collections agency. The Commission also discussed that subleases will be done on a case by case basis.

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Sale of Office/Hangar Building #140 – The Commission directed the Airport Manager to discuss with Gary Iverson of Precision Flight Training an extension of his lease prior to selling the building.

A next meeting was set for January 12, 2004 at 5:30 PM. The meeting location will be at 121 Municipal Drive, the CAP/EAA building downstairs meeting room. Gene Clark adjourned the meeting at 6:42 PM.

Colleen Hartnett, Airport Manager and Secretary to the Airport Commission, submits these minutes for approval.