

## REGULAR NAMPA AIRPORT COMMISSION

February 08, 2010

The meeting was called to order at 6:00pm by Chairman Tom Howard

### Roll Call:

- Members Present: Tom Howard, Gene Clark, Don Milbourn, Randy Haverfield
- Members Absent: Erik Peterson
- Youth (Non-Voting) Members: Daniel Duce, Daniel Kenner

Proposed amendments to the agenda: None

MOVED by Clark, and seconded by Haverfield to **approve the minutes of the Regular meeting of January 11, 2010.**

### MOTION CARRIED

MOVED by Milbourn, and seconded by Clark to **approve the minutes of the Training meeting of January 27, 2010.**

### MOTION CARRIED

Staff Reports: Colleen Hartnett, Airport Director, presented a staff report updating the Commission on the status of: the bathroom / shower facility, open rental units, the hangar wait list, and the FY10 budget one-time expenses, and that Starvin' Marvin's café provided Notice of Intent to renew their lease option. Upcoming events were reported: The IAMA Annual Conference will be May 24-25; The Air Fest date has changed to May 22nd (due to Caldwell's event on June 5th). The Director also reported that one business on the field has not made their 2010 Land Lease payment. The City Attorney has been contacted for direction and his advice will be followed.

The Airport has been asked to participate in a TSA survey of GA Airports via a letter from Aeronautics (on behalf of NASAO). The letter indicates the information remains confidential and participation is voluntary. The Airport Director asked for guidance on participation. The Commission discussed the ramifications of completing or not completing the survey.

MOVED by Haverfield to defer completing the survey until more information can be gathered.  
**Motion died for lack of a second.**

The Commission further discussed the survey and requested further information before they would be comfortable with the survey being completed. The Airport Director will forward a copy of the survey to the Commission for their review.

Commission Chairman Howard introduced and welcomed the new Youth Advisory Members Daniel Kenner and Daniel Duce.

Monte Hasl, Operations and Maintenance Coordinator presented a staff report, updating the Commission on the status of: airfield conditions, the terminal building, and the status of budgeted projects. He reported the Waterworks Division is assisting the Airport by removing the irrigation box at the corner of Airport Road and Pilatus Lane; water will be piped underground. This was necessary due to damage to the box caused by traffic cutting the corner.

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### AIP- GRANT PROJECTS

#### AWOS / Beacon

Monte Hasl, Operations and Maintenance Coordinator, reported the Beacon installation is complete. The AWOS was commissioned last Wednesday. However, the sensor for the cloud height was inoperable and a new sensor is required. After the new sensor is installed the FAA will need to re-inspect the AWOS and complete paperwork. The estimated time to install the sensor and complete all paperwork is 6 weeks. The AWOS is currently streaming in TEST mode.

#### Master Plan Project

Tom Lemenager, Kimley-Horn & Associates, reported on the status of the Master Plan. Last month they had three (3) meetings in Nampa to discuss the Plan. The draft Master Plan package should be ready for City, State and FAA review by the end of the month. Their sub-contractor is reviewing some questions on the financial section which may cause a delay. Kimley-Horn expects the FAA will take three (3) weeks minimum to review the draft documents and drawings.

#### AIP-022

Tony Feilzer, WHPacific, introduced himself to the Commission. He is the new Project Manager for WHPacific (replacing Jason Ritchie). The project will include installation of one taxiway, two taxilanes, guidance signs and rehab of Municipal Drive. The scope is underway and a pre-design meeting is scheduled for next week with the FAA and the Airport Director.

### OLD BUSINESS

Review Request to Operate Aircraft Cleaning Service – Chairman Howard indicated the Aircraft wash is still on hold due to no activity.

MOVED by Clark and seconded by Milbourn to drop the request for an Aircraft Cleaning Service from the agenda until the applicants are ready to move forward.

**MOTION CARRIED**

### NEW BUSINESS

Authorize the Airport Director to sign letter granting Teton Leasing, LLC Lot #2150 (Avcenter Maintenance Hangar) the right to change the Land Lease payment schedule from Annual to Quarterly - The Airport Director presented the request; there was discussion by the Commission.

MOVED by Milbourn and seconded by Clark to Authorize the Airport Director to sign letter granting Teton Leasing, LLC Lot #2150 the right to change the Land Lease payment schedule from Annual to Quarterly.

**MOTION CARRIED**

Approve Finance Recommendations for Financial Background Check Policy – The Airport Director reported on the request from a tenant to review the criteria for the Financial Background checks. The City Finance Department was consulted and recommended increasing the acceptable credit score to 700 and keeping the requirement of a current credit check for an increasing business commitment. The current score is 660 and the time frame is 6 months.

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The definition of “acceptable credit score” is the level at which the Airport Director can report satisfactory results. Any score lower than 700 would require the Commission to review further before determining whether to approve the increased business commitment. To further clarify the time frame, a financial check will only be undertaken if the applicant wishes to increase their business commitment (i.e. take on an additional lease).

MOVED by Howard and seconded by Haverfield to approve Finance Recommendations for the Financial Background Check policy.

**MOTION CARRIED**

Recommend Approval of Part Time Operations & Maintenance Tech for FY10 – The Airport Director presented the request to hire a part time tech to assist Monte in maintaining the Airport. The funds for FY10 would come from savings on one-time projects that have been completed; funding is only available through September 30, 2010. There are many projects on the Airport that have not been completed due to lack of man-hours, including projects brought forth by the Commission just last month. If the position proves valuable funding for FY11 will be pursued through the budget process; if the position is no longer needed it will be eliminated.

MOVED by Clark and seconded by Milbourn:

*The Airport Commission hereby approves a budget amendment for FY10 transferring \$10,305 from Building Maintenance to Purchased Services to cover the expenses for a part time Operations and Maintenance Tech position.*

**MOTION CARRIED**

**Land Leases**

Request from GH AVIATION, LLC (Bob Hannah); has received an offer to purchase the hangar improvements on Lot #2367 from William Beebe. Agreement to Waive First Right of Refusal and Terminate Lease with GH Aviation, LLC for Lot #2367 dated 04-01-07; contingent on sale of hangar and lease approval for William Beebe effective 01-20-10. Approve new Standard Land Lease with William Beebe for Lot #2367 for a 50’w x 30’d hangar effective 01-20-10. – The Airport Director presented the request; there was discussion by the Commission.

MOVED by Milbourn and seconded by Haverfield:

*The Airport Commission hereby waives the right of first refusal to purchase the improvements on Lot #2367 and recommends to the City Council that they terminate the current Land Lease with GH Aircraft, LLC (Bob Hannah) dated 04-01-07 and approve a new Standard Land Lease with William Beebe, and that they authorize the Mayor to sign the new Land Lease agreement effective January 20, 2010.*

**MOTION CARRIED**

Request from Allen Frazier Estate; has received an offer to purchase the hangar improvements on Lot #2352 from Mark Renberg (The Supermall, LLC). Agreement to Waive First Right of Refusal and Terminate Lease with Allen Frazier Estate for Lot #2352 dated 12-04-07; contingent on sale of hangar and lease approval for Mark Renberg (The Supermall, LLC) effective 01-01-

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10. Approve new Standard Land Lease with Mark Renberg (The Supermall, LLC) for Lot #2352 for a 50'w x 60'd hangar effective 01-01-10. – The Airport Director presented the request and presented the Commission with a letter from Mr. Renberg requesting additional consideration for the background checks; there was discussion by the Commission.

MOVED by Milbourn and seconded by Haverfield;

*The Airport Commission hereby waives the right of first refusal to purchase the improvements on Lot #2352 and recommends to the City Council that they terminate the current Land Lease with the Estate of Allen L. Frazier dated 11-26-07 and approve a new Standard Land Lease with The Supermall, LLC (Mark Renberg), and that they authorize the Mayor to sign the new Land Lease agreement effective January 01, 2010.*

MOVED by Milbourn and seconded by Haverfield to AMEND the Previous Motion with the addition of:

*Accepting Mr. Renberg's offer to pay two years of Land Lease payments in advance and to include any increase in fees the second year.*

**MOTION CARRIED**

MOVED by Haverfield and seconded by Milbourn to **adjourn** the meeting

**MOTION CARRIED**

**Chairman Tom Howard adjourned the meeting at 6:54PM.**

Passed this 8<sup>h</sup> day of March, 2010.

  
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COMMISSION CHAIRMAN

  
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AIRPORT DIRECTOR, SECRETARY