

**MINUTES of the NAMPA AIRPORT COMMISSION**  
**Meeting on October 9, 2006 at 5:30pm**

**INDIVIDUALS PRESENT**

- Members Present: Stan Olson, Glen Petty, Bob Denton
- Members Not Present: Mark Jarratt, Don Milbourn
- Others Present: Airport Director Colleen Hartnett, Public Works Director Michael Fuss, Airport Staff Justin Attaway and Jaime Willoughby

Acting Chairman Glen Petty opened the meeting at 5:30 pm.

**NEW BUSINESS**

**JOHN ROMERO** requested permission to Operate Part 135 Operation at 3323 Airport Road (Lot #0130). Mr. Romero indicated this would be a satellite operation for his ranch and that he specializes in biology work. The company name is Owyhee Air. He has just received his single pilot Part 135 Certificate and should have the HAZMAT rating within a month. The operation uses a single Cessna 185 and the certificate includes one backup pilot. Mr. Romero asked for a concept approval before they start renovations on the hangar. Mr. Romero was asked if he had read City Code Section 9 Chapter 13-2 Standards for Fixed Base Operators, Commercial Activities and Services. He has a copy and has read them.

Stan Olson arrived and Glen turned the meeting over to Stan.

After the above discussions Bob Denton made the following motion:

- *The Airport Commission hereby approves the concept plan of Owyhee Air (John Romero) contingent on the hangar and business meeting the City Code Section 9 Chapter 13-2 prior to operations.*

Glen Petty seconded the motion. Motion passed unanimously.

**SKYLINE AIRCRAFT** – Roy Coffelt requested permission to sublease Lot #0130 to John Romero-Owyhee Air for the above discussed Part 135 Operation. The land lease was assigned to Sylvan Creek Properties and is subleased to Skyline. Mr. Coffelt indicated that Pete Davidson of Sylvan Creek had agreed to the additional sublease and he would provide a letter from Mr. Davidson indicating his agreement. After the above discussions Bob Denton made the following motion:

- *The Airport Commission hereby approves the sublease of Hangar #0130 to Owyhee Air (John Romero) contingent on receiving an approval letter from Sylvan Creek Properties (the Lessee) and contingent on meeting City Code for said use.*

Glen Petty seconded the motion. Motion passed unanimously.

**GRANT PROJECTS**

**AIP-17 Grant Project** – Tom Lemenager of Toothman-Orton reported that AIP-17 is nearly completed. The contractor is scheduled to complete striping of the taxilanes tomorrow and there are only three (3) items on the punch list. The project is about \$38,000 under the grant and we were unable to find an additional project to use the remainder of the funds; they will be turned back to the FAA (and used for another Idaho project). Mr. Lemenager indicated that our plans for 2007 are to complete the parallel taxiway relocation which is contingent on the land purchases. The City has successfully purchased two (2) of the three (3) parcels. The third parcel is owned by Mr. Soto and a language barrier has slowed the process. Toothman-Orton was able to find a translator but due to the amount of time since the survey, Mr. Soto asked for a new appraisal. The new appraisal is for about \$58,000 an estimated \$26,000 higher than one year ago. The review appraisal is in process and is expected to be completed within 2 weeks. At that

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time (with FAA approval) we'll make the offer to Mr. Soto; if accepted the parallel project is possible but if rejected an alternative project will be needed.

The Airport Director indicated that the alternative project would most likely be a Master Plan because the projects left in the current plan are for land or projects that need the land or the parallel to be completed first. There was a long discussion on why a Master Plan would be needed versus just building taxilanes into the 20 acres. The Airport Director discussed various alternatives that need to be discussed and without knowing the forecast for the future it would be unwise to simply proceed with the 20 acres. In addition, Michael Fuss has indicated that a Master Plan would be beneficial in assisting with rezoning around the Airport and this is very critical for the future of the Airport.

**NAMPA RUNWAY CAFÉ** – The Airport Director presented a letter from Chris and Helen Goff to exercise their final option on the Café Lease. Chris Goff reported that operations are phenomenal and the Mission Aviation Fellowship has made a nice impact on their business as well. It was discussed that the Airport Director and the Goff's would begin negotiations the 1<sup>st</sup> of April for future years of operation.

**ADMINISTRATIVE**

After reviewing and discussing the Commission minutes for September 11, 2006 meeting there was a motion for approval. Motion passed unanimously.

After reviewing and discussing the Commission minutes for September 25, 2006 special meeting there was a motion for approval. Motion passed unanimously.

**STACEY BUDELL (Lot #2357)** – The Airport Director presented a letter from Ms. Budell offering the City 1<sup>st</sup> Right of Refusal to purchase his hangar on lot #2357. She currently has an offer from Susan Harper for \$50,000.00. After the above discussions Bob Denton made the following motion:

- *The Airport Commission hereby waives the 1<sup>st</sup> Right of Refusal for the hangar on Lot #2357 and will approve a Land Lease for Susan Harper contingent on approved background checks.*

Glen Petty seconded the motion. Motion passed unanimously.

**SGC RANCHES (Lot #2382)** – Scott and Karen Crandlemire are constructing a 70'w x 60'd hangar on Lot #2382. Background checks have been satisfactorily completed. Building plans were presented to the Commission for review. It was noted that the accessory use space may exceed the 10% and the Airport Director was asked to let them know it may be a problem when they apply for a permit. Site and Drainage plans will be turned in with the final building plans (beam is incorrect size). After the above discussions Bob Denton made the following motion:

- *The Airport Commission hereby recommends to the Nampa City Council that they recommend that the Mayor sign the Airport Land Lease with SGC Ranches, LLC (Scott & Karen Crandlemire) for Lot #2382.*

Glen Petty seconded the motion. Motion passed unanimously.

**SUSAN HARPER (Lot #2357)** – Susan Harper has offered Stacey Budell \$50,000 for her 50'w x 30'd hangar. Background checks have (not) been completed. The signed and notarized lease has (not) been received. After the above discussions Glen Petty made the following motion:

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- *The Airport Commission hereby recommends to the Nampa City Council that they recommend that the Mayor sign the Airport Land Lease with Susan Harper for Lot #2357 contingent on receiving the signed document and background checks. The Airport Commission also recommends cancellation of the Airport Land Lease with Stacey Budell dated February 6, 2006 for Lot #2357.*

Bob Denton seconded the motion. Motion passed unanimously.

**OLD BUSINESS**

**AG-MAC, INC.** – Brett MacNeil was not present. JSE Enterprises informed the Airport Director prior to the meeting that no plans had been received for him to present. The current reservation expires on November 10, 2006 and will be discussed at the next meeting.

**RULES AND REGULATIONS** – The Airport Director presented a request to update the Airport Rules and Regulations dated September 4, 1990 in the area of City-Owned Hangars: Space Assignments. This area concerns how the waiting list is implemented. The suggested update is:

**CITY-OWNED HANGARS:**

**Space Assignment:** Lease space in City-owned hangars and shade hangars is available on a first-come, first serve basis. A waiting list for persons wanting a hangar or shade hangar space shall be kept at the Airport Administrative Office. Vacancies shall be filled in accordance with the following priority:

1. aircraft already in a City hangar wishing to change to a different City hangar (same size);
2. aircraft that will be utilized by commercial operations based at the airport (with Airport Commission approval);
3. aircraft currently subleasing (with approval of the Airport Manager) a City hangar or shade hangar;
4. aircraft already in a City shade hangar;
5. aircraft already on a City tie down at the Airport;
6. new aircraft to the Airport or aircraft in a private hangar at the Airport

If a person on the priority waiting list (1-5) waives the offer of a City hangar or shade hangar, that person will be moved to the bottom of the non-priority list (6) or removed from the list by request. Persons on the list are responsible to keep their contact information current. The Airport Administration will contact each person allowing 48 hours for a response before moving on to the next person on the list.

The Commission asked that the time allowed to respond be changed from 48 hours to one calendar week. After the above discussions Bob Denton made the following motion:

- *The Airport Commission hereby approves the change in the Rules & Regulations dated September 4, 1990 with the above revision changing the 48 hours to one calendar week for response time.*

Glen Petty seconded the motion. Motion passed unanimously.

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**TENANTS FAILING TO RESPOND TO REQUESTS** – The Airport Director updated the Commission on the efforts to obtain current information on all tenants in City-owned hangars. We have found that people change their phone numbers without notifying us or they trade aircraft and do not let us know. We sent out the first request on August 10, 2006 and the second request on September 10, 2006. The tenants were given until today at 5pm to respond. They could mail, fax, hand deliver, call or email us their information. The list of tenants failing to respond was presented to the Commission. It was determined that a third and final letter be written to each individual and placed in their hangar (since the address might be incorrect and they did not receive previous requests). The letter will allow them until November 6<sup>th</sup> to respond or eviction notices will be sent out. The Commission agreed that a tenant would still have the option of coming to the November 13<sup>th</sup> meeting to present their case for non-responsiveness. The letters will be placed in hangars on October 11, 2006.

**COMMUNICATIONS**

The Airport Director reported that negotiations have begun with Mission Aviation Fellowship to use a meeting room in their hangar facility for future Commission meetings. The room would allow up to 49 people to attend (a with a week's notice a larger room could be available). The room will allow for use of PowerPoint presentations and use of the white board and projector screens. They also have sound available if needed.

The next meeting will be Monday, November 13, 2006 at 5:30 PM. The meeting location will be at 121 Municipal Drive, the Shep-Rock Aviation Center building downstairs meeting room or at Mission Aviation Fellowship Hangar (if agreement is complete).

Chairman Stan Olson adjourned the meeting at 6:35 PM.

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