

REGULAR NAMPA AIRPORT COMMISSION
October 21, 2008

The meeting was called to order at 5:44 pm by Chairman Don Milbourn

Roll Call:

- Members Present: Don Milbourn, Stan Olson, Tom Howard, Erik Peterson (arrived late)
- Members Absent: None

MOVED by Howard, and seconded by Olson to **approve the minutes** of the **Regular** meeting of September 08, 2008 and the **Special** meeting of September 24, 2008

MOTION CARRIED

Staff Report - Colleen Hartnett, Airport Director, presented the staff report updating the Commission on the status of open rental units, year to date fuel sales, Red Cat Aviation's expired reservation on Lot #2120, aviation mechanics, surplus property (Lot #2234) and the fuel island upgrade.

Commission Report – Tom Howard, Airport Commissioner, updated the Commission on the progress of the Rules and Regulations Committee. The first meeting was held at the end of September. Terry White (City Attorney) attended the first meeting giving guidance on the process of updating the Rules and Regulations. The next meeting has been scheduled for October 28, 2008; plans are to complete the draft within a few months.

AIP- GRANT PROJECTS

Engineering Projects

Kevin Bissell of Toothman-Orton Engineering (Airport Engineering Consultant) reported the parallel taxiway is complete and the final reports are underway.

Kevin presented the Commission with the AIP-21 contract for the AWOS.

MOVED by Olson, and seconded by Howard;

The Airport Commission recommends to the City Council that they authorize the Mayor to sign the Professional Engineering Services Agreement with Toothman-Orton Engineering Company for the Airport Improvement Program project contingent on review by the City Attorney.

Master Plan Project

Tom Lemenager, Kimley-Horn & Associates (Airport Master Plan Consultant), reported that Section one draft has been sent out to the Technical Advisory Committee (TAC) for review. The narrative chapter is now partially written, waiting for inventory report and is expected to be submitted to the TAC prior to the November 18th meeting. The field inventory experienced a technical set back with the counting tubes. New tubes were placed and the field inventory was completed including visual counts (Mon 34 ops; Wed 66 ops; Sat 200 ops). The forecasting portion has also begun. Surveys for business owners and tenants will be sent out within the next week. Tom also recapped the TAC and Vision Committee meetings.

Erik Peterson arrived at 5:58pm

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OLD BUSINESS

Approval of Fourth Amendment to Lease with WARHAWK AIR MUSUEM, INC. (Lot # 0610) – The Airport Director reported that the Attorney for the Warhawk responded to the City Attorney’s letter and presented some language changes that John Paul is requesting. The Commission reviewed and discussed the proposed changes. The Commission felt based on the letter the stated purpose of the storage area is not what was initially presented to the Commission. The Commission is requesting clarification as to what may be stored in the fenced in area. The Commission directed the Airport Director to work with the City Attorney to clarify the Warhawk’s intentions.

Request for Reservation Extension for Max Barker for Lot #2430- The Commission discussed the request.

MOVED by Howard, and seconded by Peterson;

The Airport Commission hereby approves a reservation extension for Max Barker on Lot #2340 expiring on January 13, 2008.

MOTION CARRIED

Request for Reservation Extension for Mission Aviation Fellowship for Lot #2440- Tom Howard recused himself from the discussion. The Commission discussed the request.

MOVED by Olson, and seconded by Milbourn;

The Airport Commission hereby approves a reservation extension for Mission Aviation Fellowship on Lot #2440 expiring on January 13, 2008.

MOTION CARRIED

NEW BUSINESS

Request for Amendment to Land Lease for Owyhee Air, LLC (John Romero) to increase leased premises to include west ramp area on Lot #0150- The Commission decided to combine this request with the next agenda item.

Request for Tenant Improvement Plans for Owyhee Air, LLC (John Romero) for Lot #0150 (contractor – JSE Enterprises)- John Romero and Jeff Ekberg presented the Commission with the plans for the tenant improvements and the additional ramp area to the west of the building. Stan Olson has reviewed the plans and they meet airport requirements. Mr. Romero is requesting additional square footage to his lot to allow for a ramp to be added to the west side of the building where he intends to add a 44’ x 12’ bi-fold door. The existing door on the east will be removed and replaced with a 44’ x 12’ bi-fold door. The building will be brought up to code and ADA compliant. Mr. Romero would like to build a wall in the center of the hangar which would allow him to sub lease the other half of the hangar.

The Commission discussed the request for the additional leased area.

MOVED by Howard, and seconded by Olson;

The Airport Commission hereby recommends to the City Council that they approve the Amendment to the Owyhee Air, LLC Land Lease and authorize the Mayor to sign the Amendment effective November 4, 2008.

MOTION CARRIED

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The Commission discussed the proposed tenant improvements and decided to separate the tenant improvements from the ramp improvements.

MOVED by Howard, and seconded by Peterson;

The Airport Commission hereby acknowledges the tenant improvement plans presented for Owyhee Air, LLC for Lot #0150 meets airport requirements and approve said plans contingent on review by Building and Fire Department and receipt of building permits as required.

MOTION CARRIED

MOVED by Howard;

The Airport Commission hereby acknowledges the concrete improvement plans presented for Owyhee Air, LLC for Lot #0150 meet airport requirements and approve said plans contingent on review by Building and Fire Department and receipt of building permits as required.

Motion **WITHDRAWN** by Howard.

The Commission discussed the proposed ramp improvements on the west side of the hangar. The Commission determined the proposed apron width at the door was not sufficient and requires the apron to be as wide as the door. The Commission is also concerned about the drop off of the edge of the ramp. Jeff Ekberg indicated there would be a 5' wide graded slope of roto-mil on each side of the ramp. Part of the proposed concrete will be off of the leased premises and discussed who will maintain this concrete. John Romero indicated that he is willing to maintain that portion of the concrete that is off of his leased premises.

The Commission requested an updated drawing of the concrete project to attach to the lease.

MOVED by Peterson, and seconded by Olson;

The Airport Commission hereby agrees to ramp improvements to Lot #0150 with the stipulation that the dimensions meet airport standards and the width of the apron is equal to the width of the door. Maintenance of concrete approach not on Lessee premises is to be the responsibility of the Lessee. Construction is not allowed until the Amendment to the Lease is approved by City Council. Amendment language is to be determined by the City Attorney.

MOTION CARRIED

Request for Amendment to Lease for Starvin' Marvin's Change in Hours of Operation for the Blue Sky Café; request includes closure on Mondays and extended hours on Friday / Saturday- The Commission discussed the request and feels that the Café may set their own hours as needed as long as the minimum 56 hours per week are met.

MOVED by Howard, and seconded by Peterson;

The Airport Commission hereby grants Starvin' Marvin's the right to set their business hours as needed as long as the minimum 56 hours per week is adhered to and that the Café is open as advertised.

MOTION CARRIED

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Request for Amendment to Land Lease for Sylvan Creek Properties on Lot #0120 authorizing Skyline Aircraft Maintenance to provide avionics services- Roy Coffelt of Skyline Aircraft Maintenance presented the Commission with a packet defining maintenance and avionics. Roy does not handle the actual repairs in his shop; he removes the components and sends them out for repair only. The Commission discussed the situation and agreed that since Roy is not handling the actual repairs to the avionic components this still falls under maintenance and no further Commission action is required.

Approve New Reservation for Mark Miller for Lot #2234 (purchased slab in auction) – The Commission discussed the reservation.

MOVED by Olson, and seconded by Howard;

The Airport Commission hereby approves the reservation on lot #2234 for a 60' x 60' hangar contingent on satisfactory completion of background checks.

MOTION CARRIED

Review Concept Plan and Application of Reservation for Greg Poe Airshows (Greg Poe) for Lot #2120- Greg Poe presented the Commission with his concept plan for a maintenance and storage facility for Greg Poe Airshows. Mr. Poe indicated they would also operate the Elevate Your Life Program from this location. Jeff Ekberg, Mr. Poe's contractor presented a conceptual building plan to the Commission. The Commission discussed the reservation.

MOVED by Howard, and seconded by Peterson;

The Airport Commission hereby supports the business concept plan for maintenance and storage facility for Greg Poe Airshows, Inc. as presented and approves the reservation for Lot #2120 (200' x 100') contingent on satisfactory completion of background checks.

MOTION CARRIED

Don Milbourn expressed concern over the condition of the inside stairs in the Terminal Building. The Commission has directed Airport Staff to look into molded tread that can be attached to the stairs.

MOVED by Howard, and seconded by Peterson to **adjourn** the meeting.

Chairman Don Milbourn adjourned the meeting at 7:38PM.

Passed this 10th day of November, 2008.



COMMISSION CHAIRMAN



AIRPORT DIRECTOR, SECRETARY