NAMPA AIRPORT COMMISSION
JANUARY 14, 2019

The meeting was called to order at 5:30 pm by Chairman Dr. David Beverly

- Members Present: Dr. David Beverly, Aaron Bear, Jeff Towner
- Members Absent: Mark Miller
- Non-Voting Members Present: Monte Hasl, Airport Superintendent; Jeff Barnes, Deputy Public Works Director; Randy Haverfield, City Council Liaison; Douglas Waterman, City Attorney

1-Administrative
Item 1-1: Proposed amendments to the agenda: NONE.

Item 1-2: Election of 2019 Commission Chairman and Vice Chairman.

MOVED by Towner to nominate Aaron Bear for the 2019 Commission Chairman.

Chairman Beverly asked all in favor to say aye with all Commissioners present voting AYE.

MOTION CARRIED

Commissioner Beverly turned the meeting over to Chairman Bear.

MOVED by Bear to nominate Jeff Towner for the 2019 Commission Vice Chairman.

Chairman Bear asked all in favor to say aye with all Commissioners present voting AYE.

MOTION CARRIED

Item 1-3: MOVED by Beverly to approve the minutes for the regular meeting of December 10, 2018 and seconded by Towner.

Chairman Bear asked all in favor to say aye with all Commissioners present voting AYE.

MOTION CARRIED

Item 1-4a: Staff Report:
Monte Hasl, Airport Superintendent, presented the following staff report:

- Open Units; Wait List; Fuel Report.
- Airfield Conditions; RWY/TWY & Apron in good shape; RWY/TWY lighting systems operating normally; PAPI operating normally, alignment checked/cleaned; AWOS operating normally.
- Hangar Construction Update; Mad River – The hangar is complete, they are working on obtaining their Certificates of Occupancy; T-Craft – They are finishing the bathrooms on the north end of the hangar; Blue Max Aviation – Commercial Lot, the hangar has been roofed and sided. Landscaping and the parking long along Pilatus still need to be installed; Phoenix Aviation – Mr. Robnett sent the Airport Superintendent and the Deputy Public Works Director an email today that indicated he would not complete construction on the hangar and would be giving up the lots; Tyler Corporation – Last month the Commission extended an extra 30 days on his reservation. Mr. Frazier had indicated he would stop by the Airport Administration office last Friday with his building plans and would be in attendance of this evenings meeting. Mr. Frazier is not in attendance of tonight’s meeting.
Item 1-4b: Jeff Barnes, Deputy Public Works Director (DPWD), expanded on Mr. Robnett’s decision to withdraw from completing the hangar. Mr. Robnett had previously asked the DPWD and the Airport Superintendent for an extension to complete construction. The DPWD and the Airport Superintendent met with the City Attorney regarding the extension request. Under advice from the Attorney, the intent was to extend the completion date for Mr. Robnett. That extension request will be disregarded based on Mr. Robnett’s communication today.

The DPWD also updated the Commission on two intersections near the Airport; Garrity / Kings and Garrity / 39th. Both of these intersections are high accident locations in the city. Past studies to purchase the Blough property a Runway Protection Zone (RPZ) Analysis has been done, which provided alternatives for both of the aforementioned intersections. The DPWD has identified some issues with the chosen alternative to relocate the Garrity / Kings intersection from the RPZ. One of the major issues is the elimination of the north – south traffic across Garrity. $200,000.00 had been set aside in the Airport Fiscal Year 19 budget for legal expenses and negotiations for the land purchase. The FAA has agreed to push this purchase back to 2020. The DPWD will use $10,000.00 of those funds to complete a new RPZ alternative design to provide new concepts for those intersections. The updated RPZ alternative will be submitted to the FAA for comment. Due to the safety issues at these intersections, the two intersections may qualify for additional safety grants to fix both intersections. 39th street may also qualify for additional freight / safety grants. 39th is poised to become the main entrance into the Airport.

2-Airport Grant Update

Item 2-1: AIP-29 (Phase 2 Environmental Study for Purchase of Land in the Runway 11 RPZ) – Tom Lemenager, J-U-B Engineers, updated the Commission on the Planning for the Environmental Assessment for the Land Purchase in the Runway 11 RPZ (Runway Protection Zone) Project, Phase 2. J-U-B has incorporated the final FAA comments into the draft Environmental Report. The draft report has been submitted to the FAA legal team for review. It is unknown how long the FAA legal review will take as the legal team may be furloughed by the ongoing government shutdown. After the legal review is complete, a public meeting will be scheduled and advertised followed by a 30-day open comment period. Any comments that are received will be incorporated into the final document and submitted to the FAA for final approval.

Item 2-2: AIP-31 (Anticipated) (Construct Hangar Taxilanes and Taxiways) - Tom Lemenager, J-U-B Engineers updated the Commission on the Taxiway / Taxilane Extension Project. The Independent Fee Estimate (IFE) has been completed. A contract has been put together. Once J-U-B is under contract their surveyors and geo tech team will get to work.

The Airport Superintendent noted that Douglas Waterman with the City Attorney’s office has reviewed the contract.
Mr. Waterman indicated there is one issue on the contract regarding negligence and the right to sue. ICRMP, the City’s insurer, could void coverage for negligence if that item is under contract. By removing this clause, it does not amend rights for any one. He recommends striking the paragraph of issue.

The Airport Superintendent recommended the Commission send the contract back to J-U-B to make the necessary changes and to make the recommendation to City Council pending legal and FAA approval.

MOVED by Towner and seconded by Beverly

The Airport Commission hereby recommends City Council authorize the Mayor to sign the Professional Services Agreement with J-U-B Engineers for AIP-31 pending FAA concurrence and legal review by the City Attorney.

Chairman Bear asked all in favor to say aye with all Commissioners present voting AYE.

MOTION CARRIED

**Item 2-3: AIP-30 (Master Plan Update)** — Kevin Bissell, T-O Engineers updated the Commission on the 2018 Master Plan. Mr. Bissell reported the next public meeting is scheduled for 1/17 at the Warhawk Air Museum with two presentations to run at 5pm and 6pm. There will be a brief presentation followed by three interactive stations. 3,600 invitations were sent out via mailers and the Nextdoor app. They expanded the notification circle from ¼ mile from the airport to 1 mile from each airport boundary.

T-O met with the Mayor and staff today to review the upcoming public meeting. The initial presentation should diffuse a majority of the concerns that arose in the first public meeting.

T-O also held the first Technical Advisory Committee (TAC) meeting today. This first meeting informed the TAC members of the TAC purpose, reviewed the current status of the Master Plan, and how the committee will move forward. There is a broad spectrum of public, City staff and Airport users on the TAC. The TAC members were all quite active and engaged in the process.

Rick Patton, T-O Engineers, reported the forecast has been approved by the FAA. Today the FAA planner asked T-O to show the design aircraft as B-1 and not B-2 as the forecast numbers did not support the current classification of B-2. The Master Plan will focus on the need for hangars for both small general aviation aircraft and larger corporate aircraft. This Master Plan will not include a runway extension.

Chairman Bear asked for further clarification regarding the breakout interactive stations for the Master Plan Public Meeting. Mr. Patton indicated there will be three areas staffed by the T-O staff and City Staff; Inventory- the current hangars and pavement we have; Forecast- how we developed the forecast, pictures that were captured, growth rates and operations; Facility Requirements.

**3-Airport Business**

**Item 3-1: Review Tyler Corporation lot reservation**— Mr. Frazier was not in attendance of the meeting. The Commission decided to allow the lot reservation to lapse.

**Item 3-2: Review Northwest Backcountry concept lot layout**— Clint Schaffer, R&S Constructors, addressed the Commission. Northwest Backcountry has a reservation for a lot north of the MAF hangar. They are currently working on the layout for their development. They are proposing two hangars side by
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side with the doors facing to the south. They would like roof lines on these buildings to run north-south. They also are planning on a 70’x185’ ramp on the south side of these hangars. The use of these hangars will be storage only.

The Airport Superintendent indicated the roof line and the leasable lot size both need to be determined.

Northwest Backcountry would like the lot to be looked at like the storage hangar lots and not a commercial lot. The storage hangar lots on the interior of the Airport lease solely the foot print of their building, whereas commercial lots lease the entire lot including ramp space.

The Commission discussed if adjusting the lot lease is in the best interest for the City. The Commission also explored alternate locations for the development. The Commission indicated they feel any lot with street access should remain commercial. The lots that Mr. Robnett had been developing are now available. Mr. Schaffer was not sure if those lots would work for Northwest Backcountry. They have expressed the need for ramp space to “shuffle” aircraft.

The Commission also indicated they feel if Northwest Backcountry requires additional ramp space for their operations the ramp space should be included in their lease.

The Commission would like to see a 3-D rendering showing the proposed building with the proposed roof lines along with the surrounding buildings to get a better idea of how the roof line variance will affect the look of the Airport.

The Commission requested further renderings for the roof line. The Commission will resume the roof line variance and the lot lease size request at the next Commission meeting.

MOVED by Towner and seconded by Beverly to table the variance request from Northwest Backcountry for the roof lines and leasable lot size until the next Commission meeting.

Chairman Bear asked all in favor to say aye with all Commissioners present voting AYE.

MOTION CARRIED

The Commission discussed items 3-3 and 3-4 at the same time.

Item 3-3: Request from Mad River, LLC (Julie Schelhorn); has received an offer to purchase the hangar improvements on Lot #2024 from Youngwerth Airplanes, LLC (Al Youngwerth); Agreement to Waive First Right of Refusal and Terminate Lease with Mad River for Lot #2024; New Standard Land Lease with Youngwerth Airplanes, LLC for Lot #2024

Item 3-4: Request from Mad River, LLC (Julie Schelhorn); has received an offer to purchase the hangar improvements on Lot #2020 from Brian Paden; Agreement to Waive First Right of Refusal and Terminate Lease with Mad River for Lot #2020; New Standard Land Lease with Brian Paden for Lot #2020 – Julie Schelhorn presented the two hangar sales to the Airport Commission. Ms. Schelhorn also reported today was advised today by the building department each time a hangar changes hands the new owner needs to apply for a new Occupancy Permit.
The Commission discussed the two hangar sales.

MOVED by Beverly and seconded by Towner
The Airport Commission hereby recommends City Council authorize the Mayor to sign the Agreement to Waive First Right of Refusal and Terminate the Lease with Mad River, LLC dated 6-19-18 and; Sign a New Standard Land Lease with Youngwerth Airplanes, LLC effective January 23, 2019 for lot 2024

The Airport Commission hereby recommends City Council authorize the Mayor to sign the Agreement to Waive First Right of Refusal and Terminate the Lease with Mad River, LLC dated 6-19-18 and; Sign a New Standard Land Lease with Brian Paden effective February 5, 2019 for lot 2020

Chairman Bear asked all in favor to say aye with all Commissioners present voting AYE.

MOTION CARRIED

MOVED by Beverly and seconded by Towner to adjourn the meeting.

Audience member Andrew George asked the Commission for clarification on the potential of a variance for Northwest Backcountry. He has been working towards a commercial partnership for a business on the field. He would like to know if the Commission is willing to allow for a variance on the Commercial lots.

The Commission indicated they have not made a decision regarding the commercial lot variance and will be discussing the variance further at the next Commission Meeting.

The MOTION to adjourn the meeting is still on the table.
Chairman Bear asked all in favor to say aye with all Commissioners present voting AYE.

MOTION CARRIED

Chairman Bear adjourned the meeting at 6:39 PM

Passed this 11th day of February 2019

COMMISSION CHAIRMAN

AIRPORT SUPERINTENDENT, SECRETARY