NAMPA AIRPORT COMMISSION
APRIL 8, 2019

The meeting was called to order at 5:30 pm by Chairman Aaron Bear

- **Members Present:** Aaron Bear, Jeff Towner, Mark Miller, Dr. David Beverly (Dr. Beverly arrived at 5:37)
- **Members Absent:** None
- **Ex-Officio 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 Action Item:** Approval of the minutes from the 01-14-19 meeting.

MOVED by Towner to **approve the minutes** for the **regular** meeting of January 14, 2019 and seconded by Bear.

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

**MOTION CARRIED**

**Item 1-2:** Commissioner Reports:
Douglas Waterman, City Attorney, advised the Commission this section of the agenda is an opportunity or time for Commissioners to raise an issue or disclose conversations or communications in relation to an item on the agenda.

Chairman Bear reported, since the last meeting, he has met with Kasey Lindsay and the Airport Superintendent to discuss the Northwest Backcountry hangar proposal.

**Item 1-3a:** Staff Report:
Monte Hasl, Airport Superintendent, presented the following staff report:
- Open Units; Wait List; Fuel Report.
- Airfield Conditions; RWY/TWX & Apron in good shape; RWY/TWX lighting systems operating normally; PAPI operating normally, alignment checked/cleaned; AWOS operating normally.
- Hangar Construction Update; T-Craft – There is some exterior work to be completed; Blue Max Aviation – Commercial Lot, the hangar door has been hung and skinned, pavements have been poured and power has been connected.
- Miscellaneous; ITD Aeronautics came out for the 5010 (Airport Master Record) visit on 1/10/19. The visit went well; The Idaho Airport Managers Association (IAMA) conference will be held April 15/16, Monte and Lynsey will be attending; Mission Aviation Fellowship (MAF) is requesting to install a temporary HF antenna north of their building. The antenna will be up for 3-6 months as a test; New Airport Commissioner, the Airport Superintendent has been working with the Mayor’s office to select a new Commissioner, hopefully by the May meeting we will have a fifth Commissioner; Happy Valley / Victory roundabout meeting – The Nampa Highway District had a conference call with the FAA and City staff regarding the land swap that is needed to complete the proposed roundabout. The FAA is now requiring an Environmental Assessment (EA) be completed before releasing the required land.
- Routine Maintenance – Weed sterilant spraying has begun; Rodent/FOD (Foreign Object Debris) control on going; Terminal grease trap has been pumped; Café hood PM/cleaned; Terminal building annual fire-sprinkler inspection completed.
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- Planned events; EAA Tri-Motor visit – May 13-20; CAF B-17 ‘Sentimental Journey’ visit – August 5-12; Warhawk Air Museum Warbird Round-up – August 24/25; Collaborating with The Tower Grill/EAA/Top-Fun Flyers for a Fly-In – May 27 (Memorial Day).

**Item 1-3b:** Jeff Barnes, Deputy Public Works Director (DPWD), The DPWD updated the Commission on two intersections near the Airport; Garrity/Kings and Garrity/39th/Airport.

Paramatrix has been hired to create a concept design for the Kings/Garrity intersection, safety is a priority for this intersection. He will be working with the FAA to fix the Kings/Garrity intersection as this intersection is in the RPZ. The City will submit for Idaho Transportation Department (ITD) safety funding for construction. He anticipates an intersection layout will be ready for the next Commission meeting.

Garrity/39th/Airport – Public Works staff will be requesting authorization from City Council on May 6th to put together a Scope of Work (SOW) to look at Airport road through 39th street to Garrity. The SOW will look at how Airport/39th/Garrity/Kings will work together to move traffic. This project will provide a draft plan for traffic through the intersections. The plan will also create a great entryway into the airport.

Councilman Haverfield asked if an advance copy of the SOW proposal will be available before the May 6th City Council meeting. The DPWD indicated he is working on the documentation now and it will be available before the request goes to City Council.

The Nampa Highway District has approved a plan to install a traffic signal at the intersection of Airport Rd and Happy Valley Rd, construction will occur this summer.

**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. The Federal Government furlough delayed the FAA legal team review of the draft Environmental Assessment (EA) report. The FAA legal team did respond with benign comments, J-U-B is incorporating those FAA legal comments into the draft Environmental Report.

After the initial FAA legal team comments, the FAA legal team noted a potential complication with the property buildings identified in the Cultural Resource portion of the report. The FAA legal team is currently working on comments and language they want incorporated into this section. They are concerned that the barn and out buildings on the property could be historical. The potential historical status could create a future legal challenge. The incorporation of the additional legal comments will delay the completion of the EA even further.

**Item 2-2:** AIP-31 *(Anticipated) (Construct Hangar Taxi lanes and Taxiways)* - Tom Lemenager, J-U-B Engineers updated the Commission on the Taxiway / Taxilane Extension Project. Advertising for Bids began today. The project will develop four taxilanes. Three of the taxilanes are currently shown on the Airport Layout Plan (ALP). The 4th taxilane C-7 will be added to the ALP.

The FAA taxilane/way design standards have been updated and the FAA now requires fillets in the corners. J-U-B was been working with our FAA project manager to reduce the impact of the fillets on
airport ground. The C-7 extension has been reduced from a taxiway to a taxilane to address the fillets and obstacle free areas (OFA).

Within the bid package, taxilane C-7 will be bid in a separate schedule in the event of a funding shortfall. The additional pavement required for the fillets does increase the overall cost. The project is anticipated to cost a total of $694,000 with the FAA funding 90%, $625,000.

There is not sewer in the area of the taxilane development. J-U-B anticipates construction beginning July 5th and it is possible for the City to fund and complete sewer installation during that same time. The July start date is contingent upon FAA funding.

The schedule currently is; April 15th plans available; April 18th Pre-Bid meeting; April 30th Bid Opening.

**Item 2-3: AIP-30 (Master Plan Update)** –Kevin Bissell, T-O Engineers, updated the Commission on the 2018 Master Plan. Mr. Bissell reported he met with City staff, the FAA and the Highway District to discuss the Happy Valley/Victory roundabout. The City will be leading the required Environmental Assessment, T-O is inquiring if a CATEX will be sufficient to move forward with the land swap.

The next Master Plan public meeting is scheduled for 4/9 at the Warhawk Air Museum. This meeting will be an informational presentation of the Alternatives Chapter of the Master Plan to the public.

Rick Patton, T-O Engineers, passed out print outs of the PowerPoint slides and graphics that will be presented to the public at the meeting. The Technical Advisory Committee (TAC) has reviewed the layouts they will be presenting in the public meeting. Through user surveys, discussions with AvCenter and Airport Staff, the need for more hangars has been identified and drove the proposed layouts.

The Master Plan public meeting will address an updated Terminal Area Layout; No modifications to the runway itself; Runway geometry changes, the need to paint/create islands between the apron and the parallel taxiway.

The Terminal Area Layout (T) will show options to upgrade the Terminal building to include space for the Administration Office, FBO transient hangar space and creating taxiway access to the museum. Driving factors for the changes include the ability to hangar larger visiting jet traffic during inclement weather and the ability for larger aircraft to access the museum.

The Center Area Layout (C), where the Automated Weather Observation System (AWOS) is currently located, will show a few different hangar layout options, hangars either north/south or east/west. The AWOS will need to be relocated, the Master Plan will indicate preferred alternative locations for the AWOS. The Center Area layout is designed to support B-2 sized users.

The Airport Superintendent reported today a local pilot asked if the “C” area will include the once planned restroom and a grass strip to accommodate aviation camping. Mr. Patton indicated the layout with hangars running north/south could still accommodate camping.
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The East Area Layout (E) area will show several different layout options for hangars and aircraft access. T-O feels a mix of box hangars, condo hangars and T-hangars would be best to meet the hangar storage needs at the Airport. The East Area layout is designed to support B-1 sized users.

Mr. Patton asked the Commission to review the alternatives he has presented and to let him know ASAP if they have any major comments, so he may address those comments before tomorrow’s public meeting.

3-Airport Business

Item 3-1 Action Item: Review Jeff Wertz Tenant Improvement request for Lot 2358. The Airport Superintendent presented Mr. Wertz’s request. Mr. Wertz had requested to install an A/C unit in his hangar in late December-early January. The Airport Superintendent had approved this request with the thought the requested unit would be a split A/C style unit and the unit would be off the ground mounted to the side of the hangar. In January Mr. Wertz installed a gas line for heat and at that time it became apparent Mr. Wertz was planning on installing a full-size A/C unit in the hangar. At that time Mr. Wertz was asked to stop all work and to come before the Commission for approval. Mr. Wertz has since completed the installation of the A/C unit and has indicated he will remove the A/C unit if the Commission wishes.

This style of A/C must sit on the ground. A few options to accommodate and protect the Airport and the lessee would be; Survey the additional ground and add this ground to the lessee lease; Simply amend the lease to add the A/C unit to the lease and add a flat cost to the annual lease.

Douglas Waterman, City Attorney, indicated an amendment to the lease could be done. You would want to ensure the addition of the A/C unit does not encroach on anyone else’s access.

The proposed location is with-in a utility easement and it does not affect obstacle free areas. This is the first request to install a full-size A/C unit in an existing hangar. The decision made tonight will set a precedent moving forward. The Commission discussed requiring the ground underneath utilities to be leased as well as requiring bollards to be installed around units like these. They also discussed the option of not amending the lease and allowing the A/C unit to remain.

The City Attorney indicated by not amending the lease the lessee could be found in violation of his lease. Also, you cannot punitively require the bollards. You would amend leases going forward. He did caution the Commission their decision will set a precedent moving forward.

The Commission discussed their options.

MOVED by Towner to amend Mr. Wertz’s lease to allow the A/C unit without increasing his lease cost, and that the A/C unit should take up no more than a 4’ x 4’ space. Seconded by Beverly.

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

MOTION CARRIED

Item 3-2 Action Item: Request from John and Cathy Romero; have received an offer to purchase the hangar improvements on Lot #0150 from GST Holdings, LLC; Agreement to Waive First Right of Refusal and Terminate Lease with John and Cathy Romero for Lot 0150; New Standard Land Lease with GST Holdings, LLC lot 0150 – The Airport Superintendent presented the request. Owyhee Air and GST
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Holdings are negotiating the sale of the business and the hangar improvements. This evenings request is only for the hangar and not the business. The final details and closing dates are still being negotiated. As soon as those details are finalized, we would like to be able to take the sale of the hangar to City Council. The Commission discussed the sale.

MOVED by Miller and seconded by Towner:
Recommend that City Council authorize the Mayor to sign the Agreement to Waive First Right of Refusal and Terminate Lease with John and Cathy Romero dated April 14, 2008 and sign new Nampa Municipal Airport Land Lease Agreement and Memorandum of Lease with GST Holdings, LLC effective date TBD, for Lot 0150 contingent upon the sale of the improvement

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

MOTION CARRIED

Item 3-3 Action Item: Request from Julie Schelhorn for Airport to resume sales of Electric Gate Remotes – Julie Schelhorn addressed the Commission. They have developed several hangars on the field and sold those hangars to customers who have invested quite a bit of money into the Airport. Julie had inquired about remotes for these customers and was told by staff they are no longer selling the gate remotes due to altercations at the gates. She would like the Commission to consider the convenience or courtesy the gate remotes offer. She also noted discontinuing the remotes will not stop the “piggybacking” confrontations at the gates.

The Airport Superintendent reported we had been selling remotes at cost. We have gotten to the point of being notified at least two times per month of an altercation at the gates of one sort or another. There was one incident where the Police were called out. When he has addressed the use of the remotes with individuals involved in the altercations he has been yelled at and even spit on.

Commissioner Towner clarified, the incidents arise when a remote user is upset with the first driver at the gate who is waiting for the gate to close and the remote user is clicking the gate open. When entering or exiting the Airport all users are to wait for the gate to close behind them before leaving the gate. The remote user becomes upset the first driver is not letting them through the gate, leading to verbal or physical confrontations.

The Commission discussed the possibility of disabling all remotes and forcing everyone to use the keypad. The Commission discussed how to “discipline” those who are mis-using their remotes.

The Commission discussed how to educate remote users. One concern is how to educate those with “pirated” remotes. The Commission did indicate discontinuing remote access will not eliminate the gate use issues but may solve some of them.

Commissioner Beverly feels for Airport security remote use should be disabled entirely.

Commissioner Towner suggested the Commission TABLE the gate remote discussion and come back to it next month.

Chairman Bear TABLED the discussion until the next regularly scheduled Airport Commission Meeting.
Item 3-4 Action Item: Request from Julie Schelhorn to install privacy slats in the Airport fence along Airport Road – Julie Schelhorn addressed the Commission, she would like the Commission to consider the hangars along Airport Road. The residential neighbors across the street can see into these hangars and catch sight of the tools, equipment and vehicles that are in these hangars. She has talked with Cascade Fence; the existing 7-foot fence would easily support 6-foot slats which would be adequate to provide privacy. Ms. Schelhorn asked if the Commission/City be willing to participate in the cost of the slats as a courtesy to provide privacy to the Airport lessees along Airport Road.

The Airport Superintendent reported he reviewed the TSA Security Guidelines for General Aviation Airports. The TSA guideline indicates that Airport fencing should be low maintenance and provide clear visibility for security patrols. Additionally, in the past he has discussed installing slats in the boundary fence with a Nampa police officer. The NPD officer advised the Airport it is more secure to have an open line of visibility for patrols.

Commissioner Beverly indicated he feels privacy slats provide “security” for a criminal once they are inside the fence.

The Commission also discussed the significant cost to install and maintain the slats as well the potential for the slats to become a graffiti target. The Commission also discussed adding more security cameras and motion lights, these are options private hangar owners have as well.

The Commission indicated they are not in favor of allowing privacy slats in the Airport perimeter fence.

Item 3-5 Action Item: Request from Mad River, LLC (Julie Schelhorn) to reserve lots 2026-2036 – Julie Schelhorn addressed the Commission, Mr. Robnett relinquished lots 2026-2036 in January. She has submitted a lot reservation application and the application fee for lots 2026-2036. She is aware the row east of these will be released via Request for Proposal (RFP). She would like to move forward with developing the row of hangars on lots 2026-2036.

In July new impact fees will go into effect for new construction in Nampa. She is asking for approval of her reservation request for the row allowing them to move forward with completing building plans, so they may submit for building permits before the impact fees go into effect. The new impact fees are around $2.00/SQFT. This means for a 14,000 SQFT building the impact fee is $28,000 which has a significant effect on their profit margin.

The Airport Superintendent indicated the RFP has been postponed for the final row of storage hangars until the Master Plan is completed this fall. The City would like the taxilanes/way to be completed before developing the leasable ground.

The Commission noted the sewer has not been extended in this area. If Mad River were to develop this row could they extend this portion of the sewer? The DPWD indicated the sewer needs to be completed before Mad River would be building. The sewer extension project is in progress now.

The Commission discussed the RFP for the last row and the east corner and determined the proposed row was not to be included in the upcoming RFP.
MOVED by Miller and seconded by Towner:

*The Airport Commission hereby grants Mad River, LLC a 90-day reservation for lots 2026-2036.*

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

**MOTION CARRIED**

**Item 3-6:** Request from Northwest Backcountry (NWB); Request reservation extension – current reservation expired 02-11-19; Request to alter hangar alignment and construction; Request “Dryscape” to meet the landscape requirements; Request the lot be split into two leasable lots with lease language including a pavement easement agreement for both lots; Request reservation of storage hangar lots along taxiway C-6 in the event the current proposal does not move forward – Kasey Lindsay, Northwest Backcountry (NWB), reported to the Commission he and his builder, Clint Schaffer, met with Airport staff and City staff from Building, P&Z, Fire and Engineering to review his proposal and work through potential City zoning, setback and/or code issues. At that meeting P&Z indicated they are open to dryscaping to meet the landscape requirements. The meeting also addressed the need for the lot to remain commercial. The hangars/lots will be developed to allow for future commercial use.

Commissioner Miller asked if Mr. Lindsay would be willing to shift his lot north, adjacent to Blue Max leaving one large open lot rather than two smaller lots. Mr. Lindsay indicated he will need to investigate the available utilities on the adjusted lot. However, in the spirit of cooperation he is willing to shift his proposal north.

The Commission discussed shifting the reservation north and with the Attorney’s recommendation;

MOVED by Miller and seconded by Towner to AMEND the agenda to address the relocation of the proposed NWB hangar development.

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

**MOTION CARRIED**

MOVED by Towner and seconded by Miller:

*The Airport Commission hereby grants a new 90-day reservation to Northwest Backcountry.*

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

**MOTION CARRIED**

The Commission discussed the proposed hangar alignment; doors to the south with the roof line running north-south. The Commission has no objection to this proposed layout.

MOVED by Miller and seconded by Towner, the Airport Commission has no objection to the proposed hangar alignment.

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

**MOTION CARRIED**
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Chairman Bear addressed the dryscape proposal, ultimately P&Z has the final say on the request for dryscape. P&Z has indicated they are okay with the dryscape proposal.

MOVED by Towner and seconded by Miller, the Airport Commission has no objection to the dryscape proposal.

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

MOTION CARRIED

Chairman Bear addressed the request for the lot to be split into two leasable lots. The City Attorney’s office has been working on lease language to address the lot that will not have taxiway access.

Douglas Waterman with the City Attorney’s office reported that Mr. Lindsay sent over a draft easement agreement. Mr. Waterman felt the easement or taxiway access agreement should be simple and easy to address. Mr. Waterman drafted language for the lease itself that addresses a lease that must cross another leasehold to access a taxiway.

MOVED by Towner and seconded by Miller, the Airport Commission approves splitting the lot into two leasable lots.

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

MOTION CARRIED

Chairman Bear indicated the request to reserve the storage hangar row along C-6 is no longer needed as the proposal is moving forward.

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

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

MOTION CARRIED

Chairman Bear adjourned the meeting at 7:11 PM

Passed this 13th day of May 2019

COMMISSION CHAIRMAN

AIRPORT SUPERINTENDENT, SECRETARY