NAMPA AIRPORT COMMISSION  
MAY 13, 2019

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

- **Members Present:** Aaron Bear, Mark Miller, Wayne Thiel
- **Members Absent:** Jeff Towner, Dr. David Beverly
- **Ex-Officio Members Present:** Monte Hasl, Airport Superintendent; Jeff Barnes, Deputy Public Works Director; Douglas Waterman, City Attorney

1-Administrative  
**Item 1-1 Action Item:** Approval of the minutes from the 04-08-19 meeting.

MOVED by Miller to **approve the minutes** for the **regular** meeting of April 08, 2019 and seconded by Thiel.

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

**MOTION CARRIED**

**Item 1-2:** Welcome Wayne Thiel to the Commission. Chairman Bear welcomed Mr. Wayne Thiel to the Airport Commission and asked Wayne to give the Commission a little information about himself.

Wayne introduced himself and noted the following; He was born and raised in Nampa. Went to school in Meridian and attended NNU. He owns a hangar at the Nampa Airport and has been flying for 42 years. Previously he had served for ten years on the Caldwell Airport Commission. He is married, they have four daughters, seven grandchildren and two great grandchildren. He is happily retired after working for twenty years in the glass industry followed by another twenty-five years in the insurance industry.

**Item 1-3:** Commissioner Reports:  
Chairman Bear reported, since the last meeting, he and Commissioner Mark Miller attended a preliminary proposal meeting with the Warhawk Air Museum regarding their proposed expansion which is an agenda item for tonight’s meeting.

**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; T-Craft –Complete; Blue Max Aviation – Commercial Lot, waiting on final inspections to receive their Certificate of Occupancy. Anticipate holding a grand opening in June.
- Miscellaneous; The Idaho Airport Managers Association (IAMA) conference was April 15/16, Monte and Lynsey attended. Presentations included; AOPA reporting on regional aviation trends; compatible land use; general aviation intelligence briefings; Master Planning discussions. Mike Pape, ITD Aeronautics Director, and FAA representatives
from the Helena Airports District office were in attendance as well; Welcomed Wayne Thiel to the Commission.

- The Happy Valley/Victory Road roundabout, the Highway district held a meeting with the Airport Superintendent, Clair Bowman- City Transportation Planner, T-O Engineers and FAA (via phone). We are still moving forward to complete the land swap for the roundabout. The FAA is requiring an Environmental Assessment (EA) for the land swap. Hopefully a CATEX will meet the EA requirement to complete the land swap for the proposed roundabout.
- Routine Maintenance – Weed sterilant spraying is ongoing; Rodent/FOD (Foreign Object Debris) control on going; Airfield has been mowed; Took possession of new tractor and mower – allowing in house mowing.
- Planned events; EAA Tri-Motor visit – May 13-20. The Tri-Motor arrived today, rides begin on Thursday; 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). Anticipates the Memorial Day fly-in becoming an annual event.

Item 1-4b: Jeff Barnes, Deputy Public Works Director (DPWD), DPWD Barnes updated the Commission on transportation projects near the Airport.

Idaho Transportation Department (ITD) has secured 90 million dollars to fund the right of way purchase to extend HWY 16 to I-84 and create an I-84 interchange between Garrity and Ten Mile. The City and ITD are looking at future methods to take traffic from this interchange to the south on McDermott Rd or Robinson Rd to tie into Airport Rd.

The Kings Rd/Garrity intersection; a revised concept design is being worked on. He is working with ITD and the FAA to complete an acceptable design.

39th/Airport Rd/Garrity – In 2011 an Airport Rd/Overland Rd corridor plan was completed to move traffic from Ada County into Canyon County. The plan takes traffic down Overland to Airport with a roundabout at Airport Rd/39th/Municipal Dr to route traffic north to Garrity. Paramatrix is working on a plan to develop 39th Street; widen the roadway, sidewalks, and other needed improvements. Airport Road will then become a dead end at the west end of the Airport. The primary entrance to the Airport will be located at the planned roundabout.

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 (EA) for the Land Purchase in the Runway 11 RPZ (Runway Protection Zone) Project, Phase 2. Last week the FAA had a conference call with City Staff regarding another upcoming City project. The FAA may have got the wrong opinion regarding the RPZ EA scope of work during this call. J-U-B will iron out the misconceptions on the scope of work for the EA, next month J-U-B will provide another update. The project is progressing slowly due to the FAA legal review team coming back with additional comments regarding the Cultural Resources portion of the assessment.
Item 2-2 Action Item: AIP–31 (Anticipated) (Construct Hangar Taxilanes and Taxiways) - Tom Lemenger, J-U-B Engineers updated the Commission on the Taxiway/Taxilane Extension Project. The bid opening occurred last week. Two contractors submitted bids; Idaho Materials and Construction (IMC) - $522,250.00 and Perkins Construction - $993,454.42. J-U-B reviewed the bids, Idaho Materials and Construction is the apparent reasonable and responsible low bidder. The low bidder, IMC, was about 5.5% above the engineers estimate. The increased cost looks to be related to mobilization fees. J-U-B was surprised that only two bids were received. Nine primes had requested Bid Packages and five primes attended the pre-bid conference. J-U-B does believe the low number of bids is related to the amount of work available in the valley and ITD holding a bid opening the week before for several significant local road projects.

FAA funds are available to complete the entire project.

The Airport Superintendent noted the Bid Award and Contract approval should be pending legal review and FAA concurrence.

MOVED by Miller to Award the Bid and Contract to the apparent low bidder, Idaho Materials and Construction, pending legal review and FAA concurrence, seconded by Thiel.

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) –Rick Patton, T-O Engineers, updated the Commission on the 2018 Master Plan. Mr. Patton reported the ALP (Airport Layout Plan) is underway. He is hoping to have a rough draft of the ALP and accompanying chapters to the Commission next month. The Master Plan is on schedule. There has been a good public response. The next big push will be land use. He will be working with City Planners to complete the Land Use Chapter.

3-Airport Business
Item 3-1 Action Item: Tabled - Request from Julie Schelhorn for Airport to resume sales of Electric Gate Remotes– Chairman Bear noted that Julie Schelhorn was not in attendance. Chairman Bear asked if the Commission had time to think about the gate remotes since the last meeting. Chairman Bear feels the Commission should follow the staff recommendation to discontinue remote sales.

Commissioner Miller feels if sales are to resume the cost of remotes should increase. The point-of-sale is an opportunity to educate remote users. Commissioner Thiel has experience with using the remotes as well as those coming in behind him with a remote who continue to hit the button keeping the gate open. He feels training is a good option, the users are adults. He also noted the gates at Nampa are extremely slow to open/close. The Superintendent noted he did have gate sensitivity adjusted today. Hopefully this will help the open/close speed.

The Commission noted that the word is out that remotes could be discontinued permanently. The Commission also discussed how to educate users. The bi-annual newsletter is an option to remind remote users of the rules. The Commission questioned if individual remotes may be disabled. The Superintendent indicated the remote system is all or nothing.
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The Commission indicated they would like to wait and see if the altercations improve or diminish and then make a decision. Douglas Waterman, City Attorney, noted there is currently a disparity between tenants who have a remote and those who want a remote and are now unable to purchase a remote. City governments across the country are striving to treat everyone or situations equally. He suggested the Commission set specific time frame or date to revisit the gate remote issue to determine if the remotes will be available to all users or discontinued completely.

The Commission decided they will revisit the gate remote topic in three months.

Item 3-2: Request from Northwest Backcountry (NWB) to shift the reservation for their hangar lots south — Clint Shaffer, builder for NWB, addressed the Commission. After last month’s Commission meeting, he and Mr. Lindsay visited the new lot to the north. There is a large Idaho Power junction box in the lot. With the NWB proposed layout, the junction box would impede access to the hangar door for the eastern most hangar. NWB is requesting to shift their reservation back to the original lot location.

MOVED by Miller to shift the lot reservation for Northwest Backcountry south to the lots now identified as 2435 and 2440, seconded by Thiel.

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

MOTION CARRIED

Item 3-3: Request from Northwest Backcountry (NWB) to review the building plans for lots 2435 and 2440 — Clint Shaffer, builder for NWB, presented the preliminary structural building plans to the Commission. As soon as he has the final stamped structural and architectural plans, he will bring those sets to the Airport Administration Office.

The Airport Superintendent reported, in an effort to assist NWB moving forward, we are asking the Commission to approve the building plans contingent upon receipt of the final stamped building plans. Once those sets are delivered to the Administration Office, staff will contact the Commissioners to come to the office to sign the final sets for submission to the Building Department.

Tom Lemenager, J-U-B Engineers, did note he has been working with the Civil Engineer for NWB for the drainage plans. He has not seen the last revision to the drainage plan.

MOVED by Miller and seconded by Thiel, to approve the building plans for NWB for lots 2435 and 2440, the final certified building and drainage plans to be stamped and signed by the Airport Commission upon receipt of the final drawings.

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

MOTION CARRIED

Item 3-4: Request from Skyline Aviation to review Lessor’s Consent and/or Estopple Certificate with Key Bank for lot 0120 - The Airport Superintendent reported to the Commission; Skyline
Aviation is refinancing the improvement on lot 0120. Key Bank is preparing the documents. Once the final documents are received staff will forward the documents to the City Attorney for review and approval.

MOVED by Thiel and seconded by Miller:

_The Airport Commission hereby recommends to City Council they authorize the Mayor to sign the Lessor’s Consent and/or Estopple Certificate with Key Bank for lot 0120, pending legal review._

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

**MOTION CARRIED**

**Item 3-5:** Request from Warhawk Air Museum: a) lot 2120 reservation update; b) Museum expansion proposal – Pat Kilroy, Warhawk Air Museum (WAM) Executive Director, addressed the Commission. The Warhawk Air Museum (WAM) moved to Nampa, from Caldwell, at the request of the Nampa City Council. The museum opened in Nampa in 2001 with a 20,000 square foot facility. In 2006 the museum doubled in size to 40,000 square feet. In 2012 the maintenance hangar was built.

Two years ago, WAM requested to reserve lot 2120 for the relocation of their maintenance hangar and additional event parking. WAM currently uses the open lots, 2100 and 2120, east of their facility, for event spillover parking. The museum would like to continue their reservation for lot 2120 with the first right of refusal for the maintenance hangar relocation, however this could change with the proposed expansion layout.

Mr. Kilroy presented the Commission with the proposal to expand the museum to the west of their existing museum facility. The proposed expansion will allow the museum to expand their maintenance program. They are not in favor of remote facilities of any type for the museum. WAM believes the proposed expansion plan to the west is the best solution for WAM. The proposal provides a contiguous museum facility, increased ramp space and expanded vehicle parking.

Mr. Kilroy reviewed the Warhawk’s 2017 Economic Impact Assessment with the Commission. The 2018 adjusted data shows 2.4 million dollars economic impact to the valley. WAM is aware the 2.4 million dollars is not providing a direct impact to the Airport. Mr. Kilroy feels it is reasonable to assume about $50,000 in tax revenue goes directly to the City.

WAM is asking for the support and/or help from the Commission. WAM would like their proposed expansion plan to be reflected in the 2018 Airport Master Plan.

Chairman Bear asked Mr. Kilroy what is WAM’s proposed solution for the four City hangars that would be displaced by the proposed expansion. Mr. Kilroy indicated there is not a specific plan at this time for relocation of the displaced hangars. He is not sure how to proceed with this piece. WAM had not explored the cost of relocation of the hangars as they are unsure if the City would want those hangars replaced.
Commissioner Miller indicated he feels an expansion for WAM is a good deal. However, the first item that will need to be addressed is the relocation of the hangars. He does feel that new hangars will cost more, but there are tenants who would be willing to pay more for a new hangar.

Chairman Bear indicated the plan will displace 31 hangar spaces. These spaces generate an annual revenue of $60,540. He asked Rick Patton, T-O Engineers, for his input regarding the proposal.

Mr. Patton indicated the proposal would impact taxiways/lanes that have been constructed with Federal AIP funds. The FAA would require reimbursement for the funds they have spent on these sections of pavement. He is not sure how the FAA reimbursement process works. Replacement hangars could be built in the “farm area” of the Airport. However, at this time the infrastructure is not in place to support development. Now is the time to investigate the available options to move forward.

Clair Bowman, City of Nampa Transportation Planner, noted in conversations with the FAA, the current FAA administration has very low interest in extending below fair market value (BFMV) lease rates. WAM should plan on full market value (FMV) for the additional leased ground.

Douglas Waterman, City Attorney, indicated the FAA requires all land on an Airport be leased at the same rate. There is an exception for non-profit museums. The exception requires an analysis be done showing the tangible and intangible benefits the museum offers the Airport. The FMV lease rate may then be reduced by the identified tangible amount or benefit. Concurrence is required by the FAA for a sponsor to grant a BFMV land lease. It does not appear that the current WAM lease has concurrence by the FAA. We need to work towards concurrence on the existing lease. WAM will need to provide the justification of the financial benefit to the Airport in order to move forward with the FAA for a BFMV lease.

Chairman Bear indicated the Commission is pro WAM, however, there are some challenges with the FAA and Airport revenue pieces. He feels more time is needed before the Commission approves the expansion proposal.

Commissioner Miller agreed, now is the time to explore an expansion for WAM. Tonight, he is not ready to concur to move forward nor is he ready to say, “not interested”.

Mr. Kilroy proposed an Agreement in Principle to move forward with Airport Master Plan integration and a presentation to City Council. Working groups should be created to create a plan to move forward and then come back to the Airport Commission with ideas and/or issues to move forward with the expansion.

Mr. Patton indicated the proposal could be shown in the 2018 Master Plan. By including the proposed WAM expansion on the Master Plan, WAM will need to be ready to answer all questions related to the proposed expansion. The answers or detailed plans should be in place prior to showing the expansion on the Master Plan.

Including the proposal in the Master Plan does not commit Nampa to the expansion. Showing the proposed WAM expansion on the Master Plan may provide the opportunity to go to the FAA for
future land acquisition. The proposal could be shown on the Airport Layout Plan (ALP) and in supporting text within the Master Plan.

Items that need more evaluation were identified; Infrastructure plans for hangar relocation and a plan for hangar replacement funding.

DPWD Barnes asked what the proposed schedule for the expansion is. Mr. Kilroy indicated WAM would like to break ground in 2024. He anticipates two years for FAA concurrence and another two years for architectural design of the expansion. The expansion would be an evolution of the museum. The museum would become more interactive, child, and education driven.

Mr. Kilroy indicated; WAM's mission is to educate our world about the cost of freedom and honor those who have paid the price. In 2019 they have forecast 5,800-6,200 child visitors. May 2019, they have 1,100 kids scheduled to tour the museum. The museum has 162 volunteers, 65 of which are very active. The museum is at capacity and currently is housing aircraft outside. They have not even begun to include the post 9-11 military memorabilia.

Mr. Kilroy reiterated WAM would like an Agreement in Principle to proceed and a green light to take the expansion proposal to City Council. He would like to be able to have this same conversation at the City Council level.

Chairman Bear noted the City Attorney had to leave. Mr. Waterman cautioned him; Yes, the Commission could agree in concept however, to not make any changes to the Master Plan at this time without further Master Plan meetings outlining these changes.

Chairman Bear indicated the Commission wants to work with WAM. There are 31 people who are directly impacted by this proposal. Before this plan is “out there” we need answers for those individuals who will be potentially impacted. Commissioner Miller expressed concern if this proposal is to move forward to the Mayor / Council without Commission input and recommendation items could be missed.

Mr. Kilroy indicated at this point going to City Council would be an informational presentation similar to the presentation he made this evening to the Commission. He understands there is an impact on airport tenants and answers are needed for those folks. He is concerned the proposal could stall without forward movement. He would like the Commission's assistance to keep the expansion proposal moving forward.

Mr. Kilroy indicated WAM relocated to Nampa at the request of the Nampa City Council. The Nampa City Council at the time indicated they wanted the “Museum to become the cornerstone of the Nampa Airport”. Mr. Kilroy advised the Commission to pull the City Council Minutes showing the previous statement. For the past eighteen years WAM has strived to be the cornerstone of the Nampa Airport. WAM has left a lasting impact on numerous visitors.

Clair Bowman indicated, within the Master Plan, hangar space is the current number one need. The City will need to balance the need for hangars as well as the impact of losing hangars to WAM. WAM and the City will need to come to an agreeable compromise for the loss of current hangars.
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WAM’s vision will need to be consistent with the Master Plan and the overall needs of the Airport. He also noted, the Commission and WAM need to be prepared, once the proposal goes before City Council for the local news coverage the next day.

DPWD Barnes feels this is a development project that is not quite ready to go before City Council. This is an important tenant development. The logistics need answers before moving forward.

Rick Patton, T-O Engineers, indicated public involvement is a major piece for the development. The proposal needs to address the replacement of hangars before the public find out about the proposed expansion. The Master Plan can show the replacement hangars, the much-needed additional hangars as well the future forecasted need for hangars.

Mr. Kilroy indicated he wants to keep the good relationship with the Airport Commission and museum neighbors. He understands the need to wait a little bit to go to City Council.

Chairman Bear asked T-O Engineers if we can address this proposal in the Master Plan. Would it be an issue if this delayed the Master Plan by a month. Mr. Patton indicated they can easily include the proposal in the Master Plan. At this point there are three to four months before they will be wrapping up the plan.

Chairman Bear also asked the Commission and Mr. Kilroy to consider re-visiting the proposal at next month’s Commission meeting allowing time to identify needed details for discussion to move forward.

Mr. Kilroy indicated he would like a template of how the proposal will look on the Master Plan. Second, a template that identifies the action plan or “chunks” to move forward.

The Commission indicated they would like to revisit the proposal at next month’s meeting. The Commission is supportive of an expansion and WAM should work with Staff to move forward for the next meeting.

Clair Bowman also noted the Mayor has asked for all City Divisions for a business plan this fall. They have been looking at comparable leases rates and the initial perception is that our lease rates are low. Rates could be adjusted by the City. Mr. Bowman indicated he sees the need for “cover” for Airport staff during this evaluation / adjustment. He suggested the Commission consider the use of City staff outside of Airport staff to allow the Airport to maintain the relationship with their tenants.

Chairman Bear again indicated the Commission is supportive of a WAM expansion. In the meantime, staff will be working to identify some of the needed details.

Item 3-6: Review FY2020 Budget – The Airport Superintendent reviewed the proposed FY 2020 Airport Budget with the Commission. FY20 operations expenses are budgeted to be quite similar to the current FY 19 operations budget. We do anticipate a 3.3% CPI increase for revenue rates.
In the expense portion we are requesting the addition of one part-time (19 hours per week) administrative assistant and 750 hours for a seasonal operations employee. Projects we have included on the FY20 budget are: Replacement of the hangar door on building 0140; Increasing non-AIP eligible pavement rehab to $50,000.

Our grants for AIP’s 30 (Master Plan) & 31 (Taxilane Construction) will be substantially complete this fiscal year, we have budgeted for some rollover to FY20 to close out those projects. The RPZ 11 Land Acquisition has been rolled into the FY20 budget. We anticipate a NAVAID and lighting AIP project in FY2020. This project is dependent on the completion of the Master Plan, there is a chance this project could change for FY2020.

The Commission indicated they have no issues with the proposed budget.

MOVED by Thiel and seconded by Miller to approve the FY2020 Airport Budget as presented.

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

MOTION CARRIED

MOVED by Miller and seconded by Thiel 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 6:59 PM

Passed this 10th day of June 2019

[Signature]
COMMISSION CHAIRMAN

[Signature]
AIRPORT SUPERINTENDENT, SECRETARY