NAMPA AIRPORT COMMISSION
JULY 8, 2019

The meeting was called to order at 5:31 pm by Chairman Aaron Bear

- Members Present: Aaron Bear, Mark Miller, Wayne Thiel, Dr. David Beverly
- Members Absent: Jeff Towner
- 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:
   a) Approval of the minutes from the 06-10-19 regular meeting.
   b) Approval of the minutes from the 06-25-19 special meeting.

MOVED by Miller to approve the minutes for the regular meeting of June 10, 2019 and the special meeting of June 25, 2019, seconded by Thiel.

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

MOTION CARRIED

Item 1-2: Commissioner Reports: None

Item 1-3: Staff Report:
1-3a: 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. Quarterly inspection by All Weather completed.
   - Miscellaneous; Gary Gates, our Project Manager from the Helena FAA Airport District Office, is coming July 10 for a safety inspection; Soliciting quotes for Terminal flooring replacement; Completed hangar LED light upgrades.
   - Routine Maintenance – Weed spraying is ongoing; Airfield mowing is ongoing; The Airport is now in possession of a tractor and mower; Jon has been regularly mowing the field; Rodent/FOD (Foreign Object Debris) control on going. The chihuahua has been occasionally spotted, typically on the 11-runway end.
   - Planned events; CAF B-17 ‘Sentimental Journey’ visit – August 5-12; Warhawk Air Museum Warbird Round-up – August 24/25.

1-3b: Jeff Barnes, Deputy Public Works Director (DPWD), presented the following staff report:
The sewer extension project is moving forward. The engineers estimate was under $50,000.00, this allowed staff to solicit quotes rather than having to go through the formal bid process. Big Bite was the lowest quote at $41,820.00. Funding for the project is coming from savings on other Airport projects this year. The installation of the sewer provides the final utility for several leasable lots. The sewer installation cost will be recaptured via the lease of these lots within 2-7 years.

The DPWD has also started on a business plan for the Airport. The business plan will provide a framework of how to make decisions for open spaces on the Airport in conjunction with the Master Plan. The business
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plan will look at ways to reduce reliance on subsidies. The plan will also look at reducing expenses, ways to generate revenue and securing capital funding.

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. The EA is now addressing the demolition of the buildings on the property. The reason the FAA has requested the buildings now be addressed is the FAA RPZ regulations focus on removal of obstacles located within an RPZ.

The barn is at least 50 years old and potentially historic. The J-U-B environmentalist has met with the FAA environmentalist, they have agreed to reconsult the State Historic Preservation Office (SHPO). The FAA will coordinate with SHPO to work out a demolition plan for the buildings on the property if the land is acquired. The condition of the barn and other buildings is quite poor. With out coordinating with SHPO the Airport would be required keep and maintain the buildings.

The FAA and SHPO has started their 30-day review process. Once the SHPO review is completed and resolved the cultural section of the EA report will be amended. The FAA will then review the full report. The final public meeting/review period will then be held.

J-U-B has put together a Scope of Work (SOW) for the land acquisition. The SOW has been sent to the City for review. Once the City approves the SOW, the FAA will review the SOW as well.

Item 2-2: AIP–31 (Construct Hangar Taxilanes and Taxiways) – Tom Lemenager, J-U-B Engineers updated the Commission on the Taxiway/Taxilane Extension Project. The Notice of Award and Contract has been signed by the Mayor. The award and contract have been sent to the contractor for signatures. J-U-B anticipates an 8/1 start date. The work is scheduled to be completed within 33 calendar days. The FAA grant has been received and is set to go before City Council for final approval.

Item 2-3: AIP-30 (Master Plan Update) –Rick Patton, T-O Engineers, updated the Commission on the 2018 Master Plan. Mr. Patton presented the Commission with the draft Airport Master Plan drawing set. He noted the AWOS is not shown in the correct location, this will be corrected. He asked the Commission to review the drawings and redline any issues they see and to please send him those redlines. Mr. Patton is working on the Master Plan report. He anticipates the draft report will be ready for the August Commission meeting.

The draft drawings show the airport as large to scale as possible. The draft drawings do show land acquisition to the south of the existing 17-acre farm area. The area shows a proposed hangar layout which maximizes the space.

The Airport Superintendent asked where the Warhawk proposed expansion box is shown. Mr. Patton indicated the Master Plan will not show too much detail regarding the proposed expansion. One item to note, the hangars that would be impacted in the Warhawks expansion could be relocated in the new hangar development area.
The Master Plan Airport Layout Plan (ALP) provides a framework to proceed with future hangar development.

DPWD Barnes asked if T-O is evaluating the existing buildings for capacity for expansion. Mr. Patton indicated the existing buildings are at capacity. One item to note, if you were to “touch” an old building on the field, the building would be subject to current FAA design standards. The result could be a smaller hangar.

The Master Plan will not show growth on the south side of the runway until the Airport is able to show services on the south side. The FAA does not want to see aircraft potentially crossing the active runway for services such as fuel.

Mr. Patton asked the Commission to review the draft drawings and to let him know if there are any issues or questions they see or have.

**3-Airport Business**

**Item 3-1 Action Item:** Review Warhawk Air Museum proposed expansion response letter—Chairman Bear advised the Commission the letter is in the front pocket of their binders. The Commission read through the letter. The Chairman reported he has previously reviewed the letter as well as the Airport Superintendent, DPWD, City Attorney and Clair Bowman, City Planner.

The DPWD asked the Commission for their comments on the letter. The intent of the letter should reflect that the museum is a value to the Airport and the desire to establish good lines of communication and protocol for the expansion of the museum. He also thanked Douglas Waterman for his work on the letter.

Chairman Bear asked for one change to paragraph three. He noted the letter indicates the Commission expects the FAA will require reimbursement for the impacted pavement. He would like to soften this to say the FAA could require reimbursement for the impacted pavement.

The Commission indicated they feel the letter is realistic and provides a positive step forward.

The DPWD will revise the letter per Chairman Bear’s comments and get the letter back to Chairman Bear for signature.

**Item 3-2:** Review Storage Hangar Lot Proposals – Chairman Bear reviewed with the Commission; at last month’s special meeting the Commission requested the interested parties resubmit their applications. Three updated applications were received; Mad River, Andrew Simmons and Andrew George.

Chairman Bear started with Andrew George’s proposal. Andrew George addressed the Commission. He is interested in building a 60’x60’ hangar on lot 2414 with a 30’x30’ addition plus parking to the north for his commercial pilot shop. He will be working in conjunction with Andrew Simmons to build this row. Mr. George noted that Andrew Simmons is out of town for this meeting.

Andrew Simmons would like to build a 60’x60’ hangar on lot 2410. Mr. George and Mr. Simmons want to work together to build 2412 to sell (the hangar between their proposed hangars).
The Commission asked for more information regarding the pilot shop. Mr. George reported the small shop would encroach the neighboring commercial space by about 35 feet. This would leave 150 feet to the fence along Airport Road. Parking for the proposed pilot shop would be along Pilatus.

The Commission discussed the remaining commercial space. The Commission does feel the proposed pilot shop and parking could tie into parking for a commercial operator in the remaining location. The remaining space would be approximately 185’x150’.

Councilman Haverfield noted on the proposed drawing the private hangar shows an RV door which would be blocked by the pilot shop parking lot. He noted the drawing is not to scale and if the plans progress the architect that designs the space should provide for parking and the RV access without blocking the RV door. Mr. George noted the RV door is for personal use and would not be an issue when the pilot shop is open. Additionally, the proposed hangar and commercial space could be valuable to another aviation business like a maintenance or aircraft upholstery shop in the future.

Mr. George reported he purchased Boise Pilot Shop, now named Aviator Supply. He currently is operating the shop in Boise. He sells aviator supplies like headsets, avionic supplies and the fun aviation “toys” pilots want. His target customer base is pilots of King Air sized aircraft and down. The majority of his clientele are from Nampa and Caldwell. He is looking to expand the size of his operation. He is currently operating in Boise in a 10’x15’ space and stores his stock at a remote location. He would like to centralize the storefront and storeroom for the pilot shop. The majority of his traffic is currently land side. He anticipates little airside traffic. For airside customers he will need to develop a good relationship with the Fixed Base Operator (FBO).

The Commission indicated they are in favor of the proposed commercial operation.

DPWD Barnes noted it would be beneficial for Mr. George to request a Development Review Committee meeting with the City Building Department. This meeting is comprised of city officials from the Building, Engineering, Planning, and Fire departments. The review committee could address City Code requirements.

The Commission discussed Andrew George and Andrew Simmons proposals.

MOVED by Miller and seconded by Beverly:

_The Airport Commission hereby extends a 90-day reservation to Andrew George and Andrew Simmons for lots 2410, 2412, 2414 and the commercial proposal. They should meet with the development review committee to discuss the proposal. The reservation is contingent upon a contiguous hangar being constructed._

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

**MOTION CARRIED**

Chairman Bear asked Julie Schelhorn, Mad River, to address the Commission. Ms. Schelhorn reported that Mad River would like to build a four-place hangar on lots 2040, 2042, 2044 and 2046. The building would be the same as the previous rows of hangars they have built. All four spaces would be for sale. They would like to get started as soon as possible.
Chairman Bear asked, with this being the last storage hangar row until more land is developed, did anyone from the last meeting contact or work with each other. Staff reported only the applicants tonight responded to the email asking for updated proposals. Ms. Schelhorn noted she did not have contact from anyone at the last meeting. She also noted if someone else were to come to the Commission ready to build the row Mad River would step aside if they are not ready to move forward.

The Commission discussed granting the reservation with a first right of refusal contingency. The City Attorney noted the reservation could be granted with a first right of refusal.

The Commission discussed the reservation and building completion time frames. A reservation is for 90-days and can be extended if the proposal is moving forward. Once a lease has been issued, the lessee has 6 months for substantial completion of the hangar.

MOVED by Miller:

*The Airport Commission hereby grants a reservation to Mad River for Lots 2040, 2042, 2044 and 2046 with a first right of refusal in the event another party is ready to build.*

The Commission discussed a normal 90-day reservation has the “clock ticking” on a proposal. It does take a person time and money to put together their building plans. Within the 90-day reservation, if another person came to the Commission wanting to build, Mad River would need to be ready to go at the 90-day mark or possibly lose the reservation to the next party.

Miller AMENDED the Motion, seconded by Beverly:

*I move that we amend the motion to state: The Airport Commission hereby grants Mad River a 90-day reservation for lots 2040, 2042, 2044 and 2046.*

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 6:34 PM**

Passed this 12th day of August 2019

[Signature]

COMMISSION CHAIRMAN

[Signature]

AIRPORT SUPERINTENDENT, SECRETARY