The meeting was called to order at 5:30 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

**1-Administrative**

**Item 1-1 Action Item:** Approval of the minutes from the 07-08-19 regular meeting.

MOVED by Miller to **approve the minutes** for the **regular** meeting of July 8, 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: Warhawk Air Museum Expansion- Chairman Bear reported the Airport Superintendent, Deputy Public Works Director (DPWD) Barnes, Commissioner Miller and himself have met with the Warhawk Air Museum (WAM) in ongoing discussions regarding their desire to expand the museum. Items that have been discussed; Relocating the shade hangars to create expanded ramp space for the existing museum. The Airport Superintendent will be following up on the feasibility of relocating the shade hangars; Expanding the existing museum to the south, between the museum and maintenance hangar resulting in an addition of 18,000 SQFT to the existing building; Looking at options to expand to the east and/or south to add a bit more space in the future.

DPWD Barnes also noted they have discussed with WAM the option of a Concept Plan Review (CPR) with the City as a next step in the design process. A CPR meeting is a tool to get feedback from Planning & Zoning, Fire, Engineering and the Building Departments on a proposed project. WAM would schedule the CPR when they are ready.

Councilman Haverfield questioned if the WAM expansion has Council approval. Chairman Bear indicated once a clearly defined plan is determined for the WAM expansion the Commission will make a recommendation to City Council. Commissioner Miller noted the WAM expansion plan is not far enough along to go to City Council at this time.

Councilman Haverfield indicated the expansion plan must address any loss of revenue to the Airport. He also recommended when the WAM expansion plan is presented to City Council Airport staff and WAM representatives be in attendance in the event of Council questions. He recommends all issues that deal with Airport revenue and the proposed expansion be worked out prior to the Council presentation. He indicated there is a need to protect the Airport’s revenue and to find a way to support WAM with their expansion.

**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.
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• Miscellaneous; FAA Airport District Office safety inspection went well. We were issued a satisfactory report. The inspection looked at pavement edge lips, pavement marking visibility, visibility of lighting and nav aids, vegetation control and safety areas: holes, bumps or haybales. One taxiway edge light was noted as down. The report also noted the trees in the 29-end of the runway protection zone as an obstruction. The highway district has since removed these trees in preparation of the future roundabout; Soliciting quotes for the Terminal first floor - flooring replacement, having a difficult time getting a response on quotes; Completed hangar LED light upgrades.

• Routine Maintenance – Weed spraying is ongoing; Airfield mowing is ongoing; 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 and B-25 visit – August 5-12 was successful. Both aircraft left today; Warhawk Air Museum Warbird Round-up – August 24/25.

Commissioner Miller noted “scars” on the north east side of the Airport. He asked if these are from Big Bite installing the sewer and if the project is finished. The Airport Superintendent reported Big Bite appears to be finished. He went by earlier today and noted they had run the east-west sewer line and were in the process of covering the line. He thought Big Bite was going to run a portion of the north-south services lines as well. The services lines were not part of the contract. DPWD Barnes noted the project may need City inspections/testing for completion.

1-3b: Jeff Barnes, Deputy Public Works Director (DPWD), reported the final FY2020 budget will go before City Council on August 19th.

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 FAA is working with the State Historic Preservation Office (SHIPO) for an updated determination on the structures on the property. The updated determination is in reference to demolition of the structures. As of today, SHIPO has not responded. Until SHIPO rewrites the determination of eligibility letter the project is at a standstill.

Commissioner Beverly asked if there is an educated guess on the SHIPO determination for the buildings on the property. Mr. Lemenager indicated J-U-B feels with the FAA supporting the demolition of the buildings SHIPO will approve the determination of eligibility letter.

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 installation of the sewer in the project area is complete as of today, the contractor is waiting for City inspections. Inspections should be complete this week. Mr. Lemenager anticipates August 26th as the start date for the taxiway/lane construction to begin. The project is scheduled to take 33 calendar days. The construction project cost is $522,250.00. The contract has been signed by both the City and Idaho Materials Construction.

Item 2-3: AIP-30 (Master Plan Update) – Kevin Bissell, T-O Engineers, updated the Commission on the Master Plan. All chapters of the Master Plan have been written. They are working on final edits to the
Financial Planning and Land Use Chapters. The Airport Layout Plan (ALP) set is almost complete. They are assembling the appendices for the report.

Mid October is the target date for the final public meeting. Mr. Bissell reported that the City Planner would like to combine the final Master Plan Meeting with the Transportation Plan meeting which will impact the same Airport neighbors. DPWD Barnes clarified, the Transportation Plan will address Airport Road, 39th Street and the proposed roundabout at Airport Rd./39th St./Municipal Dr.

Mr. Bissell also noted that T-O has participated in the meetings with the Warhawk Air Museum regarding their proposed expansion. The Master Plan ALP will show the shade hangars being relocated and will indicate an expansion area. Mr. Bissell also reminded the Commission the Master Plan is the City/Airport’s Master Plan, not the Warhawks Master Plan. The City should make the call on how any proposed expansion to facilities on the Airport should show on the Master Plan. In order to finish the ALP, the City should make a determination by September regarding how they would like the proposed expansion to show on the Airport Master Plan.

The Airport Superintendent asked; after the final public meeting the Master Plan Report and ALP will be sent to the FAA for review, how long does the FAA have to review the document? Mr. Bissell indicated the FAA does not have a time limit for Master Plan reviews. You can expect a minimum of two months for their review.

DPWD Barnes asked if the City internal review will occur simultaneously with the FAA review. Mr. Bissell indicated ideally the City internal review is completed prior to the FAA review. Once the FAA has approved the Master Plan, any changes made by the City will trigger a second FAA review/approval.

3-Airport Business

Item 3-1 Action Item: Northwest Backcountry Aircraft, LLC – Review standard Land Lease and Memorandum of Lease for lot 2440– Chairman Bear reported to the Commission this is a new lease for the hangar that Northwest Backcountry Aircraft is building on the field.

MOVED by Thiel and seconded by Miller:

*The Airport Commission hereby recommends to City Council they authorize the Mayor to sign the new standard Land Lease and Memorandum of Lease with Northwest Backcountry Aircraft, LLC for lot 2440 effective August 19, 2019.*

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

**MOTION CARRIED**

Item 3-2: Hangar North, LLC – Review standard Land Lease and Memorandum of Lease for lot 2435– Chairman Bear reported to the Commission this is a new lease for the hangar that Hangar North is building on the field.

MOVED by Beverly and seconded by Miller:

*The Airport Commission hereby recommends to City Council they authorize the Mayor to sign the new standard Land Lease and Memorandum of Lease with Hangar North, LLC for lot 2435 effective August 19, 2019.*
Chairman Bear asked all in favor to say aye with all Commissioners present voting AYE.

**MOTION CARRIED**

**Item 3-3: Revisit Gate Remote Use / Sales**—Chairman Bear reported to the Commission there have not been any reported gate incidents to staff in the last 90 days. In speaking with the Airport Superintendent, staff feel it is ok to resume sales of the remotes.

Commissioner Beverly questioned; What is the point of the remotes? Not having to stop and enter a code?

The Commission noted that the remotes are a convenience to our users. Our gate system is currently set up for remotes.

The Commission discussed the remote price. The Commission does not want them to be sold at our cost. The cost should not be cheap, nor should it be exorbitant. The Commission indicated they feel $60.00 is reasonable.

The Airport Superintendent noted there are few items that staff would like addressed: Tenants only; Remote cost; A remote purchase agreement that addresses gate rules and acknowledgment of use; How many remotes per person.

The Commission discussed limiting the number of remotes per user. The Commission discussed of three remotes per box hangar, one remote to a T-hangar. The Commission decided three remotes per hangar. If the number of remotes per user/hangar becomes a problem the Commission will re-visit the number of remotes per hangar in the future.

MOVED by Miller and seconded by Thiel to resume gate remotes sales. The remote cost will be $60.00. Three remotes per hangar will be allowed.

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

**MOTION CARRIED**

MOVED by Beverly and seconded by Miller 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 5:57 PM**

Passed this 9th day of September 2019

COMMISSION CHAIRMAN

AIRPORT SUPERINTENDENT, SECRETARY