NAMPA AIRPORT COMMISSION
SEPTEMBER 9, 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:** 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 08-12-19 regular meeting.

MOVED by Miller to **approve the minutes** for the **regular** meeting of August 12, 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- Commissioner Miller reported he and the Airport Superintendent met with a contractor who specializes in moving buildings. The Contractor provided an estimate of $75,000 to move the two shade hangars. The shade hangars would be split into 200’ sections for the move. The longer unit would be broken into three pieces and the shorter unit would be broken into two pieces for relocation. Relocation would take approximately five days. The relocation estimate does not include the cost for preparing the new site. Footings or foundations would need to be designed by a structural engineer and installed. He also noted, this contractor recently relocated a shade hangar unit at the Boise Airport. When the shade hangar was relocated, the Boise Airport installed exterior walls and doors creating multiple T-hangars. This is a quick and easy way to generate more revenue.

Councilman Haverfield noted a structural engineer and survey work would be needed for the relocation. He questioned who will be paying for the relocation and prep work? Will this come from the Airport budget? Is this project solely to facilitate the Warhawk Air Museum’s expansion?

Commissioner Miller noted relocating the shade hangars does assist the Warhawk with their proposed expansion. The relocation also creates a larger ramp space for large visiting aircraft the Fixed Base Operator (FBO), AvCenter, cannot currently host or provide service for. He also noted the plan is to relocate the shade hangars to the east side tie down area on the Airport. Currently, staff is collecting informational data for the project.

Councilman Haverfield asked for confirmation that this project is still in the informational period and not an action item that will be coming before Council. Commissioner Miller confirmed, yes, the proposed expansion is still in the information gathering process and is not ready for Council action.

Jeff Barnes, Deputy Public Works Director (DPWD) noted a Conceptual Plan Review (CPR) meeting is the next step for the Warhawk Air Museum (WAM). The Mayor requested the DPWD update the Mayor and City Council with a brief staff report at the September 16 City Council Meeting regarding the WAM expansion proposal.
Councilman Haverfield noted when the WAM expansion proposal goes before council, staff should have a detailed breakdown regarding any impacts to current Airport revenues and how the expansion will be funded. The presentation should detail any items the Airport will give up for WAM to expand.

**Item 1-3: Staff Report:**

1-3a: Jon Ziessler, Airport Operations and Maintenance Technician, presented the following staff report:

- Monte Hasl, Airport Superintendent, is attending a General Aviation conference in Minneapolis, Minnesota this week.
- Open Units; Wait List; Fuel Report. August fuels sales were up this year, staff believes the B-17/B-25 visit and the Warhawk Warbird Roundup is a factor in the increased fuel sales.
- Airfield Conditions; RWY/TYW & Apron in good shape; RWY/TYW lighting systems operating normally; PAPI operating normally, alignment checked/cleaned; AWOS operating normally, however transmitting intermittently. A NOTAM has been issued and Jon is working with the vendor to fix the transmission issues.
- Miscellaneous; NOTAM has been issued for the east side taxi lane construction, partial C-7 taxiway closure; August 30: Runway incident- a Kitfox flipped on its back, the pilot was not injured and his passenger suffered non-life-threatening injuries; Scheduling the Terminal 1st floor – flooring replacement for this month.
- Warhawk Warbird Roundup was well attended. Event vehicle parking along Airport Rd/Municipal Dr/39th Street caused some issues with visibility for vehicles; Ramp safety/security issues with WAM spectators crossing the active parallel taxiway at the end of the event; These issues must be addressed prior to future events.
- 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.

Commissioner Thiel reported he spoke with a pilot who flew in to attend the Warbird Roundup. The pilot felt that attendees that flew in were not accounted for, attendee airplane parking was not easily identifiable nor was there any direction for attendee pilots flying in for the event.

Chairmen Bear asked if the Warhawk purchased their fuel for the event from onsite fuel services this year. Jon reported WAM did coordinate with AvCenter to buy on-site fuel this year.

1-3b: Jeff Barnes, Deputy Public Works Director (DPWD), updated the Commission on the Airport Business Plan (ABP) for the Airport. He has put together a group to begin the work on the ABP. The ABP will follow the FAA format for business plans. The ABP will be a tool to develop staff level/decision level data and provide a plan to develop and market the Airport. The ABP will go hand in hand with the Master Plan. The FAA outline helps an Airport to adhere to the grant assurance of sustainability. A business plan creates a strategy to manage airport owned assets, reduce expenses, promote economic development, brand and market the Airport, and assist with securing capital funding.

He is also putting together a steering committee for the ABP. The ABP will look at documents like lease agreements and rules and regulations, Douglas Waterman with the City Attorney’s office is assisting with document reviews. The plan will also look at simplifying rental rates. A Cost of Service (COS) study is underway. The COS will evaluate expenses and revenues to determine if any user group on the field is subsidized by other user groups. The COS will also compare Nampa to other similar Airports.
Recently when taking a land lease to council, the question has arisen, is the Airport lease structure and rate sustainable? The Mayor has indicated she would like the master plan, business plan and a re-evaluated rate structure to be in place before moving forward with any more development at the Airport. The ABP should be complete in 2020. In the meantime, how do we proceed without curtailing development at the Airport? With the current lease language, we do have the ability to adjust lease rates in years that end in 0 or 5. Or, do we issue a short-term lease until the ABP is finalized?

The Commission asked if the upcoming business plan needs to be factored into the agenda items tonight. Chairman Bear asked, based on the current lease language, is the ability to adjust a lease in the 0 and 5 ending years not sufficient? Is the desire to issue a month to month land lease? Douglas Waterman, City Attorney, noted while we are reviewing documents and rates it would be ideal to have the ability to modify these leases in the future. This could be done by granting or assigning a lease that is month to month with the acknowledgement that once the ABP is complete a new full lease will be issued with the new terms.

Commissioner Miller expressed concerns with asking a person who is investing at least $250,000.00 into an improvement on the Airport to sign a month to month lease and then potentially quadrupling their lease rate or something else. The lessee would be invested in the asset and now forced into a higher rate. He also noted the existing land we have available will be built out soon. It will be several years until more land is available for development. Why not continue with the status quo for the existing land. The business plan could then address future development.

Chairman Bear feels it is counterproductive to stop current growth for the ABP. However, the ABP will be a great tool for future development on the Airport.

DPWD Barnes would like proposing developers to know the ABP is in progress and there is the potential for some changes to the rate structure and lease language. He does not want to stifle growth. He noted the Mayor wants more data to evaluate the current lease agreements and rates.

Commissioner Miller noted the land lease rate is not the issue most hangar owners have. Most hangar owners would be ok if the lease rate were to double. The issue most owners have is the personal property tax amounts.

Chairman Bear asked if the Mayor’s office understands we are currently almost out of developable property. Why would we stifle development for the available lots while the ABP is developed? The ABP should focus on the 18+ acres the Master Plan has identified for future development.

Councilman Haverfield noted he sees the need to continue with current development that has infrastructure in place. The ABP should focus on the upcoming growth areas that will need infrastructure and improvements to support development. An ABP would provide a significant benefit to the growth potential for the Airport.

Chairman Bear asked, if the Commission approves the hangar sale and lot reservation tonight, will the Mayor or Council send it back? DPWD Barnes will present the Mayor with the Commissions concerns regarding current Airport development.
Commissioner Miller noted we have people here at this meeting tonight who are ready to move forward with their investment on developable land at the Airport today. The future growth area that has been identified for development is potentially five or ten years down the road. Stopping development now is a bad idea. Potentially we could issue ten more leases, if their lease rate was $800 and you were to double that rate you are only going to generate an additional $8,000.00 per year. He feels the Airport should continue development with the existing lease document and rate structure to continue working with people who want to invest now. Why wait on what could become years to allow development on the Airport.

Chairman Bear recapped, the Commission wants the Airport to continue to move forward with development on the Airport and he is willing to meet with the Mayor on behalf of the Commission to address the Commission's concerns regarding the remaining available land at 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 (EA) for the Land Purchase in the Runway 11 RPZ (Runway Protection Zone) Project, Phase 2. The FAA has sent their consultation letter to the State Historic Preservation Office (SHPO). The letter addresses the desired demolition of structures on the property. Now that SHPO has the letter from the FAA they have a period to review the request and respond. Typically, this review takes 30 days or less. Once the SHPO determination is received J-U-B will update the Environmental Report and will begin the three-week advertising period for a public meeting. Once the public meeting is held there is a public comment period of one month. After the comment period J-U-B will update the Environmental Report with any public comments and submit the final report to the FAA.

**Item 2-2: AIP-31 (Construct Hangar Taxi lanes and Taxiways)** - Tom Lemenager, J-U-B Engineers updated the Commission on the Taxiway/Taxi lane Extension Project. August 26 the contractor began the installation of C-7/C-6/C-5/C-4 extensions. Excavation is 95% complete. The pavement will be a total of 18” thick, this includes an 8” aggregate base. The recent rain has not caused any delays. Taxi lane C-4 did hit a small rock bed approximately 10 cubic yards. The rock will be removed, J-U-B and the contractor did discuss the option of leaving the rock in place. They determined how the rock is situated in the C-4 taxiway it could cause long term settling issues if left in place.

The project is on schedule and under budget. The budgetary savings have come from a lack of subgrade failures and less rock has been encountered than anticipated.

**Item 2-3: AIP-30 (Master Plan Update)** - Rick Patton, T-O Engineers, updated the Commission on the Master Plan. The Master Plan is coming together. T-O is working on the implementation plan. The implementation plan is different than the Capital Improvement Plan (CIP) for federally eligible projects. The implementation plan looks at the whole picture, not just the FAA CIP projects but also the low FAA eligibility projects and non-eligible FAA projects. The implementation plan will be worked into the business plan DPWD Barnes presented earlier.

A General Aviation (GA) airport will never be 100% self-sustaining, there will always be a subsidy of some sort. An example would be a total runway project could cost $15,000,000.00. Without an FAA grant a community could not afford the cost of the rehabilitation. To show sustainability, the Airport should show they can meet the match for the project. The implementation plan will include the City’s match for
anticipated projects like these. It will also look at matters regarding capital projects. If a hangar is being built by the City, the business plan and implementation plan should be able to show the general public the cost for the hangar is being funded by airport operations and not taxpayer subsidies.

Mr. Patton passed out an updated Airport Layout Plan (ALP) draft. He pointed the Commission to page 7-b. They have identified a shade hangar in red to be removed to open a wider path to the museum. The drawing also shows the potential WAM expansion area. Pages 7-c and 7-d show the new growth areas and the potential developments in those areas. The ALP will show the new hangar areas as being phased in, he anticipates the phasing will be 2 or 3 hangar rows at a time. The new hangar development areas will be developed in 3-phases. One item to note, hangars are FAA grant eligible however they are rated as a very low eligible item; this makes it extremely unlikely the FAA will ever fund hangars. The new hangar areas offer flexibility to allow box hangars or t-hangars to fit a developer’s plan. The areas that are designated for future hangars should not be redesigned to be something like a new terminal. This would require a new airspace review from the FAA.

October 10th a public meeting will be held. This meeting will be a joint meeting with the transportation plan which affects the same Airport neighbors. The meeting format will be similar to the last public meeting, a brief group introduction with master plan stations that the public can visit. There will also be a station for the transportation plan.

The master plan is on track to be submitted to the FAA by the end of the year.

3-Airport Business

Item 3-1 Action Item: Request from Andrew George to discuss lot reservation for lots 2410, 2412 and 2414– Andrew George addressed the Commission. He is also on the agenda to address some Master Plan questions he has. In trying to resolve his current hangar situation he has been working with staff to identify alternate locations for his proposal. He has expressed interest in the land south of Mission Aviation Fellowship (MAF) and north of Kachina. He noticed on the Master Plan draft ALP the new hangar development areas have taxiways parallel to the perimeter fence lines eliminating commercial lots. Commercial lots require public access. He is concerned the draft plan eliminates potential commercial growth at Nampa. Also, he noted a fuel site for the east side is not shown in the draft ALP. If you add the number of hangars as proposed and do not leave room for a fueling center, you will create a bottleneck and taxiing issues on the parallel taxiway with pilots trying to taxi to the existing fuel islands to fuel their aircraft.

The issue with the reservation for lots 2410, 2412 and 2414 is that the 185’ east – west lot is not the buildable space. There are utilities and setbacks on the east and west sides of the lot that reduce the buildable area to approximately 155’. He is now unable to build three 60’x 60’ hangars in the location. He is able to construct 2 hangars in this location; 2 hangars make the project not as economically efficient. He suggested the Airport ask the engineers to create a buildable plat map to accurately identify the buildable areas on the airport.

He has spoken with the City Engineer to identify the pressurized sewer line location and set back on the west side of the lot. On the east side of the lot there is the joint trench. He has been unable to identify the required set back from the joint trench.
Chairmen Bear asked if there are any other lots available on the field that could accommodate his proposal. Mr. George noted the area south of MAF does have the pressurized sewer line but does not appear to have the joint trench along the east side.

DPWD Barnes indicated staff should sit down with Mr. George to identify other potential locations for his concept plan. Mr. George also indicated he would like to keep the existing reservation in place while alternate locations are investigated. He still would like to move his business to Nampa and build hangars for himself and the two other individuals who would like personal hangars.

Chairman Bear acknowledged the issues with the current reservation and asked staff to continue working with Mr. George to identify alternate sites. He also asked that staff work to create a buildable plat for future development.

**Item 3-2: Request from Julie Schelhorn to resume discussions of privacy fencing for hangar areas**—Julie Schelhorn addressed the Commission. Ms. Schelhorn reported, recently a hangar owner was putting his airplane away and an Airport neighbor was “hanging” on the fence harassing this pilot asking if he was the one flying over his house, etc. This incident did escalate, the police were called out. The hangar owner has indicated he will be installing security cameras. Motion activated security cameras will be activated by every vehicle that drives along Airport Road and thereby notifying the owner of movement. Ms. Schelhorn would like to know if the Commission is willing to allow privacy slats if the hangar owners are willing to install them. They feel the slats will reduce the vehicle motion the camera may pick up. She also noted the hangar owners in the area are willing to deactivate the drive through gate to the east hangars on Airport Road.

Jon Ziessler, Airport Operations and Maintenance Technician reported the individual described by Ms. Schelhorn sounds like a fellow who came into the Airport Admin Office before the Warbird Roundup with a letter saying he is being harassed by law enforcement. Shortly after the Warbird Roundup and the described incident a fellow came into the office expressing frustration with the aircraft who is flying over his home and shining a light on him making him hot. He has not come back to the office.

Ms. Schelorn noted the incident is the only through the fence incident she is aware of.

Chairman Bear noted that Commissioner Beverly, who was unable to attend tonight’s meeting, sent a letter indicating he is still against privacy slats in the fence. Additionally, the TSA does not recommend privacy slats in perimeter fencing at a GA airport. Four months ago, when the topic was first addressed, the decision was no. Additional security signs have been ordered for the fences.

Commissioner Miller indicted he is still not in favor of privacy slats. Once an individual is over a fence with slats, they now have free reign to access the airport without being seen. He is also concerned the slats could cause changes to structural soundness of the fence.

Commissioner Theil noted the Airport has been here for a very long time. A fence with or without privacy slats will not stop someone who really wants to access the field.
Chairman Bear noted the Commission is still not in favor of slats in the perimeter fencing. However, staff can monitor the situation, if further incidents occur the Commission could revisit the discussion at that time.

Tom Lenenager, J-U-B Engineers, asked if this section of fencing is the 7’ with barb wire at the top? This is TSA standard. The fence areas that are not TSA standard are FAA eligible for upgrades. Ms. Schelhorn noted the fence in the area she is requesting slats currently meets the TSA standard.

**Item 3-3:** Review Lot 2425 Concept Reservation for Corey Barton—Scotty Crandlemire introduced Mr. Barton to the Commission and presented the request. Mr. Barton would like to build a single building with two hangars. The doors will face west and there will be parking to the east along Pilatus. The north hangar wall will be 4 feet from the Blue Max lot line. The south hangar wall will be 30 feet from the Northwest Backcountry lot line. The hangar colors will match the Northwest Backcountry hangars.

Commissioner Miller indicated he has no objections to the proposal and feels it is a great use of space.

MOVED by Miller and seconded by Thiel:

*The Airport Commission hereby grants Corey Barton a 90-day reservation for lot 2425.*

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

**MOTION CARRIED**

DPWD Barnes noted, the next step for this proposal is a Conceptual Plan Review (CPR) meeting to review the development proposal.

**Item 3-4:** Request from Haley Contracting (Leland Haley); has received an offer to purchase the hangar improvements on Lot #2376 from Robert Elson: a) Agreement to Waive First Right of Refusal and Terminate Lease with Haley Contracting for Lot #2376; b) New Standard Land Lease with Robert Elson for Lot #2376—Chairman Bear presented the hangar sale to the Commission. The Commission discussed the sale.

MOVED by Miller and seconded by Thiel:

*The Airport Commission hereby waives the first right of refusal for lot 2376.*

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

**MOTION CARRIED**

Miller AMENDED the previous Motion and seconded by Thiel:

*Recommend to City Council they Authorize Mayor to sign, Agreement to Waive First Right of Refusal and Terminate Lease with Haley Contracting dated September 18, 2018, and Nampa Municipal Airport Land Lease Agreement with Robert Elson, effective September 16, 2019, for Lot 2376.*

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

**MOTION CARRIED**

MOVED by Bear 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 6:42 PM

Passed this 14th day of October 2019

[Signatures]

COMMISSION CHAIRMAN

AIRPORT SUPERINTENDENT, SECRETARY

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COMMISSION CHAIRMAN