

MEETING MINUTES
POCATELLO DEVELOPMENT AUTHORITY (PDA)

MARCH 18, 2026 | 11:00 AM

POCATELLO CITY HALL COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO

1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST.

Villarreal called the meeting to order at 11:00 AM. No conflicts were disclosed.

Members present: Jeff Hough, Kirk Lepchenske, Brent Nichols, Fred Parrish, Nathan Richardson, Scott Turner, and Ruby Walsh. **Members excused:** Mayor Mark Dahlquist and David Villarreal. **Others present:** Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, PDA Project Manager Merril Quayle, City of Pocatello City Attorney Jared Johnson, City of Pocatello PW Director Tom Kirkman, and other visitors.

2. APPROVE MINUTES.

The Board may wish to waive the oral reading of the PDA Board of Commissioners meeting minutes held February 18, 2026, and approve the minutes as presented.

Nichols voted No on agenda item 13, **McCulla** commented that will be updated.

It was moved by **N. Richardson** and seconded by **K. Lepchenske** to approve the meeting minutes of PDA Board of Commissioners held February 18, 2026 as presented. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, and R. Walsh. Those against: none. Unanimous. Motion carried.

3. CITY OF POCATELLO FINAL REIMBURSEMENT REQUEST NO. 3 FOR THE NORTHGATE DISTRICT. The Board may wish to approve the final reimbursement request no. 3 for \$700,000.50 by the City of Pocatello for the WPC002-Griffith sanitary sewer upsize for flow capacity in the Northgate District.

McLane stated this is the final reimbursement no. 3 request by the City of Pocatello in the amount of \$700,000.50; primarily for the sanitation sewer upsize in the Northgate District.

It was moved **R. Walsh** and seconded by **F. Parrish** to approve the final reimbursement request no. 3 by the City of Pocatello \$700,000.50 as presented. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, and R. Walsh. Those against: none. Unanimous. Motion carried.

4. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.

The Board may wish to approve the monthly financial report, expenses and reimbursements.

Sparks stated that ICRMP invoice reflects the second installment for this fiscal year, and the payment is lower because the RISE building property was removed, and the PDA was not provided a property statement identified

It was moved by **J. Hough** and seconded by **K. Lepchenske** approve the financial report, expenses and reimbursements as presented. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, and R. Walsh. Those against: none. Unanimous. Motion carried.

5. APPROVE AND EXECUTE A CORRECTION TO THE MONARCH BUILDING DEMOLITION RFQ RESOLUTION NUMBER, FROM RESOLUTION NO. 2026-1 TO RESOLUTION NO. 2026-2, THERE WAS A TYPO ON THE DOCUMENT HEARD ON FEBRUARY 18, 2026. The Board may wish to approve and execute the correction of Resolution No. 2026-1 to 2026-2 for the Monarch Building Demolition RFQ approval and to authorize the vice chair to execute all pertinent documents.

McLane stated there was an error in the resolution number, and that is all that is being corrected.

It was moved by **N. Richardson** and seconded by **R. Walsh** to approve the correction of the Monarch Building Demolition RFQ Resolution No. 2026-1, approved on February 18, 2026, to Resolution No. 2026-2. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, and R. Walsh. Unanimous. Motion carried.

6. DISCUSS THE SOUTH 5TH AVENUE DISTRICT (S5A) WITH THOMAS (Tom) J. KATSILOMETES.

The Board may wish to have a discussion with Thomas J. Katsilometes regarding the South 5th Avenue District.

As Mr. Katsilometes stepped out, we'll come back to this item when he returns.

McLane introduced Thomas (Tom) J. Katsilometes to the Board to have a discussion with about the South 5th Avenue District.

Tom Katsilometes stated he owns property on the corner of Hildreth Road and S. 5th Avenue, approximately 10-acres. Katsilometes spoke about a section of road on S. 5th Avenue, when I-15 was built, Old Highway 30, 191, was abandoned by the Idaho Transportation Board Dept. by action of the Idaho Transportation Board in 1967. Katsilometes continued the discussion about road ownership that is outside the purview of the PDA, and he would need to address the City, County and or State on this matter.

McLane stated he would discuss this conversation with Pocatello City Attorney Jared Johnson and Agency Counsel.

7. RECEIVE PUBLIC COMMENT ON THE 2025 ANNUAL REPORT AND THEN APPROVE AND ADOPT BY RESOLUTION NO. 2026-3.

The Board may wish to hear public comment on the 2025 Annual Report, approve, adopt by Resolution No. 2026-3, and execute and to authorize the vice chair to execute all pertinent documents.

Turner opened this item for public comment at 11:08 AM. Turner asked if anyone would like to provide public comment on the 2025 Annual Report to come forward.

Public comment:

Healthier Disselkoen asked that measureable information be identified of market analysis, information of the removing obstacles that reflects the project progress to assist the public. Prior to 2010, there were deliverables required, example petersen Inc. required a number of jobs over a number of years and a percentage of the investment that has been captured and met throughout the project term.

With no more public comment, **Turner** closed the public hearing at 11:11 AM.

Discussion ensued between Board members.

Quayle clarified that the page seven explains the extension of Fairgrounds Road and Venture Way, the picture of the subdivision picture on page two of the report reflects that subdivision picture and it's being developed now.

It was moved by **F. Parrish** and seconded by **R. Walsh** to approve, adopt by resolution no. 2026-3, authorize the Vice Chair to execute all pertinent documents of the 2025 Annual Report, and authorize Sparks to file with government agencies. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

8. APPROVE, ADOPT, AND EXECUTE BY RESOLUTION NO. 2026-4 THE PETERSEN INC MUTUAL TERMINATION AND RELEASE AGREEMENT.

The Board may wish to approve and adopt by Resolution No. 2026-4 the Petersen Inc. Mutual Termination and Release Agreement for the Grant Agreement of 2008 and amended in 2010 within in the Naval Ordinance Plant District and authorize the Vice Chair to execute all pertinent documents.

McLane clarified that Petersen Inc. reimbursed the PDA \$150,000 for not meeting the employee numbers for 15 years, the rate was calculated by years of term and years of employee count not met to get the prorated amount.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve, adopt by resolution no. 2026-4, and authorize the Vice Chair to execute all pertinent documents of the Mutual Termination and Release Agreement of the Grant Agreement of 2008 and amended Agreement of 2010 as presented. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

9. PORTNEUF CAPITAL LLC IS REQUESTING AN OWNER PARTICIPATION AGREEMENT (OPA) IN THE NORTH PORTNEUF DISTRICT.

The Board many wish to review, discuss, and approve the request for an Idaho Power Substation Assessment, Natural Gas Assessment, and Additional Concrete removal for utilities in the North Portneuf District, and authorize Meghan Conrad, PDA Legal Counsel, to create an OPA with Portneuf Capital LLC for review and approval on the PDA April 15, 2026 agenda.

L.D. Bartholome asked if there were specific questions on the proposal provided in the agenda packet materials. LD stated for Idaho Power to determine if the power may be restored, they require an assessment to determine the power sources and the second assessment determines how much power would be needed, and gas and other utilities required to bring services to capacity and requirements for the businesses on site. This will allow Bartholome to let interested businesses know service capacity. **Parrish** asked how long the studies are valid. **Bartholome** replied five years.

A data center interested will employ 40 people and work in the building. **Turner** asked if Great Western Malting is interested. **Bartholome** stated yes, they are short on power and would like to get the expansion going but needs more power also.

Nichols asked about requirements of the contractor. **McLane** noted that expenses are reimbursed by the specific work requested in the OPA. Tax Increment Financial income are the funds available and incoming TIF remittance.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to approve the request for an Idaho Power Substation Assessment, Natural Gas Assessment, and Additional Concrete removal for utilities in the North Portneuf District, and authorize Meghan Conrad, PDA Legal Counsel, to create an OPA with Portneuf Capital LLC for review and approval on the PDA April 15, 2026 agenda. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

10. AIRPORT MASTER PLAN.

The Board may wish to discuss creating an Airport Master Plan for the Airport.

McLane met with the Airport Board and the airport lacks a plan to assist with a master plan to make improvements at the Airport and improve infrasture to bring in more businesses. Two options are to create a RFP to bring someone in to create a master plan, or option two, create a MOU with the City of Pocatello to plan this. A master plan would leave the airport district in a positive place. **Lepchenske** asked how this would affect the CREST Development. **McLane** stated this would encompass the entire airport, not just the CREST Development property. **Quayle** noted it may be around 400 acres. **McLane** stated this is a large area and would include road work, infrasture, what would be developed where, flight path by FAA. **Hough** stated a feasibility study for infrasture and services needs should be done first to determine possible uses, costs needed to make opportunities happen and work that needs to be done, then a master plan be created. **McLane** would like to blend these two together, feasibility study and master plan. **McLane** recommends a focused Airport Development company be targeted to get this RFP done with specific knowledge with airports and business opportunities, parking and other allowed uses. **Walsh** agrees that the two part process on a feasibility study and master plan be done with an airport knowledgable company. **McLane** stated the FAA has just completed a FAA Master Plan.

It was moved by **J. Hough** and seconded by **K. Lepchenske** to authorize staff to create a Request for Proposal (RFP) for a Two Phase Analysis, Phase 1 Feasibility Study and Phase 2 Master Plan with for the Pocatello Airport and present the draft RFP before the Board on April 15, 2026. Those in favor: J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

11. REVIEW AND DISCUSS THE DRAFT RAILROAD (RR) OVERPASS CONCEPT REPORT BY KELLER ASSOCIATES.

The Board may wish to review the the Draft RR Overpass Concept Report by Keller Associates.

McLane noted this report is a concept of the RR Overpass and Jake Poulson of Keller Associates will explain the report.

Jake Poulson of Keller Associates explained the report submitted in the agenda materials. Poulson stated Keller is working closely with McLane and Quayle on this project. A signal warrant will need to be done and if a signal is not warranted, that will be determined. PDA and Simplot own property and authorizations will be obtained to move forward with the analysis. Poulson clarified questions by the Board about land, Simplot being on board with the project, and the Portneuf Greenway.

McLane noted that the design must be completed to apply for grants and other funding, Federal, State, and Bridge type grants. The Rail Road has requirements and must approve the design per there requirements.

Quayle stated that he agrees with the 30% completed concept plan, and there is a Right-of-Way need, and if approved today, the the plan would move to the next phase.

It was moved by **K. Lepchenske** and seconded by **R. Walsh** to approve the draft Railroad Overpass Concept report by Keller Associates, with the updates as presented by McLane. Those in favor: M. Dahlquist, J. Hough, K. Lepchenske, B. Nichols, F. Parrish, N. Richardson, S. Turner, D. Villarreal and R. Walsh. Unanimous. Motion carried.

12. CALENDAR REVIEW.

The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

No one had anything to report.

13. ADJOURN REGULAR MEETING.

With no further business, **Turner** adjourned the meeting at 12:07 PM.

Submitted by:

Aceline McCulla, Secretary

Approved on: