



NORTHEAST ARIZONA TRAINING CENTER EXECUTIVE BOARD OF DIRECTORS MEETING

Northland Pioneer College provides, supports and promotes lifelong learning.

Executive Board members: Jeremy Raisor, Justin White, Brian Gardner

**Tuesday, April 7, 2026 – 1100 A.M.
Minutes**

Attendance: Jonelle Sinclair, Jeremy Raisor (remote), Brian Gardner (remote), Chad Kreuger, Justin White (remote).

Call to Order- 11:06 am

1. Discussion of Approved Minutes:

- a. March 3, 2026 – Chad Kreuger. In review.

2. Reports:

- a. *Financial Position / NATC Funding* – Chad. Sarah Burnett not present; update provided via written summary. New invoices are to be sent beginning July 1. Last check issued was December 22. QuickBooks reconciliations needed (January–current). LGIP balance showed \$12,372.57. 1099 processing pending consultation. Checkbook currently located in Holbrook; recommendation to relocate to Show Low or another accessible location with a signer. QuickBooks access needs to be reassigned or expanded. Board agreed that QuickBooks access can be adjusted as needed. Checkbook should be moved to a location accessible to authorized signers (SCC or NATC preferred).
- b. *Facilities Projects* – Justin White. No major new facility projects are currently pending. Releveling project caused wall cracks, ceiling panel displacement, and ductwork issues. Work orders will be submitted for repairs. Bathroom doors may need adjustment. Exterior ramp has shifted and needs evaluation. Sewer flow should be checked to ensure proper drainage post-leveling. Gate sensor issue discussed, improvements underway with card swipe post installation.
- c. *District Governing Board Needs* – Jeremy Raisor. No immediate requests from the board. Potential funding request related to track repairs (Estimated total: \$300,000). Proposed funding breakdown: NPC (\$100,000), Apache County (\$100,000, pending), NATC/partners (\$100,000). NATC may contribute \$50,000 and \$50,000 from industry partners.

- d. *Training Center Usage* (<https://npc.edu/natc>) – Chad Kreuger. Facility experiencing high usage from fire and police departments. Issues reported: Fire department live burns not properly cleaned up, along with some debris interfering with subsequent training use. Situation addressed with responsible parties.

3. **Old Business:**

- a. *Discussion/Action on shooting range follow up update*- Chad Kreuger. Update on Navajo County approval process: Proposal reviewed and approved by legal; Pending final approval by County Manager; and Scheduled date for Board of Supervisors review will be held on April 14. Estimated repair cost: \$3,000–\$5,000.
- b. *Tiny Home and Repair* – Chad Kreuger. Contractor: Mark Keyser (Summit Property Construction, LLC): Repairs nearly complete. Final unit requires water heater and heating system replacement. Issues due to improper original installation. Final walkthrough scheduled. Completion is expected within the week.
- c. *Releveling Main office* – Chad Kreuger. Contractor: Steve Baldwin (Baldwin Mobile Homes Services): Work in progress; nearing completion. Structural adjustments caused new cracks and minor damage. Follow-up inspection recommended in 2 years (~\$200 fee). Additional repairs required (facility responsibility).

4. **New Business:**

- a. *Virtra Update* – Chad Kreuger. Routine maintenance completed. One remaining service visit is included in current plan. Next scheduled maintenance: April 2027. Cost for future maintenance to be researched for budgeting purposes.

5. **Standing Business – Partners reports:**

- a. NAFA – Willie Nelson. Not in attendance.
- b. NAPA – Brad Provost. Not in attendance.
- c. Navajo County – Alden Whipple. Not in attendance.
- d. NPC – Jeremy Raisor. No reports provided.
- e. Town of Taylor – Willie Nelson. Not in attendance.

6. **Future Agenda Items – Chad Kreuger**

7. **Next Regular NATC Meeting – May 5, 2026 @ 11:00 AM**

***all meetings will be held at NATC, 1840 W. Papermill Rd, Taylor, AZ at 11:00 AM, unless otherwise noted. Aug 4, Sept 1**

Adjournment – Chad Kreuger. Chad adjourned this meeting at 11:32 am.

Minutes by: Jonelle Sinclair