

**Lewiston-Nez Perce County Regional Airport Authority  
Board of Commissioners Meeting Minutes**

Airport Administration Conference Room  
Third Floor, Airport Terminal Building  
406 Burrell, Lewiston, ID 83501

*Thursday April 21, 2016 – 5:00 pm*

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**I. CALL TO ORDER**

Chairman McCann called the meeting to order at 5:00 p.m. Commissioners present included William McCann, Jr., Pat Nuxoll, Emmett McCormick, Jim Finley and Verl Long.

**II. CITIZEN COMMENTS**

Chairman McCann welcomed Commissioners and those in the audience, asking if there were any comments regarding items on or off the agenda.

Doug Black, Friends of the Airport, requested that his comments be heard during the marketing update.

Chairman McCann commented on the recent Idaho Airport Managers Association (IAMA) meeting that he, Commissioners Long, Nuxoll and Airport Manager Hayes attended in Sun Valley earlier in the week. The meeting was attended by approximately 75 people, including Federal Aviation Administration Airport Districts Office Project Manager, Gary Gates. Chairman McCann noted the Lewiston board has the best attendance at conferences like this which is noticed by other attendees and the FAA.

**III. MINUTES**

Chairman McCann asked if there were any additions or corrections to the Regular Meeting Minutes of Wednesday, March 16, 2016, Executive Session of Wednesday, March 16, 2016 and the Special Session of Thursday March 24, 2016. Commissioner Finley moved to adopt the three sets of meeting minutes as presented. Commissioner Long seconded the motion, and it passed unanimously.

**IV. FINANCE**

**A. APPROVING VENDOR PAYMENTS**

Airport Manager Hayes summarized the accounts payable by noting those items that were extraordinary in nature or amount. Commissioner Long moved to approve the accounts payable. Commissioner Nuxoll seconded the motion and it passed unanimously.

**B. REVIEW OF THE FINANCIAL REPORT**

Commissioner Nuxoll handed out copies of the financial report, then summarized expenses and revenue. Nuxoll reported that he is continuing his work on updating the passenger facility charge request paperwork, but is waiting for closeout of two FAA grants before finishing the work. Commissioner Long moved to approve the finances as presented. Commissioner Finley seconded the motion and it passed unanimously.

**V. OLD BUSINESS**

**A. Pavement Management Program**

Airport Manager Hayes gave an overview on the status of the pavement management program project. Hayes explained the difference between option 8 and 9. He also referenced the email he wrote and sent to the commissioners recommending approval of the contract with option 8. Commissioner Nuxoll moved to approve the pavement management program contract with Reid Middleton as presented with optional task 8. The motion included authorizing the Chairman to sign the contract when it arrived. Commissioner Long seconded the motion and it passed unanimously.

#### B. Leading Edge Aviation

Airport Manager Hayes briefed the group on the history of the lease document in question with Leading Edge Aviation and how both Leading Edge and the Airport failed to execute the terms of the document. Hayes recommended the group vote to null and void the contract since neither party fulfilled the terms of the document. Commissioner Finley moved to make the contract dated April 9, 2007 with Leading Edge Aviation null and void. Commissioner Nuxoll seconded the motion and it passed unanimously. Chairman McCann asked the record show that no representation from Leading Edge Aviation was in attendance and they had been notified by Airport Manager Hayes by email on March 21, 2016 and April 4, 2016 of their active agenda item. McCann also asked the record show that Jim Pope of Leading Edge Aviation requested this matter be delayed from the special meeting of March 24, 2016, until tonight's meeting so he could be in attendance, which the board had agreed to do.

#### C. WIFI RFP

Airport Manager Hayes briefed the group on the history of WIFI in the terminal area. Hayes referenced a memo that was previously emailed to the board. The WIFI RFP was sent to many service providers in the area and posted in the newspaper as well. Only three companies responded to the RFP: First Step Internet, Cable One and Rodeo. Commissioner Finley and Hayes reviewed the RFP's and recommended the board select First Step Internet, but with three changes to contract terms. Commissioner Finley moved to accept the proposal from First Step Internet with the three recommended changes in the memo; 1. From a 10 year term to a year-to-year term that auto renews for 10 years 2. A clause that either side can terminate the contract with 90 days written notice and 3. A Term and Renewal clause with respect to the Idaho Constitution Article VIII, § 3. Commissioner Long seconded the motion and it passed unanimously.

### **VI. NEW BUSINESS**

#### A. Master Plan Closeout Letter

Airport Manager Hayes reported the Master Plan grant with Armstrong Consultants was finished and Scott Eaton with the Helena ADO concurred. The board Chairman signs for the grant initially, therefore the Chair needs to sign the closeout letter. Commissioner Nuxoll moved to have Chairman McCann sign the closeout letter for the Airport Master Plan and send it to the FAA. Commissioner Long seconded the motion and it passed unanimously.

#### B. Resolution 2016-06 M.A.P. Travel Company Lease Extension

Airport Manager Hayes presented resolution 2016-06 and a lease addendum to the M.A.P. Travel Company lease. The lease contained a provision for a two year extension to their lease which they requested in writing. Resolution 2016-06 and the lease addendum were recognizing the lease extension. Commissioner Long moved to approve Resolution 2016-06 and the lease addendum. Commissioner Nuxoll seconded the motion and it passed unanimously.

C. City of Lewiston Fire Department Live Burn

Airport Manager Hayes provided the board a brief background on the old gun club site which includes the old gun club house. Over the years there has been an increase in trespassing and vandalism and the site is a liability to the Airport. The City of Lewiston Fire Department has agreed to help the airport burn the structure as part of a live burn drill if the Airport participates in approximately \$1,500 in costs. Chairman McCann stated he spoke with Crea Construction and there was a consensus the money spent on the live burn would be recovered in dump fees. After a brief discussion about costs Commissioner Nuxoll moved to approve entering into a contract with the Lewiston Fire Department to conduct a live burn and share in the expenses of approximately \$1,500.00. Commissioner Long seconded the motion and it passed unanimously.

D. Forest Service Lease Rate for Summer of 2016 Temporary Use

Airport Manager Hayes explained he had been contacted by the Forest Service and asked what the lease rate would be for the year. Hayes reminded the group the rate for last year was \$1,900.00 per month to lease the entire south side development. He recommended the lease rate stay the same for this year, but only lease the area west of the new taxi lane development. This would provide the opportunity for development if needed. Commissioner Finley moved to keep the rate of \$1,900.00 for the 2016 Forest Service use, but limit the area to only that which is west of the newly developed taxi lane. Commissioner Long seconded the motion and it passed unanimously.

**VII. RECURRING BUISNESS**

A. MARKETING UPDATE

Doug Black, Friends of the Airport, reminded the group of the upcoming Business After Hours in June. He suggested the group contact Quest Aircraft in Sandpoint and see if they would be willing to send literature or a representative to the event. Black also mentioned an experimental airplane company in southern Idaho that should be contacted as well. Black stated the Nez Perce Tribe would be taking over the Fish and Game showcase on May 2. Black spoke with Michelle Peters of the Visitor Bureau about a grant to have the Lewiston-Nez Perce County Airport recognized as the preferred airport when returning home from the sternwheeler river boat trip. Currently Spokane is recognized and Black/Peters hoped to change the preference.

B. AIRPORT MANAGERS REPORT

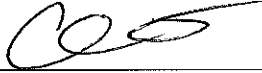
Airport Manager Hayes noted Ron Perkins who has been completing the survey work at the airport had fallen behind due to the recent landslide at Elk City. Hayes hopes to have Perkins give an update at the May meeting. Hayes spoke about parking issues on 4<sup>th</sup> Street C when the airport parking lot fills up. He will be working with the residents and Shawn Stubbers at the City of Lewiston to resolve the issue. Hayes mentioned the Port of Lewiston is on track with their Fiber Optic project. He and Jayne Bentz of the Port are finalizing an easement to present to the board at the May meeting. Lastly, Hayes informed the group the LED lighting project in the parking lot was complete as of today. The rebate forms would be mailed to Avista Utilities in the near future and the group would track power consumption savings.

C. COMMISSIONER COMMENTS

Commissioner Finley thanked Tye Harper for following up on his question about rain water infiltrating an electrical box. Finley also asked about recent paving repairs on the ramp by Taxiway D. Airport Manager Hayes responded the repairs were warranty work from the North Apron Project in 2015.

**XII. ADJOURNMENT**

The Airport Board will meet for the next Regular Scheduled Meeting on May 18, 2016 at 5:00 pm. Chairman McCann adjourned the meeting at 6:30 PM.



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Chris Hayes  
Airport Manager/Recording Secretary

**Lewiston-Nez Perce County Airport Authority-Operating Funds**  
**Profit & Loss Budget vs. Actual**  
October 2015 through March 2016

	Oct '15 - Mar 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
AIRCRAFT PARKING REVENUE	1,780.00	2,405.00	(625.00)
AIRPORT SECURITY REVENUE	(50.00)	350.00	(400.00)
CONSESSION & FRANCHISE REVENUE	48,290.69	61,482.86	(13,192.17)
FARM GROUND REVENUE	968.00	0.00	968.00
FUEL TAX REVENUE	10,367.14	11,899.44	(1,532.30)
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	529.13	379.29	149.84
LANDING FEE REVENUE	57,281.79	56,220.43	1,061.36
MISC. & DONATION REVENUE	4.75	8.00	(3.25)
REAL PROP. INCOME/NON-AVIATION	126,771.55	125,562.07	1,209.48
REAL PROPERTY INCOME/AVIATION	40,154.27	73,535.42	(33,381.15)
REFUND & CREDIT REVENUE	141.00	0.00	141.00
SPACE & FACILITIES REVENUE	50,173.98	50,173.86	0.12
SPECIAL USE FEE REVENUE	2,040.00	2,340.00	(300.00)
<b>Total Income</b>	<u>338,452.30</u>	<u>384,356.37</u>	<u>(45,904.07)</u>
<b>Gross Profit</b>	338,452.30	384,356.37	(45,904.07)
<b>Expense</b>			
AIRPORT SECURITY	1,090.33	560.57	529.76
ARFF SUPPLIES	0.00	500.00	(500.00)
BUILDING SUPPLIES	3,979.43	8,803.70	(4,824.27)
CAPITAL OUTLAY	30,000.00	30,000.00	0.00
CONTRACTED SERVICES	3,053.87	2,329.92	723.95
EMPLOYEE COMPENSATION	142,174.05	143,656.84	(1,482.79)
EMPLOYEE BENEFITS	41,978.55	48,244.38	(6,265.83)
EQUIPMENT REPAIRS & MAINTENANCE	20,486.04	16,442.96	4,043.08
GENERAL AND ADMINISTRATIVE	28,137.44	38,401.92	(10,264.48)
MAINT.-TERMINAL BLDG & EQUIP	10,659.20	8,900.00	1,759.20
MAINTENANCE-GROUNDS & FENCING	7,836.66	12,066.77	(4,230.11)
MAINTENANCE,AIRCRAFT VISUAL AID	5,844.04	3,978.93	1,865.11
OFFICE SUPPLIES & EXPENSE	3,473.40	4,990.00	(1,516.60)
TRAINING & CONFERENCES	5,367.01	8,596.00	(3,228.99)
UTILITIES	51,444.30	51,422.31	21.99
<b>Total Expense</b>	<u>355,524.32</u>	<u>378,894.30</u>	<u>(23,369.98)</u>
<b>Net Ordinary Income</b>	(17,072.02)	5,462.07	(22,534.09)
<b>Other Income/Expense</b>			
<b>Other Income</b>			
MARKETING SUP NEZ PERCE COUNTY	0.00	0.00	0.00
MARKETING SUP CITY OF LEWISTON	0.00	0.00	0.00

**Lewiston-Nez Perce County Airport Authority-Operating Funds**  
**Profit & Loss Budget vs. Actual**  
October 2015 through March 2016

	Oct '15 - Mar 16	Budget	\$ Over Budget
CITY OF LEWISTON SHARED COSTS	23,500.00	23,500.00	0.00
NEZ PERCE COUNTY SHARED COSTS	23,500.00	23,500.00	0.00
Total Other Income	47,000.00	47,000.00	0.00
Other Expense			
MARKETING EXPENSES SOUTHSIDE	500.00	0.00	500.00
Total Other Expense	500.00	0.00	500.00
Net Other Income	46,500.00	47,000.00	(500.00)
Net Income	<u>29,427.98</u>	<u>52,462.07</u>	<u>(23,034.09)</u>

**Lewiston-Nez Perce County Airport Authority-Operating Funds**  
**Balance Sheet**  
As of March 31, 2016

	<u>Mar 31, 16</u>	<u>Mar 31, 15</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
101 · Twin River National Bank Check	6,389.72	26,587.60
103 · Twin River Money Market	324,455.27	303,350.51
<b>Total Checking/Savings</b>	330,844.99	329,938.11
<b>Accounts Receivable</b>		
110 · Accounts Receivable	17,677.27	21,230.40
<b>Total Accounts Receivable</b>	17,677.27	21,230.40
<b>Other Current Assets</b>		
105 · Petty Cash	100.00	109.83
107 · Prepaid Badge Processing Fees	451.00	371.00
108 · Prepaid Deposits		
108.01 · Work Comp Deposit	1,067.00	932.00
<b>Total 108 · Prepaid Deposits</b>	1,067.00	932.00
<b>Total Other Current Assets</b>	1,618.00	1,412.83
<b>Total Current Assets</b>	350,140.26	352,581.34
<b>TOTAL ASSETS</b>	<u>350,140.26</u>	<u>352,581.34</u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
200 · Accounts Payable	21,116.57	13,243.48
<b>Total Accounts Payable</b>	21,116.57	13,243.48
<b>Other Current Liabilities</b>		
240 · Payroll Liabilities		
240.03 · SUTA Payable	739.94	630.39
240.05 · State Withholding	1,235.00	683.00
240.07 · Dependent Coverage Payable	72.16	0.01
240.08 · Workers Comp Payable	1,192.01	847.08
<b>Total 240 · Payroll Liabilities</b>	3,239.11	2,160.48
255 · Accrued Wages Payable	14,821.75	12,405.80
260 · Held for Friends of Airport	1,539.20	1,539.20
265 · Compensated Absenses Payable	3,063.43	4,734.80
270 · Unearned Revenue	38,759.23	38,468.12
<b>Total Other Current Liabilities</b>	61,422.72	59,308.40
<b>Total Current Liabilities</b>	82,539.29	72,551.88
<b>Total Liabilities</b>	82,539.29	72,551.88
<b>Equity</b>		
320 · Retained Earnings	238,172.99	148,606.19
Net Income	29,427.98	131,423.27
<b>Total Equity</b>	267,600.97	280,029.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>350,140.26</u>	<u>352,581.34</u>

Lewiston-Nez Perce County Airport Authority - Capital Funds

Profit & Loss

April 1 - 20, 2016

	Apr 1 - 20, 16	Oct 1, '15 - Apr 20, 16
Ordinary Income/Expense		
Income		
REVENUE		
800 · Federal Aviation Admin Grants		
800.10 · Northside Apron Reconstruction	0.00	610,290.07
800.02 · FAA Master Plan Grant	14,216.05	14,216.05
Total 800 · Federal Aviation Admin Grants	14,216.05	624,506.12
820 · PFC Revenue	11,959.92	149,110.09
860 · Transfer From General Operation	0.00	30,000.00
Total REVENUE	26,175.97	803,616.21
Total Income	26,175.97	803,616.21
Gross Profit	26,175.97	803,616.21
Expense		
EXPENDITURES		
910 · Master Plan	15,163.92	15,163.92
901 · Northside Apron Reconstruction	0.00	714,455.05
902 · Pavement Condition Index Survey	0.00	1,500.00
908 · Equipment Acquisitions		
908.08 · Used Pickup	0.00	9,150.00
Total 908 · Equipment Acquisitions	0.00	9,150.00
916 · Snow Removal Equipment	0.00	12,169.00
917 · ARFF Facility Design		
917.02 · ARFF Phase 2-Pre-Schematic Des	0.00	63,506.22
917.01 · ARFF Development - Environmenta	0.00	23,353.00
Total 917 · ARFF Facility Design	0.00	86,859.22
919 · Gate 16 Installation	0.00	28,712.67
Total EXPENDITURES	15,163.92	868,009.86
Total Expense	15,163.92	868,009.86
Net Ordinary Income	11,012.05	-64,393.65
Other Income/Expense		
Other Income		
870 · Interest Income	0.00	207.54
Total Other Income	0.00	207.54
Net Other Income	0.00	207.54
Net Income	11,012.05	-64,186.11



**Lewiston-Nez Perce County Airport Authority - Capital Funds**  
**Balance Sheet**  
As of April 19, 2016

	<u>Apr 19, 16</u>	<u>Apr 19, 15</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
104 · TwinRiver Checking-Capital Fund	5,951.73	172,480.06
106 · Twin River Savings - PFC	<u>305,114.18</u>	<u>274,410.56</u>
<b>Total Checking/Savings</b>	311,065.91	446,890.62
<b>Accounts Receivable</b>		
110 · Accounts Receivable	<u>14,216.05</u>	<u>41,650.00</u>
<b>Total Accounts Receivable</b>	14,216.05	41,650.00
<b>Other Current Assets</b>		
115 · Unbilled Grant Receivable	<u>0.00</u>	<u>358,764.95</u>
<b>Total Other Current Assets</b>	0.00	358,764.95
<b>Total Current Assets</b>	<u>325,281.96</u>	<u>847,305.57</u>
<b>TOTAL ASSETS</b>	<u><u>325,281.96</u></u>	<u><u>847,305.57</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
200 · Accounts Payable	43,579.11	0.00
210 · Retainage Payable	<u>9,959.10</u>	<u>97,592.31</u>
<b>Total Accounts Payable</b>	53,538.21	97,592.31
<b>Total Current Liabilities</b>	<u>53,538.21</u>	<u>97,592.31</u>
<b>Total Liabilities</b>	53,538.21	97,592.31
<b>Equity</b>		
320 · Retained Earnings	335,929.86	218,666.13
Net Income	<u>-64,186.11</u>	<u>531,047.13</u>
<b>Total Equity</b>	<u>271,743.75</u>	<u>749,713.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>325,281.96</u></u>	<u><u>847,305.57</u></u>

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