

**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

*Wednesday December 14, 2016 – 5:00 pm*

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**I. CALL TO ORDER**

Chairman McCann called the meeting to order at 5:01 p.m. Commissioners present included William Vern McCann, Jr., Pat Nuxoll, Verl Long, Jim Finley and Emmett McCormick.

**II. CITIZEN COMMENTS**

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

There were no citizen comments.

Chairman McCann informed the group that due to snow and short staffing Airport Manager Hayes was not able to prepare several items on the agenda.

**III. MINUTES**

Airport Manager Hayes stated the meeting minutes for November 16, 2016 were not ready for approval.

**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 Finley 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. Commissioner Finley moved to approve the financial report as presented. Commissioner Long seconded the motion and it passed unanimously.

**V. NEW BUSINESS**

**A. ENTERPRISE RENT A CAR**

Commissioner Nuxoll gave an update on a request from Enterprise Rent a Car to rent parking spaces in the main parking lot. Nuxoll was concerned about the impact to other tenants since the request was only for the parking spaces and not the available counter space. The board discussed different options such as renting the counter space, counter space and parking spaces, parking space in the gravel long term parking, etc. Kathy Bohn with Avis commented several times per week they are dealing with Enterprise customers since they have no airport presence. She didn't feel it was appropriate that Enterprise potentially be available to rent parking spaces without having someone on site. The group agreed it was best to have the lease committee meet with Enterprise Rent a Car to see if they would be

interested in having a physical presence at the airport. No other decisions were made on this matter.

**B. AIRPORT OPERATIONS BUILDING AMMENDMENT WITH TO ENGINEERS**

Dave Mitchell with TO Engineers gave an update on progress made on the Airport Operations Building (AOB). An updated costing sheet had been sent to FAA for review and comments were received. Additional space in the building was found to be ineligible by FAA and would need to be paid for by the Airport Authority. The biggest change was the bookkeepers office was not going to be covered, which increased the cost by \$50,000. Mitchell also stated FAA would like them to submit a plan with costs to remove the hillside to the east of the proposed site in order to improve line of site from the AOB. The proposed amendment was not ready to be voted on, but Mitchell stated the cost would be \$5,000 or less. He also stated work would not be delayed because the proposal was not ready. Chairman McCann stated he didn't see a way to not complete the work FAA was requesting and felt the proposed \$5,000 should be allocated if necessary when a proposal was received. The rest of the board agreed. Mitchell stated an amendment would be ready by the next meeting.

**C. RESOLUTION 2016-33 – AMEND AIRPORT AUTHORITY BY LAWS**

Airport Manager Hayes was not ready to present the By Laws for approval.

**D. RESOLUTION 2016-34 – AIRCRAFT RESCUE FIRE FIGHTING TRUCK AGREEMENT WITH TO ENGINEERS**

Airport Manager Hayes stated the work order for TO engineers to begin scoping and help order the new ARFF truck had been distributed to the board for review. Dave Mitchell (TO Engineers) was working on cost justification with Hayes, but the two had not received concurrence from FAA. Hayes requested the board postpone voting on this item until FAA had concurred the fees were reasonable.

**VI. RECURRING BUISNESS**

**A. MARKETING UPDATE**

There was no marketing update given.

**B. AIRPORT MANAGERS REPORT**

Airport Manager Hayes reported on airport items of note that had taken place since the last meeting. Hayes presented a list of updates and accomplishments of staff to review at their leisure.

**C. COMMISSIONER COMMENTS**

Chairman McCann requested airport manager Hayes put together a board meeting retreat to discuss airline service retention at Lewiston. McCann suggested the meeting be held on a Saturday and take place at a third party venue in hopes more public participation would take place.

**XII. ADJOURNMENT**

Chairman McCann adjourned the meeting at 6:58 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 through November 2016

	Oct - Nov 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
AIRCRAFT PARKING REVENUE	107.00	700.00	(593.00)
AIRPORT SECURITY REVENUE	150.00	600.00	(450.00)
CONSESSION & FRANCHISE REVENUE	17,002.31	19,801.59	(2,799.28)
FARM GROUND REVENUE	0.00	0.00	0.00
FUEL TAX REVENUE	3,293.50	5,223.05	(1,929.55)
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	176.69	102.07	74.62
LANDING FEE REVENUE	20,740.84	20,176.19	564.65
MISC. & DONATION REVENUE	0.00	0.00	0.00
REAL PROP. INCOME/NON-AVIATION	91,201.76	91,201.76	0.00
REAL PROPERTY INCOME/AVIATION	17,014.41	18,079.96	(1,065.55)
REFUND & CREDIT REVENUE	0.00	0.00	0.00
SPACE & FACILITIES REVENUE	16,724.66	16,724.66	0.00
SPECIAL USE FEE REVENUE	2,040.00	2,040.00	0.00
<b>Total Income</b>	<u>168,451.17</u>	<u>174,649.28</u>	<u>(6,198.11)</u>
<b>Gross Profit</b>	168,451.17	174,649.28	(6,198.11)
<b>Expense</b>			
AIRPORT SECURITY	2,436.74	279.21	2,157.53
ARFF SUPPLIES	0.00	0.00	0.00
BUILDING SUPPLIES	4,365.13	1,833.33	2,531.80
CAPITAL OUTLAY	0.00	0.00	0.00
CONTRACTED SERVICES	2,565.83	1,171.43	1,394.40
EMPLOYEE COMPENSATION	43,887.91	51,873.52	(7,985.61)
EMPLOYEE BENEFITS	14,969.45	20,004.66	(5,035.21)
EQUIPMENT REPAIRS & MAINTENANCE	3,129.93	5,191.68	(2,061.75)
GENERAL AND ADMINISTRATIVE	12,445.56	11,565.01	880.55
MAINT.-TERMINAL BLDG & EQUIP	4,066.94	2,317.38	1,749.56
MAINTENANCE-GROUNDS & FENCING	1,192.50	1,550.00	(357.50)
MAINTENANCE,AIRCRAFT VISUAL AID	206.94	1,300.02	(1,093.08)
OFFICE SUPPLIES & EXPENSE	6,817.11	1,830.00	4,987.11
TRAINING & CONFERENCES	1,261.58	1,500.00	(238.42)
UTILITIES	16,240.32	17,681.17	(1,440.85)
<b>Total Expense</b>	<u>113,585.94</u>	<u>118,097.41</u>	<u>(4,511.47)</u>
<b>Net Ordinary Income</b>	54,865.23	56,551.87	(1,686.64)
<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 through November 2016

	<u>Oct - Nov 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
CITY OF LEWISTON SHARED COSTS	11,750.00	11,750.00	0.00
NEZ PERCE COUNTY SHARED COSTS	11,750.00	11,750.00	0.00
Total Other Income	23,500.00	23,500.00	0.00
Other Expense			
MARKETING EXPENSES SOUTHSIDE	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	23,500.00	23,500.00	0.00
Net Income	<u>78,365.23</u>	<u>80,051.87</u>	<u>(1,686.64)</u>

**Lewiston-Nez Perce County Airport Authority-Operating Funds**  
**Balance Sheet**  
As of November 30, 2016

	Nov 30, 16	Nov 30, 15
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
101 · Twin River National Bank Check	7,353.05	16,247.03
103 · Twin River Money Market	374,159.46	365,856.37
<b>Total Checking/Savings</b>	381,512.51	382,103.40
<b>Accounts Receivable</b>		
110 · Accounts Receivable	23,498.25	26,942.97
<b>Total Accounts Receivable</b>	23,498.25	26,942.97
<b>Other Current Assets</b>		
105 · Petty Cash	100.00	110.81
107 · Prepaid Badge Processing Fees	801.00	784.00
108 · Prepaid Deposits		
108.01 · Work Comp Deposit	1,780.00	1,067.00
<b>Total 108 · Prepaid Deposits</b>	1,780.00	1,067.00
116 · PFC Receivables	(13.17)	0.00
<b>Total Other Current Assets</b>	2,667.83	1,961.81
<b>Total Current Assets</b>	407,678.59	411,008.18
<b>TOTAL ASSETS</b>	<b>407,678.59</b>	<b>411,008.18</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
200 · Accounts Payable	15,268.47	16,474.58
<b>Total Accounts Payable</b>	15,268.47	16,474.58
<b>Other Current Liabilities</b>		
240 · Payroll Liabilities		
240.03 · SUTA Payable	262.66	368.05
240.04 · FUTA Payable	0.00	(1.80)
240.05 · State Withholding	1,033.00	524.00
240.06 · Persi Payable	0.00	(17.91)
240.07 · Dependent Coverage Payable	72.17	0.00
240.08 · Workers Comp Payable	506.35	434.46
<b>Total 240 · Payroll Liabilities</b>	1,874.18	1,306.80
255 · Accrued Wages Payable	11,573.99	9,860.17
260 · Held for Friends of Airport	0.00	1,539.20
265 · Compensated Absences Payable	5,372.76	3,063.43
270 · Unearned Revenue	46,786.68	38,759.23
<b>Total Other Current Liabilities</b>	65,607.61	54,528.83
<b>Total Current Liabilities</b>	80,876.08	71,003.41
<b>Total Liabilities</b>	80,876.08	71,003.41
<b>Equity</b>		
320 · Retained Earnings	248,437.28	238,172.99
Net Income	78,365.23	101,831.78
<b>Total Equity</b>	326,802.51	340,004.77
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>407,678.59</b>	<b>411,008.18</b>

**Lewiston-Nez Perce County Airport Authority - Capital Funds**

**Profit & Loss**

December 1 - 13, 2016

	Dec 1 - 13, 16	Oct 1 - Dec 13, 16
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>REVENUE</b>		
820 · PFC Revenue	27,464.16	77,673.77
840 · City of Lewiston Support	0.00	37,500.00
850 · Nez Perce County Support	0.00	37,500.00
<b>Total REVENUE</b>	<u>27,464.16</u>	<u>152,673.77</u>
<b>Total Income</b>	<u>27,464.16</u>	<u>152,673.77</u>
<b>Gross Profit</b>	27,464.16	152,673.77
<b>Expense</b>		
<b>EXPENDITURES</b>		
917 · ARFF Facility Design		
917.03 · Airport Operations Building	0.00	129,894.00
<b>Total 917 · ARFF Facility Design</b>	<u>0.00</u>	<u>129,894.00</u>
<b>Total EXPENDITURES</b>	<u>0.00</u>	<u>129,894.00</u>
<b>Total Expense</b>	<u>0.00</u>	<u>129,894.00</u>
<b>Net Ordinary Income</b>	27,464.16	22,779.77
<b>Other Income/Expense</b>		
<b>Other Income</b>		
870 · Interest Income	0.00	11.43
<b>Total Other Income</b>	<u>0.00</u>	<u>11.43</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>11.43</u>
<b>Net Income</b>	<u><u>27,464.16</u></u>	<u><u>22,791.20</u></u>

**Lewiston-Nez Perce County Airport Authority - Capital Funds**  
**Balance Sheet**  
As of December 13, 2016

	<u>Dec 13, 16</u>	<u>Dec 13, 15</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
104 - TwinRiver Checking-Capital Fund	-30,898.51	22,018.47
106 - Twin River Savings - PFC	401,902.11	373,924.58
<b>Total Checking/Savings</b>	<u>371,003.60</u>	<u>395,943.05</u>
<b>Total Current Assets</b>	<u>371,003.60</u>	<u>395,943.05</u>
<b>TOTAL ASSETS</b>	<u><u>371,003.60</u></u>	<u><u>395,943.05</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
200 - Accounts Payable	0.00	9,959.10
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>9,959.10</u>
<b>Total Current Liabilities</b>	<u>0.00</u>	<u>9,959.10</u>
<b>Total Liabilities</b>	<u>0.00</u>	<u>9,959.10</u>
<b>Equity</b>		
320 - Retained Earnings	348,212.40	335,929.86
Net Income	22,791.20	50,054.09
<b>Total Equity</b>	<u>371,003.60</u>	<u>385,983.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>371,003.60</u></u>	<u><u>395,943.05</u></u>



Lewiston - Nez Perce County Airport Authority

FY 2016 - 2017 CASH FLOW STATEMENT BY MONTH - DIRECT METHOD

CASH FLOWS - OPERATING ACTIVITIES	12/13/2016												FYE Total
	Actual Oct-16	Actual Nov-16	Actual Dec-16	Actual Jan-17	Actual Feb-17	Actual Mar-17	Actual Apr-17	Actual May-17	Actual Jun-17	Actual Jul-17	Actual Aug-17	Actual Sep-17	
Checking, beginning of month	16,706.21	19,888.84	7,353.05	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	16,706.21
Cash receipts - Nez Perce County	11,750.00												11,750.00
Cash receipts - City of Lewiston	92,582.00												92,582.00
Cash receipts - Authority customers	55,112.39	45,917.63	27,186.49										128,196.51
Transfer from Money Market Account	35,000.00		5,000.00										40,000.00
Cash paid Authority suppliers and employees	(86,829.76)	(58,553.42)	(33,071.56)										(178,454.74)
Transfer to Money Market Account	(104,332.00)												(104,332.00)
Net increase (decrease) in cash	3,282.63	(12,635.79)	(995.07)										(10,258.23)
Checking, end of month	19,988.84	7,353.05	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98	6,447.98
<b>CASH FLOWS - MONEY MARKET ACCOUNT</b>													
Savings, beginning of month	304,655.04	374,067.22	374,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	304,655.04
Transfers from operations checking	104,332.00												104,332.00
Transfers to operations checking	(35,000.00)		(5,000.00)										(40,000.00)
Interest received	80.18	92.24											172.42
Net increase (decrease) in cash	69,412.18	92.24	(5,000.00)										64,504.42
Savings, end of month	374,067.22	374,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46	369,159.46
<b>CHECKING AND SAVINGS BALANCE, end of month</b>													
Cash, beginning of month	274,228.34	348,230.70	374,437.95	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	274,228.34
Cash receipts from airlines	24,002.36	26,207.25	27,464.16										77,673.77
Reimb from City of Lewiston	50,000.00												50,000.00
Interest received	74,002.36	26,207.25	27,464.16										127,673.77
Net increase (decrease) in cash	348,230.70	374,437.95	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11
Cash, end of month	348,230.70	374,437.95	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11	401,902.11
<b>CASH FLOWS - CAPITAL ACTIVITIES</b>													
Cash, beginning of month	43,464.48	98,989.49	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	43,464.48
Cash receipts - FAA Grants	32,432.33												32,432.33
Cash receipts - City of Lewiston - Capital Cont	37,500.00												37,500.00
Cash receipts - Nez Perce Co - Capital Cont	37,500.00												37,500.00
Cash paid to Contractors - Pavement Index	(34,223.55)												(34,223.55)
Cash paid to Contractors - Snow Removal Equip	(370.00)												(370.00)
Cash paid to Contractors - Airport Operations Building	(17,319.20)	(129,894.00)											(147,213.20)
Interest received	5.43	6.00											11.43
Net increase (decrease) in cash	55,225.01	(129,893.00)											(74,352.89)
Cash, end of month	98,989.49	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)	(30,898.51)