

Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting
Minutes of December 19, 2012

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, December 19, 2012 in the Airport Conference Room, 406 Burrell Avenue, Lewiston, Idaho.

I. CALL TO ORDER AND ROLL CALL

Chairman McCann called the meeting to order at 5:00 p.m.

II. CITIZEN COMMENTS

Chairman McCann asked if anyone would like to address the Board. No one took advantage of the opportunity.

III. MINUTES

- *Joint Meeting Minutes of November 26th and Regular Meeting Minutes of November 28, 2012*

Chairman McCann then asked if there were any additions or corrections to the minutes of November 26th and 28th, 2012. Commissioner Martin moved to approve the minutes as distributed. After Commissioner Long seconded the motion, Commissioner Hayes said he would abstain from voting since he had not attended the meeting. Chairman McCann called for a vote on the motion which passed with Commissioners Martin, Long, and Nuxoll voting in favor of the motion.

IV. FINANCE

A. Vendor Payments

Airport Manager Turner summarized accounts payable by vendor name and purpose.

B. Financial Reports

Commissioner Nuxoll distributed financial reports. Revenue, at present, is exceeding expectations. Car rentals appear to be one of the reasons for the upward trend. Another reason is that revenue from the sale of surplus restaurant/kitchen property adds to the total. After he summarized the balance sheet, profit/loss and cash flow statements, and the PFC reconciliation, Commissioner Nuxoll briefed the Board on the continuing expectation of paying off the debt to the City in January 2013. Commissioner Hayes moved to approve the vendor payments and financial report. Commissioner Long seconded the motion, and it passed unanimously.

VI. OLD BUSINESS

A. GOLF COURSE RV PARK

Chairman McCann asked if there was an update. Mr. Tim Barker, City of Lewiston Parks and Recreation Director provided the Board a map that conceptually depicted the proposed Golf Course/RV Park. It differed from the one Mr. Lynn Moss provided the previous meeting in that this one showed a modified septic system and revised traffic flow. Mr. Barker then summarized the timeline under which he's working for the purpose of grant applications. Mr. Turner added that he had not received feedback yet from the Federal Aviation Administration.

B. SOUTHSIDE DEVELOPMENT PLAN

Chairman McCann asked Mr. Turner for his report. Mr. Turner pointed out the draft development policy which incorporates all the changes suggested to date. He added that the document at present allocates taxiway development costs to the Authority, while the remaining infrastructural costs will be the responsibility of the developer. The draft is presented to the Board for their deliberation. Commissioner Nuxoll stated that some PFC funds will become revenue that may be used for some of the infrastructural costs. Commissioner Martin stated he'd met with Avista representatives. There may be some utility cost savings if ditch work is done by the Authority. Commissioner Hayes asked the Armstrong Engineering representatives what they recommended. Mr. Dennis Corsi stated that this airport was in the same position as others. Most others he's dealt with take the total development costs and divide that by the number of hangars to determine what can be allocated to each. The airport might "front" the costs with the understanding they will be recovered through lease fees. Chairman McCann stated that City representatives have acknowledged they may have to cover some of the upfront costs. Commissioner Martin suggested the next step should be picking the size of the buildings allowed, then allocating utility costs. Commissioner Long suggested making a layout plan first. Mr. Tadd Warner of Armstrong Engineering offered to create such a plan. Chairman McCann then acknowledged that another work session devoted to the development was in order. After discussion, consensus appeared to favor scheduling the next meetings for January 9th with the regular session at 1:00 pm and a work session at 2:00 pm.

C. RESOLUTION 2012-35: BOTT & ASSOCIATES

Mr. Turner explained that Resolution 2012-35 approves a contract with Bott and Associates, the purpose of which is to accomplish architectural services associated with the second-floor TSA training facility. Commissioner Martin noted that Mr. Bott is a client of his and if there were any conflict of interest concerns, he would abstain from voting. When no concerns were expressed, Commissioner Nuxoll moved to approve the resolution. Commissioner Hayes seconded the motion and it passed unanimously.

VI. NEW BUSINESS

A. PERSONAL PROPERTY TAX INITIATIVE

Chairman McCann asked for the staff report. Mr. Turner reminded Board members that Lewiston City Mayor Kevin Poole had mentioned the Initiative during a recent joint

City/County/Authority Board meeting and suggested the Airport Authority discuss it with a view toward supporting the City's position. Commissioner Nuxoll stated he didn't feel it was an appropriate debate for the Board since the Authority is not a taxing entity. There appeared to be consensus among Board members supporting Commissioner Nuxoll's comment.

B. AIRPORT URA

Chairman McCann asked Commissioner Martin for a report. After Commissioner Martin summarized the Community Development Director's briefing, Commissioner Nuxoll stated it makes sense to establish a URA for the airport as well as for the expected growth area around the airport. After a brief discussion concerning alternative funding sources, Commissioner Nuxoll moved to recommend the establishment of a URA encompassing the airport and an appropriate growth area. The motion was seconded by Commissioner Martin and passed unanimously.

C. FISCAL YEAR 2012 FINANCIAL REPORT

Chairman McCann asked Commissioner Nuxoll to report. Commissioner Nuxoll pointed out the Auditor's report in the agenda package, then summarized its contents, noting the Unqualified Opinion expressed on pages 1 and 2. He then briefly discussed the internal control compliance issue associated with a lean organization like the authority. Chairman McCann thanked Commissioner Nuxoll, noting that the Unqualified Opinion is second in a row for the Authority and is directly attributable to the system set up by Mr. Nuxoll. Commissioner Nuxoll moved to accept the auditor's report. Commissioner Hayes seconded the motion and it passed unanimously.

D. RESOLUTION 2012-37, SURPLUS EQUIPMENT

Airport Manager Turner reported that Resolution 2012-37 declared surplus a used Xerox copy machine, a plastic tool box, and an oak desk. Commissioner Nuxoll expressed concern over the desk, suggesting that it be removed from the list associated with the Resolution. Commissioner Martin moved to approve Resolution 2012-37 conditioned upon removal of the desk from the list. Commissioner Hayes seconded the motion, and it passed unanimously.

E. RESOLUTION 2012-38, USKH/BASH REPORT

Airport Manager Turner reported that the wildlife consulting team reported they were not yet ready to present the report. Mr. Turner recommends tabling this topic until the next meeting. The Board's consensus appeared consistent with the staff recommendation.

VII. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Airport Manager Turner reviewed the contents of the Commissioners' Agenda package. He briefed staff work and the south side project closeout. He reminded the Board that the

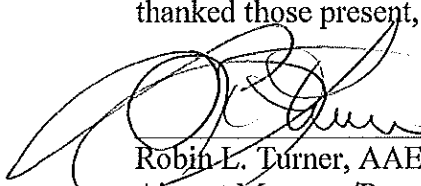
Authority will be hosting a Business After Hours on January 17th from 5:00 to 7:00 pm. Commissioner Nuxoll suggested signs and arrows to facility parking for the event.

B. COMMISSIONER COMMENTS

A brief discussion took place concerning the next grant application. Mr. Turner asked Armstrong's Tadd Warner to have the document ready for the Chairman's signature at the next meeting.

IV. ADJOURNMENT

There being no further discussion to be conducted in special session, Chairman McCann thanked those present, then adjourned the meeting at 7:07 p.m.



Robin L. Turner, AAE
Airport Manager/Recording Secretary

11:13 AM

Lewiston-Nez Perce County Airport Authority- Operating Fund

12/19/12

Profit & Loss Budget vs. Actual

Accrual Basis

October through November 2012

FICP
6/12/19/11

	Oct - Nov 12	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	1,440.00	1,100.00	340.00
AIRPORT SECURITY REVENUE	275.00	100.00	175.00
CONSESSION & FRANCHISE REVENUE	23,832.38	17,150.00	6,682.38
FUEL TAX REVENUE	4,148.27	3,500.00	648.27
INTEREST & FIN CHG REVENUE	98.07	70.00	28.07
LANDING FEE REVENUE	21,437.61	20,500.00	937.61
MISC. & DONATION REVENUE	10,066.97	2,000.00	8,066.97
REAL PROP. INCOME/NON-AVIATION	91,017.64	90,295.90	721.74
REAL PROPERTY INCOME/AVIATION	17,621.14	16,811.70	809.44
REFUND & CREDIT REVENUE	0.00	400.00	(400.00)
SPACE & FACILITIES REVENUE	11,947.90	11,924.28	23.62
SPECIAL USE FEE REVENUE	2,015.00	2,040.00	(25.00)
Total Income	183,899.98	165,891.88	18,008.10
Gross Profit	183,899.98	165,891.88	18,008.10
Expense			
AIRPORT SECURITY	476.08	416.68	59.40
ARFF SUPPLIES	0.00	50.00	(50.00)
BUILDING SUPPLIES	2,304.16	2,100.00	204.16
CAPITAL OUTLAY	7,982.00	8,000.00	(18.00)
CONTRACTED SERVICES	1,535.00	2,975.00	(1,440.00)
EMPLOYEE COSTS AND BENEFITS	59,177.34	60,599.87	(1,422.53)
EQUIPMENT REPAIRS & MAINTENANCE	3,977.89	6,420.00	(2,442.11)
GENERAL AND ADMINISTRATIVE	15,876.55	16,000.00	(123.45)
MAINT.-TERMINAL BLDG & EQUIP	3,354.84	3,870.00	(515.16)
MAINTENANCE-GROUNDS & FENCING	983.68	1,400.00	(416.32)
MAINTENANCE,AIRCRAFT VISUAL AID	3,406.42	2,450.00	956.42
OFFICE SUPPLIES & EXPENSE	7,475.32	2,970.00	4,505.32
TRAINING & CONFERENCES	12.00	325.00	(313.00)
UTILITIES	14,697.96	18,070.00	(3,372.04)
Total Expense	121,259.24	125,646.55	(4,387.31)
Net Ordinary Income	62,640.74	40,245.33	22,395.41
Other Income/Expense			
Other Income			
CITY OF LEWISTON SHARED COSTS	11,428.75	11,428.75	0.00
NEZ PERCE COUNTY SHARED COSTS	11,428.75	11,428.75	0.00
Total Other Income	22,857.50	22,857.50	0.00
Net Other Income	22,857.50	22,857.50	0.00
Net Income	85,498.24	63,102.83	22,395.41

Lewiston-Nez Perce County Airport Authority - Operating Fund
A/R Aging Summary
As of December 19, 2012

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ABC Taxi	0.00	0.00	0.00	120.00	0.00	120.00
Alaska Airlines	1,483.23	4,693.00	0.00	0.00	0.00	6,176.23
Allegiant Air	0.00	713.80	0.00	0.00	0.00	713.80
Budget Car Rental	555.00	0.00	(58.27)	0.00	0.00	496.73
Caudle, Loren	0.00	75.00	0.00	0.00	0.00	75.00
City of Lewiston	0.00	0.00	0.00	0.00	123.45	123.45
Crowley, Laverne	0.00	0.00	0.00	(400.00)	400.00	0.00
Edwards, Eddie	0.00	0.00	0.00	0.00	0.00	0.00
Falcon Air	0.00	0.00	0.00	0.00	0.00	0.00
Lamb, Ron	0.00	191.81	0.00	0.00	0.00	191.81
Lautenslager, Dean & Laura	0.00	3,994.16	0.00	0.00	0.00	3,994.16
Miles, Frank	0.00	75.00	0.00	0.00	0.00	75.00
Nez-Perce County	0.00	0.00	0.00	0.00	0.00	0.00
PKE, LLC	0.00	25.00	0.00	0.00	0.00	25.00
Q.D. Service	0.00	0.00	0.00	25.00	0.00	25.00
SkyWest Airlines	1,161.29	0.00	0.00	0.00	0.00	1,161.29
Snake River Hideaway	0.00	0.00	689.06	0.00	0.00	689.06
United Airlines	0.00	508.24	661.00	0.00	0.00	1,169.24
TOTAL	3,199.52	10,276.01	1,483.60	(255.00)	523.45	15,227.58

FY 2012 PFC ACTIVITY RECONCILIATION

Received	By Airport	Deposit	By City	DATE	DESCRIPTION	PFC Fees	Month	AMOUNT	Balance	REF
					Balance 10/30/2012				(58,125.76)	
				11/1/2012	Delta Airlines	Sep-12	9,810.67			
				11/6/2012	Sun Country Airlines	Sep-12	1,496.99			
				11/6/2012	United Airlines	Sep-12	78.58			
				11/6/2012	Allegiant Air	Sep-12	531.19			
				11/6/2012	American Airlines	Sep-12	48.29			
				11/6/2012	Korean Air	Sep-12	17.65	11,983.37	Airport Authority check #5758 dated 11/6/2012	
					Balance 11/6/2012				(46,142.39)	
				11/28/2012	Alaska Airlines	Oct-12	11,319.77			
				11/28/2012	Lufthansa	Oct-12	4.39			
				11/28/2012	United Airlines	Oct-12	772.42	12,096.58	Airport Authority check #5766 dated 11/28/2012	
					Balance 11/28/2012				(34,045.81)	
				12/3/2012	Delta Airlines	Oct-12	8,653.99			
				12/6/2012	American Airlines	Oct-12	144.21			
				12/6/2012	Eva Air	Oct-12	4.39			
				12/6/2012	Frontier Airlines	Oct-12	13.17			
				12/6/2012	Jet Blue Airways	Oct-12	544.36			
				12/6/2012	Sun Country Airlines	Oct-12	961.41			
				12/6/2012	US Airways	Oct-12	3.62			
				12/6/2012	Asiana Airlines	Oct-12	21.95			
				12/6/2012	Air France	Oct-12	2.89	10,349.99	Airport Authority check #5807 dated 12/6/2012	
					Balance 12/19/2012				(23,695.82)	

Lewiston-Nez Perce County Airport Authority - Operating Fund
A/R Aging Summary
As of December 18, 2012

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ABC Taxi	0.00	0.00	0.00	120.00	0.00	120.00
Alaska Airlines	1,483.23	4,693.00	0.00	0.00	0.00	6,176.23
Allegrant Air	0.00	713.80	0.00	0.00	0.00	713.80
Budget Car Rental	555.00	0.00	(58.27)	0.00	0.00	496.73
Caudle, Loren	0.00	75.00	0.00	0.00	0.00	75.00
City of Lewiston	0.00	0.00	0.00	0.00	123.45	123.45
Crowley, Laverne	0.00	0.00	0.00	(400.00)	400.00	0.00
Edwards, Eddie	0.00	0.00	0.00	0.00	0.00	0.00
Falcon Air	0.00	0.00	0.00	0.00	0.00	0.00
Lamb, Ron	0.00	191.81	191.81	0.00	0.00	383.62
Lautenslager, Dean & Laura	0.00	3,994.16	0.00	0.00	0.00	3,994.16
Miles, Frank	0.00	75.00	0.00	0.00	0.00	75.00
Nez-Perce County	0.00	0.00	0.00	0.00	0.00	0.00
PKE, LLC	0.00	25.00	0.00	0.00	0.00	25.00
Q.D. Service	0.00	0.00	0.00	25.00	0.00	25.00
SkyWest Airlines	1,161.29	0.00	0.00	0.00	0.00	1,161.29
Snake River Hideaway	0.00	0.00	689.06	0.00	0.00	689.06
United Airlines	0.00	508.24	661.00	0.00	0.00	1,169.24
TOTAL	3,199.52	10,276.01	1,483.60	(255.00)	523.45	15,227.58

12/19/2012		Accounts Payable								
Check No		Payee		Amount	Purpose					
ded	12/3/2012			6621.72	Payroll					
5801-5805	12/3/2012			1303.49	Board Payroll					
ded				\$2,502.83	Federal Deposit					
ded				\$2,028.25	Persi Deposit					
5806	12/3/2012	Idaho Child Support Receipting		\$162.50	Tyes Child Support					
5807	12/6/2012	City of Lewiston		\$10,349.99	PFC Reimbursement					
5808	12/17/2012	Idaho Child Support Receipting		\$162.50	Tyes Child Support					
ded	12/17/2012			\$6,374.01	Payroll					
ded	12/18/2012			\$1,757.66	Persi Deposit					
ded	12/21/2012			\$2,136.76	Federal Deposit					
5809	12/18/2012	Avista		\$5,866.37	Electricity 10/24/12 - 11/26/12					
5810	12/18/2012	Blue Ribbon Linen		\$391.60	Janitorial Supplies					
5811	12/18/2012	Carr Sales		\$561.50	Replacement bulbs for new taxiway					
5812	12/18/2012	Cash		\$61.46	Petty cash					
5813	12/18/2012	CenturyLink		\$380.22	Phone Bill Dec. 10, 2012 to Jan.10,2012					
5814	12/18/2012	Chase		\$76.53	Parts for Lights for Ford PU and handle for Chevy PU					
5815	12/18/2012	City of Lewiston		\$267.15	Garbage November 2012					
5816	12/18/2012	Coleman Oil Company		\$426.52	Fuel					
5817	12/18/2012	Comstrat Corporation		\$337.50	Repair HVAC machine and add new printer to network					
5818	12/18/2012	Cook Brothers Electric		\$507.46	Repair Light in Maintenance Bldg. & Additional SIDA area lighting					
5819	12/18/2012	DeCoria Maichel & Teague, PS		\$1,750.00	Financial Statements for YE September 30, 2012					
5820	12/18/2012	DMX, Inc.		\$51.83	Public Address System for December					
5821	12/18/2012	Dyna Systems		\$140.23	Nuts & Bolts for restock					
5831	12/18/2012	Erb Hardware		\$188.77	Supplies for terminal Bldg.					
5823	12/18/2012	Gateway Materials		\$35.00	Metal for Light Pole Base					
5824	12/18/2012	Inland Cellular		\$239.68	Cell Phone Bill December 2012					
5825	12/18/2012	Kings Thrones		\$120.00	Porta Potties Dec. 3-30, 2012					
5826	12/18/2012	LifeMap Assurance		\$21.60	January 2013 Life Insurance					
5827	12/18/2012	Plantscapes		\$250.00	Plant Care for December 2012					
5828	12/18/2012	Robin Turner		\$83.83	Mileage November 16-30, 2012					
5829	12/18/2012	Xerox Corporation		\$500.07	Lease Pay off					
5830	12/18/2012	Regence Blue Shield		\$3,427.00	Medical Insurance for January 2013					
5832	12/19/2012	City of Lewiston		\$9,765.61	PFC Reimbursement					
Total				\$58,849.64						

Lewiston - Nez Perce County Airport Authority

FY 2013 CASH FLOW STATEMENT BY MONTH - DIRECT METHOD

Activity	12/19/12											
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	Oct-12	Nov-12	Dec-12	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12
CASH FLOWS - OPERATING ACTIVITIES												
Checking, beginning of month	1,882.33	2,592.75	13,267.32	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21
Cash receipts - Nez Perce County	11,428.75											
Cash receipts - City of Lewiston	11,428.75											
Cash receipts - Friends of the Airport/Airfair												
Cash receipts - PFC collections	19,855.57	24,079.95	10,349.99									
Cash receipts - Authority customers	125,732.09	48,104.79	28,105.85									
Transfer from Money Market Account	17,982.00	35,000.00										
Cash paid Authority suppliers and employees	(45,767.28)	(72,430.22)	(24,339.96)									
Cash paid to City For PFC collections	(19,859.96)	(24,079.95)	(10,349.99)									
Cash paid for Friends of the Airport Expenses												
Transfer to Capital Improvement Fund	(7,982.00)											
Transfer to Money Market Account	(112,107.50)											
Net increase (decrease) in cash	710.42	10,674.57	3,765.89									
Checking, end of month	2,592.75	13,267.32	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21	17,033.21
CASH FLOWS - MONEY MARKET ACCOUNT												
Savings, beginning of month	102,361.39	196,527.23	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41
Transfers from operations checking	112,107.50											
Transfers to operations checking	(17,982.00)	(35,000.00)										
Interest received	40.34	55.18										
Net increase (decrease) in cash	94,165.84	(34,946.82)										
Savings, end of month	196,527.23	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41	161,580.41
CHECKING AND SAVINGS BALANCE, end of month												
Cash, beginning of month	199,119.98	174,847.73	178,613.62	178,613.62	178,613.62	178,613.62	178,613.62	178,613.62	178,613.62	178,613.62	178,613.62	178,613.62
CASH FLOWS - PFC ACTIVITIES												
Cash, beginning of month	(77,985.72)	(58,125.76)	(34,045.81)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)
Activity												
Cash receipts from airlines	19,859.96	24,079.95	10,349.99									
Cash paid on loan Principal & Interest												
Interest received												
Net increase (decrease) in cash	19,859.96	24,079.95	10,349.99									
Cash, end of month	(58,125.76)	(34,045.81)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)	(23,695.82)
CASH FLOWS - CAPITAL ACTIVITIES												
Cash, beginning of month												
Activity												
Cash receipts from Grants												
Cash receipts - Nez Perce County	19,625.00											
Cash receipts - City of Lewiston	7,982.00											
Cash receipts from Operating Fund												
Cash paid to suppliers												
Interest received												
Net increase (decrease) in cash	27,607.00	19,473.33	(36,415.00)									
Cash, end of month	27,607.00	47,080.33	10,665.33	10,665.33	10,665.33	10,665.33	10,665.33	10,665.33	10,665.33	10,665.33	10,665.33	10,665.33

11:20 AM
12/19/12
Accrual Basis

Lewiston-Nez Perce County Airport Authority- Operating Fund
Balance Sheet
As of November 30, 2012

	<u>Nov 30, 12</u>	<u>Nov 30, 11</u>
ASSETS		
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	13,267.32	11,237.15
103 · Twin River Money Market	161,580.41	141,319.37
Total Checking/Savings	174,847.73	152,556.52
Accounts Receivable		
110 · Accounts Receivable	28,848.28	45,615.88
Total Accounts Receivable	28,848.28	45,615.88
Other Current Assets		
105 · Petty Cash	101.38	101.38
107 · Prepaid Badge Processing Fees	128.00	898.00
108 · Prepaid Deposits	1,012.00	1,012.00
Total Other Current Assets	1,241.38	2,011.38
Total Current Assets	204,937.39	200,183.78
TOTAL ASSETS	<u>204,937.39</u>	<u>200,183.78</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	8,159.76	16,625.20
Total Accounts Payable	8,159.76	16,625.20
Other Current Liabilities		
240 · Payroll Liabilities	3,356.91	2,827.06
255 · Accrued Wages Payable	11,365.25	10,193.37
260 · Held for Friends of Airport	1,257.28	249.10
265 · Compensated Absences Payable	3,034.94	1,397.68
270 · Unearned Revenue	48,433.38	47,554.19
Total Other Current Liabilities	67,447.76	62,221.40
Total Current Liabilities	75,607.52	78,846.60
Total Liabilities	75,607.52	78,846.60
Equity		
320 · Retained Earnings	43,831.63	40,373.60
Net Income	85,498.24	80,963.58
Total Equity	129,329.87	121,337.18
TOTAL LIABILITIES & EQUITY	<u>204,937.39</u>	<u>200,183.78</u>

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