

**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 July 20, 2016 – 5:00 pm

I. CALL TO ORDER

Chairman McCann called the meeting to order at 5:00 p.m. Commissioners present included William Vern McCann, Jr., Pat Nuxoll, Jim Finley and Verl Long. Emmett McCormick was excused from the meeting in advance due to a conflicting appointment.

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 Mattoon with Valley Vision discussed the possibility of a joint advertisement between the Port of Lewiston and Airport in a publication the Idaho Commerce Department puts out. Commissioner Nuxoll and Airport Manager Hayes agreed to work with Mattoon to ensure it fits in the budget.

III. MINUTES

Chairman McCann asked if there were any additions or corrections to the Special Meeting Minutes (in place of the Regular Meeting) of Wednesday, June 22, 2016 or the Special Meeting Minutes of Wednesday, June 29, 2016. Commissioner Nuxoll moved to adopt the meeting minutes as presented. Commissioner Finley seconded the motion, and it passed unanimously with Commissioner Long abstaining from the June 22, 2016 minutes due to being excused from the meeting.

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 reminded the group about the extraordinary expenses of the outside baggage doors and parking lot lights. He assured the group that even with the expenses the Authority was still on track to remain within budget. Nuxoll also stated there would be follow up with City Manager Jim Bennett about the City's cost of expenses on determining the feasibility of a joint ARFF station. Commissioner Finley moved to approve the financial report as presented. Commissioner Long seconded the motion and it passed unanimously.

C. AUDIT UPDATE

Airport Manager Hayes reported the ad for the annual budget audit has been run in the local newspaper and solicitation letters sent to known firms. Several firms have shown interest and Hayes expects at least three proposals at the time of close.

V. NEW BUSINESS

A, B, C, D. RESOLUTIONS 2016-10, 2016-11, 2016-12, 2016-13

Airport Manager Hayes gave an overview of Resolutions 2016-10 (Poe Asphalt Lease), 2016-11 (William Vern Jr. and Lori McCann), 2016-12 (Montie and Douglas McCain) and 2016-13 (Darrell and Sally Inman). Chairman McCann asked Vice-Chairman Finley to chair this portion of the meeting since one of the proposed leases was his. The meeting was turned over to Vice Chairman Finley. Airport Manager Hayes reported all resolutions are for new private hanger leases to existing hanger owners. The previous leases for each resolution had expired and therefore new leases were requested. Hayes clarified that all resolutions contain the same verbiage other than the lessee name, legal description and cost based on size. Commissioner Nuxoll made a motion to approve Resolutions 2016-10, 2016-11, 2016-12 and 2016-13 as presented. Commissioner Long seconded the motion and it passed unanimously. Chairman McCann abstained from the conversation and the vote. After the vote Vice-Chairman Finley turned the meeting back over to Chairman McCann.

E. RESOLUTION 2016-14 – YOUNG IDEAS, LLC ESTOPPEL

Airport Manager Hayes gave an overview of the previous chain of events in which the board approved a lease assignment from PKE, LLC to Young Ideas, LLC at the last board meeting. After the lease assignment Young Ideas, LLC has been working to secure funding from Potlatch Federal Credit Union (P1FCU) against the hanger. P1FCU has requested the board approve a Lessor's Consent, Estoppel Certificate and Agreement in case of default by Young Ideas, LLC. During this process a common name unit numbering error of the hanger has been found. The legal description is correct, but the common name could be incorrect. Hayes asked the board approve the resolution contingent on correction of the common name description. Commissioner Long made the motion to approve Resolution 2016-14 with the understanding the common name unit description could change in the final document. Commissioner Finley seconded the motion and it passed unanimously.

F. RESOLUTION 2016-15 – HILLCREST AIRCRAFT COMPANY RENTAL AGREEMENT

Airport Manager Hayes recounted the presentation by Hillcrest Aircraft Company to lease the long term tie down area on the west side of the airport. The proposed rental agreement represents what Hillcrest presented to the board at the previous meeting. Commissioner Nuxoll stated he thought the agreement was positive because the airport would see additional revenue from the area that it has not seen in the past. Commissioner Nuxoll made the motion to approve Resolution 2016-15 as presented. Commissioner Long seconded the motion and it passed unanimously.

G, H, I, J. RESOLUTIONS 2016-16, 2016-17, 2016-18, 2016-19

Airport Manager Hayes gave an overview of Resolutions 2016-16 (R&S Aviation to Gustin Aviation, LLC), 2016-17 (R&S Aviation to Steve Gustin and Ronna Leachman), 2016-18 (R&S Aviation to Gustin Hanger N19, LLC) and 2016-19 (R&S Aviation to Gustin Hanger N21, LLC). Airport Manager Hayes reported the Gustin family requested the resolutions as part of business planning they are working on. All resolutions are for lease assignments from one business entity to a new business entity within the Gustin family. Hayes stated the original lease calls out each lease hold separately in the document and the requested changes to break out the leases would be easy to implement and track. Commissioner Long made a motion to approve Resolutions 2016-16, 2016-17, 2016-18 and 2016-19 as presented. Commissioner Finley seconded the motion and it passed unanimously.

K. RESOLUTION 2016-20 – JOSEPHINE GUSTIN FAMILY TRUST TO JOHANGER, LLC
LEASE ASSIGNMENT

Airport Manager Hayes reported the Gustin family requested the resolution as part of business planning they are working on. Resolution 2016-20 is for a lease assignment from one business entity to a new business entity within the Gustin family. It was not included in the above resolutions since it is an independent lease. Commissioner Long made the motion to approve Resolution 2016-20 as presented. Commissioner Finley seconded the motion and it passed unanimously.

L. RESOLUTION 2016-21 – TOM AND CAROL ROGERS TO PAT AND COLLEEN
SCHLANGEN LEASE ASSIGNMENT

Airport Manager Hayes reported that Tom and Carol Rogers are in the process of moving out of the area. Tom and Carol no longer need the hanger and are in the process of selling it to Pat and Colleen Schlangen. The current Rogers lease is relatively new and therefore only an assignment was requested; all other terms remain the same. Commissioner Nuxoll made the motion to approve Resolution 2016-21 as presented. Commissioner Long seconded the motion and it passed unanimously.

M. T-O ENGINEERS MASTER AGREEMENT AND WORK ORDER 16-01 – AIRCRAFT
RESCUE FIRE FIGHTING BUILDING

JR Norvell from T-O Engineers joined the meeting by telephone. Airport Manager Hayes presented a proposed Master Agreement and Work Order 16-01 from T-O Engineers. It was explained the Master Agreement is the primary document that supports any work completed between T-O Engineers and the airport while T-O is employed as the engineer of record for the airport. Work Order 16-01 is for initial services between T-O and the airport for the purposes of exploratory work on the new location for the Aircraft Rescue Fire Fighting Building (ARFF). Novell stated T-O will issue work orders to expedite a project and the Federal Aviation Administration (FAA) is in agreeance with this practice. Commissioner Nuxoll reminded the group the Authority agreed to self-fund the design work on the new ARFF station until the FAA issued a construction grant. The design work would then be included in the construction grant and the airport funds recovered at that time. Commissioner Long made a motion to approve the Master Agreement and Work Order 16-01 with T-O Engineers as presented. Commissioner Finley seconded the motion and it passed unanimously.

VI. RECURRING BUISNESS

A. MARKETING UPDATE

Doug Black, Friends of the Airport, informed the group about changes made in the showcases in the main terminal. The showcases are in the process of being updated and are coordinating well with activities on the airport. The Forest Service recently updated their showcase to include firefighting efforts in the region. Black also recounted a conversation with Laura Smith of the Forest Service in which he forwarded the latest Airport Newsletter to Smith, who in turn forwarded it on to all of those in her office. In doing so the Newsletter was presented to many new readers that might otherwise not have known about it.

DeAnn Scrabeck, Friends of the Airport, discussed progress made on hosting the Birdstrike.org conference in Lewiston. Scrabeck reported as many as 400 attendees could converge on the Lewis-Clark Valley for the conference. There is concern about the cost to host the conference which could be a one-time fee of \$35,000 plus additional hosting costs. Commissioner Nuxoll thought more investigation should be done before dismissing the idea

and volunteered to help Scrabeck and Hayes look into the matter further. The group thought this was a good idea.

B. AIRPORT MANAGERS REPORT

Airport Manager Hayes reported on airport items of note that had taken place since the last meeting. Hayes detailed a report of a stolen vehicle from the long term gravel parking lot and recent vandalism that has taken place in the same area. There was a short discussion on possible solutions of locking the parking lot, posting hours and signs in the area. Hayes, Commissioner Nuxoll and DeAnn Scrabeck reported on efforts of the group in preparation of the Nez Perce County Fair in which the airport is participating. The booth is in a more prominent location this year and the group has been working on a layout and promotional items.

C. COMMISSIONER COMMENTS

Commissioner Long reported on efforts to survey the airport. Long stated all plats have been verified and there are several road easements that need vacated. Efforts to vacate the roads with a County intern have not been successful as of late and Long would like to see money set aside to pay a consultant to help in the process. In addition to the road vacations it was found that several parcels of land are only listed in the City's name not the City and County. Chairman McCann suggested a letter be sent to the City and County making mention of this discrepancy.

Commissioner Nuxoll reported he attended the latest Winter Spirit meeting. Nuxoll is in the process of securing additional lights for the upcoming holiday season. He and Hayes thought it appropriate to make a contribution to Winter Spirit in order to help the group mitigate costs of the additional lights for the airport. Nuxoll stated he would work with Hayes to determine if this was appropriate and where in the budget it might fit. All agreed the holiday lights where a huge success last year and many positive comments were received.

VII. EXECUTIVE SESSION

- A. Commissioner Long motioned to enter into executive session in accordance with Idaho Code 74-2016(1)(a)&(b) Consider personnel matters. (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or chargers brought against, a public officer, employee, staff member or individual agent, or public school student. Commissioner Long seconded the motion and it passed unanimously. The group went in to executive session at 6:45 PM. Commissioner Nuxoll motioned to come out of executive session. Commissioner Long seconded the motion and it passed unanimously. The board went into open session at 6:56 PM.

XII. ADJOURNMENT

The Airport Board will meet for a Special Meeting on July 29, 2016 at 12:00 pm. Chairman McCann adjourned the meeting at 6:57 PM.



Chris Hayes
Airport Manager/Recording Secretary

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

	Oct '15 - Jun 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	2,348.00	3,241.00	(893.00)
AIRPORT SECURITY REVENUE	3,420.00	4,700.00	(1,280.00)
CONSESSION & FRANCHISE REVENUE	85,804.81	94,480.88	(8,676.07)
FARM GROUND REVENUE	968.00	0.00	968.00
FUEL TAX REVENUE	15,704.57	17,363.21	(1,658.64)
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	761.21	547.02	214.19
LANDING FEE REVENUE	83,737.37	81,016.39	2,720.98
MISC. & DONATION REVENUE	39.40	2,008.00	(1,968.60)
REAL PROP. INCOME/NON-AVIATION	142,326.19	140,989.93	1,336.26
REAL PROPERTY INCOME/AVIATION	51,606.65	85,828.04	(34,221.39)
REFUND & CREDIT REVENUE	141.00	0.00	141.00
SPACE & FACILITIES REVENUE	75,260.97	75,260.79	0.18
SPECIAL USE FEE REVENUE	2,040.00	3,140.00	(1,100.00)
Total Income	<u>464,158.17</u>	<u>508,575.26</u>	<u>(44,417.09)</u>
Gross Profit	464,158.17	508,575.26	(44,417.09)
Expense			
AIRPORT SECURITY	5,068.40	3,673.07	1,395.33
ARFF SUPPLIES	0.00	800.00	(800.00)
BUILDING SUPPLIES	7,813.69	14,850.27	(7,036.58)
CAPITAL OUTLAY	30,000.00	30,000.00	0.00
CONTRACTED SERVICES	7,628.24	6,610.43	1,017.81
EMPLOYEE COMPENSATION	217,340.34	223,215.34	(5,875.00)
EMPLOYEE BENEFITS	67,711.34	73,118.19	(5,406.85)
EQUIPMENT REPAIRS & MAINTENANCE	25,231.96	24,771.47	460.49
GENERAL AND ADMINISTRATIVE	35,672.20	44,147.08	(8,474.88)
MAINT.-TERMINAL BLDG & EQUIP	18,071.11	11,950.00	6,121.11
MAINTENANCE-GROUNDS & FENCING	9,863.11	13,866.70	(4,003.59)
MAINTENANCE,AIRCRAFT VISUAL AID	19,655.35	6,776.11	12,879.24
OFFICE SUPPLIES & EXPENSE	4,988.74	7,385.00	(2,396.26)
TRAINING & CONFERENCES	13,785.63	12,956.11	829.52
UTILITIES	71,996.03	74,897.31	(2,901.28)
Total Expense	<u>534,826.14</u>	<u>549,017.08</u>	<u>(14,190.94)</u>
Net Ordinary Income	(70,667.97)	(40,441.82)	(30,226.15)
Other Income/Expense			
Other Income			
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 June 2016

	<u>Oct '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
CITY OF LEWISTON SHARED COSTS	35,250.00	35,250.00	0.00
NEZ PERCE COUNTY SHARED COSTS	35,250.00	35,250.00	0.00
Total Other Income	70,500.00	70,500.00	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	70,000.00	70,500.00	(500.00)
Net Income	<u>(667.97)</u>	<u>30,058.18</u>	<u>(30,726.15)</u>

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

	Jun 30, 16	Jun 30, 15
ASSETS		
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	11,430.24	15,004.45
103 · Twin River Money Market	280,933.08	308,084.68
Total Checking/Savings	292,363.32	323,089.13
Accounts Receivable		
110 · Accounts Receivable	23,168.47	26,293.07
Total Accounts Receivable	23,168.47	26,293.07
Other Current Assets		
105 · Petty Cash	100.00	110.32
107 · Prepaid Badge Processing Fees	76.00	1,002.00
108 · Prepaid Deposits		
108.01 · Work Comp Deposit	1,067.00	932.00
Total 108 · Prepaid Deposits	1,067.00	932.00
Total Other Current Assets	1,243.00	2,044.32
Total Current Assets	316,774.79	351,426.52
TOTAL ASSETS	316,774.79	351,426.52
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	19,425.38	15,800.04
Total Accounts Payable	19,425.38	15,800.04
Other Current Liabilities		
240 · Payroll Liabilities		
240.03 · SUTA Payable	912.02	783.43
240.05 · State Withholding	1,223.00	728.00
240.07 · Dependent Coverage Payable	144.32	0.01
240.08 · Workers Comp Payable	1,438.58	1,057.39
Total 240 · Payroll Liabilities	3,717.92	2,568.83
255 · Accrued Wages Payable	12,764.61	11,842.94
260 · Held for Friends of Airport	1,539.20	1,539.20
265 · Compensated Absences Payable	3,063.43	4,734.80
270 · Unearned Revenue	38,759.23	38,468.12
Total Other Current Liabilities	59,844.39	59,153.89
Total Current Liabilities	79,269.77	74,953.93
Total Liabilities	79,269.77	74,953.93
Equity		
320 · Retained Earnings	238,172.99	148,606.19
Net Income	(667.97)	127,866.40
Total Equity	237,505.02	276,472.59
TOTAL LIABILITIES & EQUITY	316,774.79	351,426.52

Lewiston-Nez Perce County Airport Authority - Capital Funds
Profit & Loss
July 1 - 19, 2016

	Jul 1 - 19, 16	Oct 1, '15 - Jul 19, 16
Ordinary Income/Expense		
Income		
REVENUE		
800 · Federal Aviation Admin Grants		
800.10 · Northside Apron Reconstruction	0.00	791,337.16
800.02 · FAA Master Plan Grant	0.00	14,218.26
Total 800 · Federal Aviation Admin Grants	0.00	805,555.42
820 · PFC Revenue	22,207.19	222,611.27
860 · Transfer From General Operation	0.00	30,000.00
Total REVENUE	22,207.19	1,058,166.69
Total Income	22,207.19	1,058,166.69
Gross Profit	22,207.19	1,058,166.69
Expense		
EXPENDITURES		
910 · Master Plan	0.00	15,163.92
911 · Runway 8-26 Reconstruction	0.00	0.00
901 · Northside Apron Reconstruction	0.00	927,226.78
902 · Pavement Condition Index Survey	0.00	31,544.90
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	35,292.93
917 · ARFF Facility Design		
917.02 · ARFF Phase 2-Pre-Schematic Des	0.00	113,600.00
917.01 · ARFF Development - Environmenta	0.00	23,353.00
Total 917 · ARFF Facility Design	0.00	136,953.00
919 · Gate 16 Installation	0.00	28,712.67
Total EXPENDITURES	0.00	1,184,044.20
Total Expense	0.00	1,184,044.20
Net Ordinary Income	22,207.19	-125,877.51
Other Income/Expense		
Other Income		
870 · Interest Income	0.00	282.20
Total Other Income	0.00	282.20
Net Other Income	0.00	282.20
Net Income	22,207.19	-125,595.31

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

	Jul 19, 16	Jul 19, 15
ASSETS		
Current Assets		
Checking/Savings		
104 · TwinRiver Checking-Capital Fund	-101,720.57	220,794.59
106 · Twin River Savings - PFC	140,967.13	330,760.42
Total Checking/Savings	39,246.56	551,555.01
Accounts Receivable		
110 · Accounts Receivable	181,047.09	41,650.00
Total Accounts Receivable	181,047.09	41,650.00
Total Current Assets	220,293.65	593,205.01
TOTAL ASSETS	220,293.65	593,205.01
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	0.00	1,200.00
Total Accounts Payable	0.00	1,200.00
Total Current Liabilities	0.00	1,200.00
Total Liabilities	0.00	1,200.00
Equity		
320 · Retained Earnings	345,888.96	218,666.13
Net Income	-125,595.31	373,338.88
Total Equity	220,293.65	592,005.01
TOTAL LIABILITIES & EQUITY	220,293.65	593,205.01

