

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, March 16, 2016 – 5:00 pm

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.

DeAnn Scrabeck, Friends of the Airport, commented on the status of the airport Business After Hours. Paperwork for the event and the fair were both completed and details were being finalized for the two events.

Doug Mattoon, Valley Vision, gave kudos to the Friends of the Airport for the great displays downstairs.

Doug Black, Friends of the Airport, reported on the displays downstairs and the possibility of doing a new display in the future with a fish tank and steelhead in it. Mr. Black also spoke about the Nez Perce County Fair and the idea to use hay bales and windsocks since the theme is “hay bales and pig tails.”

Dennis Moyer, President Lewiston Hanger Association, Inc., was not present for the meeting, but had previously emailed Airport Manager Chris Hayes with the request that an emailed letter he sent be printed and distributed to the commissioners during citizen comments. His request was completed.

III. MINUTES

Chairman McCann asked if there were any additions or corrections to the Regular Meeting Minutes of Wednesday, February 17, 2016. Commissioner Long moved to adopt the meeting minutes of February 17, 2016 as presented. Commissioner Finley 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 Nuxoll moved to approve the accounts payable. Commissioner Long 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 would be working closely with Denise Gustin, the airport book keeper, over the coming weeks to renew a passenger facility charge application

with the FAA. Commissioner Long moved to approve the finances as presented. Commissioner Nuxoll 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 stated the scope of work, record of negotiations and independent fee estimate was completed. However, due to time constraints the contract was not ready for discussion by the board. Hayes noted the project would not be approved until early May and was not in jeopardy due to the delay. The contract should be ready for board review at the next meeting.

VI. NEW BUSINESS

A. Urban Renewal Area

Chairman McCann gave a summary of past events and request by the board to consider the airport as an Urban Renewal Area (URA). He clarified the board previously voted unanimously to request a URA be granted, but due to events beyond the boards control the request was never followed up on. Doug Mattoon from Valley Vision presented a Metropolitan Planning Organization document that outlined various road projects in the valley and pointed out three specific projects around the airport. Mattoon also advised the board on the potential timeline from requesting the URA to starting the first project. There was general discussion between the board, Mattoon, City Councilor Ged Randall and County Commissioner Bob Tippet about timelines, length of bond commitment and tax base. Commissioner Long moved to have Chairman McCann and Airport Manager Hayes investigate the ability to start an Urban Renewal Area with the local government entities involved. Commissioner Nuxoll seconded the motion. During discussion, Commissioner Finley requested to be involved in the process. There was no objection to Commissioner Finley's request and the motion passed unanimously.

VII. RECURRING BUISNESS

A. AIRPORT MANAGER'S REPORT

Airport Manager Hayes gave an overview of current events at the airport. Notable items of discussion included the upcoming FAA Northwest Mountain Region Conference and Idaho Airport Managers Association meetings. Details of both meetings were discussed briefly. Hayes also briefed the board on the Runway Safety Action Team that was in town.

B. COMMISSIONER COMMENTS


Commissioner Nuxoll asked for an update on the Life Flight golf ball issue. Airport Manager Hayes reported a plan was in place for re-design of two tees. It was the understanding of Hayes that construction would be taking place in the near future. Hayes also commented that Hillcrest and Life Flight were both briefed on the proposed plans.

C. MARKETING UPDATE

Commissioners Finley and McCormick gave an update on progress made in updating the website. There was a request made to the group for any pictures of the airport, airport tenants, aircraft or pictures that depicted scenic areas near the valley.

XII. ADJOURNMENT

The Airport Board will meet for the next Regular Scheduled Meeting on April 20, 2016 at 5:00 pm. Chairman McCann adjourned the meeting at 6:25 PM.



Chris Hayes
Airport Manager/Recording Secretary

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

	Oct '15 - Feb 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	1,625.00	2,295.00	(770.00)
AIRPORT SECURITY REVENUE	(50.00)	175.00	(225.00)
CONSESSION & FRANCHISE REVENUE	40,719.04	50,611.23	(9,892.19)
FARM GROUND REVENUE	968.00	0.00	968.00
FUEL TAX REVENUE	9,511.95	8,737.26	774.69
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	442.07	316.11	125.96
LANDING FEE REVENUE	47,729.48	47,711.13	18.35
MISC. & DONATION REVENUE	4.76	8.00	(3.25)
REAL PROP. INCOME/NON-AVIATION	121,586.67	120,389.51	1,197.16
REAL PROPERTY INCOME/AVIATION	37,250.99	38,486.14	(1,235.15)
REFUND & CREDIT REVENUE	141.00	0.00	141.00
SPACE & FACILITIES REVENUE	41,811.65	41,811.56	0.09
SPECIAL USE FEE REVENUE	2,040.00	2,280.00	(240.00)
Total Income	<u>303,680.60</u>	<u>312,820.94</u>	<u>(9,140.34)</u>
Gross Profit	303,680.60	312,820.94	(9,140.34)
Expense			
AIRPORT SECURITY	793.83	485.67	308.26
ARFF SUPPLIES	0.00	500.00	(500.00)
BUILDING SUPPLIES	2,706.03	7,803.70	(5,097.67)
CAPITAL OUTLAY	30,000.00	30,000.00	0.00
CONTRACTED SERVICES	2,393.20	2,029.92	363.28
EMPLOYEE COMPENSATION	115,800.06	119,739.33	(3,939.27)
EMPLOYEE BENEFITS	33,621.88	40,204.47	(6,582.59)
EQUIPMENT REPAIRS & MAINTENANCE	18,561.16	12,747.96	5,813.20
GENERAL AND ADMINISTRATIVE	19,396.81	28,784.59	(9,387.78)
MAINT.-TERMINAL BLDG & EQUIP	6,578.45	5,000.00	1,578.45
MAINTENANCE-GROUNDS & FENCING	3,022.54	10,771.70	(7,749.16)
MAINTENANCE,AIRCRAFT VISUAL AID	5,055.08	3,018.93	2,036.15
OFFICE SUPPLIES & EXPENSE	2,799.02	4,525.00	(1,725.98)
TRAINING & CONFERENCES	4,962.26	0.00	4,962.26
UTILITIES	44,429.94	43,244.55	1,185.39
Total Expense	<u>290,120.26</u>	<u>308,855.72</u>	<u>(18,735.46)</u>
Net Ordinary Income	13,560.34	3,965.22	9,595.12
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
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	<u>47,000.00</u>	<u>47,000.00</u>	<u>0.00</u>
Other Expense			
MARKETING EXPENSES SOUTHSIDE	500.00	0.00	500.00
Total Other Expense	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>
Net Other Income	46,500.00	47,000.00	(500.00)
Net Income	<u><u>60,060.34</u></u>	<u><u>50,965.22</u></u>	<u><u>9,095.12</u></u>

Lewiston-Nez Perce County Airport Authority-Operating Funds
Balance Sheet
As of February 29, 2016

	Feb 29, 16	Feb 28, 15
ASSETS		
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	17,548.37	13,345.68
103 · Twin River Money Market	342,869.80	303,270.75
Total Checking/Savings	360,418.17	316,616.43
Accounts Receivable		
110 · Accounts Receivable	16,714.96	18,685.55
Total Accounts Receivable	16,714.96	18,685.55
Other Current Assets		
105 · Petty Cash	100.00	107.87
107 · Prepaid Badge Processing Fees	553.00	518.00
108 · Prepaid Deposits	1,067.00	932.00
Total Other Current Assets	1,720.00	1,557.87
Total Current Assets	378,853.13	336,859.85
TOTAL ASSETS	378,853.13	336,859.85
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	20,281.90	18,375.81
Total Accounts Payable	20,281.90	18,375.81
Other Current Liabilities		
240 · Payroll Liabilities	2,491.60	1,953.55
250 · Garnishments Payable	867.36	0.00
255 · Accrued Wages Payable	13,617.08	10,876.90
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	60,337.90	57,572.57
Total Current Liabilities	80,619.80	75,948.38
Total Liabilities	80,619.80	75,948.38
Equity		
320 · Retained Earnings	238,172.99	148,606.19
Net Income	60,060.34	112,305.28
Total Equity	298,233.33	260,911.47
TOTAL LIABILITIES & EQUITY	378,853.13	336,859.85

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Lewiston-Nez Perce County Airport Authority - Capital Funds
Profit & Loss
March 1 - 15, 2016

	<u>Mar 1 - 15, 16</u>	<u>Oct 1, '15 - Mar 15, 16</u>
Ordinary Income/Expense		
Income		
REVENUE		
800 • Federal Aviation Admin Grants		
800.10 • Northside Apron Reconstruction	0.00	610,290.07
Total 800 • Federal Aviation Admin Grants	0.00	610,290.07
820 • PFC Revenue	8,968.68	123,260.19
860 • Transfer From General Operation	0.00	30,000.00
Total REVENUE	<u>8,968.68</u>	<u>763,550.26</u>
Total Income	<u>8,968.68</u>	<u>763,550.26</u>
Gross Profit	8,968.68	763,550.26
Expense		
EXPENDITURES		
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	1,137.51	23,353.00
Total 917 • ARFF Facility Design	1,137.51	86,859.22
919 • Gate 16 Installation	0.00	28,712.67
Total EXPENDITURES	<u>1,137.51</u>	<u>852,845.94</u>
Total Expense	<u>1,137.51</u>	<u>852,845.94</u>
Net Ordinary Income	7,831.17	-89,295.68
Other Income/Expense		
Other Income		
870 • Interest Income	0.00	122.19
Total Other Income	<u>0.00</u>	<u>122.19</u>
Net Other Income	<u>0.00</u>	<u>122.19</u>
Net Income	<u><u>7,831.17</u></u>	<u><u>-89,173.49</u></u>

Lewiston-Nez Perce County Airport Authority - Capital Funds
Balance Sheet
As of March 15, 2016

	Mar 15, 16	Mar 15, 15
ASSETS		
Current Assets		
Checking/Savings		
104 · TwinRiver Checking-Capital Fund	5,950.45	172,464.94
106 · Twin River Savings - PFC	326,676.94	239,321.56
Total Checking/Savings	332,627.39	411,786.50
Other Current Assets		
115 · Unbilled Grant Receivable	0.00	358,764.95
Total Other Current Assets	0.00	358,764.95
Total Current Assets	332,627.39	770,551.45
TOTAL ASSETS	<u>332,627.39</u>	<u>770,551.45</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	75,911.92	0.00
210 · Retainage Payable	9,959.10	97,592.31
Total Accounts Payable	85,871.02	97,592.31
Total Current Liabilities	85,871.02	97,592.31
Total Liabilities	85,871.02	97,592.31
Equity		
320 · Retained Earnings	335,929.86	218,666.13
Net Income	-89,173.49	454,293.01
Total Equity	246,756.37	672,959.14
TOTAL LIABILITIES & EQUITY	<u>332,627.39</u>	<u>770,551.45</u>

Lewistown - Nez Perce County Airport Authority

FY 2015 - 2016 CASH FLOW STATEMENT BY MONTH - DIRECT METHOD

Activity	3/15/2016												FYE Total	
	Actual Oct-15	Actual Nov-15	Actual Dec-15	Actual Jan-16	Actual Feb-16	Actual Mar-16	Actual Apr-16	Actual May-16	Actual Jun-16	Actual Jul-16	Actual Aug-16	Actual Sep-16		
CASH FLOWS - OPERATING ACTIVITIES														
Checking, beginning of month	11,959.54	4,480.46	16,247.03	8,181.14	13,248.36	17,548.37	3,192.17	3,192.17	3,192.17	3,192.17	3,192.17	3,192.17	3,192.17	11,959.54
Cash receipts - Nez Perce County	11,750.00				11,750.00									23,500.00
Cash receipts - City of Lewiston	92,882.00				11,750.00									104,332.00
Transfer from Authority customers	49,330.58	51,100.64	46,777.37	45,330.80	48,022.54	22,119.62								262,881.55
Cash paid Authority suppliers and employees	6,000.00			30,000.00	10,000.00									46,000.00
Cash paid for Southside Marketing Expense	(74,598.66)	(39,334.07)	(59,843.20)	(41,203.53)	(60,472.83)	(36,475.82)								(400,000.00)
Transfer to Capital Improvement Fund														(305,947.92)
Transfer to Money Market Account	(92,582.00)			(30,000.00)	(16,750.00)									(90,000.00)
Net Increase (decrease) in cash	(7,478.08)	11,766.57	(7,065.89)	4,067.22	4,300.01	(14,356.20)								(109,332.00)
Checking, end of month	4,480.46	16,247.03	8,181.14	13,248.36	17,548.37	3,192.17	3,192.17	3,192.17	3,192.17	3,192.17	3,192.17	3,192.17	3,192.17	(8,768.37)
CASH FLOWS - MONEY MARKET ACCOUNT														
Savings, beginning of month	279,104.76	365,703.18	365,856.37	365,949.59	338,033.12	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	279,104.76
Transfers from operations checking	92,582.00				16,750.00									109,332.00
Transfers to operations checking	(6,000.00)			(30,000.00)	(10,000.00)									(46,000.00)
Interest received	76.42	93.19	83.22	83.53	86.98									433.04
Net Increase (decrease) in cash	86,658.42	83.19	(20,916.47)	6,836.88										83,705.04
Savings, end of month	365,763.18	385,856.37	365,949.59	336,033.12	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80	342,869.80
Checking and Savings Balance, end of month	370,243.64	382,103.40	375,130.73	349,281.48	360,418.17	346,061.97	346,061.97	346,061.97	346,061.97	346,061.97	346,061.97	346,061.97	346,061.97	346,061.97
CASH FLOWS - PFC ACTIVITIES														
Cash, beginning of month	372,543.33	385,178.45	362,768.69	387,592.67	340,221.69	317,708.26	326,676.94	326,676.94	326,676.94	326,676.94	326,676.94	326,676.94	326,676.94	372,543.33
Cash receipts from airlines	22,635.12	24,625.25	24,823.98	19,916.28	22,386.27	8,968.98								123,355.58
Transfer to - Capital Project Account	(10,000.00)	(47,035.01)		(67,186.36)	(45,000.00)									(169,221.97)
Interest received	12,635.12	(22,409.76)	24,823.98	(27,270.83)	(22,613.73)	8,968.98								(43,886.33)
Net Increase (decrease) in cash	365,178.45	362,768.69	367,592.67	340,321.69	317,708.26	326,676.94	326,676.94	326,676.94	326,676.94	326,676.94	326,676.94	326,676.94	326,676.94	326,676.94
Cash, end of month	14,430.82	2,008.25	22,018.47	22,020.63	26,713.69	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	14,430.82
CASH FLOWS - CAPITAL ACTIVITIES														
Cash, beginning of month	10,000.00	170,561.64	47,035.01	149,683.17	480,606.90	67,186.36	30,000.00							780,851.71
Transfers from - PFC Account					45,000.00									169,221.97
Cash paid to Operating Fund														30,000.00
Cash paid to Contractors - Wastor Plan														
Cash paid to Contractors - AIP-35 Runway 8/26														
Cash paid to Contractors - Airport Business Park														
Cash paid to Contractors - Northside Apron														
Cash paid to Contractors - Gate 16 Installation														
Cash paid to Contractors - Gate 16 Installation														
Cash paid for paint grinder														
Cash paid for facility design														
Cash paid for 3/4 Ton Pickup														
Interest received	1.44	10.22	2.16	5.30	7.68									(16,441.45)
Net Increase (decrease) in cash	(12,422.37)	20,010.22	2,16	2,16	4,653.06	(20,763.24)								(28.80)
Cash, end of month	2,008.25	22,018.47	22,020.63	26,713.69	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	5,950.45	(8,480.17)