

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 May 18, 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.

Doug Black, Friends of the Airport, reminded the board the Lewiston-Nez Perce County Regional Airport was constructed as part of the national defense system and for emergencies. Black suggested this theme be a part of the Full Scale Exercise on June 10, 2016.

Curtis Vialpando, Transportation Safety Administration, spoke about a new CCTV system TSA is investigating for installation at Lewiston. This would be a \$10,000.00 investment by the TSA with no funds coming from the airport. Vialpando discussed combating TSA screening wait times in Lewiston by opening the gate earlier and hiring additional part time staff.

Chairman McCann requested Airport Manager Hayes put together a press release about local TSA efforts to reduce wait times and the appropriate time to arrive before a flight.

III. MINUTES

Chairman McCann asked if there were any additions or corrections to the Regular Meeting Minutes of Thursday, April 21, 2016. Commissioner Finley moved to adopt the meeting minutes as presented. Commissioner Long seconded the motion, and it passed unanimously. Chairman McCann asked if there were any additions or corrections to the Special Session Minutes of Wednesday, May 4, 2016. Commissioner McCormick moved to adopt the meeting minutes as presented. Commissioner Nuxoll 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 pointed out that revenue compared to budget was incorrect due to payments received from Hillcrest happening in the wrong month. The budget shows the payments being received in May, but they are not actually received until June. Nuxoll assured the group this would be fixed in future budgets. Commissioner Finley moved to

approve the financial report as presented. Commissioner Long seconded the motion and it passed unanimously.

C. REVIEW PROPOSED FY17 ANNUAL BUDGET

Commissioner Nuxoll handed out copies of the proposed FY17 annual budget. Nuxoll reported car rental income is projected to be down for next year. Employee wage will be increased due to the bookkeeping position going from part time to full time and a full time employee budgeted for only ½ the year in FY16 to all year in FY17. Nuxoll also stated the budget was balanced by removing the transfer to capital outlay for FY17. Councilor Ged Randall suggested the authority request capital from the city/county for any safety related items the airport may need resolved. Nuxoll stated the proposed FY17 budget would be presented to the city and county at a joint budget meeting on May 23, 2016. Commissioner Long moved to approve the proposed FY17 budget for presentation at the joint city/county budget meeting. Commissioner Finley seconded the motion and it passed unanimously.

V. NEW BUSINESS

A. SURVEY DISCUSSION

Airport Manager Hayes gave an overview on the work completed to date with the airport survey Ron Perkins has completed. Commissioner Long then provided the results of the survey with several maps. The main item that now needs addressed is vacating old right of ways and easements on the eastern portion of the airport. Chairman McCann suggested Hayes contact the Nez Perce County Chief Civil Deputy Prosecutor Nance Ceccarelli. In a conversation the two had previous, Ceccarelli stated she might have an intern willing to help the airport complete this task. There was also a brief discussion about completing a survey of the Hillcrest property. Based on the size of lease and new growth in that area the group was in favor of surveying the Hillcrest leasehold.

B. RESOLUTION 2016-07 – ROBERTS/PARKER LEASE EXTENSION

Airport Manager Hayes reported that due to a paperwork issue the resolution was not ready to approve. Hayes thought the resolution would be ready by the next regular session on June 15, 2016.

C. ARFF STATION LOCATION, LAYOUT AND FUNDING

Airport Manager Hayes gave an overview of the report provided to the commissioners on alternative ARFF locations. The report included three alternatives; alternative 1 – east side location, alternative 2 – south side location, alternative 3 – west side infield location. Hayes recommended alternative 2 – south side location to the board. The group discussed the pros and cons of each location. Much of the discussion focused on airfield line of sight and financing. Commissioner Nuxoll reminded the group the airport would need to self-fund the design portion of the building this year in order to stay on schedule for construction next year. Commissioner Long made a motion to recommend alternative 2 after a thorough review of all three alternatives. Commissioner Finley seconded the motion and it passed unanimously.

VI. RECURRING BUSINESS

A. MARKETING UPDATE

There was nothing to report at this meeting.

B. AIRPORT MANAGERS REPORT

Airport Manager Hayes informed the group the bid opening for snow removal equipment was delayed from May 20, 2016 until May 26, 2016 due to questions by the manufactures and the release of an addendum. Hayes also gave an update on progress with the Forest Service, the gun club site cleanup and Port of Lewiston dark fiber project. Lastly, Hayes reminded the group of the June 10, 2016 full scale exercise.

C. COMMISSIONER COMMENTS

Commissioner Nuxoll reported he attended the last Winter Spirit meeting and is working with the group to procure Christmas tree lights for the airport for the 2016/2017 winter season. Nuxoll also commented on how good the perimeter fence mowing and spraying looked. He was complimentary to the staff.

VII. EXECUTIVE SESSION

- A. Commissioner Nuxoll 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 Finley motioned to come out of executive session. Commissioner Long seconded the motion and it passed unanimously. The board went into open session at 7:18 PM

XII. ADJOURNMENT

The Airport Board will meet for the next Regular Scheduled Meeting on June15, 2016 at 5:00 pm. Chairman McCann adjourned the meeting at 7:19 PM.



Chris Hayes
Airport Manager/Recording Secretary

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

	<u>Oct '15 - Apr 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	1,995.00	2,690.00	(695.00)
AIRPORT SECURITY REVENUE	225.00	450.00	(225.00)
CONSESSION & FRANCHISE REVENUE	60,854.72	71,188.53	(10,333.81)
FARM GROUND REVENUE	968.00	0.00	968.00
FUEL TAX REVENUE	12,769.75	12,971.07	(201.32)
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	606.01	436.73	169.28
LANDING FEE REVENUE	65,981.14	64,783.42	1,197.72
MISC. & DONATION REVENUE	21.40	8.00	13.40
REAL PROP. INCOME/NON-AVIATION	131,956.43	130,704.69	1,251.74
REAL PROPERTY INCOME/AVIATION	42,196.95	76,511.21	(34,314.26)
REFUND & CREDIT REVENUE	141.00	0.00	141.00
SPACE & FACILITIES REVENUE	58,536.31	58,536.18	0.13
SPECIAL USE FEE REVENUE	2,040.00	2,340.00	(300.00)
Total Income	<u>378,291.71</u>	<u>420,619.83</u>	<u>(42,328.12)</u>
Gross Profit	378,291.71	420,619.83	(42,328.12)
Expense			
AIRPORT SECURITY	1,174.33	696.57	477.76
ARFF SUPPLIES	0.00	800.00	(800.00)
BUILDING SUPPLIES	6,436.24	10,268.59	(3,832.35)
CAPITAL OUTLAY	30,000.00	30,000.00	0.00
CONTRACTED SERVICES	4,095.49	5,229.92	(1,134.43)
EMPLOYEE COMPENSATION	166,925.85	170,176.33	(3,250.48)
EMPLOYEE BENEFITS	50,721.95	56,535.65	(5,813.70)
EQUIPMENT REPAIRS & MAINTENANCE	23,372.19	19,054.46	4,317.73
GENERAL AND ADMINISTRATIVE	29,598.80	40,597.41	(10,998.61)
MAINT.-TERMINAL BLDG & EQUIP	17,401.79	10,500.00	6,901.79
MAINTENANCE-GROUNDS & FENCING	8,752.92	12,807.68	(4,054.76)
MAINTENANCE,AIRCRAFT VISUAL AID	7,630.13	5,203.43	2,426.70
OFFICE SUPPLIES & EXPENSE	4,136.44	6,455.00	(2,318.56)
TRAINING & CONFERENCES	7,431.63	10,203.26	(2,771.63)
UTILITIES	58,946.68	59,247.31	(300.63)
Total Expense	<u>416,624.44</u>	<u>437,775.61</u>	<u>(21,151.17)</u>
Net Ordinary Income	(38,332.73)	(17,155.78)	(21,176.95)
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 April 2016

	<u>Oct '15 - Apr 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>31,667.27</u>	<u>53,344.22</u>	<u>(21,676.95)</u>

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

	Apr 30, 16	Apr 30, 15
ASSETS		
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	6,449.05	9,520.12
103 · Twin River Money Market	322,280.86	326,926.27
Total Checking/Savings	328,729.91	336,446.39
Accounts Receivable		
110 · Accounts Receivable	22,387.38	20,283.74
Total Accounts Receivable	22,387.38	20,283.74
Other Current Assets		
105 · Petty Cash	100.00	109.83
107 · Prepaid Badge Processing Fees	367.00	275.00
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	1,534.00	1,316.83
Total Current Assets	352,651.29	358,046.96
TOTAL ASSETS	352,651.29	358,046.96
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	23,087.73	11,509.06
Total Accounts Payable	23,087.73	11,509.06
Other Current Liabilities		
240 · Payroll Liabilities		
240.03 · SUTA Payable	314.16	268.42
240.05 · State Withholding	1,300.00	792.00
240.07 · Dependent Coverage Payable	72.16	0.01
240.08 · Workers Comp Payable	1,696.01	1,214.85
Total 240 · Payroll Liabilities	3,382.33	2,275.28
250 · Garnishments Payable	0.00	167.50
255 · Accrued Wages Payable	12,979.11	11,533.12
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
Total Other Current Liabilities	59,723.30	58,718.02
Total Current Liabilities	82,811.03	70,227.08
Total Liabilities	82,811.03	70,227.08
Equity		
320 · Retained Earnings	238,172.99	148,606.19
Net Income	31,667.27	139,213.69
Total Equity	269,840.26	287,819.88
TOTAL LIABILITIES & EQUITY	352,651.29	358,046.96

Lewiston-Nez Perce County Airport Authority - Capital Funds
Profit & Loss
May 1 - 17, 2016

	<u>May 1 - 17, 16</u>	<u>Oct 1, '15 - May 17, 16</u>
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	14,218.26	14,218.26
Total 800 · Federal Aviation Admin Grants	<u>14,218.26</u>	<u>624,508.33</u>
820 · PFC Revenue	25,287.33	174,785.30
860 · Transfer From General Operation	0.00	30,000.00
Total REVENUE	<u>39,505.59</u>	<u>829,293.63</u>
Total Income	<u>39,505.59</u>	<u>829,293.63</u>
Gross Profit	39,505.59	829,293.63
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	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	<u>0.00</u>	<u>9,150.00</u>
916 · Snow Removal Equipment	163.80	24,932.75
917 · ARFF Facility Design		
917.02 · ARFF Phase 2-Pre-Schematic Des	0.00	65,006.22
917.01 · ARFF Development - Environmenta	0.00	23,353.00
Total 917 · ARFF Facility Design	<u>0.00</u>	<u>88,359.22</u>
919 · Gate 16 Installation	0.00	28,712.67
Total EXPENDITURES	<u>163.80</u>	<u>882,273.61</u>
Total Expense	<u>163.80</u>	<u>882,273.61</u>
Net Ordinary Income	39,341.79	-52,979.98
Other Income/Expense		
Other Income		
870 · Interest Income	0.00	232.27
Total Other Income	<u>0.00</u>	<u>232.27</u>
Net Other Income	<u>0.00</u>	<u>232.27</u>
Net Income	<u>39,341.79</u>	<u>-52,747.71</u>

Lewiston-Nez Perce County Airport Authority - Capital Funds
Balance Sheet
As of May 17, 2016

	May 17, 16	May 17, 15
ASSETS		
Current Assets		
Checking/Savings		
104 · TwinRiver Checking-Capital Fund	3,343.09	235,695.20
106 · Twin River Savings - PFC	318,213.35	285,704.28
Total Checking/Savings	321,556.44	521,399.48
Other Current Assets		
115 · Unbilled Grant Receivable	0.00	358,764.95
Total Other Current Assets	0.00	358,764.95
Total Current Assets	321,556.44	880,164.43
TOTAL ASSETS	321,556.44	880,164.43
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	28,415.19	3,800.00
210 · Retainage Payable	9,959.10	97,592.31
Total Accounts Payable	38,374.29	101,392.31
Total Current Liabilities	38,374.29	101,392.31
Total Liabilities	38,374.29	101,392.31
Equity		
320 · Retained Earnings	335,929.86	218,666.13
Net Income	-52,747.71	560,105.99
Total Equity	283,182.15	778,772.12
TOTAL LIABILITIES & EQUITY	321,556.44	880,164.43

Lewistown - Nez Perce County Airport Authority

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

Activity	5/17/2016												Actual 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	11,958.54	4,480.46	16,247.03	9,181.14	13,248.36	17,548.37	6,389.72	6,449.05	(1,769.37)	(1,769.37)	(1,769.37)	(1,769.37)	11,958.54
Cash receipts - Nez Perce County	11,750.00				11,750.00		11,750.00						35,250.00
Cash receipts - City of Lewiston	92,582.00				11,750.00		11,750.00						116,082.00
Cash receipts - Authority customers	49,330.58	51,100.64	46,777.37	45,330.80	46,022.54	33,893.47	35,053.71	37,168.01					346,878.12
Transfer from Money Market Account	6,000.00			30,000.00	10,000.00	18,500.00	14,000.00	5,000.00					83,500.00
Cash paid to Authority suppliers and employees	(74,558.66)	(39,334.07)	(53,843.26)	(41,263.58)	(60,472.53)	(63,552.12)	(60,472.53)	(50,387.43)					(444,156.03)
Cash paid for Southside Marketing Expense													
Transfer to Capital Improvement Fund													
Transfer to Money Market Account	(92,582.00)			(30,000.00)	(16,750.00)	(11,750.00)							(30,000.00)
Net Increase (decrease) In cash	(7,275.08)	11,766.57	(7,055.89)	4,067.22	4,300.01	(11,158.65)	59.33	(9,218.42)					(121,082.00)
Checking, end of month	4,480.46	16,247.03	9,181.14	13,248.36	17,548.37	6,389.72	6,449.05	(1,769.37)	(1,769.37)	(1,769.37)	(1,769.37)	(1,769.37)	(13,727.91)
CASH FLOWS - MONEY MARKET ACCOUNT													
Savings, beginning of month	279,104.76	365,763.18	365,956.37	365,949.59	338,033.12	342,869.80	324,455.27	322,280.86	317,280.86	317,280.86	317,280.86	317,280.86	279,104.76
Transfers from operations checking	92,582.00				16,750.00		11,750.00						121,082.00
Transfers to operations checking	(6,000.00)			(30,000.00)	(10,000.00)	(18,500.00)	(14,000.00)	(5,000.00)					(83,500.00)
Interest received	76.42	93.19	93.22	83.53	86.68	85.47	75.59						594.10
Net Increase (decrease) In cash	86,558.42	93.19	93.22	(29,916.47)	6,836.68	(18,414.53)	(2,174.41)	(5,000.00)					38,176.10
Savings, end of month	365,763.18	365,856.37	365,949.59	336,033.12	342,869.80	324,455.27	322,280.86	317,280.86	317,280.86	317,280.86	317,280.86	317,280.86	317,280.86
CHECKING AND SAVINGS BALANCE, end of month													
Cash, beginning of month	370,243.64	382,103.40	375,130.73	349,281.46	360,418.17	330,844.99	328,729.91	315,511.49	315,511.49	315,511.49	315,511.49	315,511.49	315,511.49
Cash, end of month	372,543.33	385,178.45	382,768.69	387,592.67	340,321.99	317,708.26	293,154.26	292,926.02	318,213.35	318,213.35	318,213.35	318,213.35	372,543.33
Cash receipts from airlines	22,635.12	24,625.25	24,728.59	19,916.28	22,386.27	22,858.66	12,371.75	25,287.33					174,908.25
Transfer to - Capital Project Account	(10,000.00)	(47,035.01)		(67,186.96)	(45,900.00)	(47,496.51)	(12,599.99)						(229,318.47)
Interest received			95.39			83.85							179.24
Net Increase (decrease) In cash	12,635.12	(22,409.76)	24,823.98	(47,270.68)	(23,513.73)	(24,632.66)	(228.24)	25,287.33					(54,329.98)
Cash, end of month	385,178.45	362,768.69	387,592.67	340,321.99	317,708.26	283,154.26	282,926.02	318,213.35	318,213.35	318,213.35	318,213.35	318,213.35	318,213.35
CASH FLOWS - PFC ACTIVITIES													
Cash, beginning of month	14,430.62	2,008.25	22,018.47	22,020.63	26,713.69	5,950.45	5,951.73	4,452.55	3,343.09	3,343.09	3,343.09	3,343.09	14,430.62
Transfers from - PFC Account													
Transfers from Operating Fund	10,000.00	170,561.64		149,883.17	460,606.90	47,496.51	12,599.99	14,218.26					795,069.97
Cash paid to Contractors - Master Plan		47,035.01		67,186.96	46,000.00								229,318.47
Cash paid to Contractors - AIP-35 Runway 8/26				30,000.00									30,000.00
Cash paid to Contractors - Airport Business Park													(15,163.92)
Cash paid to Contractors - Northside Agron	(16,411.45)												(16,411.45)
Cash paid to Contractors - Gate 16 Installation			(169,222.82)		(528,377.82)								(675,262.68)
Cash paid to Contractors - ARFF Facility Design			(8,373.83)										(8,373.83)
Cash paid to Contractors - ARFF Environmental													(28,712.87)
Cash paid to Contractors - Pavement Index													(97,221.71)
Cash paid to Contractors - Snow Removal Equip													(1,137.51)
Cash paid for paint grinder													(1,900.00)
Cash paid for Used 3/4 Ton Pickup													(24,932.75)
Interest received	1.44	10.22	2.16	5.30	7.68	1.50	0.78						(6,012.36)
Net Increase (decrease) In cash	(12,422.37)	20,010.22	2.16	4,693.06	(20,763.24)	1.28	(1,498.18)	(1,109.46)					29.08
Cash, end of month	2,008.25	22,018.47	22,020.63	26,713.69	5,950.45	5,951.73	4,452.55	3,343.09	3,343.09	3,343.09	3,343.09	3,343.09	3,343.09