

**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 November 16, 2016 – 5:00 pm

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.

City Councilor Ged Randall let the group know the comment period for the environmental assessment for the local dams was now open. He encouraged everyone to comment.

Doug Black, Friends of the Airport, spoke about the success of the displays downstairs. He reminded the group the airport trades out one display with Visit Lewis Clark Valley (visitor's bureau) for an ad in their local publication. Black also relayed on a comment from the general manager of PK Metals that Lewiston is a safe place to live, work and play. That was part of the draw for them to open a location in Lewiston.

Marlin Israel, EAA, commented that EAA has seen 100 people per month for the twice monthly breakfast. This made for a positive cash flow which the group has used to pay off the EAA building. They are now evaluating how they would like to use the remaining funds.

Chairman McCann asked if there were any corrections or additions to the agenda. Commissioner Finley moved to amend the agenda to include Resolution 2016-32 in order to discuss and take action on a lease for Quailridge Aviation. Commissioner McCormick seconded the motion and it passed unanimously.

III. MINUTES

Chairman McCann asked if there were any additions or corrections to the Regular Meeting Minutes of Wednesday, October 19, 2016. Commissioner Long moved to adopt the meeting minutes as presented. Commissioner Finley seconded the motion and it passed unanimously. Chairman McCann asked if there were any additions or corrections to the Special Meeting Minutes of Friday, November 4, 2016. Commissioner Long moved to adopt the meeting minutes 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 McCormick 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 the airport has received the City and County support money for the first quarter as-well-as the capital support requested for the year. Commissioner Long moved to approve the financial report as presented. Commissioner McCormick seconded the motion and it passed unanimously.

V. ELECTIONS

A. ELECTION OF CHAIRMAN, VICE CHAIRMAN, TREASURE AND SECRETARY POSITIONS

Chairman McCann informed the group it was in the Airport Authority By-Laws to elect all officer positions on a yearly basis. Chairman McCann opened the floor for discussion or recommendation of officers. Commissioner Long commented he felt the current officers did a great job this year and should serve another year term. Commissioner Long moved to retain the current officers in their respective positions for another year. Chairman – William Vern McCann, Jr., Vice Chairman – Jim Finley, Treasure – Pat Nuxoll, Secretary – Verl Long. Commissioner Finley seconded the motion and it passed unanimously.

VI. OLD BUSINESS

A. RESOLUTION 2016-31 – ASSIGNMENT OF LEASE FROM MICK MCCLURE TO QUAILRIDGE AVIATION

Airport Manager Hayes reported that Mick McClure has sold the interest in his hanger to Quailridge Aviation. McClure has requested the Airport Authority assign the lease to Quailridge Aviation. If approved Quailridge Aviation has requested a new lease due to the limited amount of time left on the lease that would be approved under Resolution 2016-32. Commissioner Finley moved to approve Resolution 2016-31 as presented. Commissioner Long seconded the motion and it passed unanimously.

B. RESOLUTION 2016-32 – QUAILRIDGE AVIATION LEASE (AMENDED AGENDA ITEM)

Airport Manager Hayes informed the group due to limited time left on the lease Quailridge Aviation requested a new lease. The lease being presented to the board is the standard airport lease for a private hanger. Commissioner Nuxoll asked if the board needs to terminate the old lease since there is remaining time. Chairman McCann stated to add a clause into future leases that states the lease supersedes any existing leases. Commissioner Long moved to approve Resolution 2016-32. Commissioner Finley seconded the motion and it passed unanimously.

VII. NEW BUSINESS

A. ENTERPRISE RENT A CAR LEASE

Airport Manager Hayes reminded the group that Enterprise Rent a Car requested a lease with the airport for parking spaces. The lease committee reviewed the terms, but did not feel it was appropriate to lease only parking spaces without leasing terminal space as well. Commissioner Finley moved to have the lease committee continue negotiations with Enterprise Rent a Car for terminal space if they desired to do so. Commissioner Long seconded the motion and it passed unanimously.

B. SOUTH SIDE PLANNED TENNANT DEVELOPMENT

Airport Manager Hayes gave an overview of the efforts by the lease committee to draft terms with Gary Peters for a planned tenant development (PTD) on the south side. The bullet points in front of the board represented what the lease committee and Gary Peters had come to terms with. There was a brief discussion among the commissioners about the lease bullet points and clarifying the meaning of them. Commissioner Nuxoll felt the group needed a specific motion in order to discuss the issue further. Nuxoll moved to instruct the Airport Manager to proceed with preparing a lease for a planned tenant development on the south side of the airport based on the bullet points presented for lease #1 and #2. Commissioner Long stated he still wasn't comfortable giving up that much area in one lease. Commissioner Nuxoll stated he was comfortable giving up that much area due to the amount of basalt rock that would need blasted and/or rock hammered in order to develop the area. Chairman McCann turned the Chair over to Vice Chairman Finley at 6:09 PM. McCann stated he would like to see more definition to the cost and terms of the bullet points. He would also like to see a development timeline associated with the leases. Vice Chairman Finley returned the Chair back to McCann at 6:11 PM. Commissioner Nuxoll stated he was frustrated with the objection to lease bullet points presented, but no direction by the board to negotiate with. Commissioner Long stated he would like to see what it would cost to develop the area. Gary Peters (potential developer) stated he is trying to bridge the gap between the board and potential clients. He stated clients don't want to hassle with attending board meetings and developing leases. They want to come in and build a hanger so it can be used. Commissioner Long reminded the group he was appointed by the County and he is trying to represent the County and their interest in the airport. Chairman McCann restated that he would like to see a definition of development and a development timeline incorporated into the terms of the lease. Commissioner Nuxoll amended his motion to include adding a bullet point for development timeline and bullet point for definition of development cost credit. Commissioner Finley seconded the amended motion. Discussion continued on the subject. Brad Shoemaker (area pilot) encouraged the board to approve the motion since the south side has sat vacant for a long period and there was someone willing to develop it. Gary Peters informed the board he was not interested in making money from the development, but wanted to develop the area since he is passionate about aviation. Chairman McCann pointed out the intent stated by Peters could possibly be incorporated into the lease as a pre-amble. Bill Strange (area pilot/mechanic) stated he felt the board should lease the land to Peters since he was willing to pay standard rate now rather than waiting for other individuals to develop the area in the future. Chairman McCann stated he would like to see the actual document before voting, but recognized there was a motion and second on the table. Chairman McCann called for the vote on the motion of instructing the Airport Manager to proceed with preparing a lease for a planned tenant development on the south side of the airport based on the bullet points presented for lease #1 and #2 with the addition of bullet points for a development timeline and definition of development cost credit. Commissioners Nuxoll, Finley and McCormick voted aye. Commissioner Long and Chairman McCann voted nay. The motion passed 3/2.

C. AIRPORT OPERATIONS BUILDING

Dave Mitchell – TO Engineers, Nick Latham – RLB, Mike Smith – RLB and Airport Manager Hayes provided the group an update of action taken on the proposed Airport Operations Building. Latham and Smith presented different layout options for the board to choose from in order to accommodate a shift of the airport manager office to view both east and west directions. A proposed building color scheme was also presented to the board. Commissioner Long moved to approve administrative building option "B" as presented by RLB. Commissioner Finley seconded the motion and it passed unanimously. Commissioner McCormick moved to approve the outside colors for the building as presented by RLB. Commissioner Finley seconded the motion and it passed unanimously.

D. REVIEW OF AIRPORT AUTHORITY BY LAWS

Airport manager Hayes informed the group the initial reason for reviewing the By Laws was to potential change officer elections to the beginning of the fiscal year as opposed to the end of the fiscal year. This would allow for newly appointed members to be available for election. In addition it was found that Idaho open meeting code had been changed, but the authority By Laws had not accounted for the changes in code. Chairman McCann stated he liked the idea of moving the elections to October, but preferred each change in the By Laws be called out in a red line version. Commissioner Finley agreed with McCann's comments. McCann recommended the item be tabled since it was not urgent so Hayes could make the recommended changes. The group agreed.

VIII. RECURRING BUISNESS

A. MARKETING UPDATE

There was no marketing update given.

B. AIRPORT MANAGERS REPORT

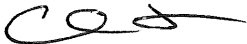
Airport Manager Hayes reported on airport items of note that had taken place since the last meeting. Hayes presented a list of updates and accomplishments of staff to review at their leisure.

C. COMMISSIONER COMMENTS

There were no commissioner comments.

XII. ADJOURNMENT

McCann suggested to the group the December meeting should be moved up one week due to the Christmas holiday. The group agreed to move the next Regular Meeting to December 14, 2016 at 5:00 pm. Chairman McCann adjourned the meeting at 7:57 PM.



Chris Hayes
Airport Manager/Recording Secretary

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

	Oct 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	56.00	350.00	(294.00)
AIRPORT SECURITY REVENUE	50.00	300.00	(250.00)
CONSESSION & FRANCHISE REVENUE	10,605.00	9,915.25	689.75
FARM GROUND REVENUE	0.00	0.00	0.00
FUEL TAX REVENUE	1,858.08	2,825.41	(967.33)
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	82.75	46.13	36.62
LANDING FEE REVENUE	11,641.06	10,763.40	877.66
MISC. & DONATION REVENUE	0.00	0.00	0.00
REAL PROP. INCOME/NON-AVIATION	86,016.88	86,016.88	0.00
REAL PROPERTY INCOME/AVIATION	6,606.56	4,359.33	2,247.23
REFUND & CREDIT REVENUE	0.00	0.00	0.00
SPACE & FACILITIES REVENUE	8,362.33	8,362.33	0.00
SPECIAL USE FEE REVENUE	1,560.00	2,040.00	(480.00)
Total Income	<u>126,838.66</u>	<u>124,978.73</u>	<u>1,859.93</u>
Gross Profit	126,838.66	124,978.73	1,859.93
Expense			
AIRPORT SECURITY	1,798.18	137.70	1,660.48
ARFF SUPPLIES	0.00	0.00	0.00
BUILDING SUPPLIES	3,162.61	916.67	2,245.94
CAPITAL OUTLAY	0.00	0.00	0.00
CONTRACTED SERVICES	552.62	871.43	(318.81)
EMPLOYEE COMPENSATION	22,096.22	26,005.78	(3,909.56)
EMPLOYEE BENEFITS	6,403.44	11,280.49	(4,877.05)
EQUIPMENT REPAIRS & MAINTENANCE	1,428.78	2,683.35	(1,254.57)
GENERAL AND ADMINISTRATIVE	10,214.50	10,065.01	149.49
MAINT.-TERMINAL BLDG & EQUIP	1,963.35	1,625.00	338.35
MAINTENANCE-GROUNDS & FENCING	823.52	1,025.00	(201.48)
MAINTENANCE,AIRCRAFT VISUAL AID	69.95	650.01	(580.06)
OFFICE SUPPLIES & EXPENSE	6,460.15	1,365.00	5,095.15
TRAINING & CONFERENCES	1,241.58	750.00	491.58
UTILITIES	9,510.36	9,956.17	(445.81)
Total Expense	<u>65,725.26</u>	<u>67,331.61</u>	<u>(1,606.35)</u>
Net Ordinary Income	61,113.40	57,647.12	3,466.28
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 2016

	Oct 16	Budget	\$ Over Budget
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	84,613.40	81,147.12	3,466.28

Lewiston-Nez Perce County Airport Authority-Operating Funds
Balance Sheet
As of October 31, 2016

ASSETS	Oct 31, 16	Oct 31, 15
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	19,988.84	4,480.46
103 · Twin River Money Market	374,067.22	365,763.18
Total Checking/Savings	394,056.06	370,243.64
Accounts Receivable		
110 · Accounts Receivable	27,882.44	29,580.24
Total Accounts Receivable	27,882.44	29,580.24
Other Current Assets		
105 · Petty Cash	100.00	110.81
107 · Prepaid Badge Processing Fees	918.00	883.00
108 · Prepaid Deposits		
108.01 · Work Comp Deposit	1,780.00	1,067.00
Total 108 · Prepaid Deposits	1,780.00	1,067.00
Total Other Current Assets	2,798.00	2,060.81
Total Current Assets	424,736.50	401,884.69
TOTAL ASSETS	424,736.50	401,884.69
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	25,466.63	15,444.91
Total Accounts Payable	25,466.63	15,444.91
Other Current Liabilities		
211 · Due to/From Capital Imp Fund		
240 · Payroll Liabilities	0.00	8.78
240.01 · Fed Withholding Payable		
240.02 · Fica Payable	0.00	1,092.00
240.03 · SUTA Payable	0.00	1,466.08
240.05 · State Withholding	83.93	253.05
240.07 · Dependent Coverage Payable	480.00	1,100.00
240.08 · Workers Comp Payable	72.16	72.16
Total 240 · Payroll Liabilities	1,606.46	1,500.02
255 · Accrued Wages Payable	2,242.55	5,483.31
260 · Held for Friends of Airport	11,817.20	1,500.00
265 · Compensated Absenses Payable	0.00	1,539.20
270 · Unearned Revenue	5,372.76	3,063.43
Total Other Current Liabilities	46,786.68	38,759.23
Total Current Liabilities	66,219.19	50,353.95
Total Liabilities	91,685.82	65,798.86
Equity		
320 · Retained Earnings	91,685.82	65,798.86
Net Income	248,437.28	238,172.99
Total Equity	84,613.40	97,912.84
TOTAL LIABILITIES & EQUITY	333,050.68	336,085.83
	424,736.50	401,884.69

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

	Nov 1 - 15, 16	Oct 1 - Nov 15, 16
Ordinary Income/Expense		
Income		
REVENUE		
820 · PFC Revenue	25,535.58	49,537.94
840 · City of Lewiston Support	0.00	37,500.00
850 · Nez Perce County Support	0.00	37,500.00
Total REVENUE	<u>25,535.58</u>	<u>124,537.94</u>
Total Income	<u>25,535.58</u>	<u>124,537.94</u>
Gross Profit	25,535.58	124,537.94
Expense		
EXPENDITURES		
917 · ARFF Facility Design		
917.03 · Airport Operations Building	86,596.00	86,596.00
Total 917 · ARFF Facility Design	<u>86,596.00</u>	<u>86,596.00</u>
Total EXPENDITURES	<u>86,596.00</u>	<u>86,596.00</u>
Total Expense	<u>86,596.00</u>	<u>86,596.00</u>
Net Ordinary Income	-61,060.42	37,941.94
Other Income/Expense		
Other Income		
870 · Interest Income	0.00	5.43
Total Other Income	<u>0.00</u>	<u>5.43</u>
Net Other Income	<u>0.00</u>	<u>5.43</u>
Net Income	<u><u>-61,060.42</u></u>	<u><u>37,947.37</u></u>

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

	<u>Nov 15, 16</u>	<u>Nov 15, 15</u>
ASSETS		
Current Assets		
Checking/Savings		
104 · TwinRiver Checking-Capital Fund	12,393.49	30,382.08
106 · Twin River Savings - PFC	373,766.28	349,191.00
Total Checking/Savings	<u>386,159.77</u>	<u>379,573.08</u>
Total Current Assets	<u>386,159.77</u>	<u>379,573.08</u>
TOTAL ASSETS	<u>386,159.77</u>	<u>379,573.08</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	0.00	18,332.93
Total Accounts Payable	<u>0.00</u>	<u>18,332.93</u>
Total Current Liabilities	<u>0.00</u>	<u>18,332.93</u>
Total Liabilities	<u>0.00</u>	<u>18,332.93</u>
Equity		
320 · Retained Earnings	348,212.40	335,929.86
Net Income	37,947.37	25,310.29
Total Equity	<u>386,159.77</u>	<u>361,240.15</u>
TOTAL LIABILITIES & EQUITY	<u>386,159.77</u>	<u>379,573.08</u>

Donovan

Lewiston - Nez Perce County Airport Authority

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

	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	FYE Total
CASH FLOWS - OPERATING ACTIVITIES													
Checking, beginning of month	16,706.21	19,988.84	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	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	55,117.39	33,801.54											88,913.93
Transfer from Money Market Account	35,000.00												35,000.00
Cash paid Authority suppliers and employees	(66,625.76)	(43,368.35)											(109,994.11)
Transfer to Money Market Account	(104,332.00)												(104,332.00)
Net increase (decrease) in cash	3,282.63	(9,566.81)											(6,284.18)
Checking, end of month	19,988.84	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03	10,422.03
CASH FLOWS - MONEY MARKET ACCOUNT													
Savings, beginning of month	304,655.04	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	304,655.04
Transfers from operations checking	104,332.00												104,332.00
Transfers to operations checking	(35,000.00)												(35,000.00)
Interest received	80.18												80.18
Net increase (decrease) in cash	69,412.18												69,412.18
Savings, end of month	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22	374,067.22
CHECKING AND SAVINGS BALANCE, end of month													
Cash, beginning of month	274,228.34	348,230.70	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	274,228.34
Transfer (to./from) - Capital Project Account	24,002.36	25,535.58											49,537.94
Reimb from City of Lewiston	50,000.00												50,000.00
Interest received	74,002.36	25,535.58											99,537.94
Net increase (decrease) in cash	348,230.70	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28	373,766.28
Cash, end of month	43,464.48	98,989.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	43,464.48
CASH FLOWS - CAPITAL ACTIVITIES													
Cash, beginning of month	32,432.33	37,500.00											32,432.33
Cash receipts - FAA Grants	37,500.00												37,500.00
Cash receipts - City of Lewiston - Capital Cont	37,500.00												37,500.00
Cash receipts - Nez Perce Co - Capital Cont	(34,223.55)												(34,223.55)
Cash paid to Contractors - Pavement Index	(370.00)												(370.00)
Cash paid to Contractors - Snow Removal Equip	(17,319.20)	(66,596.00)											(83,915.20)
Cash paid to Contractors - Airport Operations Building	5.43												5.43
Interest received	55,525.01	(66,596.00)											(10,070.99)
Net increase (decrease) in cash	98,989.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49
Cash, end of month	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49	12,393.49