

**Lewiston-Nez Perce County Regional Airport Authority
Board of Commissioners Regular Meeting
Minutes of October 16, 2013**

The Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners met in Regular Session on Wednesday, October 16, 2013 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. Commissioners present included Bill McCann, Jr., Pat Nuxoll, and Verl Long. Commissioners Chris Hayes and Mike Martin were unable to be present.

II. CITIZEN COMMENTS

Chairman McCann welcomed Commissioners and those in the audience, then asked if anyone would like to address the Board about items on or off the agenda. Friend of the Airport DeAnn Scrabeck passed out a copy of the newest Visitors Guide, published by the Hells Canyon Visitors Bureau and featuring the Authority's first advertisement. Over 15,000 copies have been printed. Doug Black announced the Friends are discussing two possible projects, one being the immediate future of the air festival, the other a special event or series of events centered on the Airport's 2014 70th Anniversary. He also announced that Sandra Lee has become the newest Friend of the Airport.

There were no other citizen comments.

III. MINUTES

Regular Meeting Minutes of September 18, 2013.

Commissioner Nuxoll moved to approve the regular meeting minutes of September 18th. Commissioner Long seconded the motion, and it passed unanimously.

IV. FINANCE

A. Vendor Payments

Airport Manager Turner summarized the accounts payable by noting vendor names and associated expenses that were unusual or extraordinary. There were expenditures associated with an airport operations seminar attended by two staff members. There were repairs to the PAPI light system, the HVAC cooling tower, and the ToolCat. ARFF truck tires were purchased and installed and one of the pickup truck's brakes were replaced. The accounts payable report also showed the remaining expenses associated with the runway crack sealing and pavement painting for the year along with numerous recurring, contractual expenses. The capital fund expenditures included the final payments to Bott Architects and K&G Construction for the

GSA/TSA second floor project, and the last payment for the first floor carpet. Commissioner Long moved to approve the accounts payable. Commissioner Nuxoll seconded the motion and it passed unanimously.

B. Financial Reports

Commissioner Nuxoll distributed the operations and capital financial reports, summarizing those areas which were higher than expected as well as those that were lower. Revenue is still a little ahead of what was expected, mostly due to increased car rental activity and fees. Some of the increase is also associated with space and facilities rent. Added to lower employee costs, things are about where they should be for the fiscal year. Commissioner Nuxoll then discussed the capital funds. A construction grant is expected this fiscal year. It remains to be seen whether the grant will allow the board to proceed with construction on both the runway and the apron, or whether it will just be the apron for now. Commissioner Long moved to accept the financial report. Commissioner Nuxoll seconded the motion and it passed unanimously.

C. Marketing Report

Chairman McCann announced that several members of the marketing committee had other meetings to attend. In consideration of their schedules, he asked if there were any objections to rearranging the agenda to cover the marketing report before new business was conducted. There was no objection, so he asked Doug Mattoon of Valley Vision to proceed. Mr. Mattoon passed out a spreadsheet filled in with National Association of Industry Codes (NAIC). By narrowing down the codes to those most appropriate for this airport, the marketing committee will be able to decide where to focus efforts and resources. He also distributed a draft marketing brochure produced by Armstrong. He believes it is important for the Board to complete the infrastructure and address questions concerning equity buy-in by the City.

V. NEW BUSINESS

A. PURCHASING POLICY REVIEW

Chairman McCann asked Mr. Turner for his staff report. Mr. Turner reminded the Board of their request to annually review policy documents. He then pointed out the draft Purchasing Policy in the agenda package, the original of which had been one of the first policy documents approved by the Board after the Authority was founded. Mr. Turner made suggested changes to the original and those "tracked" changes—most of which are editorial, spelling, and grammatical in nature—are contained in the draft for consideration by the Board. Chairman McCann asked Board members to review the draft and come back with any comments for consideration at the next meeting.

B. AIRPORT ENTRANCE SIGN

Chairman McCann asked for the staff report. Mr. Turner pointed out Commissioner Martin's package of information concerning the acquisition and installation of an entrance sign for the main airport access road. Commissioner Martin had asked the item be placed on the

agenda. However, since Commissioner Martin could not be present, Mr. Turner recommended the Board simply accept the report and wait for action until such time as Mr. Martin could be present. Chairman McCann asked if there were any objections to the airport manager's recommendation. There were none, so he asked Mr. Turner to place the item on the next agenda.

C. MASTER PLAN TECHNICAL ADVISORY COMMITTEE (TAC)

Chairman McCann explained the need for a committee to help provide input during the master planning process. He reminded those present that a Master Plan Kickoff Meeting follows this one, then asked Mr. Turner to review progress toward filling the committee. Mr. Turner stated that he'd discussed these nominations with each of the nominees before submitting their names for Board consideration. He also mentioned that he'd like to see a couple more on the committee without making the group too large. Submitted for Board consideration were Wendy Fredrickson, Greg Reed, DeAnn Scrabeck, Felicia Kelly, Ralph Stout, and Ron Gustin. Commissioner Long moved to accept the nominations. Commissioner Nuxoll seconded the motion, and it passed unanimously.

VI. RECURRING BUSINESS

A. AIRPORT MANAGER'S REPORT

Chairman McCann asked the Airport Manager for his report. Mr. Turner reviewed the contents of the Commissioners' agenda package, pointing out the draft capital improvement program which he asked Commissioners to review. He will place it on the next meeting agenda. He then briefed the Board on the status of projects including the acquisition of a replacement HVAC control system and the next phase of carpet replacement in the terminal building. During the past couple weeks, staff had finished up the last of the airfield mowing and were now in the process of preparing for winter operations. Staff completed the parking lot inventory and only 6 cars were present longer than 30 days. Signs for the south side have been purchased and installed, and preparations were on-going for the annual audit. The first payment requests for the runway project engineering and the master plan update project have been received; they were processed and requests for reimbursement had been submitted to the FAA. The FAA is scheduled to conduct their annual inspection the week of November 18th.

Mr. Turner then passed to the Commissioners his letter of resignation for the purpose of retirement. He stated he'd been privileged to be the airport manager for nearly 30 years and since he'd reached the point where he could retire, he wished to do so, stating for the record he'd particularly enjoyed the last 3 years working for the Airport Authority. Commissioner Long moved to accept, with regret, Mr. Turner's resignation. Commissioner Nuxoll seconded the motion and it passed unanimously.

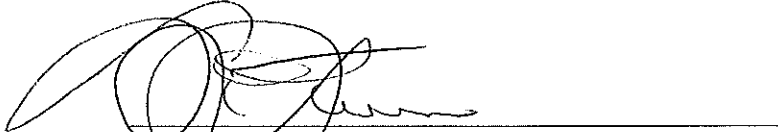
B. COMMISSIONER COMMENTS

Chairman McCann asked Commissioners Pat Nuxoll and Mike Martin to be a subcommittee to work with Mr. Lohman and his requests. He then asked the Commissioners if

November 20th would work for the next meeting. Consensus indicated it would, so he asked Mr. Turner to schedule accordingly.

VII. ADJOURNMENT

There being no further business, Chairman McCann adjourned the meeting at 5:55 p.m.

A handwritten signature in black ink, appearing to read "Robin L. Turner", is written over a horizontal line. The signature is stylized with large loops and a long horizontal stroke at the end.

Robin L. Turner, AAE
Airport Manager/Recording Secretary

Lewiston-Nez Perce County Airport Authority- Operating Fund

Profit & Loss Budget vs. Actual

October 2012 through September 2013

*Rev
w/ 10/16/13
Meeting*

	Oct '12 - Sep 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	5,127.50	3,330.00	1,797.50
AIRPORT SECURITY REVENUE	6,049.00	6,100.00	(51.00)
CONSESSION & FRANCHISE REVENUE	134,101.48	108,900.00	27,201.48
FARM GROUND REVENUE	1,788.14	6,500.00	(4,711.86)
FUEL TAX REVENUE	22,905.17	21,000.00	1,905.17
INTEREST & FIN CHG REVENUE	572.65	420.00	152.65
LANDING FEE REVENUE	107,681.66	123,000.00	(15,318.34)
MISC. & DONATION REVENUE	11,292.22	2,000.00	9,292.22
REAL PROP. INCOME/NON-AVIATION	161,318.47	155,215.00	6,103.47
REAL PROPERTY INCOME/AVIATION	91,394.31	95,834.54	(4,440.23)
REFUND & CREDIT REVENUE	391.00	2,400.00	(2,009.00)
SPACE & FACILITIES REVENUE	89,110.82	82,642.00	6,468.82
SPECIAL USE FEE REVENUE	2,055.00	9,540.00	(7,485.00)
Total Income	633,787.42	614,881.54	18,905.88
Gross Profit	633,787.42	614,881.54	18,905.88
Expense			
AIRPORT SECURITY	11,335.54	2,500.00	8,835.54
ARFF SUPPLIES	725.00	1,800.00	(1,075.00)
BUILDING SUPPLIES	9,851.63	8,600.00	1,251.63
CAPITAL OUTLAY	37,982.00	30,000.00	7,982.00
CONTRACTED SERVICES	7,304.13	12,625.00	(5,320.87)
EMPLOYEE COSTS AND BENEFITS	344,551.35	373,888.00	(29,336.65)
EQUIPMENT REPAIRS & MAINTENANCE	31,581.22	39,900.00	(8,318.78)
GENERAL AND ADMINISTRATIVE	39,833.57	61,900.00	(22,066.43)
MAINT.-TERMINAL BLDG & EQUIP	14,981.02	21,220.00	(6,238.98)
MAINTENANCE-GROUNDS & FENCING	24,938.40	10,000.00	14,938.40
MAINTENANCE,AIRCRAFT VISUAL AID	44,046.05	14,700.00	29,346.05
OFFICE SUPPLIES & EXPENSE			
821.01 · Office Supplies, cart., paper, env	3,361.73	4,200.00	(838.27)
830 · Postage	735.48	1,080.00	(344.52)
863.40 · Office Equipment	5,514.98	3,000.00	2,514.98
869.03 · Web Page	3,206.80	3,000.00	206.80
875 · Rental, Other Equipment	629.81	1,140.00	(510.19)
889.06 · Internet Services	720.00	900.00	(180.00)
Total OFFICE SUPPLIES & EXPENSE	14,168.80	13,320.00	848.80
TRAINING & CONFERENCES	8,485.25	15,200.00	(6,714.75)
UTILITIES	84,826.70	100,000.00	(15,173.30)
Total Expense	674,610.66	705,653.00	(31,042.34)
Net Ordinary Income	(40,823.24)	(90,771.46)	49,948.22
Other Income/Expense			
Other Income			
CITY OF LEWISTON SHARED COSTS	45,715.00	45,715.00	0.00
NEZ PERCE COUNTY SHARED COSTS	45,715.00	45,715.00	0.00
Total Other Income	91,430.00	91,430.00	0.00
Net Other Income	91,430.00	91,430.00	0.00
Net Income	50,606.76	658.54	49,948.22

Lewiston-Nez Perce County Airport Authority- Operating Fund
Balance Sheet
As of September 30, 2013

	<u>Sep 30, 13</u>	<u>Sep 30, 12</u>
ASSETS		
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	12,030.99	1,882.33
103 · Twin River Money Market	138,306.88	102,361.39
Total Checking/Savings	<u>150,337.87</u>	<u>104,243.72</u>
Accounts Receivable		
110 · Accounts Receivable	26,648.20	25,400.08
Total Accounts Receivable	<u>26,648.20</u>	<u>25,400.08</u>
Other Current Assets		
105 · Petty Cash	101.38	101.38
107 · Prepaid Badge Processing Fees	642.00	252.00
108 · Prepaid Deposits		
108.01 · Work Comp Deposit	1,012.00	1,012.00
108.02 · Pre-Paid Insurance	0.00	8,100.00
Total 108 · Prepaid Deposits	<u>1,012.00</u>	<u>9,112.00</u>
Total Other Current Assets	<u>1,755.38</u>	<u>9,465.38</u>
Total Current Assets	<u>178,741.45</u>	<u>139,109.18</u>
TOTAL ASSETS	<u><u>178,741.45</u></u>	<u><u>139,109.18</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	36,245.59	18,513.27
Total Accounts Payable	<u>36,245.59</u>	<u>18,513.27</u>
Other Current Liabilities		
240 · Payroll Liabilities		
240.01 · Fed Withholding Payable	801.00	0.00
240.02 · Fica Payable	1,743.08	868.25
240.03 · SUTA Payable	1,272.96	1,221.96
240.05 · State Withholding	1,217.00	2,861.00
240.06 · Persi Payable	676.57	0.00
240.07 · Dependent Coverage Payable	(6.04)	0.00
240.08 · Workers Comp Payable	1,622.04	1,093.23
240.09 · 401K Payable	375.00	0.00
Total 240 · Payroll Liabilities	<u>7,701.61</u>	<u>6,044.44</u>
250 · Garnishments Payable	219.27	0.00
255 · Accrued Wages Payable	0.00	11,478.91
260 · Held for Friends of Airport	1,257.28	1,257.28
265 · Compensated Absences Payable	1,971.34	3,034.94
270 · Unearned Revenue	36,918.41	54,954.76
Total Other Current Liabilities	<u>48,087.91</u>	<u>76,770.33</u>
Total Current Liabilities	<u>84,313.50</u>	<u>95,283.60</u>
Long Term Liabilities		
280 · PFC - Debt Service Payable	0.00	4.39
Total Long Term Liabilities	<u>0.00</u>	<u>4.39</u>
Total Liabilities	<u>84,313.50</u>	<u>95,287.99</u>
Equity		
320 · Retained Earnings	43,821.19	40,373.60
Net Income	50,606.76	3,447.59
Total Equity	<u>94,427.95</u>	<u>43,821.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>178,741.45</u></u>	<u><u>139,109.18</u></u>

Prepared

Lewiston-Nez Perce County Airport Authority-Capital Funds
Profit & Loss Budget vs. Actual
 October 2012 through September 2013

	Oct '12 - Sep 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
REVENUE			
800 · Federal Aviation Admin Grants	37,205.00	1,026,562.00	-989,357.00
810 · Id Div of Aeronautics Grants	0.00	6,500.00	-6,500.00
820 · Passenger Facilities Charges	160,733.05	165,000.00	-4,266.95
830 · General Service Administration	71,412.81	20,000.00	51,412.81
840 · City of Lewiston Support	78,500.00	78,500.00	0.00
850 · Nez Perce County Support	78,500.00	78,500.00	0.00
860 · Transfer From General Operation	37,982.00	30,000.00	7,982.00
Total REVENUE	<u>464,332.86</u>	<u>1,405,062.00</u>	<u>-940,729.14</u>
Total Income	<u>464,332.86</u>	<u>1,405,062.00</u>	<u>-940,729.14</u>
Gross Profit	<u>464,332.86</u>	<u>1,405,062.00</u>	<u>-940,729.14</u>
Expense			
921 · Office Supplies	158.98	0.00	158.98
EXPENDITURES			
910 · Master Plan	37,886.15	0.00	37,886.15
911 · Runway 8-26 Reconstruction	0.00	0.00	0.00
901 · Northside Apron Reconstruction	0.00	1,050,000.00	-1,050,000.00
902 · Pavement Condition Index Survey	3,000.00	45,000.00	-42,000.00
903 · Airport Term Bldg 2ND Floor Rem	149,331.03	100,000.00	49,331.03
904 · Airport Term Bldg Roof Replacem	13,099.00	20,000.00	-6,901.00
905 · Airport Term Bldg HVAC Control	0.00	12,000.00	-12,000.00
906 · Airport Term Bldg Floor Coverin	34,956.00	36,500.00	-1,544.00
912 · Term Bldg Carpeting Phase II	0.00	0.00	0.00
907 · Satellite Parking Light & Fence	18,572.67	15,000.00	3,572.67
908 · Equipment Acquisitions			
908.01 · Pavement Paint Striper	5,865.29	5,000.00	865.29
908.02 · Mower Tractor	40,999.44	25,000.00	15,999.44
Total 908 · Equipment Acquisitions	<u>46,864.73</u>	<u>30,000.00</u>	<u>16,864.73</u>
913 · Airport Bus.Park-Taxilane/Infas	0.00	0.00	0.00
909 · Reserve for Future Projects	0.00	0.00	0.00
Total EXPENDITURES	<u>303,709.58</u>	<u>1,308,500.00</u>	<u>-1,004,790.42</u>
Total Expense	<u>303,868.56</u>	<u>1,308,500.00</u>	<u>-1,004,631.44</u>
Net Ordinary Income	<u>160,464.30</u>	<u>96,562.00</u>	<u>63,902.30</u>
Other Income/Expense			
Other Income			
870 · Interest Income	155.05		
Total Other Income	<u>155.05</u>		
Net Other Income	<u>155.05</u>	<u>0.00</u>	<u>155.05</u>
Net Income	<u><u>160,619.35</u></u>	<u><u>96,562.00</u></u>	<u><u>64,057.35</u></u>

Lewiston-Nez Perce County Airport Authority-Capital Funds

Balance Sheet

As of September 30, 2013

	<u>Sep 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
104 · Twin River Checking-Capital Fund	26,324.75
106 · Twin River Savings - PFC	<u>160,843.12</u>
Total Checking/Savings	<u>187,167.87</u>
Total Current Assets	<u>187,167.87</u>
TOTAL ASSETS	<u><u>187,167.87</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · Accounts Payable	26,548.52
Total Accounts Payable	<u>26,548.52</u>
Total Current Liabilities	<u>26,548.52</u>
Total Liabilities	26,548.52
Equity	
Net Income	<u>160,619.35</u>
Total Equity	<u>160,619.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>187,167.87</u></u>

Lewiston-Nez Perce County Airport Authority-Capital Funds
A/P Aging Summary
 As of September 30, 2013

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Applied Surfaces Technology	15,225.48	0.00	0.00	0.00	0.00	15,225.48
K&G Construction LLC	0.00	11,323.04	0.00	0.00	0.00	11,323.04
TOTAL	<u>15,225.48</u>	<u>11,323.04</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>26,548.52</u>

Lewiston - Nez Perce County Airport Authority

FY 2013 CASH FLOW STATEMENT BY MONTH - DIRECT METHOD

CASH FLOWS - OPERATING ACTIVITIES	Actual												10/15/13	
	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Total	Nov-13	Dec-13	Jan-14	Feb-14		
Checking, beginning of month	35,423.07	7,143.45	22,056.67	18,857.54	18,173.09	22,765.44	1,882.33							12,030.99
Activity														
Cash receipts - Nez Perce County														28,471.63
Cash receipts - City of Lewiston														9,000.00
Cash receipts - Friends of the Airport/Airfair														(43,529.93)
Cash receipts - PFC collections														
Cash receipts - Authority customers														
Transfer from Money Market Account														
Cash paid Authority suppliers and employees														
Cash paid to City For PFC collections														
Cash paid to Capital Fund For PFC collections														
Cash paid for Friends of the Airport Expenses														
Transfer to Money Market Account														
Net increase (decrease) in cash														
Checking, end of month	7,143.45	22,056.67	18,857.54	18,173.09	22,765.44	12,030.99	12,030.99							5,972.69
CASH FLOWS - MONEY MARKET ACCOUNT														
Savings, beginning of month	150,191.28	161,666.99	161,715.05	131,751.85	143,223.28	143,264.43	102,361.39							138,306.88
Activity														
Transfers from operations checking														
Transfers to operations checking														
Interest received														
Net increase (decrease) in cash														
Savings, end of month	161,666.99	161,715.05	131,751.85	143,223.28	143,264.43	138,306.88	138,306.88							129,306.88
CHECKING AND SAVINGS BALANCE, end of month	168,810.44	183,771.72	150,609.39	161,386.37	166,029.92	150,337.87	150,337.87							135,279.57
CASH FLOWS - PFC ACTIVITIES														
Cash, beginning of month	44,923.07	64,952.07	85,411.60	105,021.20	81,837.72	140,365.46	(77,985.72)							160,843.12
Activity														
Cash receipts from airlines														
Loan/Repayment - Capital Project checking														
Interest received														
Net increase (decrease) in cash														
Cash, end of month	20,029.00	20,459.53	19,571.78	16,816.52	18,527.74	20,413.57	238,687.12							10,553.25
CASH FLOWS - CAPITAL ACTIVITIES														
Cash, beginning of month	64,952.07	85,411.60	105,021.20	81,837.72	140,365.46	160,843.12	160,843.12							170,715.22
Activity														
Cash receipts - FAA Grants														
Cash receipts - Nez Perce County														
Cash receipts - City of Lewiston														
Cash receipts - GSA														
Loan/Repayment - PFC Account														
Cash receipts from Operating Fund														
Cash paid to Contractors - Master Plan														
Cash paid to suppliers														
Interest received														
Net increase (decrease) in cash														
Cash, end of month	27,457.83	43,521.15	14,336.56	4,529.40	34,741.32	26,324.75	26,324.75							26,324.75