

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 October 19, 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, Verl Long, and Emmett McCormick. Commissioner Jim Finley was excused from the meeting due to conflicting travel plans.

II. CITIZEN COMMENTS

Chairman McCann welcomed Commissioners and those in the audience. McCann asked if there were any additions or corrections to the agenda. Commissioner Long moved to amend the agenda to include picking a 5th member of the Airport Authority Board pursuant to the Joint Powers Agreement as the first order of new business on the agenda. Commissioner McCormick seconded the motion and it passed unanimously. Chairman McCann addressed the audience asking if there were any comments regarding items on or off the agenda.

Doug Mattoon, Valley Vision, commented on the current Alaska Airlines schedule. Mattoon is disappointed to see flights being removed from Lewiston and would like to speak with Alaska Airlines schedulers on this topic.

Janie Bentz, Port of Lewiston, gave an update on the Port's dark fiber project. Completion of the airport segment is scheduled for the end of October.

Doug Black, Friends of the Airport, gave a recap of the Airport booth at the Nez-Perce County Fair. Comments on the booth have been positive and the group felt like the location was a great value.

III. MINUTES

Chairman McCann asked if there were any additions or corrections to the Regular Meeting Minutes of Wednesday, September 21, 2016. Commissioner Long moved to adopt the meeting minutes as presented. Commissioner McCormick 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 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 gave a brief recap on the finances accrued for fiscal year 2016. He and staff felt all large transactions were on the books and didn't expect any big changes to the financials as presented. Nuxoll pointed out the auditors would be on site the last week of October to meet with staff and begin the yearly audit. Commissioner Long moved to approve

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

V. SPECIAL PRESENTATION

A. CEDA – FIRE FIGHTING TANKER BASE

Kelly Dahlquist with Clearwater Economic Development Association (CEDA) presented the groups findings on the development of a fire fighting tanker base at Lewiston. Dahlquist and the CEDA staff made several contacts within the Forest Service. The consensus from her group was the board needed to ensure their vision matched the Master Plans of the different organizations being courted. She also mentioned the group should speak to more groups than just Forest Service. Dahlquist recommended the airport contact the Nez Perce Tribe, USDA and the BLM.

VI. NEW BUSINESS

A. SELECTION OF AN INDEPENDENT MEMBER OF THE AIRPORT AUTHORITY BOARD

Chairman McCann reminded the group that Treasurer Pat Nuxoll's term on the board expired on September 30, 2016. The Joint Powers Agreement states the board will select an "Independent Member" to serve on the board for three (3) year terms by way of majority vote. Airport Manager Hayes stated Nuxoll was willing to serve another term on the board. Chairman McCann asked if there were any nominations or motions to fill the vacancy on the board. Commissioner McCormick moved to re-appoint Pat Nuxoll for a third term of three (3) years as the "Independent Member" of the Lewiston-Nez Perce County Airport Authority. Commissioner Long seconded the motion and it passed unanimously.

B. RESOLUTION 2016-30 – MAXWELL HANGER LEASE

Airport Manager Hayes informed the group that Mr. Maxwell missed the deadline to exercise the option in his old lease. The lease presented to the board is the standard airport lease for a private hanger. Hayes requested the board approve Resolution 2016-30 contingent on Maxwell providing the airport an updated legal description. Commissioner Long moved to approve Resolution 2016-30 contingent on Mr. Maxwell providing an updated legal description to the airport. Commissioner Nuxoll seconded the motion and it passed unanimously.

C. RESOLUTION 2016-31 – QUAILRIDGE AVIATION HANGER LEASE

Airport Manager Hayes stated due to confliction schedules with the old and new tenants this resolution was not ready for approval. He asked the board defer resolution 2016-31 until the November board meeting.

D. AIRPORT OPERATIONS BUILDING

Airport Manager Hayes gave a brief overview of the progress made to date on the Airport Operations Building. Dave Mitchell of T-O Engineers, the consultant of record, gave a presentation on the current proposed site plan. The site plan included two alternatives that will be discussed with the Federal Aviation Administration (FAA) in the near future. Mike Smith and Nick Latham of RLB, sub-consultant of T-O Engineers, provided the group with a detailed description of the building plan with alternative ideas for the board to think about. There was discussion between the parties and the board about the plans including cost. After the discussion it was the consensus of the board to continue refining the plan presented.

VII. RECURRING BUISNESS

A. MARKETING UPDATE

There was a brief discussion among the group on the success of the County Fair Booth. Airport Manager Hayes reported the marketing group had debriefed and had several ideas for next year's fair. Doug Black, Friends of the Airport, commented on the fish tank that Idaho Fish and Game is lending to the airport as a display. It currently is stocked with rainbow trout, bass, catfish and bluegill.

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

The Airport Board will meet for a Regular Meeting on November 16, 2016 at 5:00 pm. Chairman McCann adjourned the meeting at 7:07 PM.



Chris Hayes
Airport Manager/Recording Secretary

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

	Oct '15 - Sep 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	9,622.00	4,200.00	5,422.00
AIRPORT SECURITY REVENUE	6,845.00	7,700.00	(855.00)
CONSESSION & FRANCHISE REVENUE	128,333.37	131,500.00	(3,166.63)
FARM GROUND REVENUE	2,361.68	2,000.00	361.68
FUEL TAX REVENUE	21,808.71	25,000.00	(3,191.29)
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	998.37	720.00	278.37
LANDING FEE REVENUE	109,927.36	110,200.00	(272.64)
MISC. & DONATION REVENUE	39.40	4,400.00	(4,360.60)
REAL PROP. INCOME/NON-AVIATION	162,649.27	160,784.44	1,864.83
REAL PROPERTY INCOME/AVIATION	83,627.75	103,126.20	(19,498.45)
REFUND & CREDIT REVENUE	141.00	0.00	141.00
SPACE & FACILITIES REVENUE	107,947.96	100,347.72	7,600.24
SPECIAL USE FEE REVENUE	2,160.00	6,540.00	(4,380.00)
Total Income	<u>636,461.87</u>	<u>656,518.36</u>	<u>(20,056.49)</u>
Gross Profit	636,461.87	656,518.36	(20,056.49)
Expense			
AIRPORT SECURITY	14,750.88	8,000.00	6,750.88
ARFF SUPPLIES	1,175.00	1,800.00	(625.00)
BUILDING SUPPLIES	11,374.11	18,000.00	(6,625.89)
CAPITAL OUTLAY	30,000.00	30,000.00	0.00
CONTRACTED SERVICES	11,414.80	9,600.00	1,814.80
EMPLOYEE COMPENSATION	290,566.75	304,030.00	(13,463.25)
EMPLOYEE BENEFITS	91,684.59	97,992.00	(6,307.41)
EQUIPMENT REPAIRS & MAINTENANCE	32,153.93	34,100.00	(1,946.07)
GENERAL AND ADMINISTRATIVE	37,799.72	54,100.00	(16,300.28)
MAINT.-TERMINAL BLDG & EQUIP	27,736.29	14,750.00	12,986.29
MAINTENANCE-GROUNDS & FENCING	12,873.87	14,800.00	(1,926.13)
MAINTENANCE,AIRCRAFT VISUAL AID	45,655.65	33,800.00	11,855.65
OFFICE SUPPLIES & EXPENSE	10,781.03	8,780.00	2,001.03
TRAINING & CONFERENCES	15,296.20	20,000.00	(4,703.80)
UTILITIES	94,469.28	100,520.00	(6,050.72)
Total Expense	<u>727,732.10</u>	<u>750,272.00</u>	<u>(22,539.90)</u>
Net Ordinary Income	(91,270.23)	(93,753.64)	2,483.41
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 September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget
CITY OF LEWISTON SHARED COSTS	47,000.00	47,000.00	0.00
NEZ PERCE COUNTY SHARED COSTS	47,000.00	47,000.00	0.00
Total Other Income	94,000.00	94,000.00	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	93,500.00	94,000.00	(500.00)
Net Income	2,229.77	246.36	1,983.41

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

	Sep 30, 16	Sep 30, 15
ASSETS		
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	16,706.21	11,958.54
103 · Twin River Money Market	304,655.04	279,104.76
Total Checking/Savings	321,361.25	291,063.30
Accounts Receivable		
110 · Accounts Receivable	34,613.21	34,780.43
Total Accounts Receivable	34,613.21	34,780.43
Other Current Assets		
105 · Petty Cash	100.00	110.81
107 · Prepaid Badge Processing Fees	1,095.00	99.00
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	2,262.00	1,141.81
Total Current Assets	358,236.46	326,985.54
TOTAL ASSETS	358,236.46	326,985.54
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	50,429.30	39,700.65
Total Accounts Payable	50,429.30	39,700.65
Other Current Liabilities		
240 · Payroll Liabilities		
240.01 · Fed Withholding Payable	1,323.00	747.00
240.02 · Fica Payable	2,281.40	1,536.66
240.03 · SUTA Payable	797.65	879.36
240.05 · State Withholding	1,653.00	1,213.00
240.06 · Persi Payable	894.45	0.00
240.07 · Dependent Coverage Payable	72.16	132.52
240.08 · Workers Comp Payable	1,435.52	1,241.50
Total 240 · Payroll Liabilities	8,457.18	5,750.04
260 · Held for Friends of Airport	0.00	1,539.20
265 · Compensated Absences Payable	5,372.76	3,063.43
270 · Unearned Revenue	53,574.46	38,759.23
Total Other Current Liabilities	67,404.40	49,111.90
Total Current Liabilities	117,833.70	88,812.55
Total Liabilities	117,833.70	88,812.55
Equity		
320 · Retained Earnings	238,172.99	148,606.19
Net Income	2,229.77	89,566.80
Total Equity	240,402.76	238,172.99
TOTAL LIABILITIES & EQUITY	358,236.46	326,985.54

Lewiston-Nez Perce County Airport Authority - Capital Funds
Profit & Loss
September 2016

	<u>Sep 16</u>	<u>Oct '15 - Sep 16</u>
Ordinary Income/Expense		
Income		
REVENUE		
800 · Federal Aviation Admin Grants		
800.11 · SRE and PMP 3-16-0022-039	146,817.81	146,817.81
800.10 · Northside Apron Reconstruction	0.00	816,000.36
800.02 · FAA Master Plan Grant	0.00	14,218.26
Total 800 · Federal Aviation Admin Grants	<u>146,817.81</u>	<u>977,036.43</u>
820 · PFC Revenue	1,405.22	265,820.14
840 · City of Lewiston Support	0.00	50,000.00
860 · Transfer From General Operation	0.00	30,000.00
Total REVENUE	<u>148,223.03</u>	<u>1,322,856.57</u>
Total Income	<u>148,223.03</u>	<u>1,322,856.57</u>
Gross Profit	148,223.03	1,322,856.57
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	917,267.68
902 · Pavement Condition Index Survey	76,878.90	114,063.40
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	2,804.33	42,542.26
917 · ARFF Facility Design		
917.01 · ARFF Development - Environmenta	0.00	23,353.00
917.02 · ARFF Phase 2-Pre-Schematic Des	0.00	113,600.00
917.03 · Airport Operations Building	43,298.00	47,072.30
Total 917 · ARFF Facility Design	<u>43,298.00</u>	<u>184,025.30</u>
919 · Gate 16 Installation	0.00	28,712.67
Total EXPENDITURES	<u>122,981.23</u>	<u>1,310,925.23</u>
Total Expense	<u>122,981.23</u>	<u>1,310,925.23</u>
Net Ordinary Income	25,241.80	11,931.34
Other Income/Expense		
Other Income		
870 · Interest Income	54.98	351.20
Total Other Income	<u>54.98</u>	<u>351.20</u>
Net Other Income	<u>54.98</u>	<u>351.20</u>
Net Income	<u>25,296.78</u>	<u>12,282.54</u>

Lewiston-Nez Perce County Airport Authority - Capital Funds

Balance Sheet

As of September 30, 2016

	Sep 30, 16	Sep 30, 15
ASSETS		
Current Assets		
Checking/Savings		
104 · TwinRiver Checking-Capital Fund	43,464.48	14,430.62
106 · Twin River Savings - PFC	274,228.34	372,543.33
Total Checking/Savings	317,692.82	386,973.95
Accounts Receivable	82,432.33	0.00
Other Current Assets		
115 · Unbilled Grant Receivable	0.00	170,561.64
Total Other Current Assets	0.00	170,561.64
Total Current Assets	400,125.15	557,535.59
TOTAL ASSETS	400,125.15	557,535.59
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	51,912.75	221,605.73
Total Accounts Payable	51,912.75	221,605.73
Total Current Liabilities	51,912.75	221,605.73
Total Liabilities	51,912.75	221,605.73
Equity		
320 · Retained Earnings	335,929.86	218,666.13
Net Income	12,282.54	117,263.73
Total Equity	348,212.40	335,929.86
TOTAL LIABILITIES & EQUITY	400,125.15	557,535.59

Lewiston - Nez Perce County Airport Authority

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

CASH FLOWS - OPERATING ACTIVITIES	FY 2015 - 2016 CASH FLOW STATEMENT BY MONTH - DIRECT METHOD											
	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	FYE Total	Actual Oct-16	Actual 10/18/2016
Checking, beginning of month	9,181.14	13,248.36	17,548.37	6,389.72	6,449.05	5,028.73	11,430.24	40,153.86	44,424.36	11,958.54	16,706.21	16,706.21
Cash receipts - Nez Perce County		11,750.00		11,750.00			11,750.00				47,000.00	
Cash receipts - City of Lewiston		11,750.00		11,750.00			11,750.00				47,000.00	
Cash receipts - Authority customers	45,330.80	48,022.54	33,893.47	35,053.71	42,822.49	42,120.62	82,404.28	58,498.32	39,074.63	574,489.45	36,607.07	36,607.07
Transfer from Money Market Account	30,000.00	10,000.00	18,500.00	14,000.00	25,000.00	16,500.00					120,000.00	
Cash paid Authority suppliers and employees	(41,263.95)	(60,472.53)	(63,552.12)	(60,744.38)	(69,242.81)	(52,219.11)					(689,991.78)	
Cash paid for Southside Marketing Expense												
Transfer to Capital Improvement Fund												
Transfer to Money Market Account	(30,000.00)											
Net increase (decrease) in cash	4,067.22	4,300.01	(11,158.65)	59.33	(1,420.32)	6,401.51	28,723.62	4,270.50	(27,718.15)	(144,582.00)	4,747.67	(41,726.95)
Checking, end of month	13,248.36	17,548.37	6,389.72	6,449.05	5,028.73	11,430.24	40,153.86	44,424.36	16,706.21	16,706.21	16,706.21	(25,020.74)
CASH FLOWS - MONEY MARKET ACCOUNT												
Activity	365,949.59	336,033.12	342,869.80	324,455.27	322,280.86	297,362.25	280,933.08	304,502.35	304,579.94	279,104.76	304,655.04	304,655.04
Transfers from operations checking		16,750.00		11,750.00			23,500.00				144,592.00	
Transfers to operations checking	(30,000.00)	(10,000.00)	(18,500.00)	(14,000.00)	(25,000.00)	(16,500.00)					(120,000.00)	
Interest received	83.53	86.68	85.47	75.59	81.39	70.83	69.27	77.59	75.10	968.28		
Net increase (decrease) in cash	(29,916.47)	6,836.68	(18,414.53)	(2,174.41)	(24,918.61)	(16,429.17)	23,569.27	77.59	75.10	25,550.28		
Savings, end of month	336,033.12	342,869.80	324,455.27	322,280.86	297,362.25	280,933.08	304,502.35	304,579.94	304,655.04	304,655.04	304,655.04	304,655.04
CHECKING AND SAVINGS BALANCE, end of month	349,281.48	360,418.17	330,644.99	328,729.91	302,390.98	292,363.32	344,656.21	349,004.30	321,361.25	321,361.25	321,361.25	279,634.30
CASH FLOWS - PFC ACTIVITIES												
Activity	387,592.67	340,321.99	317,708.26	293,154.26	292,926.02	318,222.13	164,079.33	141,006.64	272,770.78	372,543.33	274,228.34	274,228.34
Cash, beginning of month												
Transfers (To) from - PFC Account	19,916.28	22,386.27	22,858.66	12,371.75	25,296.11	25,610.00	22,246.70	41,764.14	1,405.22	265,844.09	23,989.19	23,989.19
Reimb from City of Lewiston	(67,186.96)	(45,000.00)	(47,496.51)	(12,599.99)		(179,800.77)	(45,919.39)	90,000.00		(364,438.63)	50,000.00	50,000.00
Interest received												
Net increase (decrease) in cash	(47,270.68)	(22,613.73)	(24,554.00)	(228.24)	25,296.11	(154,142.80)	(23,072.69)	131,764.14	1,457.56	(96,314.99)	73,989.19	73,989.19
Cash, end of month	340,321.99	317,708.26	293,154.26	292,926.02	318,222.13	164,079.33	141,006.64	272,770.78	274,228.34	274,228.34	274,228.34	274,228.34
CASH FLOWS - CAPITAL ACTIVITIES												
Activity	22,020.63	26,713.69	5,950.45	5,951.73	4,452.55	3,343.77	2,595.05	79,332.40	3,919.14	14,430.62	43,464.48	43,464.48
Cash receipts - FAA Grants	149,683.17	460,606.90			14,216.26	179,800.77	45,319.39	24,663.20	114,385.48	1,115,165.74	32,432.33	32,432.33
Transfers from Operating Fund	67,186.96	45,000.00	47,496.51	12,599.99				(90,000.00)		364,438.63	30,000.00	30,000.00
Cash paid to Contractors - Master Plan	30,000.00				(15,163.92)					(15,163.92)		
Cash paid to Contractors - AIP-35 Runway 8/26												
Cash paid to Contractors - Airport Business Park												
Cash paid to Contractors - Northside Apron	(159,662.04)	(526,377.82)										
Cash paid to Contractors - Gate 16 Installation	(20,338.84)											
Cash paid to Contractors - ARFF Facility Design	(53,031.49)											
Cash paid to Contractors - ARFF Environmental												
Cash paid to Contractors - Pavement Index												
Cash paid to Contractors - Snow Removal Equip												
Cash paid to Contractors - Airport Operations Building												
Cash paid for paint grinder												
Cash paid for Used 3/4 Ton Pickup												
Interest received	(9,150.00)											
Net increase (decrease) in cash	5.30	7.68	1.50	0.76	0.68	1.28	5.88	8.14	2.64	47.70	43,464.48	43,464.48
Cash, end of month	4,693.06	(20,763.24)	1.28	(1,499.19)	(1,108.78)	(748.72)	76,737.35	(75,413.26)	39,545.34	29,033.86	(19,480.42)	(19,480.42)
	26,713.69	5,950.45	5,951.73	4,452.55	3,343.77	2,595.05	79,332.40	3,919.14	43,464.48	43,464.48	43,464.48	23,984.06