

**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 September 21, 2016 – 5:00 pm

I. CALL TO ORDER

Chairman McCann called the meeting to order at 5:02 p.m. Commissioners present included William Vern McCann, Jr., Pat Nuxoll, Jim Finley, Verl Long, and Emmett McCormick.

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.

Lewiston City Councilor Ged Randall gave a brief update on the plan to create a URA at the airport. The URA group was looking into the legality of a joint URA between the City and the County. Based on preliminary findings and discussions Randall did not believe the airport URA was possible.

Chairman McCann apologized to the group stating he has another conflicting engagement later in the evening and would need to depart the board meeting early.

III. MINUTES

Chairman McCann asked if there were any additions or corrections to the Regular Meeting Minutes of Wednesday, August 17, 2016. Commissioner Finley moved to adopt the meeting minutes as presented. Commissioner Long 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 pointed out the board is winding down the fiscal year. Based on conversation with airport staff he expected an invoice for crack sealing and painting before the fiscal year was complete. Commissioner Long moved to approve the financial report as presented. Commissioner McCormick seconded the motion and it passed unanimously.

V. NEW BUSINESS

A. RESOLUTION 2016-29 – HOWELL MACHINE & TECHNOLOGY LEASE

Airport Manager Hayes recounted the efforts of the lease committee to work out a lease agreement with Howell Machine & Technology (HMT) for use of the old gun club site. Hayes summarized the actions of the August board meeting at which time the Board reviewed the general terms and conditions recommended by the lease committee and

instructions by Chairman McCann to write the lease in accordance with the terms. Hayes presented the group with the airports standard commercial lease that had the recommended terms incorporated into it. Hayes informed the group that a legal description of the land had not been obtained yet, but Ron Perkins was working on completing it. He also stated that a representative of HMT had reviewed the lease and would like item fourteenth revised to state the airport would help with relocation if the group was forced to move. Discussion took place between the board and it became the consensus that should HMT be forced to move within the first 5 years of the lease the board was willing to help with relocation. Commissioner Nuxoll moved to approve Resolution 2016-29 subject to a legal description being included and the change to include the board's willingness to help with relocation in section fourteenth. Commissioner Long seconded the motion and it passed unanimously.

B. AIRPORT OPERATIONS BUILDING AMMENDMENT WITH T-O ENGINEERS

Airport Manager Hayes informed the group that as part of accepting grants from the Federal Aviation Administration (FAA) the airport was required to update and maintain Disadvantaged Business Enterprise (DBE) Goals every 5 years. The airport goals have not been updated in several years and Gary Gates of the Helena Airport Districts Office requested the airport update the goals. There are several nuances that go along with updating the goals and Hayes did not feel comfortable doing so. He requested the board have T-O Engineers update the DBE goals as part of the Airport Operations Building project and the cost would be grant eligible. Hayes presented Work Order 16-02 between T-O Engineers and the Airport at a cost of \$6,105.00. Commissioner Nuxoll stated that it was required by FAA and he felt the group should move forward with T-O on updating the goals. Commissioner Long moved to approve work order 16-02 with T-O engineers to complete the DBE study. Commissioner Finley seconded the motion and it passed unanimously.

C. AIRPORT OPERATIONS BUILDING

Airport Manager Hayes recounted the desire of the board to construct a building that includes Aircraft Rescue Fire Fighting (ARFF), Snow Removal Equipment (SRE) and Administration; referred to as an Airport Operations Building (AOB). Hayes introduced Mike Smith and Nick Latham with RLB who is the architect working with T-O Engineers. Smith and Latham gave overviews on 4 different schemes that the AOB could look like. Each scheme included different amounts of administrative space and/or bays for storing equipment. After the presentation the board discussed the advantages and disadvantages of each scheme. Chairman McCann asked Commissioner Nuxoll what scheme he felt the airport had the funds to support. Nuxoll felt the airport could afford schemes 1, 2 and 3, but felt 4 was a stretch and would require using all finances the airport has. He didn't feel comfortable using all of the airport funds on one project. After additional discussion about each scheme Commissioner Long moved to recommend RLB and T-O Engineers continue to develop plans for the AOB based on scheme 3. Commissioner Finley seconded the motion and it passed unanimously.

Chairman McCann asked Vice-Chairman Finley to chair the meeting as he needed to excuse himself for another engagement. Vice-Chairman Finley took over chairing the remainder of the meeting.

VI. RECURRING BUISNESS

A. MARKETING UPDATE

Commissioner Nuxoll reminded the group the County Fair is taking place over the next several days and to come support the Airport booth at the fair.

B. AIRPORT MANAGERS REPORT

Airport Manager Hayes reported on airport items of note that had taken place since the last meeting. Hayes presented a letter by Gustin Aviation requesting the lease committee work to approve a new lease early for their operation. He also gave an update on the Port of Lewiston fiber optic project taking place on airport land. The contractor hit rock and was evaluating a new route.

C. COMMISSIONER COMMENTS

There were no commissioner comments.

XII. ADJOURNMENT

The Airport Board will meet for a Regular Meeting on October 19, 2016 at 5:00 pm. Vice Chairman Finley adjourned the meeting at 6:45 PM.



Chris Hayes
Airport Manager/Recording Secretary

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

	<u>Oct '15 - Aug 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	9,497.00	3,786.00	5,711.00
AIRPORT SECURITY REVENUE	6,820.00	7,525.00	(705.00)
CONSESSION & FRANCHISE REVENUE	113,697.81	118,978.64	(5,280.83)
FARM GROUND REVENUE	2,361.68	2,000.00	361.68
FUEL TAX REVENUE	21,087.01	22,185.79	(1,098.78)
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	919.43	661.53	257.90
LANDING FEE REVENUE	101,333.07	99,230.09	2,102.98
MISC. & DONATION REVENUE	39.40	3,000.62	(2,961.22)
REAL PROP. INCOME/NON-AVIATION	157,464.39	155,641.83	1,822.56
REAL PROPERTY INCOME/AVIATION	97,649.90	100,563.99	(2,914.09)
REFUND & CREDIT REVENUE	141.00	0.00	141.00
SPACE & FACILITIES REVENUE	91,985.63	91,985.42	0.21
SPECIAL USE FEE REVENUE	2,160.00	6,540.00	(4,380.00)
Total Income	<u>605,156.32</u>	<u>612,098.91</u>	<u>(6,942.59)</u>
Gross Profit	605,156.32	612,098.91	(6,942.59)
Expense			
AIRPORT SECURITY	9,870.54	7,901.00	1,969.54
ARFF SUPPLIES	1,175.00	1,800.00	(625.00)
BUILDING SUPPLIES	9,666.22	17,000.00	(7,333.78)
CAPITAL OUTLAY	30,000.00	30,000.00	0.00
CONTRACTED SERVICES	9,572.80	8,820.00	752.80
EMPLOYEE COMPENSATION	263,872.22	277,510.49	(13,638.27)
EMPLOYEE BENEFITS	83,829.44	89,700.73	(5,871.29)
EQUIPMENT REPAIRS & MAINTENANCE	29,055.70	31,590.99	(2,535.29)
GENERAL AND ADMINISTRATIVE	35,897.70	52,003.66	(16,105.96)
MAINT.-TERMINAL BLDG & EQUIP	24,164.85	14,150.00	10,014.85
MAINTENANCE-GROUNDS & FENCING	12,778.17	14,320.00	(1,541.83)
MAINTENANCE,AIRCRAFT VISUAL AID	16,149.10	10,300.00	5,849.10
OFFICE SUPPLIES & EXPENSE	6,640.55	8,315.00	(1,674.45)
TRAINING & CONFERENCES	15,296.20	19,837.60	(4,541.40)
UTILITIES	87,324.69	91,512.10	(4,187.41)
Total Expense	<u>635,293.18</u>	<u>674,761.57</u>	<u>(39,468.39)</u>
Net Ordinary Income	(30,136.86)	(62,662.66)	32,525.80
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 August 2016

	<u>Oct '15 - Aug 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
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	63,363.14	31,337.34	32,025.80

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

	Aug 31, 16	Aug 31, 15
ASSETS		
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	44,424.36	17,372.84
103 · Twin River Money Market	304,579.94	279,035.96
Total Checking/Savings	349,004.30	296,408.80
Accounts Receivable		
110 · Accounts Receivable	27,642.16	29,253.10
Total Accounts Receivable	27,642.16	29,253.10
Other Current Assets		
105 · Petty Cash	100.00	110.32
107 · Prepaid Badge Processing Fees	803.00	255.00
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	1,970.00	1,297.32
Total Current Assets	378,616.46	326,959.22
TOTAL ASSETS	378,616.46	326,959.22
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	20,327.71	12,017.00
Total Accounts Payable	20,327.71	12,017.00
Other Current Liabilities		
240 · Payroll Liabilities		
240.03 · SUTA Payable	469.08	531.07
240.05 · State Withholding	1,069.00	628.00
240.07 · Dependent Coverage Payable	144.32	0.01
240.08 · Workers Comp Payable	818.41	717.87
Total 240 · Payroll Liabilities	2,500.81	1,876.95
255 · Accrued Wages Payable	12,429.15	11,002.07
260 · Held for Friends of Airport	0.00	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	56,752.62	57,621.14
Total Current Liabilities	77,080.33	69,638.14
Total Liabilities	77,080.33	69,638.14
Equity		
320 · Retained Earnings	238,172.99	148,606.19
Net Income	63,363.14	108,714.89
Total Equity	301,536.13	257,321.08
TOTAL LIABILITIES & EQUITY	378,616.46	326,959.22

Lewiston-Nez Perce County Airport Authority - Capital Funds
Profit & Loss
September 1 - 20, 2016

	Sep 1 - 20, 16	Oct 1, '15 - Sep 20, 16
Ordinary Income/Expense		
Income		
REVENUE		
800 · Federal Aviation Admin Grants		
800.11 · SRE and PMP 3-16-0022-039	114,385.48	114,385.48
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	114,385.48	944,604.10
820 · PFC Revenue	1,158.95	265,573.87
840 · City of Lewiston Support	0.00	50,000.00
860 · Transfer From General Operation	0.00	30,000.00
Total REVENUE	115,544.43	1,290,177.97
Total Income	115,544.43	1,290,177.97
Gross Profit	115,544.43	1,290,177.97
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	42,655.35	79,839.85
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	2,434.33	42,172.26
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	25,978.80	29,753.10
Total 917 · ARFF Facility Design	25,978.80	166,706.10
919 · Gate 16 Installation	0.00	28,712.67
Total EXPENDITURES	71,068.48	1,259,012.48
Total Expense	71,068.48	1,259,012.48
Net Ordinary Income	44,475.95	31,165.49
Other Income/Expense		
Other Income		
870 · Interest Income	0.00	296.22
Total Other Income	0.00	296.22
Net Other Income	0.00	296.22
Net Income	44,475.95	31,461.71

Lewiston-Nez Perce County Airport Authority - Capital Funds
Balance Sheet

As of September 20, 2016

	Sep 20, 16	Sep 20, 15
ASSETS		
Current Assets		
Checking/Savings		
104 · TwinRiver Checking-Capital Fund	3,919.14	14,429.25
106 · Twin River Savings - PFC	273,929.73	372,075.26
Total Checking/Savings	277,848.87	386,504.51
Accounts Receivable		
110 · Accounts Receivable	164,385.48	0.00
Total Accounts Receivable	164,385.48	0.00
Total Current Assets	442,234.35	386,504.51
TOTAL ASSETS	442,234.35	386,504.51
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	64,883.68	22,423.81
Total Accounts Payable	64,883.68	22,423.81
Total Current Liabilities	64,883.68	22,423.81
Total Liabilities	64,883.68	22,423.81
Equity		
320 · Retained Earnings	345,888.96	218,666.13
Net Income	31,461.71	145,414.57
Total Equity	377,350.67	364,080.70
TOTAL LIABILITIES & EQUITY	442,234.35	386,504.51

