

**Lewiston- Nez Perce County Regional Airport Authority
Regular Meeting Minutes**

Airport Authority Conference Room—406 Burrell Ave
Lewiston, ID 83501

Wednesday, September 20, 2017 – 5:00 pm

I. CALL TO ORDER

Chairman McCann called the meeting to order at 5:00 p.m. Board members present included Commissioners Pat Nuxoll, Bill McCann, Jr., Jim Finley, Verl Long and Emmett McCormick.

II. CITIZEN COMMENTS

Chairman McCann asked if there were any present who would like to address the board about items on or off the agenda.

Doug Black had questions concerning the public access roads serving the airport's south side. He will contact the airport manager.

III. MINUTES

Commissioner McCormick asked that his name be removed from the August meeting minutes since he was not present. Commissioner Long moved to approve the Regular Meeting Minutes of August 16, 2017 as amended. Commissioner Finley seconded the motion and it passed unanimously.

IV. FINANCE

A. Approving Vendor Payments

Board Treasurer Nuxoll reviewed the accounts payable, noting those that were unusual in nature or amount. He made mention of certain payments regarding projects, including the repairs to the airport operations truck. Chairman McCann suggested Schroeder Truck Repair as a possible alternative source of repair work. He also briefed the Board on accounts receivable, noting the 30, 60, and 90-day aging. Both appeared to be in order and none of the accounts seemed to be beyond acceptable parameters. Commissioner Finley moved to approve the vendor payments. Commissioner McCormick seconded the motion. After announcing he would abstain from the vote because one of the payments was reimbursement for his expenses associated with hosting airport manager candidates, then called for the question. The motion passed with Commissioners Finley, Long, McCormick, and Nuxoll voting aye; Chairman McCann abstaining.

B. Review Of The Financial Report

Commissioner Nuxoll distributed copies of the financial report, then gave a verbal summary. Car rental revenues are up, real property lease revenue is up, and landing fee revenue is slightly below expectations. He also mentioned that the City had paid the back rent on their parks. With the FAA grants now approved, reimbursement will be coming from the airport-fronted grant eligible projects. Airport finances are over all in good shape. Commissioner Long moved to approve the financial report; Commissioner McCormick seconded the motion and it passed unanimously.

V. PRESENTATIONS, COMMUNICATIONS, AND CORRESPONDENCE

- **Hubpoint Strategic Advisors**

Chairman McCann asked the airport manager to introduce the speakers. Airport Manager Stephanie Morgan gave a brief overview of the Board's charge to her to look into air service development. After reviewing the current situation, visiting with the various members of the airport community, the ad hoc air service development committee, and listening to community and business leaders, public officials, and citizens, she recommended the Board retain an air service development consultant. She interviewed several, and found Hubpoint Strategic Advisors to be a good fit for the region. Ms. Morgan then introduced Dave Banez and Matt Barton. Mr. Banez began by giving a little background on the company, their experience, and the purpose of their visit. They'd already met with quite a few business leaders, including the ad hoc committee, travel agents, and several civic groups. Prior to visiting the Lewis-Clark Valley, they'd begun reviewing data and looking at the market area. They'd avoided conclusions because they are still in the information gathering phase. They'll be reporting on their research in the not-too-distant future.

VI. OLD BUSINESS

- **AIRPORT RULES AND REGULATIONS**

Chairman McCann asked Ms. Morgan for her report on the topic. She began by reminding the Board of their original desire to periodically review their policies. The Airport Rules and Regulations are to the Airport what the City Code is to the City of Lewiston. Staff had reviewed the existing policy document and made several recommended changes which were contained in the Board Agenda Package as a draft. She, too, had inserted a change or two which she'd found lacking during her first few months as airport manager. As with the previous meeting, she asked the Board to review the draft and bring recommendations such that the document could be voted upon at the October meeting.

VII. NEW BUSINESS

A. Resolution 2017-22: FAA GRANT 3-16-0022-2017

Chairman McCann asked for the staff report. Airport Manager Morgan responded by summarizing for the Board the various stops-and-starts associated with the acquisition of the Aircraft Rescue & Fire Fighting (ARFF) Equipment and the Airport Operations Building (AOB). The Helena Airports District office had finally asked Lewiston to proceed with bidding the ARFF equipment under Index B standards and authorizing the associated specifications for the AOB. The two projects had been let out for bid; the Project Engineers had evaluated and recommended Ginno Construction and OshKosh respectively. AIP Grant 40 provided the necessary FAA funds to proceed with the building. The grant offer had already been signed and she recommended the Board approve the acceptance *nunc pro tunc*, meaning, after-the-fact, or more literally, "*now for then.*" A brief discussion followed concerning the next steps and when to expect action. Airport Manager Morgan explained the process and timelines. Commissioner Long moved to approve Resolution 2017-22. Commissioner Nuxoll seconded the motion, and it passed unanimously.

B. Resolution 2017-23: FAA GRANT 3-16-0022-2017

Airport Manager Morgan reported that this grant, AIP-41 provided the necessary FAA funds to procure the long-awaited ARFF vehicle. She recommended approval. Commissioner Nuxoll moved to approve Resolution 2017-23. Commissioner McCormick seconded the motion, and it passed unanimously.

C. Resolution 2017-24: Surplus Property

Chairman McCann asked Airport Manager Stephanie Morgan to report on Resolution 2017-24. Ms. Morgan explained that Idaho law and the Authority's enabling legislation authorized the Board to declare certain items as surplus to airport needs and dispose of them accordingly. Noting that the present AOB is not only "bulging at the seams" with equipment no longer needed, surplus property is also stacked around the building in an unsightly manner. Disposal will not only provide additional elbow room and make the facility site look a lot better, it will bring in some additional "found money". She'd asked staff to report to her those items that could be disposed of. The agenda package has a report identifying those items. She recommended the Board declare them surplus and authorize disposal by silent auction. Proceeds from the auction will be deposited in the airport fund in accordance with the Board Treasurer's guidance. Public notice will be sent to the Tribune's legal notice section. Commissioner Long moved to approve Resolution 2017-24. Commissioner Finley seconded the motion, and it passed unanimously.

D. Resolution 2017-25: Vending Services

Chairman McCann asked for the staff report. Airport Manager Morgan reported that the current vending services contract had expired some time ago. In accordance with standing policy and Idaho law, she authorized a request for proposals (RFP) from companies interested in filling the airport's needs, including locations and the nature of the products to be sold. Three companies responded to the RFP. Swire Coca-Cola's proposal appeared most likely to match the needs and she recommended the Board award the contract accordingly. Commissioner Nuxoll moved to approve Resolution 2017-25. Commissioner Long seconded the motion, and it passed unanimously.

E. Resolution 2017-26: Advertising Services

Airport Manager Stephanie Morgan provided the background information, reminding the Board that Clear Channel had purchased the interest in the contract from a previous company which specialized in small to medium airport contracts. When the lease expired, Clear Channel did not want to continue the relationship, preferring to focus on the larger airport accounts. Ms. Morgan inquired of several local companies which declined to provide the full slate of services the airport needed. She then asked FastSigns and Northwest Media if they were interested in a partnership to accomplish the task. After several meetings, the two companies not only expressed an interest, they appeared eager to take the challenge. The contract attached to the resolution forms the partnership and she recommended approval. A short discussion followed, with questions and answers concerning the program. Commissioner Long moved to adopted Resolution 2017-26. The motion was seconded by Commissioner Finley, and it passed unanimously.

F. RESOLUTION 2017-27: Airport Operations Building Bid Protest

Chairman McCann asked for the staff report. Airport Manager Morgan reported that the one bid protest was received subsequent to the Board awarding the Bid for the AOB construction. The protest was reviewed by staff, the project engineer, and the airport's attorney. Resolution 2017-27 was prepared by Bob Blewitt, a local attorney known for his experience and skills in contract and bidding law. Ms. Morgan recommended approval. Commissioner Finley moved to approve Resolution 2017-27. Commissioner McCormick seconded the motion, and it passed unanimously.

G. Resolution 2017-28: Auditing Services Engagement Letter

Chairman McCann asked the Airport Manager for a staff report. Ms. Morgan reminded the Board of the need for a single audit to include the receipt and expense of Federal Funds. Presnell Gage prepared last year's audit and

appeared to have done a good job. Commissioner Nuxoll mentioned that the original RFP was a multi-year request and that the engagement letter simply exercised the option to continue with the same auditor. He moved to adopt Resolution 2017-28, authorizing the airport manager to sign the engagement letter. Commissioner Long seconded the motion, and it passed unanimously.

VIII. RECURRING BUSINESS

A. MARKETING REPORT

Airport Manager Morgan provided a summary of recent activities. She will schedule the air service development consultant for a visit.

B. AIRPORT MANAGER'S REPORT

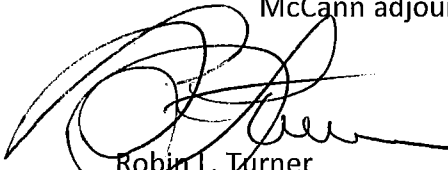
Airport Manager Morgan explained that a summary of monthly activities in all areas was included in the commissioners' package. Copies were handed out to those in the audience. She made mention of an occasion during the past week when the Automated Surface Observation System (ASOS), a National Weather Service (NWS)-owned weather reporting station had partially failed late in the day. Airlines normally need most of the elements the ASOS reports in order to operate. After coordinating with the airlines which agreed to continue operations considering the forecast, she worked with NWS to send a technician immediately. She stayed with the technician until a circuit board was replaced and the system returned to fully operational status. Ms. Morgan then outlined actions she and the Tower Manager were taking to try to shorten the time lag associated with outages.

C. COMMISSIONER COMMENTS

There were none.

IX. ADJOURNMENT

After reminding Board members of the next meeting on October 18th, Chairman McCann adjourned the meeting at 6:20 pm.



Robin L. Turner
Recording Secretary

Lewiston-Nez Perce County Airport Authority-Operating Funds
Profit & Loss Budget vs. Actual
 October 2016 through August 2017

	Oct '16 - Aug 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
AIRCRAFT PARKING REVENUE	7,846.00	4,075.00	3,771.00
AIRPORT SECURITY REVENUE	7,349.00	7,400.00	(51.00)
CONSESSION & FRANCHISE REVENUE	131,587.85	110,836.86	20,750.99
FARM GROUND REVENUE	0.00	2,000.00	(2,000.00)
FUEL TAX REVENUE	27,671.36	23,578.51	4,092.85
GRANT REVENUE	0.00	0.00	0.00
INTEREST & FIN CHG REVENUE	1,044.89	659.33	385.56
LANDING FEE REVENUE	92,796.16	100,681.42	(7,885.26)
MISC. & DONATION REVENUE	119.45	4,400.00	(4,280.55)
REAL PROP. INCOME/NON-AVIATION	186,704.78	156,388.25	30,316.53
REAL PROPERTY INCOME/AVIATION	131,929.45	101,332.58	30,596.87
REFUND & CREDIT REVENUE	0.00	0.00	0.00
SPACE & FACILITIES REVENUE	91,527.84	91,985.67	(457.83)
SPECIAL USE FEE REVENUE	2,160.00	6,540.00	(4,380.00)
Total Income	680,736.78	609,877.62	70,859.16
Gross Profit	680,736.78	609,877.62	70,859.16
Expense			
AIRPORT SECURITY	11,765.36	7,844.00	3,921.36
ARFF SUPPLIES	2,580.00	0.00	2,580.00
BUILDING SUPPLIES	15,322.52	11,583.33	3,739.19
CAPITAL OUTLAY	0.00	0.00	0.00
CONTRACTED SERVICES	11,228.43	8,728.58	2,499.85
EMPLOYEE COMPENSATION	269,023.37	295,461.07	(26,437.70)
EMPLOYEE BENEFITS	90,059.53	106,191.09	(16,131.56)
EQUIPMENT REPAIRS & MAINTENANCE	29,623.54	29,891.66	(268.12)
GENERAL AND ADMINISTRATIVE	54,310.50	48,199.99	6,110.51
MAINT.-TERMINAL BLDG & EQUIP	16,328.22	13,800.73	2,527.49
MAINTENANCE-GROUNDS & FENCING	14,411.12	14,275.00	136.12
MAINTENANCE,AIRCRAFT VISUAL AID	39,225.44	28,749.99	10,475.45
OFFICE SUPPLIES & EXPENSE	33,085.77	8,315.00	24,770.77
TRAINING & CONFERENCES	16,477.50	11,750.00	4,727.50
UTILITIES	86,538.95	90,517.01	(3,978.06)
Total Expense	689,980.25	675,307.45	14,672.80
Net Ordinary Income	(9,243.47)	(65,429.83)	56,186.36
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

Balance Sheet

As of August 31, 2017

	<u>Aug 31, 17</u>	<u>Aug 31, 16</u>
ASSETS		
Current Assets		
Checking/Savings		
101 · Twin River National Bank Check	14,480.95	44,424.36
103 · Twin River Money Market	384,007.03	304,579.94
Total Checking/Savings	<u>398,487.98</u>	<u>349,004.30</u>
Accounts Receivable		
110 · Accounts Receivable	40,474.74	29,504.43
Total Accounts Receivable	<u>40,474.74</u>	<u>29,504.43</u>
Other Current Assets		
105 · Petty Cash	100.00	100.00
107 · Prepaid Badge Processing Fees	276.00	338.00
108 · Prepaid Deposits		
108.01 · Work Comp Deposit	1,780.00	1,067.00
Total 108 · Prepaid Deposits	<u>1,780.00</u>	<u>1,067.00</u>
Total Other Current Assets	<u>2,156.00</u>	<u>1,505.00</u>
Total Current Assets	<u>441,118.72</u>	<u>380,013.73</u>
TOTAL ASSETS	<u><u>441,118.72</u></u>	<u><u>380,013.73</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	36,322.00	20,327.71
Total Accounts Payable	<u>36,322.00</u>	<u>20,327.71</u>
Other Current Liabilities		
240 · Payroll Liabilities		
240.03 · SUTA Payable	530.38	469.08
240.05 · State Withholding	1,328.00	1,069.00
240.07 · Dependent Coverage Payable	0.00	144.32
240.08 · Workers Comp Payable	8.69	818.41
Total 240 · Payroll Liabilities	<u>1,867.07</u>	<u>2,500.81</u>
255 · Accrued Wages Payable	17,576.40	12,429.15
265 · Compensated Absences Payable	5,372.76	3,063.43
270 · Unearned Revenue	46,786.68	38,759.23
Total Other Current Liabilities	<u>71,602.91</u>	<u>56,752.62</u>
Total Current Liabilities	<u>107,924.91</u>	<u>77,080.33</u>
Total Liabilities	<u>107,924.91</u>	<u>77,080.33</u>
Equity		
320 · Retained Earnings	248,437.28	238,172.99
Net Income	84,756.53	64,760.41
Total Equity	<u>333,193.81</u>	<u>302,933.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>441,118.72</u></u>	<u><u>380,013.73</u></u>

Lewiston-Nez Perce County Airport Authority - Capital Funds
Balance Sheet
As of September 19, 2017

	Sep 19, 17	Sep 19, 16
ASSETS		
Current Assets		
Checking/Savings		
104 · TwinRiver Checking-Capital Fund	10,691.08	3,919.14
106 · Twin River Savings - PFC	229,024.24	273,929.73
Total Checking/Savings	239,715.32	277,848.87
Accounts Receivable		
110 · Accounts Receivable	0.00	164,385.48
Total Accounts Receivable	0.00	164,385.48
Total Current Assets	239,715.32	442,234.35
TOTAL ASSETS	239,715.32	442,234.35
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 · Accounts Payable	30,261.16	74,842.78
Total Accounts Payable	30,261.16	74,842.78
Total Current Liabilities	30,261.16	74,842.78
Total Liabilities	30,261.16	74,842.78
Equity		
320 · Retained Earnings	348,212.40	335,929.86
Net Income	-138,758.24	31,461.71
Total Equity	209,454.16	367,391.57
TOTAL LIABILITIES & EQUITY	239,715.32	442,234.35