

NAMPA AIRPORT SPECIAL COMMISSION
April 21, 2021

The meeting was called to order at 12:00 pm by Chairwoman A. Miller

- Members Present: Wayne Thiel, Mark Miller
- Members Present via Videoconference/Phone: Dr. David Beverly, Aubree Miller, Aaron Bear
- Members Absent: None
- Ex-Officio Members Present: Monte Hasl, Airport Superintendent; Jeff Barnes, Deputy Public Works Director

1– Airport Business – Action Items

Action Item 5-1: FY22/23 Airport Budget. Deputy Public Works Director addressed the Commission. Jacob Allen, Public Works Business Manager is here to assist with the budget presentation. DPWD reported the basic operations of the Airport are covered by revenues collected on the Airport. Anything over the basic operations comes from Airport Fund balance.

The DPWD presented the Commission with budget pages. The first page is an overview of the budget. The Commission inquired if the projected revenue includes new construction. The DPWD indicated the increase is from new fees only. The PWBM noted he prefers to be conservative on revenue projections.

The DPWD noted that staff is looking at strategies for additional revenue moving forward.

The DPWD reviewed the expense detail of the proposed budget. The report shows the FY 22 budgeted amount as well as the actual and budget amounts for FY20 and 21.

The Commission questioned the increase under salaries. The DPWD indicated the plan is to reclassify one of the current positions to align with the actual workload. The benefit numbers are set by HR and have not been finalized yet.

Operations and Maintenance expenses were reviewed. The Commission asked if a line for needs identified in the Asset Management plan is included. The DPWD noted some items are included under the capital improvement numbers. The PWBM also noted smaller maintenance items are included in the operations budget. If the expense will add life to the asset, then it is budgeted in the capital section.

The Commission discussed the amounts budgeted under grounds maintenance, travel and irrigation.

The DPWD reviewed the capital budget. Funds have been budgeted as a placeholder for land negotiations and appraisals for the Blough property.

The Commission discussed the hangar door replacement in the current FY 21 budget. The Commission would like to revisit this expense at the next commission meeting. The DPWD noted we are quite far into this project and a change at this time could be more expensive.

Under capital equipment the replacement of the fuel tanks is budgeted.

The DPWD reviewed the proposed grant matches for FY 22.

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The DPWD advised the FY 22 budget would use \$283,000 of airport fund. He would like the Commission to determine a reasonable and justifiable minimum fund balance. The Commission discussed the projected use of fund balance and feels the use is justifiable as it is going towards airport improvements. A minimum fund balance number of \$750,000.00 was discussed. The DPWD noted this is not set in stone and could be revisited in the future.

MOVED by Beverly and seconded by BEAR to approve the FY 22 budget as presented.

Chairwoman A. Miller asked all in favor to say aye with all Commissioners present voting **AYE**.

MOTION CARRIED

MOVED by Thiel and seconded by Beverly to **adjourn** the meeting.

Chairwoman A. Miller asked all in favor to say aye with all Commissioners present voting **AYE**.

MOTION CARRIED

Chairman A. Miller adjourned the meeting at 12:50 PM

Passed this 14th day of June 2021



AIRPORT SUPERINTENDENT, SECRETARY

AIRPORT COMMISSION, CHAIRWOMAN