

AGENDA
SUN VALLEY AIR SERVICE BOARD MEETING
SUN VALLEY CITY HALL
81 ELKHORN ROAD
SUN VALLEY, ID
Wednesday, January 22, 2020 - 2:00 P.M.

CALL TO ORDER

ROLL CALL

ELECTION OF OFFICERS FOR 2020 (Action Item)

PUBLIC COMMENT

REMARKS FROM THE CHAIR

REMARKS FROM THE BOARD

CONSENT AGENDA *All items listed under the Consent Agenda will be approved in one motion without discussion unless any Board Member requests that the item be removed for individual discussion and possible action.*

1. Approval of Air Service Board Minutes of December 4, 2019 (Action Item);
2. Receive and File Financials:
 - a. 1% Local Option Tax Report – Corrected Report for July -September, 2019 (Action Item);
 - b. 1% Local Option Tax Report – October, 2020 (Action Item);

ACTION/DISCUSSION

3. Receive and file Allocation of Voting Rights Report for 2020 (Action Item);
4. Discussion and adoption of Resolution 2020-01 establishing meeting dates for calendar year 2020. (Action Item);
5. Authorization for Payment of Bills on-hand through January 17, 2020 (Action Item);

PRESENTATIONS

6. Presentation of FY19 audited financial statement by Dennis Brown, CPA;
 - a. Motion to accept FY19 audited financial statement (Action Item)
7. Joint Presentation from Fly Sun Valley Alliance and Sun Valley Marketing Alliance on 5-Year Strategic Plan and Budgeting Process (Action Item)

EXECUTIVE SESSION – Pursuant to Idaho Code § 74-206 (d) to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code and Idaho Code § 74-206 (e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;

MOTIONS OR DISCUSSION FOLLOWING EXECUTIVE SESSION (Action Item)

ADJOURNMENT (Action Item)

Please Note: The agenda is subject to revisions. Any person in need of assistance to attend or participate should contact the City Clerk of the city at which the meeting is scheduled prior to the meeting. Air Service Board Packets are online at <http://svairserviceboard.org>

Memo

To: Sun Valley Air Service Board
From: Heather Dawson
City Administrator, City of Hailey
Date: January 22, 2020
Re: Election of Officers for 2020

The Sun Valley Air Service Board officers are the positions of Chair, Vice-Chair, and Secretary/Treasurer. Section 3.1 of the Sun Valley Air Service Board Bylaws specifies that all officers shall be voting members of the Board and, as the first item of business at the first regular meeting of the Board at which a quorum is present, the Board shall elect a Chair, Vice-Chair and Secretary/Treasurer. Officer terms are for one (1) year in duration and the duties of the officers are not required to rotate among the members each year. The duties of the officers follow:

1. The Chair presides at all meetings and hearings of the Board, maintains order, and conducts the meetings in accordance with the voting and motion procedures set forth in the Bylaws. Other duties include setting the agenda for each meeting and executing all contracts and checks approved by the Board. The Chair, with the consent of the Board, is also able to appoint standing or ad hoc committees when necessary to carry out the functions of the Board.
2. The Vice-Chair performs the duties of the Chair if the Chair is absent or unable to preside at a meeting.
3. The Secretary/Treasurer keeps the minutes of Board meetings and signs the minutes when approved by the Board. The preparation and retention of the minutes has been delegated to appropriate staff from the member cities. The Secretary/Treasurer also has charge and custody of and is responsible for all funds received by the Board and deposit of the funds at the bank. The Secretary/Treasurer, along with the Chair, also signs all checks approved by the Board.

**SUN VALLEY AIR SERVICE BOARD
MEETING MINUTES
December 4, 2019 at 2:00 PM
City of Sun Valley Council Chambers**

Present: Neil Bradshaw - Mayor, City of Ketchum
Peter Hendricks – Mayor, City of Sun Valley
Fritz Haemmerle – Mayor, City of Hailey
Jacob Greenberg, Blaine County Chairman (via conference call)

Absent: None

Staff: Suzanne Frick – Administrator, City of Ketchum
Heather Dawson – Administrator, City of Hailey

CALL TO ORDER

Mayor Hendricks called the meeting to order at 2:00 PM.

PUBLIC COMMENT

None.

REMARKS FROM THE CHAIR

Mayor Hendricks thanked Mayor Haemmerle for his service and wished him well in the future.

REMARKS FROM THE BOARD

Mayor Haemmerle mentioned that this is his last meeting and he enjoyed working with everyone. Mayor Bradshaw thanked him for his service and wished him well. Chairman Greenberg stated that he believes all of the entities are working well together.

CONSENT AGENDA

- 1. Approval of Air Service Board Minutes of September 25, 2019**
- 2. Receive and File Financials:**
 - a. 1% Local Option Tax Report: August and September 2019**

Mayor Hendricks pointed out a few discrepancies with the LOT report. He asked that staff look into it and Mayor Bradshaw stated that he will ask his staff and report back. The LOT report will be on the agenda at the next meeting. Two clarifications on the minutes were noted by Mayor Hendricks.

Motion to approve the minutes, as amended.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Fritz Haemmerle, Mayor of Hailey
SECONDER:	Neil Bradshaw, Mayor of Ketchum
AYES:	Hendricks, Bradshaw, Haemmerle

ACTION/DISCUSSION/PRESENTATIONS

3. Authorization of payment of bills on-hand through November 30, 2019.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Fritz Haemmerle, Mayor of Hailey
SECONDER:	Neil Bradshaw, Mayor of Ketchum
AYES:	Hendricks, Bradshaw, Haemmerle

4. Set meeting date, time and place for January meeting

It was agreed to set the next meeting for January 22, 2019 at 2:00 PM at Sun Valley City Hall. Mayor Bradshaw asked that we discuss the budget and the allocations in the next meeting, specifically the methodology and how we allocate between the two entities. Mayor Hendricks concurred.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Neil Bradshaw, Mayor of Ketchum
SECONDER:	Fritz Haemmerle, Mayor of Hailey
AYES:	Hendricks, Bradshaw, Haemmerle

ADJOURNMENT

Motion to adjourn at 2:18 PM.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Fritz Haemmerle, Mayor of Hailey
SECONDER:	Neil Bradshaw, Mayor of Ketchum
AYES:	Hendricks, Bradshaw, Haemmerle

Meeting adjourned at 2:18 PM.

Peter M. Hendricks, Chair

Neil Bradshaw, Secretary/Treasurer

**Sun Valley Air Service Board
1% Local Option Tax Report
July - September, 2019**

AMENDED

1% LOT Generated	1% LOT Received	1% LOT Contribution				TOTAL	Expenses		Funds for Contracts
		Sun Valley	Ketchum	Hailey	Communities' Direct Costs		SVASB Administrative Budget	Funds for Contracts	
Fund Balance									
Oct-18	Dec-18	\$ 33,520.10	\$ 154,784.92	\$ 6,220.31	\$ 194,525.33	\$ (6,356.67)	\$ 207,994.00	\$ 185,143.66	
Nov-18	Jan-19	\$ 18,843.27	\$ 135,472.58	\$ 3,651.68	\$ 157,967.53	\$ (6,284.73)	\$ 151,607.80	\$ 151,607.80	
Dec-18	Feb-19	\$ 83,237.35	\$ 281,950.71	\$ 7,437.28	\$ 372,625.34	\$ (6,390.72)	\$ 366,159.62	\$ 366,159.62	
Jan-19	Mar-19	\$ 55,839.88	\$ 197,874.24	\$ 11,027.93	\$ 264,741.45	\$ (6,491.25)	\$ 258,175.20	\$ 258,175.20	
Feb-19	Apr-19	\$ 52,141.52	\$ 192,124.82	\$ 7,171.65	\$ 251,437.99	\$ (6,383.29)	\$ 244,979.70	\$ 244,979.70	
Mar-19	May-19	\$ 76,124.75	\$ 201,127.33	\$ 9,845.07	\$ 289,097.15	\$ (8,360.67)	\$ 280,661.48	\$ 280,661.48	
Apr-19	Jun-19	\$ 25,266.23	\$ 110,931.24	\$ 12,103.24	\$ 148,300.71	\$ (5,308.49)	\$ 142,417.22	\$ 142,417.22	
May-19	Jul-19	\$ 40,469.79	\$ 120,341.42	\$ 3,215.91	\$ 164,027.12	\$ (8,020.51)	\$ 155,991.61	\$ 155,991.61	
Jun-19	Aug-19	\$ 69,245.12	\$ 192,896.92	\$ 6,967.03	\$ 269,109.07	\$ (6,523.86)	\$ 262,510.21	\$ 262,510.21	
Jul-19	Sep-19	\$ 126,153.30	\$ 271,516.37	\$ 21,566.24	\$ 419,235.91	\$ (7,239.23)	\$ 411,921.68	\$ 411,921.68	
Aug-19	Oct-19	\$ 109,916.93	\$ 241,299.92	\$ 16,061.96	\$ 367,278.81	\$ (6,969.52)	\$ 360,234.29	\$ 360,234.29	
Sep-19	Nov-19	\$ 73,005.13	\$ 193,583.68	\$ 8,184.09	\$ 274,752.90	\$ (6,583.50)	\$ 268,094.40	\$ 268,094.40	
	Total	\$ 765,763.36	\$ 2,293,884.14	\$ 113,451.79	\$ 3,173,099.30	\$ (80,912.44)	\$ (4,350.00)		

*May adjustment for Direct Cost of 1747.98 due to an error.

1% LOT Generated	1% LOT Received	Funds for Contracts	Fly SV Alliance		Funds for Contract	Invoiced Amount	Available Funds	% of Available Funds Owed	% of Available Funds Owed	Funds for Contract	Invoiced Amount	Available Funds	Budget Remaining	SVMA	Budget Remaining	0.03%	0.04%
			Budget Remaining	1,300,000													
Fund Balance																	
Oct-18	Dec-18	207,994.00	7%	14,559.58	14,559.58	14,559.58	14,559.58	93%	93%	193,434.42	193,434.42	193,434.42	1,690,000	SVMA	629.83	0.04%	
Nov-18	Jan-19	185,143.66	40%	74,057.46	74,057.46	88,617.04	88,617.04	60%	60%	111,086.20	111,086.20	304,520.62					
Dec-18	Feb-19	151,607.80	40%	60,643.12	60,643.12	149,260.16	149,260.16	40%	40%	90,964.68	90,964.68	395,485.29					
Jan-19	Mar-19	366,159.62	40%	146,463.85	146,463.85	249,733.93	249,733.93	40%	40%	219,695.77	219,695.77	219,695.77					
Feb-19	Apr-19	258,175.20	40%	103,270.08	103,270.08	97,991.88	97,991.88	40%	40%	154,905.12	154,905.12	374,600.89					
Mar-19	May-19	244,979.70	40%	97,991.88	97,991.88	112,264.59	112,264.59	40%	40%	146,987.83	146,987.83	146,987.83					
Apr-19	Jun-19	280,661.48	40%	112,264.59	112,264.59	70,786.72	70,786.72	50%	50%	168,396.89	168,396.89	168,396.89					
May-19	Jul-19	142,417.22	50%	70,786.72	70,786.72	77,965.81	77,965.81	50%	50%	77,965.81	77,965.81	77,965.81					
Jun-19	Aug-19	155,991.61	50%	77,965.81	77,965.81	131,255.11	131,255.11	50%	50%	131,255.11	131,255.11	131,255.11					
Jul-19	Sep-19	411,921.68	50%	205,960.84	205,960.84	205,960.84	205,960.84	50%	50%	205,960.84	205,960.84	205,960.84					
Aug-19	Oct-19	360,234.29	50%	180,117.15	180,117.15	180,117.15	180,117.15	50%	50%	180,117.15	180,117.15	180,117.15					
Sep-19	Nov-19	268,094.40	Bal of Cont	24,241.92	24,241.92	136,614.72	136,614.72	Bal of Cont	Bal of Cont	118,138.73	118,138.73	169,216.18					
	Total			\$ 1,299,580.11	\$ 1,299,580.11	\$ 1,689,370.17	\$ 1,689,370.17	\$ 1,689,370.17	\$ 1,689,370.17	\$ 1,689,370.17	\$ 1,689,370.17						

-419.89 = Separate Line Item FSVA Invoice 3/22/20 meeting
-629.83 = Separate Line Item SVMA Invoice 1/22/20 meeting

**Sun Valley Air Service Board
1% Local Option Tax Report
October, 2019**

1% LOT Generated	1% LOT Received	1% LOT Contribution				Expenses		Funds for Contracts
		Sun Valley	Ketchum	Halley	TOTAL	Communities' Direct Costs	SVASB Administrative Budget	
Fund Balance								
Oct-19	Dec-19	42,483.21	157,256.28	6,949.77	206,689.26	-6,499.45	-3,025.00	276,103.00
Nov-19	Jan-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	197,164.81
Dec-19	Feb-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Jan-20	Mar-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Feb-20	Apr-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Mar-20	May-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Apr-20	Jun-20	0.00	0.00	0.00	0.00	-6,221.41	-675.00	-6,896.41
May-20	Jul-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Jun-20	Aug-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Jul-20	Sep-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Aug-20	Oct-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Sep-20	Dec-20	0.00	0.00	0.00	0.00	-6,221.41	-75.00	-6,296.41
Total		42,483.21	157,256.28	6,949.77	206,689.26	(74,934.96)	(4,450.00)	

Fly SV Alliance		SVMA	
Budget Remaining	1,400,000	Budget Remaining	1,770,000
100%		100%	
% of Available Funds Owed	Funds for Contract	Invoiced Amount	Available Funds
40%	78,865.92	-	78,865.92
40%	-	-	-
40%	-	-	-
40%	-	-	-
40%	-	-	-
50%	-	-	-
50%	-	-	-
50%	-	-	-
50%	-	-	-
60%	-	-	-
Total	78,865.92	0.00	0.00

Fly SV Alliance		SVMA	
Budget Remaining	1,400,000	Budget Remaining	1,770,000
100%		100%	
% of Available Funds Owed	Funds for Contract	Invoiced Amount	Available Funds
60%	118,298.89	-	118,298.89
60%	-	-	-
60%	-	-	-
60%	-	-	-
60%	-	-	-
50%	-	-	-
50%	-	-	-
50%	-	-	-
50%	-	-	-
40%	-	-	-
Total	118,298.89	0.00	0.00

ALLOCATION OF SUN VALLEY AIR SERVICE BOARD VOTING RIGHTS - 2020

2020 Voting Rights

	Total 1% LOT Collected in FY18	Percent of Total LOT Collected	Each City's Percentage of Total LOT Multiplied by 90%	Each City's Voting Rights (add 10% to Hailey's rights)
Ketchum	\$2,227,612	72.1%	$(.729 \times .9) =$ 64.86%	64.86%
Sun Valley	\$756,721	24.5%	$(.238 \times .9) =$ 22.03%	22.03%
Hailey	\$106,729	3.5%	$(.033 \times .9) =$ 3.11%	13.11%
Total	\$3,091,062	100.0%	90.00%	100.00%

ALLOCATION OF SUN VALLEY AIR SERVICE BOARD VOTING RIGHTS - 2020

2019 Voting Rights

	<u>Total 1% LOT Collected in FY18</u>	<u>Percent of Total LOT Collected</u>	<u>Each City's Percentage of Total LOT Multiplied by 90%</u>	<u>Each City's Voting Rights (add 10% to Hailey's rights)</u>
Ketchum	\$2,077,226	72.9%	$(.729 \times .9) =$ 65.63%	65.63%
Sun Valley	\$678,200	23.8%	$(.238 \times .9) =$ 21.43%	21.43%
Hailey	\$92,967	3.3%	$(.033 \times .9) =$ 2.94%	12.94%
Total	\$2,848,393	100.0%	90.00%	100.00%

2018 Voting Rights

	<u>Total 1% LOT Collected in FY17</u>	<u>Percent of Total LOT Collected</u>	<u>Each City's Percentage of Total LOT Multiplied by 90%</u>	<u>Each City's Voting Rights (add 10% to Hailey's rights)</u>
Ketchum	\$1,980,091	74.0%	$(.74 \times .9) =$ 66.59%	66.59%
Sun Valley	\$602,844	22.5%	$(.225 \times .9) =$ 20.27%	20.27%
Hailey	\$93,147	3.5%	$(.035 \times .9) =$ 3.13%	13.13%
Total	\$2,676,082	100.0%	90.00%	100.00%

* Per Joint Powers Agreement, the initial allocation of these voting rights shall be determined using each City Party's year ending September 30, 2013, total fiscal year actual LOT revenue collection on taxable sales described in the Ballot Questions. Each year thereafter, the voting percentages shall be revised as necessary to reflect each City Party's year ending September 30 actual 1% LOT revenue contributions to the Board.

Memo

To: Sun Valley Air Service Board
From: Heather Dawson
City Administrator, City of Hailey
Date: January 16, 2020
Re: Resolution 2020-01 re: 2020 Meeting Dates and Times

The prepared Resolution utilizes the same meeting schedule of the past two years; usually the 4th Wednesday of the month at 2 p.m, with a few exceptions 1) July's meeting is on the 5th Wednesday and 2) November's meeting is rolled to the 1st Wednesday of December to avoid holidays.

I've also penciled in a time of 11:00 a.m. for the meeting on Thursday January 30, 2020. That meeting is scheduled in Hailey. The resolution can be amended at the Board meeting if changes are desired.

SUN VALLEY AIR SERVICE BOARD

RESOLUTION 2020-01

A RESOLUTION OF THE SUN VALLEY AIR SERVICE BOARD SETTING THE SUN VALLEY AIR SERVICE BOARD MEETING DATES FOR 2020

WHEREAS, the Bylaws for the Sun Valley Air Service Board provide that meetings of the Board will be held at such time and place as is established by the Board; and

WHEREAS, the Sun Valley Air Service Board wants to establish a regular meeting schedule for calendar year 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE SUN VALLEY AIR SERVICE BOARD that the regular meeting schedule of the Sun Valley Air Service Board in 2020 shall be as follows:

January 22 nd at 2:00 p.m.	City of Sun Valley, City Hall, 81 Elkhorn Road, Sun Valley, ID
January 30 th at 11:00 a.m.	City of Hailey, City Hall, 115 Main Street South, Hailey, ID
March 25 th at 2:00 p.m.	City of Ketchum, City Hall, 480 East Avenue North, Ketchum, ID
May 27 th at 2:00 p.m.	City of Sun Valley, City Hall, 81 Elkhorn Road, Sun Valley, ID July
July 29 th at 2:00 p.m.	City of Hailey, City Hall, 115 Main Street South, Hailey, ID
September 23 rd at 2:00 p.m.	City of Ketchum, City Hall, 480 East Avenue North, Ketchum, ID
December 2 nd at 2:00 p.m.	City of Sun Valley, City Hall, 81 Elkhorn Road, Sun Valley, ID

Regular Sun Valley Air Service Board meeting dates are subject to change due to availability of a quorum or other circumstances. Any change from the above adopted dates will be noticed in accordance with Idaho Code 74-204, as amended.

PASSED BY THE SUN VALLEY AIR SERVICE BOARD THIS _____ DAY OF JANUARY, 2020.

Peter Hendricks, Chair

Neil Bradshaw, Secretary

SUN VALLEY AIR SERVICES BOARD

INVOICES TO BE PAID

Through January 17, 2020

Fly Sun Valley Alliance	October 2019 LOT Invoice	\$ 79,285.81
Sun Valley Marketing Alliance	October 2019 LOT Invoice	\$118,928.72
Workman & Company	Invoice for Audit	1,100.00
TOTAL		\$199,314.53

WORKMAN AND COMPANY

Certified Public Accountants
 P.O. Box 2367
 2190 Village Park Ave., Suite 300
 Twin Falls, Idaho 83303-2367

Invoice

Date	Invoice #
12/27/2019	

Bill To
SUN VALLEY AIR SERVICE BOARD PO BOX 3801 KETCHUM, IDAHO 83340

Terms	Due Date	Account #
Net 30	12/27/2019	

Date	Item	Description	Rate	Amount
12/27/2019	Balance Forward			0.00
		Audited Financial Statements at September 30, 2019		1,100.00
			Total	\$1,100.00
			Payments/Credits	
Phone #	(208)733-1161			BALANCE DUE
Fax #	(208)733-6100			\$1,100.00

SUN VALLEY MARKETING ALLIANCE, INC.

PO Box 4934
Ketchum, ID 83340 US
208-726-3423
Scott@VisitSunValley.com
www.visitsunvalley.com

Invoice

VISIT SUN VALLEY

BILL TO
Air Service Board PO Box 3801 Ketchum, ID 83340

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1182	01/20/2020	\$118,928.72	02/19/2020	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
Air Service Board Air Service Board Contract - Add'l 1% LOT for Direct Air Service Marketing October 2019	1	118,298.89	118,298.89
Air Service Board Air Service Board Contract - Add'l 1% LOT for Direct Air Service Marketing Remainder from 2018.2019 fiscal year	1	629.83	629.83

Visit Sun Valley, as always, appreciates the support of the Air Service Board.

BALANCE DUE

\$118,928.72

Fly Sun Valley Alliance Inc.

PO Box 6316
Ketchum, ID 83340

Invoice

Date	Invoice #
9/30/2019	233

Bill To
Sun Valley Air Service Board Attn: Grant G & Kathleen S City of Ketchum

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	1% LOT balance due on FSVA FY19 contract:	419.89	419.89
Total			\$419.89

Fly Sun Valley Alliance Inc.

PO Box 6316
Ketchum, ID 83340

Invoice

Date	Invoice #
10/31/2019	232

Bill To
Sun Valley Air Service Board Attn: Grant G & Kathleen S City of Ketchum

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	1% LOT - October 2019 FSVA Contract Services Dec 2019	78,865.92	78,865.92
Total			\$78,865.92



FSVA CONTRACT SERVICES RENDERED TO SUN VALLEY AIR SERVICE BOARD

DECEMBER 2019

AIR SERVICE

AIR SERVICE DEVELOPMENT

- Reviewed/monitored/analyzed weekly flight booking reports; monthly reports
- Ongoing research/analysis of seat, enplanements, load factors, fares; for SUN and competitive markets
- Finalized five-year Strategic Plan for SUN Air Service
- Managed diversion busing program – held Orientation Overview for local hospitality front line personnel on Dec 12
- Ongoing communication/meetings with airlines, M&H consultant, FMAA, customers, stakeholders
- Followed up meeting with Alaska executives re: future planning/opportunities
- Prepared materials for Air Service Board reports, invoices, etc. Attended meetings as needed.
- Worked with VSV and other marketing partners on air service marketing efforts, including promotional air voucher management.

LOCAL AIR MARKETING/COMMUNITY OUTREACH

- Provided information via monthly FSVA Enews and social media channels; updated website as needed
- Created/coordinated/executed FSVA/FMA joint local public outreach campaign via local publications – provided information and data for interviews SVPN, and other outlets.
- Created/executed ongoing FSVA local marketing & PR for air service (*print, digital*)
- Attended various community and stakeholder meetings to continue information outreach efforts
- Provided information regarding air service to inquiries from local and other travelers

RESEARCH/OTHER

- Developed 2019-20 Winter Air Passenger Survey form and schedule with RRC; began winter surveys
- Reviewed final 2018/19 SUN Air Passenger survey report.
- Continued work on compiling/tracking relevant news and comparative data and information on air service

SUN VALLEY AIR SERVICE BOARD

BLAINE COUNTY, IDAHO

**Financial Statements
at September 30, 2019**

**SUN VALLEY AIR SERVICE BOARD
BLAINE COUNTY, IDAHO
For the year ended September 30, 2019**

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WORKMAN & COMPANY

Office of
Accounting

2190 Village Park Avenue, Suite 300 • Twin Falls, ID 83301 • 208.733.1161 • Fax: 208.733.6100

INDEPENDENT AUDITOR'S REPORT

December 27, 2019

Members of the Board
Sun Valley Air Service Board

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, of the Sun Valley Air Service Board, as of and for the year ended September 30, 2019 and the related notes to the financial statements, which collectively comprise the Sun Valley Air Service Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, of the Sun Valley Air Service Board, as of September 30, 2019, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on page 11 be presented to supplement the basic financial statements. Management has omitted a management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 27, 2019, on our consideration of the Sun Valley Air Service Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Sun Valley Air Service Board's internal control over financial reporting and compliance.

Workman & Company

WORKMAN AND COMPANY
Certified Public Accountants
Twin Falls, Idaho

SUN VALLEY AIR SERVICE BOARD
Statement of Net Position
at September 30, 2019

ASSETS

Cash in Checking	\$ 255,694	
Cash in LGIP	102,560	
Total Cash and Deposits		\$ 358,254
Local Option Tax Receivables:		
City of Sun Valley	181,602	
City of Ketchum	655,033	
City of Hailey	23,058	
Total Tax Receivables		859,693
Total Assets		1,217,947

LIABILITIES

Accrued Contracts Payable:		
Fly Sun Valley	410,740	
Sun Valley Marketing	324,729	
Total Contracts Payable		735,469
Other Accounts Payable		0
Total Liabilities		735,469

NET POSITION

Invested in Capital Assets - net of related debt	0	
Restricted for Local Aviation Services	391,642	
Unrestricted	0	
Total Net Position		\$ 391,642

The accompanying notes are a part of these financial statements.

SUN VALLEY AIR SERVICE BOARD
Statement of Revenue, Expenses,
and Changes in Net Position
for the year ended September 30, 2019

Operating Revenues:

Local Option Tax Revenues:

City of Sun Valley	\$ 756,721	
City of Ketchum	2,227,612	
City of Hailey	<u>106,729</u>	

Total Tax Revenues		\$ 3,091,062
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Interest Income		<u>2,477</u>
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Total Operating Revenue:		<u>3,093,539</u>
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Operating Expenses:

Fly Sun Valley Contract	1,300,000	
Sun Valley Marketing Contract	1,690,000	
Couloir Consulting Contract	9,500	
Professional Fees	1,465	
Insurance	1,443	
Administrative Expenses	<u>295</u>	

Total Operating Expenses		<u>3,002,703</u>
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Operating Income		90,836
-------------------------	--	--------

Total Net Position - Beginning		<u>391,642</u>
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Total Net Position - Ending		<u><u>\$ 482,478</u></u>
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The accompanying notes are a part of these financial statements.

SUN VALLEY AIR SERVICE BOARD
Statement of Cash Flows
for the year ended September 30, 2019

Cash Flows From Operating Activities:

Receipts from other governments	\$ 2,825,167	
Payments to suppliers and vendors	(2,972,243)	
Other receipts	<u>0</u>	
Net cash provided (used) by operations		\$ (147,076)

Cash Flows From Capital Related Financing Activities:

Payment of Debts and Interest	<u>0</u>	
Net cash provided by capital and related financing activities		0

Cash Flows From Investing Activities:

Purchase of Capital Assets		
Interest Income	<u>2,477</u>	
Net cash used by investing activities		<u>2,477</u>

Net Increase (Decrease) in Cash and Equivalents (144,599)

Balances - Beginning of the year 502,853

Balances - Ending of the year \$ 358,254

Displayed as:
Cash and Deposits 358,254

Balances - Ending of the year \$ 358,254

Reconciliation of Operating Income to Net Cash

Provided (Used) by Operating Activities:

Operating Income	90,836	
Adjustments to reconcile operating income to net cash provided (used) by operating activities:		
Net Interest Earnings/Expense	(2,477)	
Change in assets and liabilities:		
Local Option Taxes Receivable	(265,895)	
Accounts and Contracts Payable	<u>30,460</u>	

Net Cash Provided (Used) by Operating Activities: \$ (147,076)

The accompanying notes are a part of these financial statements.

SUN VALLEY AIR SERVICE BOARD
Balance Sheet
Governmental Funds
at September 30, 2019

	<u>General Fund</u>	<u>Total Governmental Funds</u>
ASSETS:		
Cash and Deposits	\$ 358,254	\$ 358,254
City of Sun Valley LOT Receivable	181,602	181,602
City of Ketchum LOT Receivable	655,033	655,033
City of Hailey LOT Receivable	<u>23,058</u>	<u>23,058</u>
Total Assets	<u>\$ 1,217,947</u>	<u>\$ 1,217,947</u>
LIABILITIES:		
Accounts Payable	\$ 735,469	\$ 735,469
Due To Other Funds	<u>0</u>	<u>0</u>
Total Liabilities	<u>735,469</u>	<u>735,469</u>
FUND BALANCE:		
Non-spendable	0	0
Restricted	482,478	482,478
Committed	0	0
Assigned	0	0
Unassigned	<u>0</u>	<u>0</u>
Total Fund Balance	<u>482,478</u>	<u>482,478</u>
Total Liabilities and Fund Balance	<u>\$ 1,217,947</u>	<u>\$ 1,217,947</u>

The accompanying notes are a part of these financial statements.

SUN VALLEY AIR SERVICE BOARD
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
for the year ended September 30, 2019

	<u>General Fund</u>	<u>Total Governmental Funds</u>
REVENUE:		
Sun Valley 1% Local Option Tax Revenues	\$ 756,721	\$ 756,721
Ketchum 1% Local Option Tax Revenues	2,227,612	2,227,612
Hailey 1% Local Option Tax Revenues	106,729	106,729
Interest Earned	<u>2,477</u>	<u>2,477</u>
 Total Revenue	 <u>3,093,539</u>	 <u>3,093,539</u>
EXPENDITURES:		
Contracted Services	2,999,500	2,999,500
Administrative Services	295	295
Professional Fees	1,465	1,465
Insurance	<u>1,443</u>	<u>1,443</u>
 Total Expenditures	 <u>3,002,703</u>	 <u>3,002,703</u>
EXCESS REVENUE (EXPENDITURES)	90,836	90,836
OTHER FINANCING SOURCES (USES):		
Due (to) from other funds	<u>0</u>	<u>0</u>
 NET CHANGE IN FUND BALANCES	 90,836	 90,836
 FUND BALANCE - BEGINNING	 <u>391,642</u>	 <u>391,642</u>
 FUND BALANCE - ENDING	 <u>\$ 482,478</u>	 <u>\$ 482,478</u>

The accompanying notes are a part of these financial statements.

**SUN VALLEY AIR SERVICE BOARD
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2019**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Reporting Entity

The Sun Valley Air Service Board (the Board) was established on November 16, 2013 under a Joint Powers Agreement among the municipal corporations of the CITY OF KETCHUM, IDAHO, the CITY OF SUN VALLEY, IDAHO, and the CITY OF HAILEY, IDAHO. The Board was created for the purpose of collecting the 1% local option tax levied in each City by voter approval and appropriating said option tax to provide for local air service, including minimum revenue guarantees for air service providers.

The financial statements of the Sun Valley Air Service Board have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local government units. The Governmental Accounting Standards Boards (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net position) report information on all of the non-fiduciary activities of the Board.

The statement of activities demonstrates the degree to which the direct expense of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: 1) charges to patrons who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The Board's activities and general administrative services are classified as governmental activities. The Board has no business-type activities.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

All other revenue items are considered to be measurable and available only when the Board receives cash.

The Board reports the following major governmental fund:

- The *General Fund* is the Board's operating fund. It accounts for all financial resources of the Board.

Capital Assets

The Board currently owns no property held for future uses nor does it anticipate any such ownership.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**SUN VALLEY AIR SERVICE BOARD
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2019**

Continued—

2. LOCAL OPTION TAXES

Each City has legally adopted a 1% Local Option Sales Tax that is collected monthly. Each City collects said tax by the end of the calendar month following the collection period. Those collected taxes are conveyed to the Board by the end of the month following collection.

3. CASH AND DEPOSITS

Deposits: Custodial credit risk, in the case of deposits, is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Board has no deposit policy for custodial credit risk. At year end, \$ 5,694 of the Board's bank balance was exposed to custodial credit risk because it was not insured by the FDIC.

Investments: Custodial credit risk, in the case of investments, is the risk that in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At year end, the Board held the following investments:

Investment Type

Idaho State Local Government Investment Pool \$ 102,560.

These investments are unrated external investment pools sponsored by the Idaho State Treasurer's Office. They are classified as "Investments in an External Investment Pool" and are exempt from custodial credit risk and concentration of credit risk reporting. Interest rate risk is summarized as follows: Asset-backed securities are reported using weighted average life to more accurately reflect the projected term of the security, considering interest rates and repayment factors.

The elected Idaho State Treasurer, following Idaho Code, Section 67-2328, is authorized to sponsor an investment pool in which the Board voluntarily participates. The Pool is not registered with the Securities and Exchange Commission or any other regulatory body - oversight is with the State Treasurer, and Idaho Code defines allowable investments. All investments are entirely insured or collateralized with securities held by the Pool or by its agent in the Pool's name. And the fair value of the Board's position in the external investment pool is the same as the value of the pool shares.

Credit Risk: The Board's policy is to comply with Idaho State statutes which authorize the Board to invest in obligations of the United States, obligations of the State or any taxing district in the State, obligations issued by the Farm Credit System, obligations of public corporations of the State of Idaho, repurchase agreements, tax anticipation notes of the State or taxing district in the State, time deposits, savings deposits, revenue bonds of institutions of higher education, and the State Treasurer's Pool.

Interest rate risk and concentration of credit risk: The Board has no policy regarding these two investment risk categories.

Cash and Deposits are comprised of the following at the financial statement date:

Cash on Hand		\$	0
Deposits with financial institutions:			
Demand deposits			255,694
State of Idaho Investment Pool			<u>102,560</u>
Total			<u>\$ 358,254</u>

**SUN VALLEY AIR SERVICE BOARD
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2019**

Continued—

4. RESTRICTED NET POSITON

Under the Joint Powers Agreement the Board is only to provide for the local air service activities. This restricts the available net position for that expressed purpose.

5. GENERAL FIXED ASSETS

The Board has no fixed assets.

6. CONTRACTS PAYABLE

The Board has entered into two contracts with local vendors to provide for its express purpose in the air service industry. These two contracts are between the Board and Fly Sun Valley Alliance, Inc. (an Idaho nonprofit corporation) and Sun Valley Marketing Alliance, Inc. (an Idaho nonprofit corporation.) Additionally, these two corporations have the express purpose of a) maintaining and increasing commercial air service to Friedman Memorial Airport through the use of Minimum Revenue Guarantees (MRG's) or other inducements to providers; b) promoting and marketing the existing service and any future service to increase passengers; and c) for all ancillary costs which are associated with the ongoing effort to maintain and increase commercial air service.

7. RETIREMENT PLAN

The Board has no employees and therefore no retirement plan.

8. LITIGATION

The Board, at the financial statement date, is not involved in any material disputes as either plaintiff or defendant.

9. RISK MANAGEMENT

The Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. During the fiscal year, the Board contracted with Idaho County Risk Management Program (ICRMP) for property, crime and fleet insurance. Under the terms of the ICRMP policy, the Board's liability is limited to the amount of annual financial membership contributions, including a per occurrence deductible. There has been no significant reduction in insurance coverage in the current year. Settlement amounts have not exceeded insurance coverage for the current year.

10. SUBSEQUENT EVENTS

Subsequent events were evaluated through the date of the auditor's report, which is the date the financial statements were available to be issued.

**REQUIRED
SUPPLEMENTARY INFORMATION**

SUN VALLEY AIR SERVICE BOARD
Budgetary Comparison Schedule
Government-Wide Statement of Activities
for the year ended September 30, 2019

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Budget Positive (Negative)</u>
REVENUES:			
City of Hailey 1% Local Option Tax	\$ 93,312	\$ 106,729	\$ 13,417
City of Ketchum 1% Local Option Tax	2,066,715	2,227,612	160,897
City of Sun Valley 1% Local Option Tax	625,829	756,721	130,892
Earnings on investments	500	2,477	1,977
Total revenues	<u>2,786,356</u>	<u>3,093,539</u>	<u>307,183</u>
EXPENDITURES:			
Contracts for Services	2,990,000	2,999,500	(9,500)
Administrative Costs	900	295	605
Professional	2,100	1,465	635
Insurance	1,350	1,443	(93)
Total expenditures	<u>2,994,350</u>	<u>3,002,703</u>	<u>(8,353)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(207,994)</u>	<u>90,836</u>	<u>298,830</u>
FUND BALANCE - BEGINNING	<u>391,642</u>	<u>361,642</u>	
FUND BALANCE - ENDING	<u>\$ 183,648</u>	<u>\$ 452,478</u>	

The accompanying notes are a part of these financial statements.

WORKMAN & COMPANY

Office of
Accounting

2190 Village Park Avenue, Suite 300 • Twin Falls, ID 83301 • 208.733.1161 • Fax: 208.733.6100

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

December 27, 2019

Member of the Board
Sun Valley Air Service Board

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of the Sun Valley Air Service Board, as of and for the year ended September 30, 2019 and the related notes to the financial statements, which collectively comprise the Sun Valley Air Service Board's basic financial statements, and have issued our report thereon dated December 27, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Sun Valley Air Service Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Sun Valley Air Service Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Sun Valley Air Service Board's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Sun Valley Air Service Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Report Continued—

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Workman & Company

WORKMAN AND COMPANY
Certified Public Accountants
Twin Falls, Idaho

WORKMAN & COMPANY

Office of
Accounting

2190 Village Park Avenue, Suite 300 • Twin Falls, ID 83301 • 208.733.1161 • Fax: 208.733.6100

December 27, 2019

Member of the Board
Sun Valley Air Service Board
Ketchum, Idaho

We have audited the financial statements of the governmental activities of the Sun Valley Air Service Board, for the year ended September 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 10, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Sun Valley Air Service Board, are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2019. We noted no transactions entered into by the Sun Valley Air Service Board during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Sun Valley Air Service Board's financial statements was:

There are no sensitive estimates affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 27, 2019.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Sun Valley Air Service Board's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Budgetary Information, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of the Board of Commissioners and management of the Sun Valley Air Service Board and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Workman & Company

WORKMAN AND COMPANY
Certified Public Accountants
Twin Falls, Idaho

WORKMAN & COMPANY

Office of
Accounting

2190 Village Park Avenue, Suite 300 • Twin Falls, ID 83301 • 208.733.1161 • Fax: 208.733.6100

December 27, 2019

Grant Gager,
Sun Valley Air Service Board
P.O. Box 3801
Ketchum, Idaho 83340

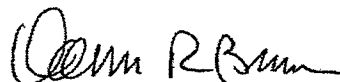
Dear Grant,

Please find enclosed five bound and one unbound copies of the audited financial statements of the Sun Valley Air Service Board for the year ended September 30, 2019. Also, included with this package are the following:

1. A "representation letter" from you to me that basically says you gave me all that I requested. Please sign or have a board member sign and return to me one copy.
2. A billing statement for services rendered.
3. Adjusting entries for September 30, 2019
4. A letter addressed to the board that is referred to as a "management letter". Please provide this to the board.
5. I will e-mail you a pdf file containing the financial statements for you to comply with Idaho statutes for reporting to the state.

If you have any questions, please call me at your convenience. Additionally, please let me know when the board would like me to meet with them to present the audit and answer any questions. Thanks for all your help.

Sincerely yours,



WORKMAN AND COMPANY, CPAS

SUN VALLEY AIR SERVICE BOARD
PO Box 3801
KETCHUM, IDAHO

December 27, 2019

Workman and Company
Certified Public Accountants
2190 Village Park Ave., Suite 300
Twin Falls, Idaho 83301

This representation letter is provided in connection with your audit of the financial statements of the Sun Valley Air Service Board, which comprise the respective financial position of the governmental activities as of September 30, 2019, and the respective changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of December 27, 2019, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 10, 2019, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures, if any, have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list, if any, of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the Board is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Board from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
 - 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - 14) We have no knowledge of any fraud or suspected fraud that affects the Board and involves—
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
 - 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the Board's financial statements communicated by employees, former employees, regulators, or others.
 - 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
 - 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
 - 18) We have disclosed to you the identity of the Board's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21) The Board has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 23) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 24) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 25) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 26) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

- 27) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes. We have reviewed, approved and accepted responsibility for your proposed adjustments to our general ledger account balances.
- 28) The Board has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 29) The Board has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 30) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations if any.
- 31) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34 .
- 32) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 33) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 34) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 35) Provisions for uncollectible receivables have been properly identified and recorded.
- 36) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 37) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 38) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 39) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 40) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 41) The government meets the GASB-established requirements for accounting for eligible infrastructure assets using the modified approach.
- 42) We have appropriately disclosed the Board's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 43) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 44) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

Signature: _____

Title: _____

