

**SECOND AMENDED**  
**AGENDA**  
**SUN VALLEY AIR SERVICE BOARD MEETING**  
**HAILEY CITY HALL**  
**115 MAIN STREET SOUTH**  
**HAILEY, ID**  
**January 30, 2019 - 2:00 P.M.**

**CALL TO ORDER**

**ROLL CALL**

**ELECTION OF OFFICERS FOR 2019** (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 Sun Valley Air Service Board Minutes of December 5, 2018 (Action Item);
2. Receive and File Financials:
  - a. 1% Local Option Tax Report: October 2018 and November 2018 (Action Item);

**PRESENTATIONS**

3. Presentation of FY18 audited financial statement by Dennis Brown, CPA;
4. Fly Sun Valley Alliance, Semi-Annual Report, Carol Waller;
5. Sun Valley Marketing Alliance, Semi-Annual Report, Scott Fortner;

**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;

**ACTION/DISCUSSION/PRESENTATIONS**

6. Receive and file Allocation of Voting Rights Report for 2019;
7. Discussion and possible action regarding renewal of the Sun Valley Air Service Board Joint Powers Agreement (Action Item);
8. Authorization of Payment of Bills on-hand through January 24, 2019 (Action Item);
9. Discussion and action regarding Sun Valley Air Service Board meeting scheduled for March 27, 2019 (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 Hailey City Hall prior to the meeting at 788-4221. Air Service Board Packets are online at [www.haileycityhall.org](http://www.haileycityhall.org); [www.sunvalley.govoffice.com](http://www.sunvalley.govoffice.com); and [www.ketchumidaho.org](http://www.ketchumidaho.org).*

**SUN VALLEY AIR SERVICE BOARD  
MEETING MINUTES  
December 5, 2018 at 2:00 PM  
City of Sun Valley Council Chambers**

**Present:** Neil Bradshaw – Mayor, City of Ketchum  
Fritz Haemmerle – Mayor, City of Hailey  
Peter Hendricks – Mayor, City of Sun Valley

**Absent:** Larry Schoen – Blaine County Commissioner

**Staff:** Suzanne Frick – Administrator, City of Ketchum  
Susan Robertson – Administrator, City of Sun Valley

**CALL TO ORDER**

Mayor Fritz Haemmerle called the meeting to order at 2:05 PM.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Mayor Peter Hendricks.

**PUBLIC COMMENT**

None.

**REMARKS FROM THE CHAIR**

None.

**REMARKS FROM THE BOARD**

None

**CONSENT AGENDA**

1. **Approval of Sun Valley Air Service Board Minutes from October 24, 2018**
2. **Receive and File Financials**
  - a. **1% Local Option Tax Report: September 2018**

**Motion to approve the Consent Agenda.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Bradshaw, Mayor of Ketchum
<b>SECONDER:</b>	Fritz Haemmerle, Mayor of Hailey
<b>Abstain:</b>	Peter Hendricks, Mayor of Sun Valley, abstained from the motion regarding the minutes
<b>AYES:</b>	Hendricks, Bradshaw, Haemmerle

**PUBLIC HEARING**

3. **Consideration and adoption of the amended Sun Valley Air Service Board Budget for FY 2018 for the expenditure of Local Option Tax (LOT) revenues received by the Sun Valley Air Service Board for taxes payable from the period of 10/1/17 through 9/30/18.**

City of Sun Valley Administrator Susan Robertson discussed the reason for this amendment and a brief discussion among the board ensued.

Mayor Haemmerle opened the public hearing at 2:10 PM. Hearing no comments, he closed the public hearing at 2:10 PM.

**Motion to adopt the amended Sun Valley Air Service Board Budget for FY18.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Peter Hendricks, Mayor of Sun Valley
<b>SECONDER:</b>	Neil Bradshaw, Mayor of Ketchum
<b>AYES:</b>	Hendricks, Bradshaw, Haemmerle

**ACTION/DISCUSSION/PRESENTATIONS**

**4. Update by Fly Sun Valley Alliance**

Ron McNeil, consultant from Mead & Hunt, gave an air service/industry update. He went over what happens when there's a recession. He then discussed the fuel prices, trends, the seats by market, the top ski markets currently, and explained what is on the horizon. A few questions were asked by the Board to which McNeil responded.

**EXECUTIVE SESSION**

**Motion to enter into Executive Session at 2:52 PM pursuant to Idaho Code 74-206 (d) to consider trade secrets that are exempt from disclosure as provided in Idaho Code 74-107.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Peter Hendricks, Mayor of Sun Valley
<b>SECONDER:</b>	Neil Bradshaw, Mayor of Ketchum
<b>AYES:</b>	Hendricks, Bradshaw, Haemmerle

**5. Update by David Madaras, Couloir Consulting in Executive Session.**

**Motion to reconvene open session at 3:31.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Peter Hendricks, Mayor of Sun Valley
<b>SECONDER:</b>	Mayor Neil Bradshaw, Mayor of Ketchum
<b>AYES:</b>	Hendricks, Bradshaw, Haemmerle

**ACTION/DISCUSSION/PRESENTATIONS**

**6. Discussion and action regarding payment schedules for Fly Sun Valley Alliance and Sun Valley Marketing Alliance for the 2018-2019 fiscal year.**

**Motion to approve payment schedules.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Bradshaw, Mayor of Ketchum
<b>SECONDER:</b>	Peter Hendricks, Mayor of Sun Valley
<b>AYES:</b>	Hendricks, Bradshaw, Haemmerle

**7. Authorization and payment of bills on-hand through November 29, 2018.**

**Motion to authorize payment of bills as presented.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Bradshaw, Mayor of Ketchum
<b>SECONDER:</b>	Peter Hendricks, Mayor of Sun Valley
<b>AYES:</b>	Hendricks, Bradshaw, Haemmerle

**8. Discussion and action regarding Resolution 2018-01 setting the Sun Valley Air Service Board meeting dates for 2019.**

**Motion to approve Resolution 2018-01.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Bradshaw, Mayor of Ketchum
<b>SECONDER:</b>	Peter Hendricks, Mayor of Sun Valley
<b>AYES:</b>	Hendricks, Bradshaw, Haemmerle

**ADJOURNMENT**

**Motion to adjourn at 3:36 PM.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Neil Bradshaw, Mayor of Sun Valley
<b>SECONDER:</b>	Peter Hendricks, Mayor of Ketchum
<b>AYES:</b>	Hendricks, Bradshaw, Haemmerle

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Fritz Haemmerle, Chair

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Neil Bradshaw, Secretary/Treasurer

**SUN VALLEY AIR SERVICE BOARD  
1% LOCAL OPTION TAX REPORT  
OCTOBER 2018 AND NOVEMBER 2018**

1% LOT Generated	1% LOT Received	1% LOT Contribution				Expenses		Funds for Contracts
		Sun Valley	Ketchum	Hailey	TOTAL	Communities' Direct Costs	SVASB Administrative Budget	
Fund Balance								207,994.00
Oct-18	Dec-18	33,520.10	154,784.92	6,220.31	194,525.33	-6,356.67	-3,025.00	185,143.66
Nov-18	Jan-19	18,843.27	135,472.58	3,651.68	157,967.53	-6,284.73	-75.00	151,607.80
Dec-18	Feb-19						-75.00	
Jan-19	Mar-19						-75.00	
Feb-19	Apr-19						-75.00	
Mar-19	May-19						-75.00	
Apr-19	Jun-19						-575.00	
May-19	Jul-19						-75.00	
Jun-19	Aug-19						-75.00	
Jul-19	Sep-19						-75.00	
Aug-19	Oct-19						-75.00	
Sep-19	Nov-19						-75.00	
Total		52,363.36	290,257.50	9,871.99	352,492.85	(12,641.40)	(4,350.00)	

1% LOT Generated	1% LOT Received	Funds for Contracts	Fly SV Alliance				SVMA			
			% of Available Funds Owed	Funds for Contract	Invoiced Amount	Available Funds	% of Available Funds Owed	Funds for Contract	Invoiced Amount	Available Funds
Fund Balance		207,994.00	7%	14,559.58		14,559.58	93%	193,434.42		193,434.42
Oct-18	Dec-18	185,143.66	40%	74,057.46		88,617.04	60%	111,086.20		304,520.62
Nov-18	Jan-19	151,607.80	40%	60,643.12		149,260.16	60%	90,964.68		395,485.29
Dec-18	Feb-19		40%				60%			
Jan-19	Mar-19		40%				60%			
Feb-19	Apr-19		40%				60%			
Mar-19	May-19		40%				60%			
Apr-19	Jun-19		50%				50%			
May-19	Jul-19		50%				50%			
Jun-19	Aug-19		50%				50%			
Jul-19	Sep-19		50%				50%			
Aug-19	Oct-19		50%				50%			
Sep-19	Nov-19		60%				40%			
Total				149,260.16				395,485.29		

**SUN VALLEY AIR SERVICE BOARD**

**KETCHUM, IDAHO**

**Financial Statements  
at September 30, 2018**

**SUN VALLEY AIR SERVICE BOARD  
KETCHUM, IDAHO  
For the year ended September 30, 2018**

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## INDEPENDENT AUDITOR'S REPORT

December 19, 2018

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, 2018 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, 2018, 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 19, 2018, 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, 2018**

**ASSETS**

Cash in Checking	\$	402,770	
Cash in LGIP		100,083	
Total Cash and Deposits			\$ 502,853
Local Option Tax Receivables:			
City of Sun Valley		157,345	
City of Ketchum		413,295	
City of Hailey		23,158	
Total Tax Receivables			593,798
<b>Total Assets</b>			<b>1,096,651</b>

**LIABILITIES**

Accrued Contracts Payable:			
Fly Sun Valley		250,700	
Sun Valley Marketing		454,309	
Total Contracts Payable			705,009
Other Accounts Payable			0
<b>Total Liabilities</b>			<b>705,009</b>

**NET POSITION**

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

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, 2018**

**Operating Revenues:**

Local Option Tax Revenues:

City of Sun Valley \$ 678,200

City of Ketchum 2,077,226

City of Hailey 92,967

Total Tax Revenues \$ 2,848,393

Interest Income 1,314

Total Operating Revenue: 2,849,707

**Operating Expenses:**

Fly Sun Valley Contract 1,268,849

Sun Valley Marketing Contract 1,300,000

Professional Fees 2,325

Insurance 1,349

Administrative Expenses 320

Total Operating Expenses 2,572,843

**Operating Income** 276,864

**Total Net Position - Beginning** 114,778

**Total Net Position - Ending** \$ 391,642

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, 2018**

**Cash Flows From Operating Activities:**

Receipts from other governments	\$ 2,839,207	
Payments to suppliers and vendors	(2,698,723)	
Other receipts	<u>0</u>	
Net cash provided (used) by operations		\$ 140,484

**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>1,314</u>	
Net cash used by investing activities		<u>1,314</u>

**Net Increase (Decrease) in Cash and Equivalents** 141,798

**Balances - Beginning of the year** 361,055

**Balances - Ending of the year** \$ 502,853

Displayed as:  
Cash and Deposits 502,853

**Balances - Ending of the year** \$ 502,853

**Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities:**

Operating Income	276,864	
Adjustments to reconcile operating income to net cash provided (used) by operating activities:		
Net Interest Earnings/Expense	(1,314)	
Change in assets and liabilities:		
Local Option Taxes Receivable	(9,186)	
Accounts and Contracts Payable	<u>(125,880)</u>	

**Net Cash Provided (Used) by Operating Activities:** \$ 140,484

The accompanying notes are a part of these financial statements.

**SUN VALLEY AIR SERVICE BOARD**  
**Balance Sheet**  
**Governmental Funds**  
**at September 30, 2018**

	<u>General Fund</u>	<u>Total Governmental Funds</u>
<b>ASSETS:</b>		
Cash and Deposits	\$ 502,853	\$ 502,853
City of Sun Valley LOT Receivable	157,345	157,345
City of Ketchum LOT Receivable	413,295	413,295
City of Hailey LOT Receivable	<u>23,158</u>	<u>23,158</u>
 Total Assets	 \$ <u>1,096,651</u>	 \$ <u>1,096,651</u>
<b>LIABILITIES:</b>		
Accounts Payable	\$ 705,009	\$ 705,009
Due To Other Funds	<u>0</u>	<u>0</u>
 Total Liabilities	 <u>705,009</u>	 <u>705,009</u>
<b>FUND BALANCE:</b>		
Non-spendable	0	0
Restricted	391,642	391,642
Committed	0	0
Assigned	0	0
Unassigned	<u>0</u>	<u>0</u>
 Total Fund Balance	 <u>391,642</u>	 <u>391,642</u>
 Total Liabilities and Fund Balance	 \$ <u>1,096,651</u>	 \$ <u>1,096,651</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, 2018**

	<u>General Fund</u>	<u>Total Governmental Funds</u>
<b>REVENUE:</b>		
Sun Valley 1% Local Option Tax Revenues	\$ 678,200	\$ 678,200
Ketchum 1% Local Option Tax Revenues	2,077,226	2,077,226
Hailey 1% Local Option Tax Revenues	92,967	92,967
Interest Earned	<u>1,314</u>	<u>1,314</u>
 Total Revenue	 <u>2,849,707</u>	 <u>2,849,707</u>
<b>EXPENDITURES:</b>		
Contracted Services	2,568,849	2,568,849
Administrative Services	320	320
Professional Fees	2,325	2,325
Insurance	<u>1,349</u>	<u>1,349</u>
 Total Expenditures	 <u>2,572,843</u>	 <u>2,572,843</u>
<b>EXCESS REVENUE (EXPENDITURES)</b>	<b>276,864</b>	<b>276,864</b>
<b>OTHER FINANCING SOURCES (USES):</b>		
Due (to) from other funds	<u>0</u>	<u>0</u>
 <b>NET CHANGE IN FUND BALANCES</b>	 <b>276,864</b>	 <b>276,864</b>
 <b>FUND BALANCE - BEGINNING</b>	 <u><b>114,778</b></u>	 <u><b>114,778</b></u>
 <b>FUND BALANCE - ENDING</b>	 <u><u><b>\$ 391,642</b></u></u>	 <u><u><b>\$ 391,642</b></u></u>

The accompanying notes are a part of these financial statements.

**SUN VALLEY AIR SERVICE BOARD  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018**

**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, 2018**

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, \$ 152,771 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      \$ 100,083.

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	402,770
State of Idaho Investment Pool	<u>100,083</u>
Total	<u>\$ 502,853</u>



**SUN VALLEY AIR SERVICE BOARD  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018**

Continued—

**4. RESTRICTED NET POSITION**

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, 2018**

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Budget Positive (Negative)</u>
<b>REVENUES:</b>			
City of Hailey 1% Local Option Tax	\$ 92,967	\$ 92,967	\$ 0
City of Ketchum 1% Local Option Tax	2,077,226	2,077,226	0
City of Sun Valley 1% Local Option Tax	678,200	678,200	0
Earnings on investments	1,314	1,314	0
Total revenues	<u>2,849,707</u>	<u>2,849,707</u>	<u>0</u>
<b>EXPENDITURES:</b>			
Contracts for Services	2,568,849	2,568,849	0
Administrative Costs	1,000	320	680
Professional	2,325	2,325	0
Insurance	1,349	1,349	0
Total expenditures	<u>2,573,523</u>	<u>2,572,843</u>	<u>680</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>276,184</u>	<u>276,864</u>	<u>680</u>
<b>FUND BALANCE - BEGINNING</b>	<u>114,778</u>	<u>114,778</u>	
<b>FUND BALANCE - ENDING</b>	<u>\$ 390,962</u>	<u>\$ 391,642</u>	

The accompanying notes are a part of these financial statements.

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 19, 2018

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, 2018 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 19, 2018.

**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

## ALLOCATION OF SUN VALLEY AIR SERVICE BOARD VOTING RIGHTS - 2019

### 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 x .9) = 65.63%	65.63%
Sun Valley	\$678,200	23.8%	(.238 x .9) = 21.43%	21.43%
Hailey	<u>\$92,967</u>	3.3%	(.033 x .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 x .9) = 66.59%	66.59%
Sun Valley	\$602,844	22.5%	(.225 x .9) = 20.27%	20.27%
Hailey	<u>\$93,147</u>	3.5%	(.035 x .9) = 3.13%	13.13%
Total	\$2,676,082	100.0%	90.00%	100.00%

**JOINT POWERS AGREEMENT ESTABLISHING  
THE SUN VALLEY AIR SERVICE BOARD  
TO RETAIN, IMPROVE AND DEVELOP COMMERCIAL AIR TRANSPORTATION  
SERVICES AT FRIEDMAN MEMORIAL AIRPORT**

November, 2013

This Agreement ("Agreement"), made and entered into on November 16, 2013, by and between the CITY OF KETCHUM, IDAHO, a municipal corporation ("Ketchum"), the CITY OF SUN VALLEY, IDAHO, a municipal corporation ("Sun Valley"), the CITY OF HAILEY, a municipal corporation ("Hailey"), (collectively known as "Cities"), and the COUNTY OF BLAINE, a body politic and corporate ("Blaine County") all described, individually as "Party," or jointly as "Parties;"

WITNESSETH:

WHEREAS, the Friedman Memorial Airport Authority ("FMAA"), of which Hailey and Blaine County are members, operates the Friedman Memorial Airport (the "Airport"), and over the past six years commercial enplanements have decreased to the Airport; and

WHEREAS, the Parties recognize both year-round tourism and commerce are primary contributors to the economic base of Blaine County and its Cities; and

WHEREAS, air service to the Airport is critical for such year-round tourism and commerce; and

WHEREAS, each of the respective City Councils of the Cities of Ketchum, Sun Valley, and Hailey have either: (i) voted in properly noticed public meetings to place before their respective voters on the November 5, 2013, ballot, the question of a 1% Local Option Tax ("LOT") (the "Ballot Questions") to fund retention, improvement and development of commercial air transportation services to the Airport, or (ii) previously received voter approval on the Ballot Questions; and

WHEREAS, an opinion from the Office of the Attorney General dated March 12, 2012, to Representative Wendy Jaquet (the "AG Opinion"), indicates that general authority exists under Idaho Code Section 67-2328 for cities and counties to enter into a joint powers agreement to provide for agreements for air service, including minimum revenue guarantees ("MRG's"); and

WHEREAS, to retain, improve and develop commercial air transportation services, the Ballot Questions provide for MRG's and promotion of commercial air service to increase seats and enplanements to the Airport; and

WHEREAS, this Agreement will create the separate legal entity described below, the Sun Valley Air Service Board (the "Board"), which will contract with one or more parties, pursuant to Contracts for Services as described herein, to discharge the Board's duties and responsibilities described in the Ballot Questions; and

WHEREAS, each of the Parties has made findings regarding the need for this Agreement to satisfy the duties and responsibilities described in the Ballot Questions; and

WHEREAS, the City Parties hereto are municipal corporations organized and existing under and by virtue of the laws of the State of Idaho and as such are authorized and empowered by Idaho Code Sections 50-321, 50-322, 21-110, 21-401 and related statutes to undertake the responsibilities contemplated by the Ballot Questions; and

WHEREAS, the County, pursuant to Idaho Code Sections 31-110, 21-876 and related statutes, in coordination with Hailey, provides for the operation of the Airport through the FMAA and the County as a Party to this Agreement may assist in discharging the duties contemplated by the Ballot Questions; and

WHEREAS, it is the mutual desire of the Parties hereto, acting pursuant to Idaho Code Sections 67-2328, *et seq.*, and Idaho Code Section 21-403, to create and maintain the Authority to discharge the duties and responsibilities set forth in the Ballot Questions;

NOW, THEREFORE, in order to accomplish the aforesaid purposes, and in consideration of the mutual term, covenants and conditions set forth herein, the Parties hereto agree as follows:

1. **Establishment of Separate Legal Entity; Governance.** The Parties hereto hereby establish the Sun Valley Air Service Board (“Board”) as a separate legal entity and delegate each Party’s respective power to the Board to oversee and administer the joint undertakings contemplated herein. Parties will join and become members of the Board upon execution of this Agreement by their respective governing body.
2. **Board Membership.** The representatives of the Parties who shall be members of the Board shall be configured as described below:
  - A. One (1) member from the City of Ketchum, one (1) member from the City of Sun Valley and one (1) member from the City of Hailey shall be respectively appointed by the Mayors of Ketchum, Sun Valley and Hailey with the consent and approval of the City Council of each city.
  - B. One (1) member from Blaine County shall be appointed by the Board of County Commissioners.
  - C. Each of the Parties shall establish its own Board member qualification criteria subject to subparagraph E.
  - D. Employees, directors, shareholders, partners, owners and others with financial interests in any business, company or entity which the Board has employed or contracted with to provide equipment or services shall not be appointed or remain members of the Board.



- E. Members of the Board shall be appointed without respect to political affiliation or religious denomination. Any person over the age of eighteen (18) may be eligible for appointment.
- F. Members of the Board shall serve without compensation.

**3. Board Member Voting Power & Voting Majority.**

- A. City Parties shall retain 90% of the voting rights and voting rights shall be allocated among all Board members based on their respective annual 1% LOT contributions to the Board. 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.
- B. Blaine County shall not have a vote as a member of the Board, except in the instance described herein. In recognition that Friedman Memorial Airport is jointly owned by the City of Hailey and Blaine County, 10% of the voting rights of the Board members will be allocated to the Board member appointed by Hailey, unless Hailey is not a Party to this Agreement, in which case such 10% shall be allocated to the Board member appointed by Blaine County.
- C. Voting Majorities. The members of the Board shall take action upon the affirmative vote of those members holding more than 50% of the voting rights, unless otherwise provided herein. A super-majority of two-thirds of those members holding voting rights shall be needed to (1) approve any initial Contract for Services with an entity or contractor or change an entity or contractor with a Contract for Services in excess of \$50,000 to a different entity and/or contractor; and (2) approve any initial performance metrics and change in performance metrics determined jointly by members of the Board and contractor(s) as identified in the Contracts for Services.

**4. Term of Office.** The term of office on said Board shall be for the following initial terms:

- 1 member from Ketchum for one (1) year
- 1 member from Sun Valley for one (1) year
- 1 member from Hailey for one (1) year
- 1 member from Blaine County for one (1) year

Subsequent appointments shall be for one (1) year and a board member shall hold a seat on the board until his or her successor has been appointed and qualified. Vacancies occurring otherwise than through the expiration of appointed terms or removal shall be filled for the remainder of the term by the Party that appointed the board member. Removal of any member may only be made by the Party that appointed such board member.

**5. Organization Bylaws.** The Board shall be governed by the Bylaws specifying the procedural method and manner by which it shall conduct its business and affairs, provided, however, that said Bylaws shall be amended so as not be inconsistent with or contrary to the provisions of this Agreement, or any applicable local, state or federal law and shall provide that at least a simple majority must concur for the Board to act. The Bylaws shall provide, among other items, that a majority of the members of the Board shall constitute a quorum. A non-voting member is not a member for quorum purposes.

**6. Purposes and Powers.** The purpose of the Board is to establish, implement, maintain and fund a program to retain, improve and develop commercial air service to Friedman Memorial Airport. In furtherance of that purpose, the Parties hereto hereby delegate to the Board their power to carry out the duties as described and contemplated by the Ballot Questions, including entering into Contracts for Services with such entities as the Board may select, subject to the specific LOT allocations of the City Parties. It is anticipated that the Board will have no employees and that, except for the holding, distribution and oversight of the monetary contributions and entering into Contracts for Services, the Board will have a very limited scope of operation. Such delegated powers shall more specifically include, but not be limited to, the following:

- A. The Board, as allowed under state and federal statutes, may apply for, receive and operate under financial assistance from the federal or state government, and from any agency or political subdivision thereof, or from any private sources;
- B. To acquire by purchase, gift, lease, sublease or otherwise, to the extent and in the manner that a city or county operating under the laws of the State of Idaho might do so, personal property, including money, necessary to carry out the purposes of the Board and to invest and hold such money until distributed for the purposes contemplated by the Ballot Questions;
- C. To fund administrative costs, if any, to carry out the purposes of the Board;
- D. To contract with public or private agencies, companies or entities to retain, improve and develop commercial air transportation services to Friedman Memorial Airport, including contracting with third parties pursuant to Contracts for Services;

**7. Manner of Financing.** The Board shall annually adopt a budget. Subject to the provisions herein, each City Party hereto will annually budget and contribute monthly to the Board the money collected pursuant to their respective Ballot Question, less their direct costs to collect and enforce the tax, including administrative and legal fees; each City has the option to direct its monetary contribution to those purposes it specifically directs as allowed by the Ballot Questions, except for contributions to cover a pro-rata share of administrative expenses, if any, of the Board; provided, however, in the event of any litigation or other challenges to the Ballot Questions, this Agreement, the Board, or any related matters, each City shall contribute a pro-rata share of its contribution to defray any expenses related thereto. During each fiscal year, the City Parties shall contribute monthly to the Board their respective amount of money collected,

less their direct costs to collect and enforce the tax, including administrative and legal fees, subject to allocations approved by each City Party's governing board.

- A. In adopting the annual budget, each City Party must contribute the money collected pursuant to its respective Ballot Question, less their direct costs to collect and enforce the tax, including administrative and legal fees. The County, in its discretion, may contribute funds to the Board; it is anticipated that the County will continue its historical support for the Airport.
- B. Any entity may contribute additional funds to the Board. It is anticipated that Sun Valley Company will fund fifty percent (50%) of any MRG expenses and will provide marketing support for the air service in collaboration with the airlines and other community marketing efforts.
- C. Any funds received by the Board shall be used for payments to entities pursuant to the Contract for Services, as contemplated by the Ballot Questions, for the purposes authorized therein. The budgeting, allocation and use of said funds by the Board shall be in accordance with the purposes and powers herein provided for, and in no event shall the Board use, spend, encumber or commit funds of the Parties hereto in amounts exceeding those actually budgeted and contributed to the Board by the Parties. All specific allocations of LOT proceeds by a City Party shall be followed by the Board in its budget and actual spending.
- D. An annual audit or similar financial review shall be conducted consistent with Idaho statutory requirements.
- E. So as to minimize Board expenses, all City Parties may agree to share in the administrative tasks of the Board through pro-rata contribution of their City staff time to perform such tasks.

**8. Contracts for Services.** The initial Contracts for Services with entity(ies) selected by the Board shall be entered into as soon as practicable following the appointment of the Board Members and passage of the Ballot Questions. Each year thereafter, the Board shall enter into similar contracts with such entities as the Board may select. The Contracts for Services shall (i) set forth those specific services which are to be provided consistent with the Ballot Questions, (ii) provide for detailed reporting to the Board and, as appropriate directly to the Parties, of how funds were spent in sufficient detail to demonstrate compliance with constitutional and statutory guidelines as reflected in the AG Opinion; (iii) include performance metrics consistent with expectations for the work to be performed. A Contract for Services may be for more than one year, but must explicitly state that annual funding is subject to annual appropriations which meet the Cities' statutory limitations.

**9. Duration.** The duration of the Board created by this Agreement shall be for a period of at least five and one-half years; provided, however, that the same may be extended for an additional period of time, as the Parties hereto deem appropriate in order to expend the monies and satisfy the purposes set forth in the Ballot Questions. Any such extension of this Agreement shall be in writing, adopted by the governing body of each of the Parties hereto.

No Party may withdraw from the Agreement, except that any City Party that has failed to pass its Ballot Question shall be deemed to have withdrawn from this Agreement once such election results have been certified. Should fewer than two City Parties pass a Ballot Question, this Agreement shall be terminated.

**10. Dissolution of the Board.** Parties, upon the dissolution of the Board created by this Agreement or any extension or renewal thereof, for whatever reason, may agree to (1) distribute the personal property owned by the Board among themselves in a manner deemed by them to be equitable and approved in writing by the governing body of each; or (2) to sell the property in the manner provided for by law for the disposition of property by cities and counties, and the proceeds of any such sale shall be divided among the Parties hereto in proportion equal to the annual operating contributions of each to the Board since its inception.

**11. Mediation.** Any controversy or claim arising out of or relating to this Agreement or breach thereof, shall be submitted to non-binding mediation upon the written request of any Party and conducted by one (1) neutral mediator. If the Parties are unable to select a mediator, then selection shall follow the procedure published by the American Arbitration Association Commercial Mediation Rules. Mediation shall be held in Blaine County. This Agreement to mediate and any other agreement or consent to mediate entered into in accordance with this Agreement shall be specifically enforceable under the prevailing law of Idaho. Each party shall bear its own costs and the parties shall split equally the cost and expenses of the mediator.

**12. Execution and Effect.** Upon execution of this Agreement by the Parties, this Agreement shall be effective. This Agreement may be executed in counterparts, each of which shall be deemed to be an original.

**13. Amendment.** This Agreement may only be amended upon the unanimous approval of the voting Parties, and only as would be not inconsistent with the Ballot Questions.

[Signatures Appear on Following Pages]

As of the date hereof, the Parties hereto have caused this Agreement to be executed by the duly-authorized representatives this 5<sup>th</sup> day of September, 2013.

CITY OF KETCHUM

By: [Signature]  
Mayor

Date: 5/09/13

ATTEST:

[Signature: Sandra E. Cadey]  
City Clerk



CITY OF SUN VALLEY

By: Raymond D. Brown  
Mayor

Date: 8/28/13

ATTEST:

Hy Grant  
City Clerk

CITY OF HAILEY

By: *Alex. Heavil*  
Mayor

Date: 8/27/13

ATTEST:

*[Signature]*  
City Clerk



BLAINE COUNTY COMMISSIONERS

By: Amy McCarty

Date: 10/1/13

By: [Signature]

Date: 10/1/2013

By: [Signature]

Date: 10.1.13



ATTEST:

[Signature]



**SUN VALLEY AIR SERVICES BOARD**

**INVOICES TO BE PAID**

**Through January 25, 2019**

Fly Sun Valley Alliance	Fund Balance Invoice	\$ 14,559.58
Fly Sun Valley Alliance	October 2018 LOT Invoice	74,057.46
Fly Sun Valley Alliance	November 2018 LOT Invoice	60,643.12
Sun Valley Marketing Alliance	Fund Balance Invoice	193,434.42
Sun Valley Marketing Alliance	October 2018 LOT Invoice	111,086.20
Sun Valley Marketing Alliance	November 2018 LOT Invoice	90,964.68
TOTAL		\$544,745.46

Fly Sun Valley Alliance Inc.

PO Box 6316  
Ketchum, ID 83340

# Invoice

Date	Invoice #
10/1/2018	214

<b>Bill To</b>
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 - FY18 Fund Balance - FSVA Contract Services	14,559.58	14,559.58
		<b>Total</b>	\$14,559.58

Fly Sun Valley Alliance Inc.

PO Box 6316  
Ketchum, ID 83340

# Invoice

Date	Invoice #
10/31/2018	215

<b>Bill To</b>
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 2018 - FSVA Contract Services December 2018	74,057.46	74,057.46
		<b>Total</b>	\$74,057.46



## FSVA CONTRACT SERVICES RENDERED TO SVASB – December 2018

### 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
- Continued strategic planning/analysis regarding future air service opportunities & challenges
- Prepared for and held joint FSVA-VSV board/staff strategic planning meeting (Dec 5); including presentations on air service overview/history by FSVA and consultant Ron McNeil/Mead & Hunt, presentation on history of air service marketing by Scott Fortner/VSV and presentation on air + marketing analysis project for SVASB by Dave Madaras/Couloir Consulting.
- Continued to monitor/manage SUN diversion busing program. Continued to monitor/manage SUN diversion busing program. Held busing overview presentation meeting on Dec 10 for airlines, bus company, airport, FSVA to outline program to key operational stakeholders – lodging shuttles, taxis, etc.
- Ongoing communication/meetings with airlines, M&H consultant, FMAA, customers, stakeholders
- Prepared materials for Air Service Board reports, invoices, etc. Attended meetings as needed.
- Continued to provide information to Couloir Consulting for SVASB consulting project; met as necessary
- Provided research and other information on FSVA and other resort area air and marketing programs to VSV consultant Ralf Garrison for strategic planning situational analysis project.
- Worked with VSV and other marketing partners on air service marketing efforts

#### LOCAL AIR MARKETING/COMMUNITY OUTREACH

- Provided information via monthly FSVA Enews and ongoing social media; updated website as needed
- Created/coordinated/executed FSVA/FMA joint local public outreach campaign via local publications
- 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

- Began implementation of winter 2018/19 SUN Air Passenger survey
- Continued work on compiling/tracking relevant news and comparative data and information of air service

Fly Sun Valley Alliance Inc.

PO Box 6316  
Ketchum, ID 83340

# Invoice

Date	Invoice #
11/30/2018	216

<b>Bill To</b>
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 - November 2018 - FSVVA Contract Services January 2019	60,643.12	60,643.12
		<b>Total</b>	\$60,643.12



## FSVA CONTRACT SERVICES RENDERED TO SVASB – January 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
- Continued strategic planning/analysis regarding future air service opportunities & challenges; continued efforts on development of 5 year strategic plan for air service and marketing.
- Continued to monitor/manage SUN diversion busing program.
- Ongoing communication/meetings with airlines, M&H consultant, FMAA, customers, stakeholders
- Prepared materials for Air Service Board reports, invoices, etc. Attended meetings as needed.
- Continued to provide information to Couloir Consulting for SVASB consulting project; met as necessary
- Worked with VSV and other marketing partners on air service marketing efforts

#### LOCAL AIR MARKETING/COMMUNITY OUTREACH

- Provided information via monthly FSVA Enews and ongoing social media; updated website as needed
- Created/coordinated/executed FSVA/FMA joint local public outreach campaign via local publications
- 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

- Received/reviewed final 2017-18 SUN Air Passenger survey results from RRC; shared with key stakeholders
- Continued implementation of winter 2018/19 SUN Air Passenger survey - forms & collection
- Continued work on compiling/tracking relevant news and comparative data and information of air service