AGENDA
SPECIAL SUN VALLEY AIR SERVICE BOARD MEETING

SUN VALLEY CITY HALL
81 ELKHORN ROAD
SUN VALLEY, ID
April 9, 2015 - 2:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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 January 29, 2015; 1
2. Receive and File Financials:
   a. 1% Local Option Tax Report – December 2014 and January 2015; 4

ACTION/DISCUSSION

3. Discussion and possible action regarding Caselle database for the Sun Valley Air Service Board; 5
4. Authorization of Payment of Bills on-hand through April 1, 2015; 8

EXECUTIVE SESSION – Pursuant to Idaho Code 9-340D(1) and 9-340D(6) to discuss a matter that pertains to the expansion of business operations and trade secrets.

ADJOURNMENT

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; www.sunvalley.govoffice.com; and www.ketchumidaho.org.*

DRAFT

Sun Valley Air Service Board
Meeting Minutes
January 29, 2015
Hailey City Hall Meeting Room 2 pm

Present: Dewayne Briscoe – Mayor, City of Sun Valley
Nina Jonas – Mayor, City of Ketchum
Larry Schoen – Blaine County Commissioner

Absent: Fritz Haemmerle – Mayor, City of Hailey

Staff Present: Ketchum – Suzanne Frick
Sun Valley – Susan Robertson
Hailey – Heather Dawson

CALL TO ORDER

2:00 pm Call to order by Chairman Briscoe.

PLEDGE OF ALLEGIANCE

Led by Carol Waller.

ACTIONS

Motion to approve bills on hand through Jan. 26, 2015 made by Jonas, seconded by Briscoe, motion passed unanimously with roll call vote.

CONSENT AGENDA

Motion to approve Consent Agenda items as presented was made by Jonas, seconded by Briscoe, motion passed unanimously.

PRESENTATIONS

Dennis Brown, auditor, presents the financial reports. Fund balance of $102,069 dollars at the end of the period.

Schoen speaks, asks a question of Dennis Brown: are these receivables shown as of July 2014? Dennis Brown answers, as of September 2014. Then Brown explains the 2 month lag in reporting periods due to each city closing its month end, then remitting to the Air Service Board the following month. Then the Air Service Board closes their books, hence the 2 month lag.

Sun Valley Administrator Susan Robertson says that hard figures come in when annual audit is being conducted, then the auditor adds these numbers prior to finalizing his report.

2:13:55 PM Jonas asks about the $100,000. These funds have not been assigned. Will this carry over to the next budget year. Brown confirms this.

2:14:34 PM Robertson confirms why we have a carry-over balance, we expected a year-end balance of $104,225. We came in close. We allocated $54,175 of this $102,069 towards invoices, approximately $40,000 remains unallocated. This overage amount will carry-over to our new fiscal year.

2:15:45 PM **Motion to approve audited financial report, made by Jonas, seconded by Briscoe, motion passed with roll call vote, Jonas yes. Briscoe, yes.**

4) 2:16:31 PM Briscoe reads from the minutes from the last meeting, quoting Mayor Haemmerle asking that Ketchum and Sun Valley continue to alternate duties. Jonas announced that Ketchum will continue Treasurer position duties and Sun Valley will continue the packet duties. Briscoe added that we should amend the bylaws to reflect this different approach.

4) 2:18:38 PM **Jonas moves to amend section 3.1 of the bylaws to state that we should not be required to rotate duties each year, motion seconded by Briscoe, motion passed unanimously.**

5) 2:19:23 PM **Jonas then nominates Briscoe as Chair, Haemmerle as Vice Chair, Jonas as Treasurer, motion seconded by Briscoe. Motion passed unanimously.**

6) Robertson speaks to the board 2:20:27 PM. In the December meeting, we realized that there would be additional funds not allocated. At that time, the Board decided to allocate some of those unallocated funds to the Marketing Alliance. In reviewing the Marketing Alliance contract, this amount was already named and agreed upon in the contract so an amendment was not necessary.

No motion needed by Board.

7) 2:22:01 PM Caselle database proposal. Ketchum Administrator Suzanne Frick explains this item. Frick recommends that the Air Service Board purchase this licensing agreement with Caselle for a separate database. This database would allow for separate reporting from the City of Ketchum's. The cost estimate is between $500 and $1,000.00, a one-time fee.

It was suggested that the Board table this item until the next meeting when the Ketchum City Clerk could attend to answer any questions regarding this proposal.

2:24:58 PM Schoen asks a question, would all cities use this? Robertson explains that the accounting would be separate depending on which entity would be doing the Treasurer functions. Seems if in same format it would be easier to handle, adds Schoen.

9) 2:26:59 PM No special meeting is needed. March is next meeting, regular meeting.

No additional comments.

No Executive Session is needed

2:28:27 PM Motion to adjourn meeting made by Jonas, seconded by Briscoe. Motion passed unanimously.

1% LOCAL OPTION TAX REPORT - DECEMBER 2014 and JANUARY 2015

CASH FLOW of 1% LOT for FY 2014 -15 (October 14 - September 15 revenues and reciept of funds)

SUN VALLEY	BEDS 3%	BEDS 1%	LIQUOR 3%	LIQUOR1%	RETAIL 2.6%	RETAIL1%			TOTAL 3%	TOTAL 1%	MINUS COST	SVASB NET
October	15,550.45	5,183.48	3,175.80	1,058.60	32,499.75	12,948.11			51,226.00	19,190.19	-512.69	18,677.50
November	12,187.45	4,062.48	2,173.98	724.66	23,400.37	9,573.77			37,761.80	14,360.91	-512.69	13,848.22 *
December	39,496.11	13,165.37	6,436.76	2,145.59	66,925.05	29,234.17			112,857.92	44,545.13	-512.69	44,032.44
January	31,281.02	10,427.01	4,747.42	1,582.47	46,823.04	20,029.62			82,851.48	32,039.10	-512.69	31,526.41
February												
March												
April												
May												
June												
July												
August												
September												
TOTAL	**98,515.03**	**32,838.34**	**16,533.96**	**5,511.32**	**169,648.21**	**71,785.67**			**284,697.20**	**110,135.33**	**-2,050.76**	**108,084.57**
*Note: Sun Valley Pd SVASB on Jan.14, 2015 for Nov. the total 1% before the direct costs were subtracted in Jan '15. SV invoiced SVASB for the $512.69 to be pd. on Jan. 29, 2015												
KETCHUM	**BEDS 3%**	**BEDS 1%**	**LIQUOR 3%**	**LIQUOR1%**	**RETAIL 2%**	**RETAIL1%**	**BDLG 2%**	**BDLG1%**	**TOTAL**	**TOTAL 1%**	**MINUS COST**	**SVASB NET**
October	16,035.35	5,345.11	20,720.76	6,906.92	153,959.95	76,979.98	47,319.36	23,659.68	238,035.42	112,891.69	-5,471.08	107,420.61
November	12,229.06	4,076.35	15,425.46	5,141.82	154,173.15	77,086.57	45,125.11	22,562.55	226,952.78	108,867.29	-5,471.08	103,396.21
December	40,324.02	13,441.34	38,765.12	12,921.71	373,810.68	186,905.34	39,413.81	19,706.91	492,313.63	232,975.29	-5,471.08	227,504.21
January	33,441.66	11,147.22	30,189.45	10,063.15	226,039.45	113,019.73	34,439.17	17,219.59	324,109.73	151,449.68	-5,471.08	145,978.60
February												
March												
April												
May												
June												
July												
August												
September												
TOTAL	**102,030.09**	**34,010.02**	**105,100.79**	**35,033.60**	**907,983.23**	**453,991.62**	**166,297.45**	**83,148.72**	**1,281,411.56**	**454,734.27**	**-21,884.32**	**438,321.03**
HAILEY	**BED/CAR3%**	**BED/CAR1%**							**TOTAL**	**TOTAL 1%**	**MINUS COST**	**SVASB NET**
October	12,691.14	4,230.38								4,230.38	-118.45	4,111.93
November	7,101.45	2,367.15								2,367.15	-66.28	2,300.87
December	13,481.34	4,493.78								4,493.78	-125.83	4,367.95
January	25,612.11	8,537.37								8,537.37	-239.05	8,298.32
February												
March												
April												
May												
June												
July												
August												
September												
TOTAL	**58,886.04**	**19,628.68**								**19,628.68**	**-549.61**	**19,079.07**
									TOTAL FY	**584,498.28**	**-24,484.69**	**565,484.67**

Caselle® Software & Services Proposal

City of Ketchum, ID

for

Sun Valley Air Service Board

April 2, 2015

(Valid for 90 days)

From:

Ryan Ellertson, Territory Manager
rje@caselle.com

Proposal Summary

Total Software License	N/A
Total Training	N/A
Total Setup	1,000
Total Investment	**$1,000**

Proposal Detail

Caselle® Application Software	License Fees	Training	Setup	Total
General Ledger	N/A	N/A	$500	$500
Accounts Payable	N/A	N/A	500	500
Grand Total	**N/A**	**N/A**	**$1,000**	**$1,000**

Note: A separate database will be set up in both General Ledger and Accounts Payable to facilitate accounting procedures for the Sun Valley Air Service Board.

General Ledger Setup

- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
- Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
- Format five standard financial statements:
  - Balance Sheet with Revenue/Expenditures compared to budget
  - Allocation Reconciliation
  - Income Statement (All Funds)
  - Balance Sheet (All Funds)
  - Fund Summary Income Statement

  Note: Fees may be required to set up additional financial statements.
- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

SUN VALLEY AIR SERVICES BOARD

INVOICES TO BE PAID

Through April 1, 2015

Fly Sun Valley Alliance	December 2014 LOT Invoice	$ 55,151.75
Fly Sun Valley Alliance	January 2015 LOT Invoice	37,131.50
Sun Valley Marketing Alliance	December 2014 LOT Invoice	220,607.02
Sun Valley Marketing Alliance	January 2015 LOT Invoice	148,526.00
Williamson Law Office, PLLC	Invoice for Work on Possible Amendment to SVMA Agreement	90.00
City of Ketchum	Invoice for Publication of Two Quarterly Reports	164.29
City of Ketchum	Invoice for Annual Post Office Box Rental	42.00
TOTAL		$461,712.56

Fly Sun Valley Alliance Inc.

PO Box 6316
Ketchum, ID 83340

Invoice

Date	Invoice #
2/28/2015	153

Bill To
Sun Valley Air Service Board Attn: Sandy C & Kathleen S City of Ketchum

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	1% LOT December 2014 Collections - February 2015 FSVA Contract Services	55,151.75	55,151.75
		Total	$55,151.75

Fly Sun Valley Alliance Inc.

PO Box 6316
Ketchum, ID 83340

Invoice

Date	Invoice #
3/31/2015	154

Bill To
Sun Valley Air Service Board Attn: Sandy C & Kathleen S City of Ketchum

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	1% LOT January 2015 Collections - March 2015 FSVA Contract Services	37,131.50	37,131.50
		Total	$37,131.50

TO: SUN VALLEY AIR SERVICE BOARD

SERVICES RENDERED – February 2015

AIR SERVICE

AIR SERVICE RETENTION, IMPROVEMENT, DEVELOPMENT

- Reviewed/monitored weekly booking stats & MRG reports for winter 2014-15 flights; fares, etc.
- Historical analysis of seat, enplanements, load factors by season by market; for SUN and competitive markets.
- Finalized air service contracts with airlines for summer/fall 2015.
- Made arrangements for attendance at spring Jumpstart airline conference to meet with airlines.
- Continued strategic planning and analysis regarding future air service needs and opportunities.
- Continued work on enhancements to diversion bussing operation with bus operator and SUN airline station managers. Managed partnership with SVE for enhanced service for winter service.
- Ongoing communication/meetings with airlines, M&H consultant, FMAA, customers, stakeholders.
- Prepared materials for Air Service Board reports, invoices, etc.

LOCAL AIR MARKETING/COMMUNITY OUTREACH

- Provided information via monthly FSVA Enews and ongoing social media postings; updated website as needed
- Created new summer/fall flight 2015 schedule –posted online, shared with all key partners/public
- Developed public information campaign re: diversion bussing and cancellation policies with SUN airlines.
- Created/executed ongoing local area marketing/ PR for air service; in partnership with FMA. *(print, digital, tv)*
  - *Arranged for TV interview with KMVT, articles in local news, cities/Chamber/SVED enews, etc.*
- Community outreach meetings and presentations: FMAA Board, WRV Economic Development orgs, etc.

RESEARCH/OTHER

- Continued Winter 2014/15 Air Passenger survey implementation – survey collection.
- Continued work on compiling/tracking relevant comparative data and information of air service

TO: SUN VALLEY AIR SERVICE BOARD

SERVICES RENDERED – March 2015

AIR SERVICE

AIR SERVICE RETENTION, IMPROVEMENT, DEVELOPMENT

- Reviewed/monitored weekly booking stats & MRG reports for winter 2014-15 flights; fares, etc.
- Analysis of seat, enplanements, load factors by season by market; for SUN and competitive markets.
- Met with Alaska Airlines in Sun Valley to discuss current and future service and other topics. Planned follow-up meeting in April to discuss FY16 air service schedule contract.
- Continued strategic planning and analysis regarding future air service needs and opportunities.
- Continued work on enhancements to diversion bussing operation with bus operator and SUN airline station managers. Managed partnership with SVE for enhanced service for winter service; coordinated wrap up meeting in April with airlines, bus company, airport and SVC.
- Ongoing communication/meetings with airlines, M&H consultant, FMAA, customers, stakeholders.
- Prepared materials for Air Service Board reports, invoices, etc.

LOCAL AIR MARKETING/COMMUNITY OUTREACH

- Provided information via monthly FSVA Enews and ongoing social media postings; updated website as needed
- Created new summer/fall flight 2015 schedule –posted online, shared with all key partners/public
- Continued expanded information campaign re: diversion bussing and cancellation policies with SUN airlines.
- Created/executed ongoing local area marketing/ PR for air service; in partnership with FMA. *(print, digital, tv)*
- Community outreach meetings and presentations: FMAA Board, WRV Economic Development orgs, etc.

RESEARCH/OTHER

- Completed Winter 2014/15 Air Passenger survey implementation – survey collection; results due in April.
- Worked with SVED to update air service economic impact model with 2014 actual and new future projected data.
- Continued work on compiling/tracking relevant comparative data and information of air service

Visit SunValley
Sun Valley Marketing Alliance, Inc.
PO Box 4934 • 460 E. Sun Valley Rd. • Suite 201 • Ketchum ID • 83340
T 208.725.2109
F 208.726.4533
E sedwards@visitsunvalley.com
www.VisitSunValley.com

Invoice

Date	Invoice #
4/1/2015	5565

Bill To
Air Service Board PO Box 3801 Ketchum, ID 83340

P.O. No.	Terms

Quantity	Description	Rate	Amount
	Air Service Board Contract - Add'l 1% LOT for Direct Air Service Marketing December 2014	220,607.02	220,607.02
Thank you for your participation and support of Visit Sun Valley!		**Balance Due**	$220,607.02

Visit SunValley
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PO Box 4934 • 460 E. Sun Valley Rd. • Suite 201 • Ketchum ID • 83340
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F 208.726.4533
E sedwards@visitsunvalley.com
www.VisitSunValley.com

Invoice

Date	Invoice #
4/1/2015	5575

Bill To
Air Service Board PO Box 3801 Ketchum, ID 83340

P.O. No.	Terms

Quantity	Description	Rate	Amount
	Air Service Board Contract - Add'l 1% LOT for Direct Air Service Marketing January 2015	148,526.00	148,526.00
Thank you for your participation and support of Visit Sun Valley!		**Balance Due**	$148,526.00

Detail for invoices submitted to Air Service Board FY'15
At April 1, 2015

October-November:

- Placed 25% of winter media, including design and submission of ads
- Began winter PPC (pay per click) campaign in air service markets
- Utilized a variety of creative styles and messaging to test which ads perform the best
- Investigated additional add-ons to winter campaign including remnant ad buys and additional SF outreach

December-January:

- Continued execution of winter media plan in SF, LA, Seattle, Denver and New York
- Added an additional boost campaign (50K) to San Francisco
- Optimized media plan based on early results
- Continued PPC (pay per click) campaign in Air Service markets
- Began work on summer campaign, including development of creative brief, meetings and discussions regarding creative approach and media strategy

Additional Funds:

- The additional carry-over funds will be used to bolster the summer 2015 advertising campaign
    - 20,739.40 from the excess funds will be allocated to San Francisco
    - 22,660.60 from the applied fund balance will be allocated to Los Angeles

February-March

- Continued placing ads in air service markets – digital, print, video
- Continued campaign optimization based on monthly results
- Continued PPC (pay per click) campaign in air service markets
- Selected creative concept for summer campaign
- Began media planning for summer campaign – sent out requests for RFP's to all potential vendors
- Bolstered late season advertising with additional dollars
- Began planning for research in air service markets to measure awareness and barriers to additional travel to Sun Valley

Williamson Law Office, PLLC 115 S. 2nd Ave. Hailey, ID 83333
(208) 788-6688

February 03, 2015

Sun Valley Air Service Board

Re: City of Hailey

Professional Services

		Hours	Amount
1/23/2015	Draft 2nd Amendment to SVMA Contract for Services; draft e-mails to Susan (2X's)	0.60	90.00
	For professional services rendered	**0.60**	**$90.00**
	Balance due		$90.00

PAYMENT IS DUE BY THE TENTH OF THE MONTH. A FINANCE CHARGE WILL BE IMPOSED ON ANY PORTION OF THE PREVIOUS MONTH'S BALANCE WHICH IS NOT PAID BY THE 30TH DAY OF THE MONTH. THE FINANCE CHARGE IS A "PERIOD RATE" OF 1.5% PER MONTH OR A CORRESPONDING NOMINAL ANNUAL PERCENTAGE RATE OF 18%.

City of Ketchum

Box 2315

Ketchum, ID 83340

2/26/2015

Reimbursement for the Quarterly Report Ads for Sept 30, 2014 and December 31, 2015 in the amount of $164.29.

IDAHO MOUNTAIN

Express AND GUIDE

CREDIT CARD PAYMENT FORM

Business Name City Of Ketchum **Acct. no.** 2196

Exact name on card Sandra Cady / City of Ketchum

Address (city, state, zip) _____

_____

Phone Number _____

VISA MasterCard DISCOVER CARD AMERICAN EXPRESS

Visa, Master Card, Discover or American Express no. 4485 5900 0079 2933

Security Code _____ **Expiration date** 8/15

Ad Run dates Air Services Ads

Ad Size(s) _____

Discounts

Page Ready _____

Pick-up _____

Combo _____

Total $164.26

Paid 7/26/15

Sales Rep. _____

Express PUBLISHING, INC.
IDAHO MOUNTAIN EXPRESS • SUN VALLEY GUIDE • REAL ESTATE GUIDE
P.O. BOX 1013 • KETCHUM, IDAHO 83340-1013 • 208-726-8060

STATEMENT

KETCHUM, CITY OF
PO Box 2315
Ketchum ID 83340

ACCT. NO.	DATE:
10002196	1/31/2015

DATE	TYPE	ORDER #	PUBLICATION	AD TYPE	SIZE	DESCRIPTION	AMOUNT
12/31/14	BBF					Balance Brought Forward	974.37
01/26/15	CSH					Payment	-906.66
01/02/15	INV	12515364	Idaho Mountain Express	Display	2 X 2	CITY COUNCIL MEETING - 4150-4400	67.72
01/07/15	INV	12516253	Idaho Mountain Express	Class Display	3 X 5	LEGAL-ROAD & STREET REPORT 4310-4200	137.97
01/07/15	INV	12516254	Idaho Mountain Express	Class Display	3 X 2	LEGAL-KURA QUARTERLY REPORT - 98-4400	59.13
01/09/15	INV	12516003	Idaho Mountain Express	Display	2 X 2	P&Z MEETING 4170-4400	67.72
01/14/15	INV	12515983	Idaho Mountain Express	Classified	4.56 In.	The city of Ketchum is soliciting resumes for - 22	119.40
01/14/15	INV	12516301	Idaho Mountain Express	Classified	6.56 In.	Equipment Operator The city of Ketchum, Id - 431	118.42
01/14/15	INV	12516404	Idaho Mountain Express	Class Display	1 X 7	LEGAL-1/20 COUNCIL MEETING - 415	91.42
01/14/15	INV	12516407	Idaho Mountain Express	Class Display	3 X 8	LEGAL-QUARTERLY REPORT - 415	206.95
01/14/15	INV	12516408	Idaho Mountain Express	Class Display	3 X 5	LEGAL-BUDGET AMENDMENT - 415	233.60
01/16/15	INV	12516301	Idaho Mountain Express	Classified	6.56 In.	Equipment Operator The city of Ketchum, Id - 431	118.42
01/16/15	INV	12516337	Idaho Mountain Express	Display	2 X 2	CITY COUNCIL MEETING - 415	67.72
01/16/15	INV	12516378	Idaho Mountain Express	Display	2 X 2	KURA MEETING - 98	67.72
01/21/15	INV	12515983	Idaho Mountain Express	Classified	4.56 In.	The city of Ketchum is soliciting resumes for - 22	119.40
01/21/15	INV	12516301	Idaho Mountain Express	Classified	6.56 In.	Equipment Operator The city of Ketchum, Id - 431	118.43
01/21/15	INV	12516693	Idaho Mountain Express	Class Display	1 X 5	LEGAL-2/9 P & Z - 417	38.64
01/21/15	INV	12516694	Idaho Mountain Express	Class Display	1 X 20	LEGAL-ORDINANCE 1123 - 415	149.04
01/21/15	INV	12516695	Idaho Mountain Express	Class Display	1 X 17	LEGAL-ORDINANCE 1124 - 415	122.36
01/23/15	INV	12516301	Idaho Mountain Express	Classified	6.56 In.	Equipment Operator The city of Ketchum, Id - 431	118.43
01/23/15	INV	12516673	Idaho Mountain Express	Display	2 X 2	P & Z MEETING - 417	67.72
01/28/15	INV	12517046	Idaho Mountain Express	Class Display	3 X 4	LEGAL-QTR 12/14 REPORT - 415	91.98
01/28/15	INV	12517047	Idaho Mountain Express	Class Display	3 X 5	LEGAL-QTR 12/14 REPORT - 415	137.97
01/28/15	INV	12517048	Idaho Mountain Express	Class Display	3 X 3	LEGAL-AIR SERVICE 9/30 REPORT - 25	82.13
01/28/15	INV	12517049	Idaho Mountain Express	Class Display	3 X 3	LEGAL-AIR SERVICE QTR 12/14 - 25	82.13
01/28/15	INV	12517052	Idaho Mountain Express	Class Display	1 X 7	LEGAL-ORDINANCE 1127 - 415	53.36
01/30/15	INV	12516780	Idaho Mountain Express	Display	2 X 2	CITY COUNCIL MEETING - 415	67.72

82.13
82.13
164.26

City of Ketchum

Box 2315

Ketchum, ID 83340

2/26/2015

Reimbursement for the annual Sun Valley Air Service Board Post Office Box fee for the amount of $42.00.

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KETCHUM MPO
KETCHUM, Idaho
833409400
5480520340-0096
02/26/2015 (800)275-8777 02:58:24 PM

==========

========== Sales Receipt ==========

Product Description	Sale Qty	Unit Price	Final Price

Renew PO Box $42.00
Name: CADY, SANDRA
SUN VALLEY AIR SERVICE BOARD
Customer Number: 061384546853
ZIP Code: 83340
Box Size: 1
Box/Call Number: 3801
Period: Annual (12 months) (03/01/2015 - 02/29/2016)
Visit ID: 94635713

==========

Total: $42.00

Paid by:
VISA $42.00
Account #: XXXXXXXXXXXX2933
Approval #: 043587
Transaction #: 345
23903550325

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

****
****

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at usps.com/poboxes.

****
****

Bill#:1000402113905
Clerk:05

All sales final on stamps and postage
Refunds for guaranteed services only
Thank you for your business

Your PO Box fee is due by the LAST DAY OF THIS MONTH.

☒ Annual
☐ Semiannual

$ _____ *Amount*

Your PO Box will be closed if the fee is not paid by the due date. If the fee is not paid within 10 days after the due date, **a late payment charge will apply.** You may make payment by any of the convenient options noted on the inside top portion of this envelope.

Make checks or money orders payable to **"U.S. Postal Service."** If the bank returns your check, or if payment is not received by the due date, your PO Box service will be suspended **until all associated charges** are paid.

Please disregard this notice if payment has been made.

Thank you.

Box #3801
SUN VALLEY AIR SERVICE BOARD
6 Months: $21.00 12 Months: $42.00
Due Date: 02/28/2015

83340

Post Office Box Service Fee Due

Notice 32-B, September 2010 | PSN 7610-03-000-8332

Your PO Box fee is due by the LAST DAY OF THIS MONTH.

☒ Annual

☐ Semiannual

$ 42.00
Amount

Your PO Box will be closed if the fee is not paid by the due date. If the fee is not paid within 10 days after the due date, **a late payment charge will apply.** You may make payment by any of the convenient options noted on the inside top portion of this envelope.

Make checks or money orders payable to **"U.S. Postal Service."** If the bank returns your check, or if payment is not received by the due date, your PO Box service wi'' ' suspended **until all associated charges** are paid.

83340
Box #3801
SUN VALLEY AIR SERVICE BOARD
6 Months: $21.00 12 Months: $42.00
Due Date: 02/28/2015

Please disregard this notice if payment has been made.

Thank you.

Post Office Box Service Fee Due

Notice 32-B, September 2010 | PSN 7610-03-000-8332