

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY***

**March 11, 2014
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Ron Fairfax, Vice-Chairman – Susan McBryant, Board – Lawrence Schoen, Angenie McCleary, Fritz Haemmerle, Don Keirn, Jacob Greenberg
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Rick Baird, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Administrative Assistant/Alternate Airport Security Coordinator – Roberta Christensen, Administrative Assistant/IT Systems Maintenance Coordinator - April Dieter, Administrative Assistant – Cecilia Vega
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
CONSULTANTS: T-O Engineers – Dave Mitchell; R/L/B – Nick Latham, Mike Smith; Mead & Hunt – Matt Dubbe, Mark Sparson, Scott Cary
AIRPORT TENANTS/PUBLIC: BCPA - Tom Lenze, Jim Perkins; Atlantic Aviation – Mike Rasch; FSVA – Carol Waller; City of Hailey – Pat Cooley; Chuck Matthiesen, Marc Reinemann

CALL TO ORDER:

The meeting was called to order at 5:31 p.m. by Chairman Fairfax.

I. APPROVE AGENDA

The agenda was approved as presented.

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

A. February 11, 2014 Regular Meeting (See Brief)

The February 11, 2014 Friedman Memorial Airport Authority Meeting Minutes were approved as presented:

MOTION: *Made by Board Member McCleary to approve the February 11, 2014 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

Chairman Fairfax reported that he attended a meeting with Fly Sun Valley Alliance and United Airlines representatives on March 10th to discuss operational procedures and marketing. He reported that the meeting went very well and gave United Airlines an important opportunity to get to know the community.

B. Blaine County Report

No report was given.

C. City of Hailey Report

Board Member Keirn reported that the Hailey City Council reviewed the Master Plan Scope of Work (SOW) and are satisfied with the document. He reported that the City did not find it necessary for Mead & Hunt consultants to address the City Council with a formal presentation.

D. Airport Manager Report

Airport Manager Baird reported that the February Coffee Talk was well attended; however, there were no attendees scheduled for the February Airport Tour most likely due to weather conditions and the absence of an advertisement in the local newspaper last month. He also reported that Airport Staff held a meeting with Airport tenants to discuss the upcoming airport closure. He commented that the tenants found the meeting very helpful and beneficial.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

B. Parking Lot Update (See Brief)

C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)

Vice-Chairman McBryant asked if passengers are bussed when a flight is diverted.

Airport Manager Baird answered that, generally, if the decision to divert a flight is made ahead of time, passengers will be bussed. However, during marginal weather, customers are rebooked rather than bussed due to lack of time.

D. Review Correspondence (See Brief)

E. Airport Weather Interruptions (See Brief)

F. FMAA Special Meeting March 20, 2014 (See Brief)

G. Employee of the 4th Quarter, 2013 (See Brief)

H. FAA Part 139 Inspection (See Brief)

VI. UNFINISHED BUSINESS

A. Airport Solutions

1. Existing Site

a. Plan to Meet 2015 Congressional Safety Area Requirement (See Brief)

i. Formulation (See Brief)

T-O Engineer Dave Mitchell updated the Board on the current status of the RSA Formulation Project.

The Board discussed whether or not final approval of the Capital Improvement Program (CIP) document is necessary. They agreed that as the CIP will continue to be updated in the upcoming months, final approval is not mandatory at this time.

ii. Project 1 Relocate Hangar Taxilane/Overlay Apron/Security Fence Improvements.

Engineer Mitchell updated the Board on the current status of Project 1 of the RSA Improvements Project.

iii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area Grading

Engineer Mitchell updated the Board on the current status of Project 2 of the RSA Improvements Project.

iv. Project 3 Terminal Reconfiguration Scope of Work (SOW)

Engineer Mitchell updated the Board on the current status of Project 3 of the RSA Improvements Project.

The Board discussed at what point the Board Design Committee will be involved in the terminal design process. They also discussed the staffing availability of the architectural team in order to ensure an on-time design completion.

v. Project 4 Airport Operations Building Scope of Work (SOW)

Engineer Mitchell updated the Board on the current status of Project 4 of the RSA Improvements Project.

vi. Project 5 Terminal Apron Reconstruction/Site Preparations

Engineer Mitchell updated the Board on the current status of Project 5 of the RSA Improvements Project.

Airport Manager Baird requested Board approval of the Terminal Apron Reconstruction/Site Preparations SOW.

MOTION: *Made by Board Member Schoen to approve the Terminal Apron Reconstruction/Site Preparations Scope of Work and direct Staff to proceed with fee negotiations. Seconded by Board Member Keirn.*

PASSED UNANIMOUSLY

vii. Facility Acquisitions

Engineer Mitchell updated the Board on the current status of the facility acquisitions process of the RSA Improvements Project.

viii. Runway Safety Area Implementation/FY '14 Grant Application

Engineer Mitchell updated the Board on the current status of the RSA Implementation and Fiscal Year 2014 Grant Application process.

Airport Manager Baird requested Board approval of the grant application and direction to proceed with the grant acceptance process with the City of Hailey and Blaine County.

MOTION: *Made by Board Member Haemmerle to authorize Staff to process the Fiscal Year 2014 Grant Application for Runway Safety Area Implementation and initiate the grant acceptance process with the City of Hailey and Blaine County. Seconded by Board Member Keirn.*

PASSED UNANIMOUSLY

b. Master Plan Scope of Work (SOW)

Airport Manager Baird briefed the Board that the Master Plan SOW will be presented to the Board for approval during the April regular Board meeting.

c. Retain/Improve/Develop Air Service

i. Fly Sun Valley Alliance (FSVA) Report

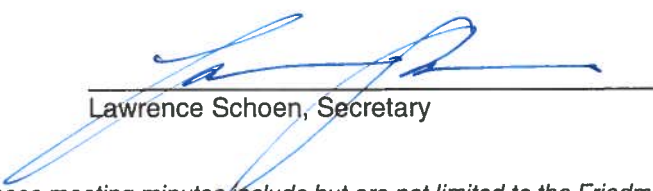
FSVA representative Carol Waller reported that the meeting with United Airlines on March 10th was very productive and United Airlines is very pleased with the progress of the San Francisco flight. She also reported on the positive increase in seat capacity and enplanements for December, January, and February.

VII. PUBLIC COMMENT

No public comment was made.

VIII. ADJOURNMENT

The March 11, 2014 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:23 p.m.



Lawrence Schoen, Secretary

* *Additional resources/materials that should be reviewed with these meeting minutes include but are not limited to the Friedman Memorial Airport Authority Board Packet briefing, the PowerPoint presentation prepared for this meeting and any referenced attachments.*