

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

**November 1, 2016  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Secretary - Lawrence Schoen, Treasurer - Jacob Greenberg, Angenie McCleary, Pat Cooley  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Chris Pomeroy, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; Centerlyne – Nancy Glick  
**AIRPORT TENANTS/PUBLIC:** Atlantic Aviation – Mike Rasch; FHR - Marc Reinemann; Comp Plan – Len Harlig, Walt Denekas  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski

**CALL TO ORDER:**

The meeting was called to order at 5:37 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. October 4, 2016 Regular Meeting (See Brief)**

The October 4, 2016 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

**MOTION:**

***Made by Board Member McCleary to approve the October 4, 2016 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Greenberg.***

**PASSED UNANIMOUSLY**

**IV. REPORTS**

**A. Chairman Report**

No report was given.

**B. Blaine County Report**

No report was given.

**C. City of Hailey Report**

No report was given.

#### **D. Airport Manager Report (See Power Point Presentation)**

Airport Manager Pomeroy reported the following:

- The FAA Helena ADO Conference was attended by the Airport Manager and the Contracts/Finance Administrator. FAA policy and use of hangars at obligated airports was emphasized. They were also able to visit with the new FAA Regional Airports Division Manager, Randy Fiertz.
- Work on the Soldier Field Airport airstrip has been suspended due to Camas County ordinance violations.
- Airport Staff has identified the best operating space for Mountain Rides to stage buses. The bus stop will be located on the south end of the terminal building for both arriving and departing passengers.
- Airport Manager Pomeroy has been appointed to the United States Contract Tower Association Policy Board and has also been solicited to create a State of Idaho Contract Tower Coalition with the three other Idaho airports with contract towers including Idaho Falls, Lewiston, Pocatello, and the State Aeronautics/Aero Board.
- Airport Manager Pomeroy met with representatives from the Idaho Congressional delegation offices on October 20<sup>th</sup> to update them on recent airport improvements.
- Airport Staff and Tenants have met to discuss snow removal operations and new FAA NOTAM airfield condition reporting processes and procedures.

Contracts/Finance Administrator Emerick reported the following:

- Airport financials are being compiled and the financial audit site visit is tentatively scheduled for the week of November 14<sup>th</sup>.

Board Member Schoen suggested that the dumpsters be relocated to a more discreet location. He also suggested the airport build a bus shelter in the future if the proposed bussing location proves to be an appropriate area to conduct public transit operations.

The Board discussed in more detail the new process and procedure for the operations staff for reporting airfield conditions to the FAA.

#### **E. Communications Director Report**

Communications Director Nancy Glick updated the Board on the finalization of the new website. She also briefed the Board that Centerlyne will be contacting them to discuss their participation in public outreach.

#### **F. Fly Sun Valley Alliance Report**

Carol Waller from FSVVA was unable to attend the meeting. Airport Manager Pomeroy briefed the Board that airline diversion bussing began on November 1<sup>st</sup> for the winter season and that he will be coordinating a meeting with FSVVA and SkyWest to discuss future plans and aircraft fleet evolution.

### **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)**

#### **D. Airport Commercial Flight Interruptions (See Brief)**

#### **E. Review Correspondence (See Brief)**

## VI. OLD BUSINESS

### A. Airport Committee(s)

#### a. Voluntary Noise Abatement Program Review Committee – Update (See Power Point Presentation)

Committee Representative Walt Denekas briefed the Board that the Committee will be summarizing everything they have accomplished in the last five months into a power point presentation to present to the Board at the December meeting. The Committee will be organizing coffee talks or town hall meetings with the local communities to discuss the Committee's findings thus far and gather public comment and input.

Mr. Denekas asked the Board to decide whether the Committee should begin to schedule dates for the coffee talks now or wait until after the Committee's presentation to the Board at the December Meeting.

The Board agreed that the community meetings should be scheduled after the Committee's presentation at the December Board meeting.

### B. Construction and Capital Projects

#### a. Runway Safety Area Improvements Project – Update (See Brief & Power Point Presentation)

Engineer Mitchell briefed the Board that the concession construction project should be completed this month after which the AIP '041 grant closeout process will continue.

#### b. Runway 13-31 Pavement Maintenance – Update (See Brief & Power Point Presentation)

Engineer Mitchell briefed the Board that the repaving has been rescheduled for June, 2017 due to weather. During the October closure, rubber removal, runway restriping and revision of taxiway striping was completed.

Airport Manager Pomeroy commented that he will be coordinating with FSVA representative Carol Waller to schedule closure dates that, historically, have had the lowest traffic activity for June.

#### c. Terminal Concession - Update (See Brief & Power Point Presentation)

Airport Manager Pomeroy briefed the Board that Airport Staff and Jersey Girl owner, Hannah McKnees, traveled to the Idaho Falls Airport to view their concession area and discuss their security operations procedures. He also briefed the Board that construction for the terminal concession began on October 17<sup>th</sup> and they remain on schedule for a Thanksgiving opening.

#### d. Terminal Air Carrier Apron and Parking Lot Improvements - Update (See Brief & Power Point Presentation)

Engineer Mitchell presented the Board with the design alternatives for the traffic flow of the parking lot. He also discussed the FMAA Architectural Committee's preference for Alternative 2 and next steps for the project.

The Board discussed technical aspects of the two traffic flow alternatives including the logic behind entering the parking lot from the north and exiting to the south and their preference for Alternative 2.

**e. Terminal Airline Ticketing Office Improvements – Update (See Brief & Power Point Presentation)**

Airport Manager Pomeroy briefed the Board that he met with TSA representatives to discuss the Board's preferred alternative design scheme and potential funding from the TSA. The TSA did not indicate whether or not they would provide financial support for the project at this time. He briefed the Board that coordination with the TSA, FAA, and airlines will continue.

**C. Airport Planning Projects**

**a. Noise Modeling – Update (See Brief & Power Point Presentation)**

Airport Manager Pomeroy briefed the Board that the Notice to Proceed for the Noise Modeling project will be issued this week. For the next two months, data will be collected and a baseline established, after which two alternative scenarios for Board consideration will be developed.

Board Member Cooley commented that he thought the noise modeling would be based on data from a period of high aircraft traffic in order to gain the ability to possibly mitigate noise impacts from such periods.

Mr. Denekas commented that the issue with the Airport is not ambient noise from frequent operations but noise from certain types of aircraft. He commented that once the aircraft types are identified, the frequency of flight operations can be changed to lower or higher levels and the noise impacts measured based on those levels.

Board Member Schoen recalled that the Board mentioned monitoring noise data during a high traffic period at the time when the possibility of doing a noise monitoring study was being discussed.

Airport Manager Pomeroy commented that a grid point map of the ground can be created that will reveal what the noise impacts would be from specific aircraft at any location.

**b. Airport Master Plan (See Brief & Power Point Presentation)**

**i. DRAFT Chapter F/Financial Plan – Consider approval of Chapter F**

Airport Manager Pomeroy briefed the Board on Chapter F of the Master Plan Update (MPU) (See November 1, 2016 Power Point Presentation). He also requested that the Board consider approval of Chapter F of the MPU.

Chairman Fairfax commented that the revised paragraph on page F-24 of Chapter F should mention that any land purchased during the 20-year planning period could be sold and any proceeds from the sale could go towards the Airport's contribution for construction of a replacement airport.

Board Member Greenberg asked if funds from the sale of property are rolled forward to the new property even if FAA funds were used to purchase the existing property.

Vice-Chairman Keirn commented that it was his understanding that any profits from the sale of existing land purchased with FAA funds would roll forward to the replacement site.

Board Member Cooley commented that it may not be appropriate to include the sale of the existing site as a possible funding source for a replacement airport as such an exchange would occur outside of the 20-year scope of the MPU.

Engineer Mitchell commented that he will research and verify whether or not funds from the sale of land from the existing site would go towards the Airport's contribution or the FAA's contribution for the construction of a replacement airport.

Board Member Greenberg asked Engineer Mitchell to also research whether or not there is a reversionary clause for the family that donated a portion of the land for the existing site.

Vice-Chairman Keirn and Board Member Cooley suggested that the Board accept the revised paragraph as presented and not include Chairman Fairfax's suggested addition.

Len Harlig commented that his recollection of the use of the existing property from the original donation was that as long as it was used for airport purposes, then it belonged to the FMAA. If the land were to be used for any other purpose it would revert back to the family that donated the land.

Attorney Laski commented that there are also parcels of land with reversionary clauses currently owned by the FMAA that were once owned by the City or the County.

Board Member Schoen suggested to delete the word "local" from the first sentence of the revised paragraph. He also suggested that because of the substantial number of qualifications related to the sale of the existing land, the words "up to" or "as much as" should be added before the \$34.25 million figure in the revised paragraph.

Board Member Greenberg commented that the value of the existing Airport site should be presented more generically in the revised paragraph.

Board Member Cooley agreed that deleting "local" from the first sentence is appropriate. He suggested that the portion of the revised paragraph related to the estimated value and costs of the existing site be removed from the revised paragraph.

Board Member Schoen commented that the last sentence of the revised paragraph does not need to be included as it is speculative.

The Board agreed to remove the word "local" from the first sentence and remove the portion of the paragraph that discusses costs and estimated value of the existing site.

Chairman Fairfax opened the discussion for public comment.

Mr. Denekas asked if the Board would be able to borrow against the existing Airport property to finance a replacement airport. He commented that it had been mentioned previously that funds from the sale of the existing Airport site would not be available until after the replacement airport was built because the existing airport would have to continue operations during the replacement airport's construction.

Attorney Laski answered that there are significant limitations on the ability of a government entity to borrow funds.

Board Member Schoen commented that borrowing against the existing site would have to be researched but he has never heard of a collateralized general revenue bond using municipal funds.

**MOTION:** *Made by Board Member Greenberg to accept Chapter F – Financial Feasibility Analysis of the Master Plan Update as amended this evening. Seconded by Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

**ii. Airport Layout Plan Inclusions – Consider revisions to the ALP**

Airport Manager Pomeroy briefed the Board on the Airport Layout Plan (ALP) Inclusions (See November 1, 2016 Power Point Presentation).

Chairman Fairfax commented that with the removal of the trees at the south end of the runway, aircraft would be able to take off with a higher tail wind component and possibly reduce some of the northern departures.

Board Member Cooley commented that the ALP is a conceptual drawing that will go to the FAA for review and approval. The purpose of the document is to allow the Board the option to acquire the FAA-eligible property identified on the ALP if the need to do so arises in the future.

Vice-Chairman Keirn commented that in previous discussions, the FAA has indicated that they will be directing the Board to proceed with some of the land acquisitions identified on the ALP.

Board Member Schoen commented that he is uncertain as to how the Board will be able to practically and cooperatively acquire the parcels of land as specified in the ALP.

Chairman Fairfax opened the discussion for public comment.

No public comment was made.

**D. Other**

**a. Independent Board Member Selection Process – Next Steps (See Brief & Power Point Presentation)**

Board Member Schoen briefed the Board that the Independent Board Member Selection Committee met on October 31<sup>st</sup> to review the four resumes received for the Independent Board Member position. The Committee recommends that the Board schedule a special meeting to interview three of the four candidates that submitted resumes by the October 27<sup>th</sup> deadline. He briefed the Board that three resumes were submitted after the deadline and were not included in the Committee's selection process.

Board Member Greenberg asked when the Board will get the final candidate resumes to review.

Board Member Schoen answered that if the Board accepts the Committee's recommendation, the Committee will thank all candidates for their submissions and inform the remaining three of the special meeting date and interview process. He answered that if the Board does not accept the Committee's recommendation, the Committee will meet again to include in their review the resumes that were submitted after the deadline.

Board Member McCleary asked if there were extenuating circumstances connected to those applicants that submitted resumes after the deadline.

Board Member Schoen answered that the Committee was unaware of any extenuating circumstances.

Mr. Denekas commented that he could not find the deadline date on the Airport's website or the Idaho Mountain Express website.

Airport Manager Pomeroy answered that a notice for the Independent Board Member position was advertised twice in the Idaho Mountain Express, it was posted on the homepage of the Airport website, and also on the Airport's social media.

Board Member McCleary commented that the Board has the option to open the Independent Board Member selection process again if they are not satisfied with the three candidates selected by the Committee.

Board Member Schoen commented that the Board also has the option to amend the Independent Board Member selection procedures for future selection processes.

Chairman Fairfax opened the discussion for public comment.

No public comment was made.

Chairman Fairfax directed Staff to coordinate a special meeting date, time, and location with the Board and selected candidates.

## **VII. NEW BUSINESS**

### **A. December Meeting Date – Consideration of Rescheduling Date**

Airport Manager Pomeroy asked the Board to consider rescheduling the December Board Meeting to accommodate his attendance at Aircraft Rescue Fire Fighting training school in Salt Lake City.

The Board agreed to reschedule the December 6, 2016 Board Meeting to November 29, 2016.

## **VIII. PUBLIC COMMENT**

Len Harlig commented that the proposed configuration changes to the entrance of the parking facility may present potential conflicts for new and winter time users.

**IX. EXECUTIVE SESSION – MOTION:  
I.C. §74-206 (c)(f)**

**Made by Board Member McCleary to enter into executive session pursuant to Idaho Code §74-206 paragraph (c) to acquire an interest in real property and paragraph (f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated. Seconded by Board Member Cooley.**

**ROLL CALL VOTE:**

<b>Chairman Fairfax</b>	<b>Yes</b>
<b>Vice-Chairman Keirn</b>	<b>Yes</b>
<b>Board Member Greenberg</b>	<b>Yes</b>
<b>Board Member Schoen</b>	<b>Yes</b>
<b>Board Member McCleary</b>	<b>Yes</b>
<b>Board Member Cooley</b>	<b>Yes</b>

**PASSED UNANIMOUSLY**

**X. ADJOURNMENT**

The November 1, 2016 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:45 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.