

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

**November 7, 2017
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Secretary - Lawrence Schoen, Treasurer – Ron Fairfax, Board - Angenie McCleary, Pat Cooley
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, Contracts/Finance Administrator – Lisa Emerick, Airport Operations Manager – Todd Emerick; Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega, Administrative Assistant/IT Systems Maintenance Coordinator – April Matlock
CONSULTANTS: Centerlyne –Candace Crew, Sarah Shepard
AIRPORT TENANTS/PUBLIC: Atlantic Aviation – Brian Blackburn; FHR – Marc Reinemann; GCA – John Strauss; Evan Stelma, Donna Serrano
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS:

CALL TO ORDER:

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

I. APPROVE AGENDA

The agenda was approved as presented.

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

A. October 3, 2017 Regular Meeting (See Brief)

Board Member Schoen briefed the Board that he had minor changes to the minutes and would submit them to Staff.

The October 3, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved as amended.

MOTION:

Made by Board Member Fairfax to approve the October 3, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Vice-Chairman 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 on the following:

- Maurice “Deano” Miller has been selected as the fifth ARFF/Operations Staff member and began working on November 6th.
- The annual financial audit is underway. The Airport’s independent auditors, Harris & Co. are scheduled for an on-site visit during the week of November 13th.
- Airport Manager Pomeroy has been in contact with consultants from Hughes Aerospace regarding developing and improving instrument approach procedures at the Airport. A proposal is forthcoming for further consideration.
- Airport Manager Pomeroy met with representatives from the Air Traffic Control Tower (ATCT) in Denver, CO. to discuss the anticipated air traffic control tower relocation by 2023.
- Airport Manager Pomeroy met with the FAA Air Route Traffic Control Center (ZLC) in Salt Lake City, to review airspace procedures used by the Center at SUN. The FAA SLC staff was instrumental in making airspace more efficient during the Airport’s heavy travel periods in the summer and have committed to implementing those same procedures during the winter season.
- The SUN Airport Art Committee (SAAC) will be rotating the artwork in the terminal on November 16th and will be hosting a reception on November 30th.
- Landrum & Brown plans to present the noise modeling results to the Board at the December meeting.
- Ricondo & Assoc. have provided the initial Rates & Charges Draft Financial Model to Staff and the Finance Committee. They are prepared to be in attendance during the January meeting to present to the Board.
- Terminal parking lot wayfinding signage is being improved to include installation of row identification signage.
- Peter Scheurmier, Manager for Avis Rent-A-Car who recently passed away was acknowledged for his contributions to the Airport and the community.

E. Fly Sun Valley Report

No report was made.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

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

C. Airport Commercial Flight Interruptions (See Brief)

D. Review Correspondence (See Brief)

VI. CONTINUING BUSINESS

A. CONSTRUCTION and CAPITAL Projects – Update (See Brief)

a. Terminal Air Carrier Apron and Parking Lot Improvements - Update

Airport Manager Pomeroy briefed the Board on the recent meeting with consultants and stakeholders regarding the Terminal Air Carrier Apron and Parking Lot Improvements project. The meeting was successful in obtaining feedback to improve efficiency and utilization of the parking lot. Airport Manager Pomeroy reported that utility relocation work in the parking lot is scheduled for the week of November 13th and is being coordinated by Operations Manager Emerick

B. AIRPORT PLANNING Projects

a. Environmental Assessment Runway Protection Zone Approach Protection and Planning – Update

Airport Manager Pomeroy briefed the Board on Chapter 1-3 of the RPZ Environmental Assessment (EA) included in the packet for Board review. He commented that there was a minor delay due to the Historic Resource Report and FAA review has yet to be obtained.

Chapter 4 of the EA is anticipated to be received and reviewed mid-November. Upon receipt, it will be disbursed to the Board and posted on the Airport website. Airport Manager Pomeroy requested that the Board provide comments to Staff and be prepared to consider acceptance of the chapter at the December meeting.

Board Member Schoen commented that in Chapter 3 of the EA it was unclear if the owner would have continued access to the Cove Canal. He stated the owner would need to continue to have access to the Cove Canal, presumably by means of an easement, and requested that this be clarified in the EA.

Airport Manager Pomeroy confirmed Board Member Schoen's statement and commented that Staff will make the appropriate edits.

Board Member Schoen asked if Airport Manager Pomeroy would entertain accepting questions or comments from the Board regarding Chapter 4 before the December meeting.

Airport Manager Pomeroy responded that it would be preferable to obtain comments and questions prior to the December meeting to facilitate the Board's acceptance of the EA and authorization to submit the findings to the FAA following the December Board meeting.

Board Member McCleary requested that any comments submitted to the Airport Manager regarding Chapter 4 be sent to the entire Board for review prior to the December meeting.

Airport Manager Pomeroy responded that he will include as an attachment in the December Board Packet a summary of any comments received from the Board prior to the December meeting.

C. MISC.

a. Parking Lot Management Negotiations – Update

Airport Finance/Contracts Administrator Emerick briefed the Board on the Parking Lot Management negotiation status and commented that a proposed agreement has been provided to The Car Park for their review and comment. In addition, an equipment demonstration has been scheduled for the purpose of reviewing the automated parking equipment The Car Park is proposing to replace the Airport's current aging equipment.

Board Member Schoen asked if they were going to preview the actual equipment.

Airport Finance/Contracts Administrator Emerick explained that the equipment demonstration will be provided by the same manufacturer that the Airport currently utilizes. The Car Park is proposing and will be demonstrating a newer model of that manufacturer's product.

b. Communications Services RFQ - Update

Airport Manager Pomeroy updated the Board regarding the Communications RFQ and mentioned that a Draft Communications Plan has been completed. The Board Review Committee is anticipated to meet in November to review the plan.

c. ACTION: Disadvantaged Business Enterprise (DBE) Program Policy Statement (49CFR Part 26 Construction) Consider Execution of Policy

Airport Manager Pomeroy briefed the Board on the requested changes to the DBE Policy Statement. He commented that the changes had been made at the direction of the Board.

Airport Attorney Laski recommended that it would be good practice to clarify the Friedman Memorial Airport Authority Board versus the Airport Sponsors. He reiterated that the document has been revised to reflect FMAA sponsors, who are in fact, able to make the proposed assurances.

Board Member Schoen noted that the question of whether FMAA should be the airport sponsor has remained unresolved since suspension of the airport relocation process.

Chairman Keirn opened the discussion for public comment.

No public comment was made

MOTION:

Made by Board Member Schoen to approve the FMA Disadvantaged Business Enterprise (DBE) Program Policy Statement as amended and authorize the Chair to sign. Seconded by Board Member Fairfax.

PASSED UNANIMOUSLY

d. FMAA Amended Regulation No. 94-1 Revision

Airport Manager Pomeroy opened the discussion for Airport Attorney Laski regarding the proposed revisions to the FMA Ground Transportation Service Provider (GTSP) Regulation No. 94-1. He commented that the revisions address procedures for Transportation Network Companies (TNC) such as Uber/Lyft operations as well as general clarifications and updates.

Airport Attorney Laski recapitulated the proposed revisions to Regulation 94-1 and commented on the following points;

- TNC's are exempt from Airport regulations per Idaho Statute §49-3715.
- Local taxi cab companies are trying to operate as TNC's to avoid Airport regulations.
- A possible solution may be to offer TNC's Airport parking stickers and preferential parking.
- Consider collaborating with other Idaho Airports and Idaho State Regulators to amend the TNC Statute to remove the ability for TNCs to operate without regulation while on airport property.

Airport Manager Pomeroy commented that Idaho has seven commercial airports looking to regulate TNC's while on airport property. He suggested that a lobbying effort could be initiated through the Idaho Airport Management Association (IAMA).

Chairman Keirn agreed with Airport Manager Pomeroy and asked that he proceed as described.

Board Member Schoen commented that GTSPs are not allowed to solicit customers and TNCs create an unfair market for taxi cab companies.

VII. NEW BUSINESS

A. Consent Agenda – Consider adding to FMAA Meeting Agenda.

Board Chairman Keirn opened the discussion for Airport Attorney Laski to brief the Board on the proposal to add an FMAA Meeting Consent Agenda.

Airport Attorney Laski briefed the Board on the proposed consent agenda that included the following points:

- Airport Attorney Laski has discussed the consent agenda proposal with the City and County Attorneys.
- This is an effort to streamline procurements that are exempt from bidding requirements, but that are more than a specified amount in order to ensure that the procurement is in the best interest of the Airport.
- Airport Attorney Laski suggested that the Board develop a resolution that clarifies which contracts need to be approved by the Board and which contracts would grant Staff the authority to execute under an established amount.

Vice Chairman Greenberg commented that he is in favor of the Board reviewing Airport contracts. He also stated that the Board has entrusted the Finance Committee with examination of expenses through the payables review process.

Board Member McCleary commented and clarified that the County has a portion of their agenda that is dedicated to contracts and these are reviewed every week. She also stated that she would like the opportunity to review contracts in an email version and would feel obligated to do so before the meeting.

Board Member Schoen stated that if the Board proceeds with the consent agenda they would only be able to review contracts monthly and that may negatively impact vendors.

Board Member Fairfax commented that, in the past, these types of expenses had been discussed between the Chairman and the Airport Manager. The Finance Committee reviews expenses during the payables review process.

Chairman Keirn instructed Airport Attorney Laski to create a consent agenda resolution for Board review.

VIII. PUBLIC COMMENT

No Public Comment was made.

IX. ADJOURNMENT

The November 7, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:52 p.m.


Lawrence Schoep, 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.