

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

**February 13, 2018  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Secretary - Lawrence Schoen, Treasurer – Ron Fairfax, Board - Fritz Haemmerle, 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, Airport Operations Manager – Todd Emerick; Administrative Assistant – Cecilia Vega, Administrative Assistant IT Services Coordinator – April Matlock  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; Centerlyne – Candace Crew; C.A. Johnson Consultants - Chris Johnson  
**AIRPORT TENANTS/PUBLIC:** GCA – John Strauss; Atlantic Aviation – Brian Blackburn, The Car Park – Travis Miller; The Coffee House – Roy Clark; FHR – Marc Reinneman; Joey Frye, Patricia Frye; Donna Serrano; Felicity Roberts  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**PRESS:**

**CALL TO ORDER:**

The meeting was called to order at 5:30 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. January 9, 2018 Regular Meeting (See Brief)**

The January 9, 2018 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes.

**IV. REPORTS**

**E. Airport Manager Report (See Power Point Presentation)**

**Airport Manager Pomeroy briefed the Board on the following:**

- The Airport experienced ~~a successful holiday season with~~ limited flight interruptions ~~and had a successful holiday season~~ due to favorable weather and coordination efforts with the FAA Air Route Traffic Control Center (ZLC) in Salt Lake City.
- Final year-end flight operations ~~numbers~~ were comparable to last year.
- The new Snow Removal Equipment (SRE) has been delivered to the Airport.
- The ~~inaugural new~~ Chicago (ORD) flight reception was well ~~attended received. He also reported that t~~ ~~he~~ ~~outbound~~ ORD flight on January 6<sup>th</sup> was cancelled due to weather.
- A Performance-Based Navigation (PBN) Approach Request has been submitted to the Federal Aviation Administration (FAA) for the Instrument Approach Improvements Project. It is uncertain when a response will be ~~forthcoming received~~.
- Airport Manager Pomeroy will be attending the Contract Tower Association Policy Board Meeting in San Antonio, Texas on January 24 -27.
- An equipment cost estimate has been received by The Car Park and

is under review by Staff and the Airport Parking Lot Consultant, Mr. Chris Johnson from C.A. Johnson Consultants. Airport Manager Pomeroy has directed the consultant to refine the cost estimate with The Car Park for the Finance Committee and the Board to review and subsequently, the Board.

- Airport Manager Pomeroy and Chairman Keirn will review and approve a Scope of Work and conduct Fee Negotiation with from Jviation for the Air Traffic Control Tower replacement options.

In the February meeting the Board should anticipate the first public reading of the revised Ground Transportation Service Provider (GTSP) Regulation 94-1 and a presentation from Landrum & Brown on the results of the Noise Modeling Project.

## VII. CONTINUING BUSINESS

### A. Construction and Capital Projects (See Power Point Presentation)

#### a. ACTION

##### i. NONE

#### b. Updates and Discussion (See Brief & PPT)

##### ii. Terminal Air Carrier Apron and Parking Lot Improvements (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on the status of the Terminal Airport Carrier Apron and Parking Lot Improvement project and commented that based on stakeholder meetings with ground transportation providers, car rental companies, and shuttle services, there will be a major reconfiguration of the parking lot to improve use and traffic flow.

T-O Engineer, Dave Mitchell, briefed the Board on the progress of the Terminal Air Carrier Apron and Parking Lot Improvements.

Board Member Schoen inquired if the car rental agencies could be relocated to the lower parking lot to allow the passengers to utilize the premier upper parking lot spots. He also commented that customers returning rented cars were prone to using public parking spaces and parking it would be more enforceable if the lower parking lot were is dedicated to for rentals.

Airport Manager Pomeroy responded that the convenience of being close to the terminal is preferred by the car rental customers and the tenants as it enables them to give better customer service by efficiently handling returns and staging vehicles.

Airport Attorney Laski commented that the car rental company leases and concession agreements have historically identified specific premier parking spots assigned to the respective rental car companies that pertains to them in their concession agreement.

#### **MOTION:**

***Made by Vice-Chairman Greenberg to approve the January 9, 2018 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Board Member Cooley.***

**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. Fly Sun Valley Alliance Report

No Report.

### E. Airport Manager Report (See Power Point Presentation)

Airport Manager Pomeroy briefed the Board on the following:

- Airport Manager Pomeroy attended the Contract Tower Association Policy Board Meeting in San Antonio, Texas on January 24 -27. He also plans to attend the next workshop that will be held in Washington D.C. June 18-20, 2018.
- The next phase of the Rates & Charges study effort with Ricondo & Associates is underway with an anticipated completion time of 8-10 months.
- Aviation and William E. Payne and Associates, have been engaged to assist the Airport Manager and Board to complete a study on the Air Traffic Control Tower Replacement Alternatives Analysis that will provide information to ease the decision making on the options available for a replacement tower.
- Board Member Schoen will be in Washington D.C. in March and plans to visit the Federal Aviation Administration (FAA) in D.C. as well as the remote tower in Leesburg, VA with Mr. Greg Dyer, Aviation.
- Delta has announced E-175 aircraft service to Salt Lake City, UT will initiate in late spring through early summer.
- The Performance-Based Navigation (PBN) Approach Request that was submitted to the FAA in January was accepted. However; due to FAA layoffs in this department, completion time is uncertain.
- Earlier this month, a cougar was removed from the airfield. The Airport also experienced an aircraft incident that required immediate response from the airports ARFF team, as well as local EMS agencies. Airport Manager praised the agencies involved in these incidents for their outstanding response.
- Fly Sun Valley Alliance (FSVA) held a Strategic Planning Meeting that was attended by Chairman Keirn, Vice-Chairman Greenberg, Lisa Emerick, Contracts/Finance Administrator and Airport Manager Pomeroy.
- Sun Valley Economic Development (SVED) hosted a forum and the Airport Manager provided a presentation on the airport and air service that was well received.
- The FAA issued a Hangar Use Policy for airports and the Airport Manager announced that FMA is in full compliance and thanked those involved in the process.
- In the March meeting the Board should anticipate the first public reading of the revised Ground Transportation Service Provider (GTSP) Regulation 94-1, a presentation from Landrum & Brown on the results of the Noise Modeling Project, a budget amendment request and employee handbook discussion.

Vice-Chairman Greenberg asked if there has been any discussion with the airlines that do not have the PBN approach to share in the cost for the procedure.

Airport Manager Pomeroy responded that the cost sharing will be part of the discussion.

Board Member Schoen requested that the Airport Manager convey to the Board the communication between him and our federal legislative delegation regarding ATCT legislation.

Airport Manager Pomeroy responded that he will share with the Board information he receives and responds to with regard to ATCT legislation.

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

## **VI. ACTION**

### **A. NEW BUSINESS**

- 1. None**

### **B. CONTINUING BUSINESS**

- 1. Consideration of Parking Lot Management Agreement items including Budget, Operations Plan, and Parking Lot Equipment Acquisition. (See Brief & PPT)**

Airport Manager Pomeroy updated the Board on the status of the Parking Lot Management Agreement and requested that the Board approve the presented agreement revisions and added exhibits.

C.A. Johnson Consultant, Chris Johnson briefed the Board with an overview of the Agreement and equipment acquisition process.

Board Member Schoen inquired about the time frame for equipment installation and the plan for the transition period.

Airport Manager Pomeroy responded that details of the transition period are pending until a schedule can be coordinated with the contractor.

Airport Consultant Johnson added that equipment can be installed and completed in less than a day; however, the actual transition is dependent upon completion of the power pulls for the equipment. If the pulls are available, a complete equipment installation can be done in less than a week.

Board Member McCleary asked how long the budgeted parking ambassador position would be needed.

Airport Manager Pomeroy responded that he anticipates that the parking ambassador position could be phased out in two years' time, once the parking lot is fully automated.

Board Member Schoen asked what the protocol would be if the parking lot gates were to malfunction.

The Car Park General Manager, Travis Miller, responded that each piece of equipment will be equipped with a call button and assistance will be available and requests monitored by a remote team 24/7. In addition, an onsite Operations Manager will be on-call and available for assistance, as needed.

Board Member Schoen referred to page 8, Article 5 of the Parking Facility Management Agreement that discusses the base management and incentive fee and refers to Exhibit B; however, he was unable to find an explanation on the incentive fee in Exhibit B. He also asked what a second order review by management entails and what reports are available for audit purposes.

Airport Consultant Johnson responded that there is no incentive fee proposal at this time and that it was added for future use, at the Board's discretion. He also commented that airport management will have direct access to the equipment and will be able to generate reports and inspect transaction records that are in the system.

Vice-Chairman Greenberg commented that the agreement did not specify if there was a prepayment penalty for the equipment.

Airport Manager Pomeroy responded that page 12 of the Agreement indicates there will not be a prepayment penalty fee.

**MOTION:** *Made by Board Member Haemmerle to approve the revised Parking Facility Management Agreement with the additional Exhibits as presented. Seconded by Board Member Schoen.*

**PASSED UNANIMOUSLY**

**2. Consideration of FMAA Resolution Regarding Contracting Authority (See Brief & PPT)**

Airport Manager Pomeroy presented the revised FMAA Resolution Regarding Contracting Authority document for Board approval.

**MOTION:** *Made by Board Member Haemmerle to approve the FMAA Resolution Regarding Contracting Authority. Seconded by Vice-Chairman Greenberg.*

**PASSED UNANIMOUSLY**

**3. Consideration of Procedures for Enacting Airport Regulations (See Brief & PPT)**

Airport Manager Pomeroy presented the revised procedures for Enacting Airport Regulations document for Board approval.

The Board discussed aspects of the document including the need for a more detailed definition of public notice and distribution methods and grammatical revisions that need to be made prior to approval.

Airport Attorney Laski responded that he will revise the document and bring it back for Board review and approval at the March Meeting.



## VII. DISCUSSION AND UPDATES

### A. NEW BUSINESS (See Power Point Presentation)

#### 1. Terminal Concession Services

Airport Manager Pomeroy commented to the Board that the current concessionaire Hannah McNees, owner of Jersey Girl, would be discontinuing her services at the airport as of March 1, 2018.

The Board briefly discussed the process for selecting a concessionaire and discussed staffing issues, flight schedules and menu options. Roy Clark, owner of The Coffee House, in attendance at the meeting, expressed an interest in providing concessionaire services to the Airport.

The Board concluded that a Request for Proposal (RFP) process should be pursued to determine the interest and availability of concessionaires. Chairman Keirn and Vice-Chairman Greenberg were appointed to a committee to assist staff with development and distribution of the RFP document. Board Member Schoen expressed that it is important that food and drink services be consistent and uninterrupted and the Board must address this transition if it is going to RFP.

### B. CONTINUING BUSINESS (See Power Point Presentation)

#### 1. Construction and Capital Projects

##### i. Runway Pavement Maintenance

Airport Manager Pomeroy reviewed the airport scheduled closures associated with the upcoming runway pavement maintenance project. The closures will occur on June 5<sup>th</sup> from 8:15 a.m. to 9 p.m. and June 6<sup>th</sup> from 8:15 a.m. to 5 p.m.

##### ii. Terminal Air Carrier Apron and Parking Lot Improvements

Airport Engineer Mitchell briefed the Board on the progress of the Terminal Air Carrier Apron and Parking Lot Improvements project.

Chairman Keirn asked if the new configuration designs had been reviewed by the City of Hailey's Planning and Zoning Commission.

Consultant Mitchell responded that the Hailey Planning and Zoning Commission had been briefed and they have requested that a letter be submitted explaining the proposed changes.

#### 2. Airport Planning Projects

##### i. Environmental Assessment for Runway Protection Zone and Obstruction Removal (See Brief & PPT)

Airport Engineer Mitchell briefed the Board that the consultant team met with the FAA in Helena, MT, regarding the status of the Environmental Assessment for Runway Protection Zone acquisition. He commented that the State Historic Preservation Office (SHPO), had determined that removal of the residential building on the Flying Hat Ranch would be unfavorable and they are coordinating with the FAA on mitigation options.

#### 3. Misc.

##### i. Communications Request for Proposal (RFP)

Airport Manager Pomeroy briefed the Board that the Communications RFP document has been completed and he is requesting authorization from the Board to publish the RFP. He commented that he anticipates the submittals will be reviewed in March with a recommendation being available to present to

the Board in the April meeting.

Board Member McCleary asked about the RFP review process.

Airport Manager Pomeroy responded that the proposals will be reviewed by the committee and they will decide to interview or make a selection based on the proposals received.

Chairman Keirn directed Airport Manager Pomeroy to proceed as presented.

**VIII. PUBLIC COMMENT**

John Strauss complimented the response of the Airport Staff and emergency agencies involved in the recent aircraft incident at the Airport. He stated that it was well managed and that, due to the expertise available, there was no additional damage to the aircraft during the removal process.

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

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

**ROLL CALL VOTE:**

<b>Chairman Keirn</b>	<b>Yes</b>
<b>Vice-Chairman Greenberg</b>	<b>Yes</b>
<b>Board Member Fairfax</b>	<b>Absent</b>
<b>Board Member Schoen</b>	<b>Yes</b>
<b>Board Member Haemmerle</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 February 13, 2018 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:15 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.