

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

**June 5, 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/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega, Administrative Assistant/IT Systems Maintenance Coordinator – April Matlock

CONSULTANTS: T-O Engineers – Dave Mitchell; J.D. Heithoff; Centerlyne – Candace Crew, Sarah Shepard

AIRPORT TENANTS/PUBLIC: Comp Plan – Len Harlig; FHR – Marc Reinemann; GCA – John Strauss;

AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski

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. May 1, 2018 Regular Meeting (See Brief)

The May 1, 2018 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

B. CONTINUING BUSINESS

1. Communications – Request for Proposals (RFP) – Consideration of Communications ~~Committee~~ ~~Team~~ Recommendation

Centerlyne Communications Director, Sarah Sheppard responded that proposed communications plan focuses on working closely with the Board to obtain regular feedback and increase the Airport's presence on social media.

A. NEW BUSINESS (See Power Point Presentation)

1. Presentation of Air Traffic Control Tower Replacement Alternatives Analyses by Consultant Team

MOTION:

Made by Board Member Schoen to authorize Staff in concert with the Board to move forward to identify FMAA as one of two facilities ~~contemplated~~ ~~allowed~~ in Federal Legislation to be ~~allowed~~ ~~contemplated~~ as a digital tower technology facility and to pursue active partnership with the FAA District Office as part of optimizing planning and funding efforts, understanding that this effort may succeed and if not, the Board has the option to pursue a traditional tower facility. Seconded by Board Member Fairfax.

PASSED UNANIMOUSLY

MOTION:

Made by Board Member Haemmerle to approve the May 1, 2018 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

Chairman Keirn announced that the Airport Manager was recently the recipient of the first, Walt Strong Contract Tower Advocacy Award that recognizes outstanding work efforts by an individual airport executive and promotion advocacy of the United States Contract Tower Association (USCTA). He will receive this award at the USCTA workshop in Washington D.C. in June.

B. Blaine County Report

Board Member Schoen recognized Airport Manager Pomeroy for his work as a panelist on the recent National Association of Counties, Western Interstate Region Conference hosted by Blaine County.

C. City of Hailey Report

No report was given.

D. Fly Sun Valley Alliance Report

No report was given.

E. FMAA Treasurer's Report

Board Member Fairfax briefed the Board on the second quarter Profit & Loss Year to date comparison for Fiscal Year 2018. He commented that the budget performance was better than predicted with net income of \$149,915.09.

F. Airport Manager Report

Airport Manager Pomeroy briefed the Board on the following:

- The Coffee House concession stand is operational at the terminal and has been well received.
- The Sun Airport Art Committee (SAAC) art rotation has been completed and the reception took place last Thursday, May 30, 2018.
- On May 2, 2018 Airport Staff and Fly Sun Valley Alliance attended an Air Service Workshop that focused on viable options for air service at the airport.
- Initial Airline lease agreement negotiations with the airlines began on May 9, 2018 and are anticipated to be completed by October 1, 2018.
- The annual FAA Part 139 Safety inspection is currently taking place at the Airport.
- Summer activity season starts Friday with the annual fly-in event commencing July 10, 2018. Airspace coordination with the FAA Air Route Traffic Control Center Salt Lake City(ZLC) continues.
- Airport Manager Pomeroy will travel to St. George, Utah on June 7, 2018 to meet with executives from SkyWest to discuss the instrument approach capabilities and company options.
- The Airport Manager will be attending the Contract Tower Program workshop in Washington D.C. June 18-20, 2018. During this time, he has also scheduled visits with key Congressional delegation members as well as a meeting with the Federal Aviation Administration NexGen office to talk about a replacement tower.
- The Northwest Chapter American Association of Airport Executives (NWAAAE) has selected Airport Manager Pomeroy to sit on the Board of Directors. He will also serve as moderator and panelist in the upcoming annual NWAAAE conference on September 24 -26, 2018.
- At the July meeting the Board should anticipate a Fiscal Year 2018 Budget Amendment as well as the first review of the Fiscal Year 2019 Rates & Charges and the Fiscal Year 2019 Budget.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

B. Profit & Loss, Quarterly Budget Performance Summary Reports, ATCT Traffic Operations Count and Enplanement Data (See Brief)

C. Airport Commercial Flight Interruptions (See Brief)

D. Review Correspondence (See Brief)

VI. ACTION

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

1. None

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS (See Power Point Presentation)

1. Parking Lot Management – Parking Lot Rates and Charges

Airport Manager Pomeroy updated the Board on the parking lot management transition status and commented that The Car Park and the consultant from C.A. Johnson Consulting, Chris Johnson have made some operational recommendations on the Rates & Charges schedule to establish overnight charges and fines for parking violations.

Board Member Schoen asked how are fines imposed and how are they collected.

Airport Manager responded that the Car Park would send an infraction slip to the vehicle owner for payment

Airport Attorney Laski commented that a contractual relationship is established once a vehicle enters the parking lot and a ticket is taken.

B. CONTINUING BUSINESS (See Power Point Presentation)

1. Construction and Capital Projects

i. Runway Pavement Maintenance

Airport Engineer Mitchell Commented that the final markings for the runway pavement maintenance project is currently underway and re-opening is anticipated as scheduled.

ii. Terminal Air Carrier Apron and Parking Lot Improvements

Airport Engineer Mitchell briefed the Board on the status of the Terminal Airport Carrier Apron and Parking Lot Improvement project and commented that Phase 1A, and 1B have been completed. Phase 1C – North Parking lot, is scheduled to be completed June 8.

Board Member Schoen asked if there were signs on the roadway advising drivers of the new entry.

Airport Manager Pomeroy commented that, courtesy of Blaine County, there are large dynamic messaging signs informing drivers of the new entry. In addition, Airport Staff has been working with Centerlyne to push out social media posts to inform the public of the new airport flow.

2. Airport Planning Project (See Power Point Presentation)

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Airport Manager Pomeroy briefed the Board that the State Historical Preservation Office (SHPO) had determined an adverse effect if the trees were removed. Coordinating efforts between the FAA and SHPO are underway to mitigate the adverse effects.

Board Member McCleary inquired about the need to remove all the trees, or whether some could be preserved.

Airport Manager Pomeroy responded that the trees in question are cottonwood trees that would regrow in the removal areas.

Airport Manager Pomeroy commented that Environmental assessment review document should be published in mid-June and the public hearing to take place mid-July in order to meet August 1st deadline.

3. Misc.

VIII. PUBLIC COMMENT

No public comment.

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

MOTION:

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 and 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:

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

PASSED UNANIMOUSLY

X. ADJOURNMENT

The May 1, 2018 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:45 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.