

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

**July 10, 2018
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, Administrative Assistant – Cecilia Vega, Administrative Assistant/IT Systems Maintenance Coordinator – April Matlock
CONSULTANTS: Centerlyne –Candace Crew
AIRPORT TENANTS/PUBLIC: Comp Plan – Len Harlig;
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
Idaho Mountain Express: Alejandra Buitrago

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. June 5, 2018 Regular Meeting (See Brief)

The June 5, 2018 Friedman Memorial Airport Authority Meeting Minutes were approved with the following revisions:

IV. REPORTS

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.

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS (See Power Point Presentation)

1. Parking Lot Management – Parking Lot Rates and Charges

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

Airport Attorney Laski commented that ~~it's~~ a contractual ~~relationship is established~~ ~~arrangement~~ once ~~a vehicle~~ ~~passengers~~ enters the parking lot and ~~a ticket is taken~~ ~~a ticket~~.

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 ~~they anticipate re-~~ opening ~~is anticipated~~ as scheduled.

ii. Terminal Air Carrier Apron and Parking Lot Improvements

Board Member Schoen asked if there were signs on the roadway advising

~~driverspassengers~~ of the new entry.

Airport Manager Pomeroy commented that, *courtesy of Blaine County*, there are large dynamic messaging ~~signsboards~~ informing ~~driversthe-pasengers~~ of the new entry. In addition, ~~the~~ 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 Presentatio)

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Board Member McCleary inquired ~~aboutof~~ the need to remove all the trees, or ~~whether some~~ could ~~some~~ be ~~pree~~nserved.

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

MOTION: *Made by Board Member McCleary to approve the June 5, 2018 Friedman Memorial Airport Authority Regular Meeting Minutes as revised by Board Member Schoen. 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 was given.

E. Airport Manager Report

Airport Manager Pomeroy briefed the Board on the following:

- The annual FAA Part 139 Safety inspection was completed with an excellent report from the inspector.
- Summer activity at the Airport has begun with a full commercial flight schedule that started June 29, 2018 and the annual fly-in event.
- The Airport Manager met with SkyWest Executives on June 7-8, 2018 and discussed the possibility of a partnership to develop a new instrument approach procedure. Although no decisions were made at the meeting, SkyWest agreed to reconvene at the end of the summer to discuss the matter further.
- The Airport Manager reported that during his attendance at the Contract Tower Program Workshop in Washington D.C., he was able to meet with the Idaho Congressional delegation as well as visit Federal Aviation Administration (FAA) headquarters to discuss the replacement tower.
- Feedback on the parking lot reconfiguration has been positive overall. However, the Parking Lot Ambassadors have been mistreated by vehicle drivers while trying to enforce basic parking lot procedures.

- At the August meeting the Board should anticipate a public hearing for the proposed fiscal year 2019 Budget as well as an update on the FAA's requirements for allowing the Global 7000 to operate at the Airport.

Board Member McCleary expressed concerns that the parking lot ambassadors are being mistreated and suggested that police presence may ease the tension.

Board Member Schoen asked if the trigger for driver frustration was the parking lot reconfiguration or ordinary traveler frustration.

Airport Manager Pomeroy responded that high operational activity level in the morning is a factor and ensuring the efficient flow of often congested traffic has proven to be difficult for the ambassadors to manage.

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. ACTION

A. NEW BUSINESS

1. **FY '19 Draft Rates and Charges Presentation – Consideration to adopt with effective date of August 1, 2018**

Contracts/Finance Administrator, Lisa Emerick, briefed the Board on the Fiscal Year 2019 Draft Rates and Charges.

Board Member Schoen asked if any of the proposed enforcement rates were new and commented that he cannot make a decision on whether to support the increase of the Auto Parking Passenger Terminal Daily Parking Rate from \$10.00 to \$11.00 without additional data regarding the impact a \$1.00 increase would have on Airport revenue.

Contracts/Finance Administrator Emerick responded that the proposed rates are all new except the Auto Parking Passenger Terminal Daily Parking Rate. She commented that the City of Hailey Violation Parking rates were used to benchmark the proposed Airport rates.

Board Member McCleary commented that she supports the proposed rates; however, she too questions the \$1.00 daily rate increase and would prefer to review data that would support an increase before a decision is made.

Board Member Fairfax commented that short-term parking inventory is consistently low, and increasing the daily parking rate may encourage some passengers not to park at the Airport for long periods of time thereby alleviating the short-term parking deficit.

Vice-Chairman Greenberg commented that the goal with the rate increase was to ensure the sustainability of the Airport by increasing revenue with minimal impact to the traveling public.

Board Member Cooley commented that the proposed budget deficit is due to non-eligible local funds that have been expended for the parking lot project and the Board needs to recover those funds.

Airport Manager Pomeroy commented that the revenue the Airport would receive with the \$1.00 increase would be used to maintain the parking lot and possibly add parking lot spaces in the future.

The Board continued to discuss the benefits and negative impacts of increasing the parking lot daily rate. At the end of the discussion, Chairman Keirn requested that Airport Staff obtain the data concerning parking lot revenues and the impacts of the proposed rate increase.

MOTION: *Made by Board Member Schoen to approve the proposed Rates and Charges schedule effective August 1, 2018, excluding the parking rate for the 3 to 24-hour period which will remain the same pending further information from Airport Staff, and including a revision to the fire lane violation rate to \$35 (dollars) as well as a revision to the billing cycle unit from hourly to daily. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS (See Power Point Presentation)

1. FY '19 Draft Budget Presentation

Contracts/Finance Administrator Emerick briefed the Board on the Fiscal Year 2019 Proposed Draft Budget and commented that a budget amendment for Fiscal Year 2018 was not needed at this time. The public hearing for Fiscal Year 2019 is anticipated to be held before August 15, 2018.

Airport Manager Pomeroy commented that the approved Fiscal Year 2018 Budget deficit was primarily due to the anticipated capital project expenditures for the parking lot reconfiguration and a portion of that deficit not incurred in 2018 is being carried over to Fiscal Year 2019.

Board Member Schoen requested that the Education Public Outreach/Communication line item be separated out into separate Education and Public Outreach/Communications categories.

Board Member Fairfax asked that the SUN Airports Art Committee (SAAC) line item also be added to the public outreach category as well.

Board Member Schoen asked how close to actual revenue the estimated air carrier revenue amount is.

Airport Manager Pomeroy answered that based on recent meetings, he was confident negotiations would be successful.

B. CONTINUING BUSINESS (See Power Point Presentation)

1. Construction and Capital Projects (See Power Point Presentation)

i. Terminal Air Carrier Apron and Parking Lot Improvements

Airport Manager Pomeroy briefed the Board on the status of the Terminal Airport Carrier Apron and Parking Lot Improvement project.

Vice-Chairman Greenberg asked if the parking lot ticketing and gate equipment had been delivered and installed.

Airport Manger Pomeroy responded that the equipment installation has not been completed as there have been network issues that are currently being addressed with the manufacturer.

2. Airport Planning Projects (See Power Point Presentation)

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Airport Manager Pomeroy briefed the Board on the status of the EA. He commented that the Board should anticipate inclusion of the Draft EA in the August Board packet.

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 Fairfax.

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>	Absent
<i>Board Member McCleary</i>	Yes
<i>Board Member Cooley</i>	Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The July 10, 2018 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:56 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.