

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

**September 4, 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, Fritz Haemmerle  
**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  
**CONSULTANTS:** Centerlyne – Sarah Shepard, Candace Crew, T-O Engineers – Dave Mitchell,  
**AIRPORT TENANTS/PUBLIC:** Comp Plan – Len Harlig, Fly Sun Valley Alliance – Carol Waller, JCP – John Strauss, Brittany Shipley  
**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 5:32 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. August 7, 2018 Regular Meeting (See Brief)**

**MOTION:**

*Made by Board Member McCleary to approve the August 7, 2018 Airport Authority Regular Meeting Minutes as presented. 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. Fly Sun Valley Alliance Report**

Fly Sun Valley Alliance (FSVA) representative, Carol Waller, briefed the Board that they should anticipate the summer statistical report on enplanements at the October meeting. She also commented that a follow up meeting with stakeholders will be scheduled to finalize the communications system for passenger bussing.

Board Member McCleary asked if the flights servicing Salt Lake City will increase and the status of the recently discontinued Portland flight.

Ms. Waller responded that a new contract agreement with Delta provides three daily flights, as frequency has been a priority. She also explained the Portland service is being discontinued due to the low demand and aircraft availability.

Board Member Schoen commented that the Portland, Wednesday & Saturday flight schedule hindered the success of the service.

Board Member Fairfax asked about seat occupancy of the morning flight and if the passengers are primarily local travelers or tourists.

Ms. Waller responded that the morning traveler statistics will be available at the next meeting and explained that the flight is usually the busiest of the day, as more connections are available.

Board Member Schoen commented that information regarding the need to arrive at the airport early is not well understood and recommended that communications be reviewed. He also commented that Alaska should know that the Board and community are interested in a Portland flight.

Board Member McCleary commented that she too supports a future Portland flight but is concerned that one private entity--such as Sun Valley Company--can sway air service decisions.

#### **E. Airport Manager Report**

Airport Manager Pomeroy briefed the Board on the following:

- Administrative Staff changes to include April Matlock's recent departure and the upcoming retirement of Roberta Christensen.
- Representatives from the Helena Federal Aviation Administration (FAA) Office will be at the FMA office on September 6<sup>th</sup> to discuss the Tower Replacement and Capital Improvement Projects.
- Friedman Memorial Airport is officially on the FAA's candidate list for participation in the FAA Remote Tower Pilot Program. The Airport will continue with related planning.
- The Airport, TSA and the airlines are working on implementing changes to the security screening system to improve efficiency of processing passengers.
- The United States Department of Transportation (USDOT) Office of Inspector General will be performing an Audit of Program for the Contract Tower Program and SUN will be providing input regarding operations. Airport Manager Pomeroy will serve on the FAA Working Group regarding the Contract Tower siting process.
- Airport Manager Pomeroy was asked to submit a nomination packet to be able to sit on the Board of Directors of the Northwest Chapter American Association of Airport Executives (NWAAAE) and will also attend the annual conference on September 24 -26, 2018.
- The annual FAA Helena ADO Conference will be held October 30 -31, 2018. Airport Manager Pomeroy and select Staff will attend.

#### **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)**

#### **VI. ACTION ITEMS**

**A. NEW BUSINESS – (See Power Point Presentation)**

**1. Blue Sky Hangar Lease – Consideration of Motion to Approve**

Airport Manager Pomeroy briefed the Board on the Lease/Finance committee negotiations with Blue Sky, Inc. and is seeking Board approval to enter into a new lease agreement.

Attorney Laski commented that the scope of the lease is significantly larger than normal leases and the current owner is seeking to sell to ALSCOTT Hangar, LLC.

**MOTION:** *Made by Board Member Fairfax to approve general terms of the Airport Lease Agreement between FMAA and ALSCOTT Hangars, LLC. effective October 1, 2018. Seconded by Board Member McCleary.*

**PASSED UNANIMOUSLY**

**B. CONTINUING BUSINESS**

**1. 1<sup>st</sup> Reading (Title Only) FMAA Amended Regulation 94-1 Regarding Ground Transportation Service Providers at the Airport and Consideration of Motions to Waive Reading and Adopt Regulation.**

Airport Manger Pomeroy briefed the Board on the FMAA Amended Regulation 94-1 and briefly discussed the Board's Procedures for Enacting Airport Regulations. He also stated the Amended Regulation 94-1 Regarding Ground Transportation Service Providers (GTSP) has been distributed to the Airport Tenants and GTSP providers for comment and will be read by title only.

Airport Attorney Laski commented that the Regulation has been reviewed by the City of Hailey Attorney, Chris Simms, as the City is the enforcing entity.

Board Member Schoen asked when the GTSP were notified of the Regulation and asked where the stipulations are for the second and third readings.

Airport Attorney Laski responded that the GTSP has been aware of the Amendment Regulation 94-1 for approximately a year and the FMAA adopted the Procedures for Enacting Airport Regulations at the March meeting.

Chairman Keirn opened the discussion for public comment.

No public comment was made.

**MOTION:** *Made by Board Member Haemmerle to approve the Amendment to FMAA Regulation 94-1, to proceed with the first reading by title only. Seconded by Vice-Chairman Greenberg.*

**ROLL CALL VOTE:**

<b>Chairman Keirn</b>	<b>Yes</b>
<b>Vice-Chairman Greenberg</b>	<b>Yes</b>
<b>Board Member Fairfax</b>	<b>Yes</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>Absent</b>

## VII. DISCUSSION AND UPDATES

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

#### 1. Tower and Airspace Planning Request for Qualifications (RFQ)

Airport Manager Pomeroy briefed the Board on the Tower and Airspace Planning RFQ and stated he expects the RFQ will be distributed on September 5<sup>th</sup>. He asked the Board to appoint a Selection Committee that will review the submittals and make a recommendation to the Board at the October meeting.

After a brief discussion, the Board appointed Chairman Keirn, Board Member Fairfax, and Board Member Schoen to serve on the selection committee.

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

#### 1. Construction and Capital Projects

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

Airport Engineer Mitchell briefed the Board on the status of the Terminal Air Carrier Apron and Parking Lot Improvements Project. He explained that Phase 2 construction work is underway, which includes closure of the third air carrier space to allow for pavement removal in preparation for the installation of the concrete pavement for the new parking space.

Airport Manager Pomeroy commented that Airport Staff and The Car Park continue to improve the signage in the parking lot and the second exit lane pay station is scheduled to be installed next week.

##### ii. Snow Removal Equipment Acquisition

Airport Engineer Mitchell briefed the Board on the Snow Removal Equipment Acquisition bid opening that was held on August 30, 2018. He commented that five bids were received, and it appears the lowest qualified bid was received from J.A. Larue, Inc., a Canadian company. The Board should anticipate a recommendation for award at the October meeting.

Board Member Schoen asked, since this is a Canadian company, whether the equipment would come from Canada and if any tariffs were anticipated to be applied to this bid.

Airport Engineer Mitchell responded that if there were tariffs they would have been included in their bid. There is a waiver that the company can obtain to by-pass the "Buy American" stipulation in the bid. If the waiver is granted, the equipment will be assembled in and shipped from New York.

##### iii. ARFF Equipment Acquisition

Airport Engineer Mitchell briefed the Board on the ARFF Equipment Acquisition and commented that T-O Engineers will begin the preparation of the equipment specifications later in the year and anticipate the bid opening to be scheduled for late 2018 or early 2019.

##### iv. Landscaping

Airport Engineer Mitchell briefed the Board on the status of the parking lot landscaping project. After completion of the City of Hailey plan review, Eggers Associates will finalize the landscape design plan. Three quotes will be required to complete the project in Spring of 2019.

**2. Airport Planning Projects (See Power Point Presentation)**

**i. Environmental Assessment for Runway Protection Zone and Obstruction Removal**

Airport Engineer Mitchell briefed the Board on the Environmental Assessment (EA) status and commented that the section 4(f) memo, of the Department of Transportation Act of 1966 for Cultural Resources is nearly complete. A Memorandum of Agreement (MOA) with the State Historical Preservation Office (SHPO) is needed to finalize the EA process.

Airport Manager Pomeroy commented that once approval is obtained on the 4(f) memo and the Memorandum of Agreement (MOA) with the FAA, a copy will be distributed to the Board for review.

Chairman Keirn asked when will the public hearing take place.

Airport Manager Pomeroy responded that the public hearing date will be determined once the approval is obtained and the Board should anticipate the meeting for mid-October.

**VIII. PUBLIC COMMENT** No public comment was made.

**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, 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 Schoen.***

**ROLL CALL VOTE:**

<b>Chairman Keirn</b>	<b>Yes</b>
<b>Vice-Chairman Greenberg</b>	<b>Yes</b>
<b>Board Member Fairfax</b>	<b>Yes</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>Absent</b>

**PASSED**

**X. ADJOURNMENT**

The September 4, 2018 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.