

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

**October 2, 2018
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, 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, Administrative Assistant/Alternate Security Coordinator – Roberta Christensen
CONSULTANTS: Centerlyne – Sarah Shepard, Candace Crew, T-O Engineers – Dave Mitchell, Chuck Sundby, Shayla Moss
AIRPORT TENANTS/PUBLIC: Comp Plan – Len Harlig, Fly Sun Valley Alliance – Carol Waller, Brittany Shipley
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS: 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 with the following changes:

VI. ACTION ITEM

A. NEW BUSINESS

1. Airline Operating Agreement and Terminal Building Lease – Consideration of Motion to Approve
- ~~2. Snow Removal Equipment (SRE) Recommendation of Award Consideration of Motion to Approve~~
- ~~2. 3.~~ Terminal Apron/Parking Lot Landscaping T-O Engineers Work Order 19-01 Consideration to Motion to Approve

B. CONTINUING BUSINESS

1. 2nd Reading FMAA Amended Regulation 94-1 Regarding Ground Transportation Service Providers at the Airport – Consideration of Motion to Adopt Regulation
- ~~2. Additional Continuing Business Action After Executive Session~~

~~X. ACTION – Continued~~

~~B. CONTINUING BUSINESS~~

- ~~2. Offer to Acquire Interest in Approach/RPZ Land~~

~~X. XI. ADJOURNMENT~~

MOTION:

Made by Board Member Schoen to approve the agenda with the withdrawals of items A2, Snow Removal Equipment (SRE) Recommendation of Award Consideration, and B2 Additional Continuing Business Action After Executive Session as Action items. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

Airport Engineer Mitchell commented that T-O Engineers is celebrating 30 years of business and thanked the Board for allowing them to serve as the Friedman Memorial Airport's engineers for the last 24 years.

III. APPROVE FMAA MEETING MINUTES

A. September 4, 2018 Regular Meeting (See Brief)

MOTION:

Made by Board Member Haemmerle to approve the September 4, 2018 Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Fairfax.

PASSED

Board Member Cooley Abstained

IV. REPORTS

A. Chairman Report

No report was given.

B. Blaine County Report

Board Member Schoen expressed his dismay on the drawn-out Runway Protection Zone and approval process. He commented that the Board should consider action in the form of a letter to the State or the Governor's office regarding the Board's experience with the process, once it is completed.

C. City of Hailey Report

No report was given.

D. Fly Sun Valley Alliance Report

No Report.

E. Airport Manager Report

Airport Manager Pomeroy briefed the Board on the following:

- The U.S. House of Representatives passed HR 302 Federal Aviation Administration (FAA) Reauthorization bill. The bill included positive provisions for the Contract Tower Program.
- Transportation Security Administration (TSA) Screening and Terminal Improvements discussions are ongoing with TSA managers and Airport Staff. The Airport's architectural consultant, Mead & Hunt, will be conducting a site visit on October 17-18, 2018 to inspect the security checkpoint and identify possible options for improvement or renovations to improve efficiency.
- The Airport Manager attended the Northwest Chapter American Association of Airport Executives (NWAAE) Annual Conference in Seattle, WA recently and is pleased to announce that he was nominated and selected to serve on the NWAAE Board of Directors for 2018 – 2020 period.
- The FAA Helena ADO Annual Conference will be held on October 30 – 31, 2018. The Airport Manager and key Staff will attend.
- The Airport Manager was contacted by Mr. Walt Denekas who requested permission to play with his Blues band in the Airport terminal. This request has been vetted with the insurance company as well as the FAA and if the Board concurs this request will be granted.

- On the horizon, the Board should anticipate the third and final reading of Regulation 94-1 at the November meeting as well as a recommendation of the Air Traffic Control Tower/Airspace Planning selection.

After a brief discussion, the Board agreed to grant the request from Mr. Walt Denekas.

Board Member Schoen asked what has changed with the current Contract Tower Program in the FAA Reauthorization bill.

Airport Manager responded that the main topic was continued request from the airport community for Air Traffic Control Tower service. As the advancement of technology continues so does the need for updated and more cost-effective systems. The amount of traffic controlled by Contract Towers has proven itself worthy of a funded program.

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. **Airline Operating Agreement and Terminal Building Lease – Consideration and Motion to Approve**

Airport Manager Pomeroy briefed the Board on the final Airline Operating Agreement and Terminal Building Lease and commented that the new agreement terms are three years with two one-year options.

Board Member Fairfax commended Ricondo & Associates for their work on the lease negotiation process.

Board Member Schoen asked how the rates and charges are read since there are no units and time frames. He also inquired what the total requirement means in Exhibit E1. Additionally, if TSA is slow in processing passengers and that negatively impacts revenues would that be a responsibility of the airport to provide security for the airlines.

Airport Manager Pomeroy replied that the rates are based on the years in question and on a square footage rate for the pertaining year. The Exhibit E1 Terminal Building Rental Rate Calculation is a hybrid model used by Ricondo & Associates to help offset the maintenance cost. The TSA function of providing security is strictly a TSA function.

Board Member McCleary asked if the proposed lease agreement improved with recapturing expenses.

Board Member Fairfax responded that the new lease did recapture the expenses better and it encompasses the square footage actually utilized rather than just each airline's office space.

Chairman Keirn opened for public comment.

No public comment was made.

MOTION:

Made by Board Member Fairfax to approve the Airline Operating Agreement and Terminal Building Lease and allow the Chairman to execute the lease based on final review and acceptance by legal counsel. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

2. ~~Snow Removal Equipment (SRE) Recommendation of Award—Consideration of Motion to Approve.~~ Snow Removal Equipment Acquisition Update

Airport Manager Pomeroy updated the Board on the Snow Removal Equipment bid and stated that five bids were received. The apparent low bidder, J.A. Larue, Inc. from Canada has submitted a Type III, Buy American, waiver to the FAA. It is not certain whether the FAA will approve the waiver, therefore, the apparent successful bidder could be Oshkosh Airport Products, LLC. In conclusion, the Airport Manager stressed that it is imperative that the order be submitted as soon as possible. No motion requested.

2. ~~3.~~ Terminal Apron/Parking Lot Landscaping T-O Engineers Work Order 19-01 Consideration of Motion to Approve

Airport Consultant Mitchell briefed the Board on the T-O Engineers Work Order 19-01 related to the Terminal Apron and Parking Lot landscaping project. He commented that the landscaping project will go to bid and the T-O design work order is not to exceed \$11,545.

MOTION:

Made by Board Member Haemmerle to approve T-O Engineers Work Order 19-01 not to exceed \$11,545. Seconded by Board Member McCleary.

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. 2st Reading FMAA Amended Regulation 94-1 Regarding Ground Transportation Service Providers at the Airport - Consideration of Motions to Approve Regulation

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 second reading by title only. Seconded by Board Member Cooley.

ROLL CALL VOTE:

Chairman Keirn	Yes
Vice-Chairman Greenberg	Absent
Board Member Fairfax	Yes
Board Member Schoen	Yes
Board Member Haemmerle	Yes
Board Member McCleary	Yes
Board Member Cooley	Yes

PASSED

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS (See Power Point Presentation)

1. None

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 and commented that Phase 2 work continues. The contractor anticipates the concrete paving to take place on October 3, 2018 and that it will be completed on schedule.

ii. 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. It is anticipated the bid opening will be scheduled in late 2018 or early 2019.

2. Airport Planning Projects

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Airport Engineer Mitchell briefed the Board on the EA status and commented that the 4(f) memo, for Cultural Resources is near completion. A Memorandum of Agreement (MOA) with the State Historical Preservation Office (SHPO) is needed to finalize the EA process.

ii. Tower and Airspace Planning Request for Qualification (RFQ).

Airport Manager Pomeroy briefed the Board on the status of the Tower and Airspace Planning RFQ and commented that the submittal deadline has been extended to October 10, 2018. The Board should anticipate a recommendation from the selection committee at the November meeting.

VIII. PUBLIC COMMENT

No public comment was made.

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

Made by Board Member Schoen 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 Haemmerle.

ROLL CALL VOTE:

Chairman Keirn	Yes
Vice-Chairman Greenberg	Absent
Board Member Fairfax	Yes
Board Member Schoen	Yes
Board Member Haemmerle	Yes
Board Member McCleary	Yes
Board Member Cooley	Yes

PASSED

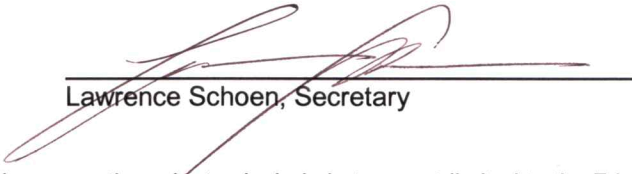
X. ACTION – Cont.

B. CONTINUING BUSINESS

2. Offer to Acquire Interest in Approach/RPZ Land

X. XI ADJOURNMENT

The October 2, 2018 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:30 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.