

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

**November 6, 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
- CONSULTANTS:** T-O Engineers – Dave Mitchell, Sam Reagle, Nathan Cuvala; Centerlyne – Sarah Shepard, Candace Crew; Ricondo & Associates – Joseph Huy
- AIRPORT TENANTS/PUBLIC:** Fly Sun Valley Alliance – Carol Waller
- AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski
- PRESS:** Idaho Mountain Express – Alejandra Buitrago
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- CALL TO ORDER:** The meeting was called to order at 5:31 p.m. by Chairman Keirn.
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- I. APPROVE AGENDA** The agenda was approved as presented.
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- II. PUBLIC COMMENT** No public comment was made.
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- III. APPROVE FMAA MEETING MINUTES**
- A.**
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- 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:
- Tessa Baker and Sue Heaphy have recently joined the Airport’s administrative staff.
 - The Airport Manager and Steve Guthrie, Airport Security Coordinator, attended the Federal Aviation Administration (FAA) Conference in Helena, MT on October 30 – November 1, 2018. The topics discussed included Supplemental Discretionary Program and policy changes.
 - Airport Manager Pomeroy met with SkyWest and Delta representatives to discuss the E175 Required Navigation Performance (RNP) instrument approach

procedure and its status. SkyWest has completed an internal cost analysis that deemed the approach development costly and is requesting that the Airport assume the responsibility of a feasibility study. The Airport Manager is seeking other available options and will present those to the Board at the December meeting.

- The annual financial audit is scheduled to take place November 12 – 15, 2018.
- The Airport will be hosting an Active Shooter/Active Attack Training that will involve the Hailey Police Department, Blaine County Sheriff's Office, St. Luke's, as well as the Airport's tenants and staff.
- The Fall/Winter SUN Airport Art Committee (SAAC) art exhibit rotation will take place on November 15, 2018.
- The Lease Committee and Staff have been negotiating a new hangar lease to include the construction of a new hangar at the north end of the Airport.
- A Special meeting may be required in November to accept the successful bidder for the Snow Removal Equipment acquisition project. This is pending FAA resolution of bidder waiver requests.

Chairman Keirn asked if the drawback for the instrument approach study consisted of the crew training or on-board equipment.

Airport Manager Pomeroy responded that SkyWest is not interested in investing a significant amount of money to develop a procedure that they cannot use. They would invest a substantial amount on training a crew and aircraft allocation to be able to use the procedure.

Board Member McCleary asked for confirmation that the aircraft is equipped to be able to execute the instrument approach procedure and what would the feasibility study accomplish.

Airport Manager Pomeroy responded that the E175 aircraft is equipped, but the CRJ 700 lacks the equipment on the aircraft. He also commented that the study would identify what is feasible for the new aircraft to fly at SUN.

Board Member Schoen commented that its perplexing that the airline is asking the Airport to fund the development of the procedures that they will have to execute with their aircraft.

Airport Manager Pomeroy responded that the airline is requesting assistance with reducing the time frame and initial investment of a feasibility study.

Board Member Fairfax commented that it may be beneficial to involve the FAA for funding.

Airport Manager Pomeroy responded that he is exploring solutions with independent third-party vendors for this project. He reminded the Board that the procedures, if developed by an independent consultant, would require annual maintenance costs.

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 ITEMS

A. NEW BUSINESS (See Brief & Power Point)

1. Equipment Lease Resolution – Multi Terrain Loader – Consideration of Motion to Approve
2. Equipment Lease Resolution – Front End Loader – Consideration of Motion to Approve

Airport Attorney Laski briefed the Board on the procedure to enter into a lease agreement with Caterpillar to obtain a multi-terrain and front-end loader, as government leases require a resolution signed by the Chairman.

Airport Manager Pomeroy commented that the anticipated expense has been included in the Fiscal Year 2019 budget and requested a motion from the Board to allow the Chairman to sign the equipment lease resolution.

MOTION: *Made by Board Member Haemmerle to adopt Resolutions 2018-3 and 2018-4 for the lease of a Multi-Terrain Loader with an annual lease payment of \$9,658.84 and a second piece of equipment, a Front-End Loader for \$38,500 per year with Caterpillar, Western States Equipment Company, subject to budgetary allocation and to allow the Chairman to execute the lease based on final review and acceptance by legal counsel. Seconded by Board Member Schoen.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. 3RD Reading FMAA Amended Regulation 94-1 Regarding Ground Transportation Service Providers

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 third and final reading by title only and authorize the Chairman to execute and adopt such regulation. Seconded by Board Member Cooley.*

ROLL CALL VOTE:

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

PASSED

2. Snow Removal Equipment (SRE) Recommendation of Award – Consideration of Motion to Approve

Airport Manager Pomeroy briefed the Board on the status of the Snow Removal Equipment acquisition and commented that the apparent low bidder J. A. Larue, Inc. is now questioning the FAA's eligibility process and a special meeting may be necessary in November due to the critical need to order the equipment.

3. Tower and Airspace Planning Request for Qualifications (RFQ) – Consideration of Motion to Approve

Chairman Keirn briefed the Board on the status of the RFQ's for the Tower and Airspace Planning project and commented that the committee recommends selection of Ricondo & Associates for the project.

Board Member Haemmerle asked if it is the current procedure typically includes the selection committee's score sheets in the Board packet and requested that, if not, they be provided in the future.

Chairman Keirn answered that they are available to review, and they will be included for Board review in the future.

The Board directed the Airport Manager Pomeroy to initiate contract negotiations with Ricondo & Associates.

4. Terminal Expansion & Access Road Realignment – Consideration of Motion to Approve to T-O Work Order 17-07 – Exhibit C, Amendment #1

Airport Manager Pomeroy briefed the Board and requested approval of the proposed T-O Work Order 17-07. The Work Order is the result of additional construction administration services provided due to the contractor exceeding the scheduled contract time. The Work Order costs will be covered by the liquidated damages assessed to the contractor.

MOTION:

Made by Board Member Fairfax to approve the Work Order 17-07 with T-O Engineers for additional construction administration services provided due to contractor's overrun of contract time. Fees for this amendment will be billed on a time and material basis, in an amount not to exceed \$72,500.00. Seconded by Board Member McCleary.

5. Additional Continuing Business Action after Executive Session

No action was taken.

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS

1. Terminal Improvements

Airport Manager Pomeroy informed the Board that on October 18, 2018 a team comprised of T-O Engineers, Mead & Hunt, Board members and Staff toured the Airport's security checkpoint and hold room to identify expansion opportunities to accommodate the increased passenger demand that is being experienced. The terminal improvement project has also been discussed with the FAA and a request for supplementary discretionary money has been submitted.

Board Member McCleary asked when a response from the FAA is expected and if the expansion in the hold room will eliminate the fire code maximum occupancy concerns.

Airport Manager Pomeroy responded that he anticipates a response in mid-December from the FAA and commented that if the hold room expansion is completed it will meet fire code maximum occupancy requirements.

Board Member Schoen asked if the improvements to the terminal and increase in passenger demand would also require increased TSA staffing.

Airport Manager Pomeroy responded that TSA is evaluating the financial impact of this improvement in the form of required equipment and staff allocations.

Vice-Chairman Greenberg commented that a second TSA line would be beneficial since the Airport is not able to provide a complete pre-check option.

Airport Manager Pomeroy responded that TSA is examining the pre-check capabilities they can provide for the airport. Currently, a hybrid pre-check method is in place where passengers do not need to remove their shoes, but items like computers need to be removed from bags and are inspected. A lane dedicated to pre-check would allow TSA to process passengers more efficiently.

B. CONTINUING BUSINESS

1. Construction and Capital Projects

i. Terminal Air Carrier Apron and Parking Lot Improvements

Airport Engineer Mitchell updated the Board on the status of the Terminal Air Carrier Apron and Parking Lot Improvement project and stated that Phase 2 has been completed and is under budget. The budget difference relates to the assessed liquidated damages and materials quantity underruns of the project. Final markings of Phase 4 are anticipated to be completed in the Spring 2019.

Airport Manager Pomeroy recognized and thanked Samuel Reagle, EIT, from T-O Engineers, who served as the onsite inspector for being instrumental in the success of the project.

ii. ARFF Equipment Acquisition

Airport Engineer Mitchel commented that preparation for the specification of the ARFF Equipment Acquisition will begin later in the year. Bidding is expected to be completed in early 2019.

iii. Landscaping

Airport Engineer Mitchell commented that the landscaping design is complete. Quotes for the project will be solicited and the Board should anticipate issuing an award in December for implementation in the Spring 2019.

2. Airport Planning Projects

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Airport Engineer Mitchell briefed the Board on the Environmental Assessment (EA) status and stated that the Department of Transportation Act 1966 for Cultural Resources 4(F) memo requirements have been completed. The next step in the process is to enter into a Memorandum of Agreement with the State Historical Preservation Office (SHPO). T-O Engineers has begun assembling the EA deliverables for the Board.

VIII. PUBLIC COMMENT

Board Member Haemmerle read Idaho Code Section 50-902, Municipal Corporations, Ordinances – City Code – Record in regard to FMAA Amended Regulation 94-1.

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

MOTION:

Made by Board Member Haemmerle 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:

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

PASSED UNANIMOUSLY

**X. ACTION ITEMS -
Continued**

B. CONTINUING BUSINESS

5. Offer to Acquire Interest in Approach/RPZ Land

No action was taken.

IX. ADJOURNMENT

The November 6, 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.