

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

**December 4, 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, Airport Office Coordinator – Tessa Baker, Sue Heaphy

**CONSULTANTS:** T-O Engineers – Nathan Cuvala; Centerlyne – Sarah Shepard, Candace Crew; Mead & Hunt – Mark McFarland, Ron McNeil; Flight Tech Engineering – Alec Seybold

**AIRPORT TENANTS/PUBLIC:** Fly Sun Valley Alliance – Carol Waller; Blaine County – Dick Fosbury

**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 as presented.

**II. PUBLIC COMMENT**

No public comment was made.

**III. APPROVE FMAA  
MEETING MINUTES**

- A. October 2, 2018 Regular Meeting Minutes**
- B. October 24, 2018 Special Meeting Minutes**
- C. November 6, 2018 Regular Meeting Minutes**

**MOTION:**

*Made by Board Member Haemmerle to approve the October 2, 2018, October 24, 2018, and November 6, 2018 meeting minutes as amended. 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 (see Power Point Presentation)**

Fly Sun Valley Alliance (FSVA) representative, Carol Waller, introduced Ron McNeil, Senior Consultant from Mead & Hunt to present an overview of the current Airline Industry Trends, Resort Area Air Service Trends, and SUN Air Service Market – History and Trends.

The Board discussed technical aspects of Airport Consultant McNeil's presentation including clarification of the impact of flights available seats, fuel price impact, and market reaction time frames.

**E. Airport Manager Report (see Power Point Presentation)**

Airport Manager Pomeroy briefed the Board on the following:

- The tower planning project continues. Mr. Bill Payne, William E. Payne & Associates, Inc., is currently in Washington, D.C. and is meeting with the FAA on behalf of the Airport.
- The Airport Manager was recently in Denver and toured the Denver Northern Colorado Regional airport's pilot remote tower that is similar to the remote tower in Leesburg, Virginia.
- The Airport is conducting an Active Shooter/Attack Training on Wednesday, December 5, 2018. Key participants include the Hailey Police Department, Blaine County Sheriff's Office, St. Luke's Hospital, as well as the Airport's tenants and staff.
- The Airport Manager reported on setbacks with snow removal equipment as both critical runway brooms are not operational and are being evaluated by the Airport's Fleet Manager.
- The Board should anticipate a presentation at the January meeting regarding the Airport Financial Statements and results of the annual independent audit.
- The annual Airport Holiday party will be held on December 7, 2018 at 6:30 p.m. at the Airport Terminal.
- A Retirement Party for long time employee, Roberta Christensen will be held on December 27, 2018 at The Mint in Hailey, from 5:30 p.m. to 7:30 p.m. Airport Contracts/Finance Administrator Emerick commended Mrs. Christensen on her career at the airport.
- Introductions of the new Administrative staff members, Ms. Sue Heaphy and Ms. Tessa Baker, were made.

**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. Consideration to change the regularly scheduled FMAA meeting from January 1, 2019 to January 8, 2019

**MOTION:**

***Made by Board Member Haemmerle to change the regularly scheduled Board meeting from January 1, 2019 to January 8, 2019. Seconded by Board Member McCleary.***

**PASSED UNANIMOUSLY**

**B. CONTINUING BUSINESS**

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

Airport Manager Pomeroy briefed the Board that the Federal Aviation Administration (FAA) has deemed J.A. Larue's bid as non-responsive since it does not meet the FAA's Buy American requirements and the company is not able to obtain the requested Type III waiver. As a result, the Airport Manager requested that the Board approve Oshkosh Airport Products, LLC., as the successful bidder.

Vice-Chairman Greenberg inquired about the FAA's Buy American, Type III Waiver request from Oshkosh. Airport Manager Pomeroy responded that Oshkosh submitted the Type III Waiver documentation to the FAA and it was approved.

**MOTION:** *Made by Board Member Haemmerle to award Oshkosh Airport Projects, LLC in the amount of \$545,213 subject to FAA concurrence for purchase of the Snow Removal Equipment (SRE). Seconded by Board Member Fairfax.*

**PASSED UNANIMOUSLY**

**2. Additional Continuing Business Action After Executive Session**

**VII. DISCUSSION AND UPDATES**

**A. NEW BUSINESS (See PowerPoint Presentation)**

**1. Instrument Approach Presentation – Flight Tech Engineering**

Airport Manager Pomeroy introduced Alec Seybold, Airport and Airspace Analyst at Flight Tech Engineering. Flight Tech Engineering and Mr. Seybold specialize in the development of instrument approach procedures. Based on the discussion and questions from the Board at the November meeting about approach procedure development at SUN, Airport Manager Pomeroy invited Mr. Seybold to present and answer questions at the meeting.

Mr. Seybold delivered a presentation summarizing the qualifications of Flight Tech Engineering and some of the technical aspects of completing a feasibility analysis for SUN. The Board had several questions for Mr. Seybold including what is the cost for the feasibility study. Mr. Seybold responded the estimated cost is \$21,500 and, if a new approach is proven feasible, the full design and development of the procedure is estimated to cost around \$60,000. When asked if the approach would be available to general aviation users, Mr. Seybold responded it could be, but the primary focus will be on the E-175 regional jet operated by Delta and United Airlines.

Discussion about cost of the feasibility study and follow-on full development of an approach ensued. Airport Manager advised the Board that Delta Airlines has expressed some interest in funding the feasibility study, but their financial support was not certain at this time. The Board asked if Delta paid for the feasibility study, would other airlines be able to use it. Airport Manager responded if Delta paid for the study it would likely be available only to Delta Airlines, as it would be their property.

Airport Manager Pomeroy commented that the feasibility study is the first critical step to determine what technically can be done at the airport and the goal is to coordinate with the airlines to incorporate their capabilities into the study.

Chairman Keirn directed the Airport Manager to continue to explore the best options to keep the process moving forward, including possible funding by Delta.

## B. CONTINUING BUSINESS

### 1. Construction and Capital Projects

#### i. Terminal Improvements

Airport Manager Pomeroy briefed the Board on the status of the Supplemental Discretionary grant request submitted to the FAA for terminal security checkpoint and holdroom expansions. He advised that the FAA was trying to make notification to grant applicants by mid-December and he would provide an update at the January meeting.

In the meantime, Airport Manager Pomeroy once again reiterated the importance of the flight schedule for summer 2019 to alleviate capacity issues with TSA screening delays and holdroom occupancy requirements. He advised that coordination with FSVA, TSA, and the airlines to address these potential issues next summer is ongoing.

### 2. Airport Planning Projects

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

Airport Manager Pomeroy briefed the Board on the Environmental (EA) status and commented that the consultants have received positive feedback from the FAA and revised Chapter 1 – Background and Proposed Action, Chapter 2 – Purpose and Need, and Chapter 3 – Alternatives. These Chapters will be submitted to the FAA by December 7. The Board should anticipate a draft copy of the EA as soon as it is complete, and a public meeting will be scheduled to present the findings.

## 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 Haemmerle.***

### **ROLL CALL VOTE:**

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

**PASSED UNANIMOUSLY**

## X. ACTION ITEMS - Continued

### B. CONTINUING BUSINESS

1. Proceeding to make earnest money deposit under terms of PSA with Flying Hat Ranch, LLC.

**MOTION:**

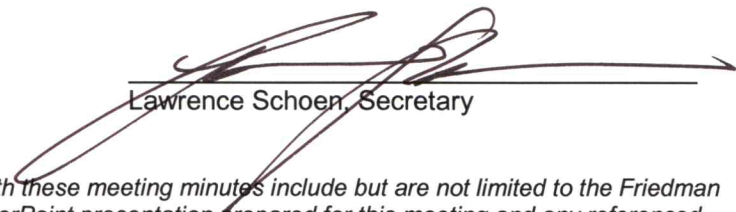
**Made by Board Member Schoen to authorize the deposit of earnest money into an escrow account with Blaine County Title in the amount of \$400,000 under the terms of the purchase and sale agreement between Friedman Memorial Airport and Eccles Flying Hat Ranch, LLC., for the acquisition of land for the Runway Protection Zone consisting of plus or minus 64.6 acres. 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 Schoen</b>	<b>Yes</b>
<b>Board Member Fairfax</b>	<b>Yes</b>
<b>Board Member McCleary</b>	<b>Yes</b>
<b>Board Member Haemmerle</b>	<b>Yes</b>
<b>Board Member Cooley</b>	<b>Yes</b>

**XI. ADJOURNMENT**

The December 4, 2018 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:15 p.m.



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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.