

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY***
June 4, 2019
5:30 P.M.

IN ATTENDANCE: **BOARD MEMBERS:** Chairman – Jacob Greenberg, Vice-Chairman – Don Keirn, Ron Fairfax – Treasurer, Angenie McCleary – Secretary, Board - Fritz Haemmerle, Pat Cooley and Dick Fosbury
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; Airport Administrative Coordinators – Sue Heaphy & Jenna Elliott
CONSULTANTS: T-O Engineers –Dave Mitchell, Centerlyne – Sarah Shepard
AIRPORT TENANTS/PUBLIC: Atlantic Aviation – Brian Blackburn
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 Greenberg.

I. APPROVE AGENDA The agenda was approved as presented.

II. PUBLIC COMMENT Craig Wolfrom, Hailey, Idaho, referred to the Joint Powers Agreement, and stated that he would like to see the airport stay within current boundaries. He encouraged the Board to start the process of looking for a more suitable location for the airport outside the valley for health and safety reasons.

**III. APPROVE FMAA
MEETING MINUTES**

A. May 7, 2019 Regular Meeting Minutes Attachment #1

MOTION: *Made by Board Member McCleary to approve the May 7, 2019 Regular Meeting Minutes. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

IV. REPORTS

- A. Chairman Report
Chairman Greenberg reported he is working with Airport Manager Pomeroy to keep the remote tower location process moving forward.
- 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 (see Power Point Presentation)
- Airport Manager Pomeroy travelled to Washington D.C. May 13-16 to attend the USCTA Policy Board Meeting and Workshop. He was able to meet with the Chief Operating Officer for the FAA Air Traffic Organization, Teri Bristol, who he feels will be instrumental in FMA's efforts to pursue the remote tower. Tower funding was also discussed as an important back up to the remote tower program.
 - Airport Manager Pomeroy reported sequestration is coming up again in 2020. He is starting efforts with the policy board and delegation regarding any potential

sequestration impacts.

- Airport Manager Pomeroy reported he will be attending the National AAAE (American Association of Airport Executives) Conference in Boston June 15-19th. He will be attending to Northwest chapter business, meetings and has been selected to be a mentor working with college students that are pursuing an Airport Management career.
- Airport Manager Pomeroy is scheduled to attend the NWAAGE Annual Conference in Fairbanks, Alaska in September. All Board members are invited to attend this or any conference Airport Manager Pomeroy attends.
- Airport Manager Pomeroy reminded the Board about the busy morning departure schedule starting this week at the airport. The FAA Annual Part 139 Inspection is scheduled for this week, June 5-7th. The Annual Fly-In event is scheduled for July 9-14, 2019.
- Airport Manager Pomeroy stated the TSA PreCheck Enrollment is going well. The event will be held the week of June 24, 2019 and pre-registration is recommended. The Airport has provided a link to the registration on the FMA website.
- Airport Manager Pomeroy presented three options for the new sign at entry to airport. The Board provided their "straw poll" input on the preferred sign option.
- Airport Manager Pomeroy reported he is working on the following:
 - The fiscal year 2020 budget with the assistance of the FMA Management Team and Finance Committee
 - The five-year engineering services selection process
 - Coordinating with Bill Payne, the Airport's consultant for the remote tower, to schedule a presentation to the Board on the progress and next steps for the remote tower.

V. AIRPORT STAFF BRIEF

- A. Noise Complaints (See Brief)
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Attachment #2-#4)
- C. Airport Commercial Flight Interruptions (See Brief)
- D. Review Correspondence (See Brief) Attachment #5

VI. ACTION ITEMS

- A. NEW BUSINESS (See Brief & Power Point)
 - 1. None
- B. CONTINUING BUSINESS

- 1. Aircraft Rescue Firefighting (ARFF) Equipment Acquisition

Airport Manager Pomeroy reported bids closed last Thursday, May 23, 2019, for a new ARFF vehicle. Bids were received from Oshkosh Airport Products, LLC in the amount of \$665,642.00 and from Rosenbauer Minnesota, LLC in the amount of \$692,271.00. An FAA discretionary grant is anticipated to cover this acquisition. Subject to legal and FAA review, Airport Manager Pomeroy recommended the Board award the bid in the amount of \$665,642.00 to Oshkosh Airport Products, LLC.

MOTION: *Made by Board Member Haemmerle to award the bid for acquisition of the ARFF vehicle in the amount of \$665,642.00 to Oshkosh Airport Products, LLC. The award is subject to FAA and legal review. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

VII. DISCUSSION AND UPDATES

- A. NEW BUSINESS

- 1. **FY' 20 Budget First Draft Presentation – Attachment #6**

Airport Manager Pomeroy reported the initial Budget Draft for FY2020 has been completed. He highlighted the projected revenues, expenses and capital improvements. The FMA Management team and Board Finance Committee anticipate presenting the final budget report in the July Board meeting. Chairman

Greenberg commented on the current health of the Airport's cash reserve.

2. FMAA Joint Powers Agreement (JPA)

Attorney Laski advised the Board the termination date of the Friedman Memorial Airport Authority Joint Powers Agreement is 12/31/2020. Prior to the expiration, the City and County will need to come to an agreement. Board Member McCleary thanked Attorney Laski for bringing this to the Board's attention. There was a brief discussion on City and County process.

3. Obstruction Removal

Airport Manager Pomeroy reported the FAA's finding of No Significant Impact (FONSI) was issued on May 24, 2019. Phase 1 of the tree removal began June 3, 2019. Phase 2 will be in October and will include removal of the root balls and canal repair.

Board Member Fairfax asked how long, after the trees are down, for the FAA to publish the update in the Airport Facility Directory. Airport Manger Pomeroy responded this will depend on publication timing. He stated he would reach out to FAA as early as the end of next week and will also discuss the directory update with the FAA Part 139 inspector that will be onsite next week. Airport Manager Pomeroy stated the longest period of time for the publication updated would be three months.

4. Request for Qualifications (RFQ) for On-Call Airport Planning Services

Airport Manager Pomeroy reported the FAA requires a selection process every five years. The Airport's on-call planning contract with Mead & Hunt has expired. Airport Manager Pomeroy mentioned the possible projects that will require planning services include updating the master plan, completion of a terminal area plan study, and associated environmental assessments.

After brief discussion, Vice-Chairman Keirn, Board Members Fosbury and Fairfax agreed to serve on the On-Call Planning Services selection committee.

B. CONTINUING BUSINESS

1. Construction and Capital Project

i. Terminal Improvements

Airport Manager Pomeroy reported the FAA Supplemental Discretionary Request was not successful for the holdroom expansion and second Security Checkpoint. There could be a second round of awards; Airport Manager Pomeroy will update the Board as information is received.

ii. Air Carrier Apron and Parking Lot Projects Phase

Airport Manager Pomeroy reported Phase 4 will begin on June 10th and will include painting the final markings on the air carrier apron and touch-ups in parking lot. There are also a variety of warranty items and other repairs from winter operations. Landscaping is expected to resume pending weather.

2. Airport Planning Projects

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Airport Manager Pomeroy reported the FAA issued the Finding of No Significant Impact (FONSI) for Runway Protection Zone Environmental Assessment on May 24, 2019. The FONSI has been published and is posted on the Airport's website. There is also a hard copy at the Airport Manager's Office for review.

ii. Instrument Approach Development – Attachment #7

Airport Manager Pomeroy reported the draft procedure was tested by SkyWest in the flight simulator and the outcome was successful. Flight Tech Engineering, LLC will be onsite in August to present the full technical report on Phase 1 to the Board. Airport Manager Pomeroy will continue to work with the air carriers on Phase 2 development.

3. Miscellaneous

i. Vice-Chairman Keirn asked for update on Employee Handbook. Airport Manager Pomeroy responded the Employee Handbook committee met and Attorney Laski and team is revising a few sections to clarify and streamline

the document.

VIII. PUBLIC COMMENT

No public comment was made.

**IX. EXECUTIVE SESSION –
I.C. §74-206 (1)(b), (1)(c),
and (1)(f)**

Executive Session was not held.

X. ADJOURNMENT

The June 4, 2019 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:24 p.m.


Angene McCleary, 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.*