

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY\***  
**September 3, 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, 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 –Nathan Cuvala, Centerlyne – Sarah Shepard & Candace Crew  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**FLY SUN VALLEY ALLIANCE:** Carol Waller  
**AIRPORT TENANTS/PUBLIC:** Atlantic Aviation – Brian Blackburn, Glass Cockpit Aviation – John Strauss  
**PRESS:** Idaho Mountain Express – Alejandra Buitrago

**CALL TO ORDER:** The meeting was called to order at 5:30 p.m. by Chairman Greenberg.

**I. APPROVE AGENDA** The agenda was approved as presented.

**II. PUBLIC COMMENT** No Public Comment.

**III. APPROVE FMAA MEETING MINUTES**

A. August 6, 2019 Regular Meeting Minutes Attachment #1

**MOTION:** *Made by Board Member McCleary to approve the August 6, 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 continue efforts to participate in the Remote Tower Program.

B. Blaine County Report

No report was given.

C. City of Hailey Report

Board Member Haemmerle reported on the increase of private airplanes at FMA on Labor Day weekend. He thanked the FMA staff for good work moving air traffic; he felt there was very little impact to Hailey residents. Airport Manager Pomeroy also confirmed the increase in air traffic during the weekend and thanked Atlantic Aviation for their great work. Brian Blackburn with Atlantic Aviation reported there were approximately 20 more aircraft than the previous year.

D. Fly Sun Valley Alliance Report

Carol Waller with Fly Sun Valley Alliance reported the winter flight schedule has been finalized. There is an increase of air service from a few key markets. This is due to the Epic ski pass now being offered by Sun Valley Resort.

Board Member Fairfax asked about the percentage of increase in seats. Carol reported there is a small increase in seats, up from 932 to 980, but airlines are still doing seat adjustments.

E. Airport Manager Report (see Power Point Presentation)

- Airport Manager Pomeroy thanked the TSA SUN team for their outstanding service to the Friedman Airport this past summer. He reported they have made substantial changes to their screening processes, which resulted in improved service and wait times at the TSA security check point. Airport Manager Pomeroy presented certificates to the following TSA employees present: Sheryl Mukhar, Diane Haas, Christian Alonso, Matt Callahan, James Trymbiski, and Dale Veroneau. All other TSA staff not present at the board meeting will be presented with certificates of appreciation and lunch will be provided for all at a time decided by TSA team. TSA Security Manager Sheryl Mukhar thanked Airport Manager Pomeroy and Airport Security Coordinator Steve Guthrie for their continued support and appreciates their combined efforts with making changes at FMA.
- Airport Manager Pomeroy reported on August 13<sup>th</sup> and 28<sup>th</sup> he hosted the Idaho Congressional Delegation for a briefing on the status of the Remote Tower Program and provided a tour of the current air traffic control tower at FMA. In attendance were US Senator Crapo and Congressman Simpson. US Senator Risch was unable to attend but had team members present. The briefing was well received, and Airport Manager Pomeroy and Board Chairman Greenberg have already seen follow up from the congressional staff in regards to support of the Remote Tower Program. Board Member McCleary asked if the Remote Tower was the only topic of conversation and Airport Manager Pomeroy reported that other things were discussed but one topic that left a big impact was that FMA is the #2 airport of economic impact in Idaho.
- Airport Manager Pomeroy reported the Alternate Landing Area was operational two weeks ago on the east side safety area of the runway. It has been a substantial effort with the FAA, FMA Tower Manager George White, FMA operations staff, and our local pilots to get this project completed. Board Member McCleary asked why this is needed at FMA. Airport Manager Pomeroy responded that single engine tail dragger aircraft have a much smoother/stable landing on a turf surface than on the traditional runway surface. Board Member Fosbury asked how this new runway is communicated to out of town pilots. Airport Manager Pomeroy responded that there was an extensive list of requirements set by the FAA to make the landing area operational. For local pilots there is an operating agreement and for out of town pilots, information will be available on the FMA iflysun website. The Alternate Landing Area will operate seasonally from approximately mid-June thru the end of October. Board Member Fairfax thanked Airport Manager Pomeroy for his efforts on this project stating he knows many of the pilots and they are very happy to have this option.
- Airport Manager Pomeroy reported he will attend the following Conferences: Northwest Chapter American Association of Airport Executives (NWAAGE) Annual Conference in Fairbanks, Alaska, September 22-25, 2019. FAA Helena Airports District Office Conference in Helena, Montana, October 23-24, 2019. Any board member interested in attending either of these conferences should contact Airport Manager Pomeroy.
- Airport Manager Pomeroy listed the following items on the horizon: Employee Handbook, Rates and Charges discussion.

## 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

## VI. ACTION ITEMS

A. NEW BUSINESS (See Brief & Power Point)

1. Recommendation of Award – Multi-task Snow Removal Equipment  
**Attachment #6**

Airport Manager Pomeroy reported FMA has a unique opportunity to piggyback on the Idaho Falls Airport bid process to acquire a Multi-Task Equipment (MTE) from M-B Company. This new piece of equipment is needed to replace aging equipment and to build on the fleet. It is considered a force multiplier where one operator can both plow and broom at the same time. This acquisition is included in the Airport's fiscal year 2020 capital plan and the FAA supports the acquisition. The bid price is \$680,114.00, with a 300-day delivery schedule and is 93.75% AIP reimbursable.

**MOTION: Made by Board Member Haemmerle to approve the award to M-B Companies for the acquisition of an MTE SRE in the amount of \$680,114.00. The award is subject to FAA concurrence and legal review. Seconded by Board Vice-Chairman Keirn.**

**PASSED UNANIMOUSLY**

2. T-O Engineers Work Order 19-01 for Snow Removal Equipment Acquisition –  
**Attachment #5**

Airport Manager Pomeroy reported this work order is for engineering support in the acquisition of the Multi-Talk Equipment (MTE) and is based on time and materials, not to exceed. The work order is 93.75% AIP eligible.

**MOTION: Made by Board Member Haemmerle to approve the T-O Engineer Work Order 19-01 in the amount of \$22,314.57, not to exceed. Seconded by Board Vice-Chairman Keirn.**

**PASSED UNANIMOUSLY**

3. Potential Recommendation of Award - Utility Tractor

Airport Manager Pomeroy reported the current utility tractor is over 23 years old and is utilized for routine maintenance on the airfield and snow removal. The expenditure will be reflected in fiscal year 2019 that was originally budgeted for a pickup truck. Airport Manager Pomeroy would like authorization to solicit quotes for the new tractor and is asking for a motion to award to the lowest conforming vendor in amount not to exceed \$66,000.00.

Board Member Haemmerle asked if the requests for the purchase of new equipment are higher than normal. Airport Manager Pomeroy responded that the requests are more frequent than normal due to the aging fleet and new FAA runway snow removal requirements.

**MOTION: Made by Board Member Haemmerle to award to lowest conforming vendor for a utility tractor pending legal review and legal counsel concurrence in an amount not to exceed \$66,000.00. Seconded by Board Vice-Chairman Keirn.**

**PASSED UNANIMOUSLY**

B. CONTINUING BUSINESS

1. None

**VII. DISCUSSION AND UPDATES**

A. NEW BUSINESS

1. **Airport Planning Projects**

i. Terminal Area Plan

Airport Manager Pomeroy reported Mead & Hunt are prepared to begin the terminal area plan that will include a comprehensive review and analysis of the airport terminal facilities. This review will include the airline ticket office, baggage screening area, TSA screening, TSA hold room, baggage claim, and parking lot. The scope of work will include the following deliverables: terminal improvement options and phasing, parking lot improvement options, revised forecasts of demand and funding options, and CIP. The schedule is approximately 9-12 months and the cost is included in the FY '20 budget. The

plan is 93.75% AIP reimbursable.

**B. CONTINUING BUSINESS**

**1. Construction and Capital Project**

i. None

**2. Miscellaneous**

i. Airport Entrance Sign Dedication

Airport Manager Pomeroy reported the airport entrance sign was installed end of July with lighting to be completed this week. The date of the dedication ceremony is pending.

**VIII. PUBLIC COMMENT**

No public comment was made.

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

Executive Session was not held.

**X. ADJOURNMENT**

The September 3, 2019 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:10 p.m.

  
Angenie 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.*