

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY\***  
October 1, 2019  
5:30 P.M.

**IN ATTENDANCE:** **BOARD MEMBERS:** Chairman – Jacob Greenberg, Vice-Chairman – Don Keirn, Angenie McCleary – Secretary, Board - Fritz Haemmerle, Patrick 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:** Centerlyne – Sarah Shepard & Candace Crew  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**FLY SUN VALLEY ALLIANCE:** Carol Waller  
**PRESS:** Idaho Mountain Express – Alejandra Buitrago

**CALL TO ORDER:** The meeting was called to order at 5:33 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. September 3, 2019 Regular Meeting Minutes Attachment #1

**MOTION:** *Made by Board Member Haemmerle to approve the September 3, 2019 Regular Meeting Minutes. Seconded by Board Member Keirn.*

**PASSED UNANIMOUSLY**

**IV. REPORTS**

A. Chairman Report

Chairman Greenberg reported:

- Airport staff is moving forward on the purchase of additional snow removal equipment. Airport Manager Pomeroy reported more on this topic later in meeting.
- The Finance Committee has provided staff with approval to enter into negotiations with an individual who has expressed interest in purchasing the former Rosenberg hangar. Airport Manager Pomeroy explained the hangar has been vacant for 34 months and believes the sale should be a benefit for both parties.
- The Finance Committee is reviewing the parking rates for both automobiles and aircraft. He anticipates the recommended rate adjustments to be discussed during the November board meeting. He also anticipates additional rates and charges to be reviewed during the early portion of fiscal year 2020.

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 reported:

- He recently traveled to Fairbanks, Alaska on September 22<sup>nd</sup> -25<sup>th</sup> to attend the Northwest Chapter American Association of Airport Executives (NWAAAE) Annual Conference. While attending the conference, he was nominated and selected to serve as the Secretary/Treasurer for the Chapter. He participated in a discussion between board members regarding winter operations, including equipment acquisition needs and staffing.
- He and Contracts/Finance Manager, Lisa Emerick, will be attending is the FAA Federal Aviation Administration Conference in Helena, Montana October 23-24<sup>th</sup>.
- Administration staff is preparing for the fiscal year 2019 independent audit.
- Operations staff is preparing for winter operations. Preparations include hiring two additional seasonal staff members and the delivery of additional SRE equipment to include a loader and sweeper. It is anticipated the SRE equipment will be delivered in November.
- Staff is in process of researching and discussing adjustments to FMA Rates & Charges, specifically the automobile and aircraft parking lot rates.

## V. AIRPORT STAFF BRIEF

- A. Noise Complaints (See Brief)
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Attachment #2-#4)

Airport Manager Pomeroy explained that a correction was made to the stated seat occupancy category on Attachment #4. A revised attachment was provided to each board member.

- C. Airport Commercial Flight Interruptions (See Brief)
- D. Review Correspondence

## VI. ACTION ITEMS

- A. NEW BUSINESS
  - 1. None
- B. CONTINUING BUSINESS
  - 1. None

## VII. DISCUSSION AND UPDATES

- A. NEW BUSINESS
  - 1. None
- B. CONTINUING BUSINESS
  - 1. Construction and Capital Projects
    - i. AIP Grant for RPZ Land Acquisition  
The FAA grant offer (3-16-0016-048) was received on September 23, 2019. Airport Manager Pomeroy extended his appreciation to the board members and staff for their quick response processing and returning the grant to the FAA. It is anticipated the Purchase and Sales Agreement to purchase of 65 acres south of the airfield will be closed by the end of this month.
    - ii. Obstruction Removal – Phase 2  
Airport Manager Pomeroy reported Alpine Tree Service is scheduled for the last week in October to remove stumps and repair canal after removal. Expected time for removal and canal repair is two weeks.  
Airport Manager Pomeroy reported that after the Phase 1 tree removal he updated the obstruction database, which resulted in increased

performance in payload for airlines. He has also received great feedback from flight crews on the improved safety.

2. Airport Planning Projects

i. Potential Terminal Airline Ticket Office/ Baggage Screening Area Enhancements

Airport Manager Pomeroy reported he is working with Skywest/Delta and TSA representatives to consider a reconfiguration of the ticket counter and baggage screening areas to provide additional space. The reconfiguration will include repurposing and use of the terminal conference room for airline administrative office, training space and breakroom.

Board Members Greenberg and McCleary requested clarification on the scope of work and how it would be funded.

Airport Manager Pomeroy explained, depending on airline budgets, the reconfiguration could be funded by the airlines or the Board could consider funding the project and getting reimbursed through the airline lease rates.

Board Member Fosbury asked for clarification on leases between the airport and the airlines and TSA. Airport Manager Pomeroy explained, if the airport chose to fund the project, it would include a rates and charges negotiation to revise airlines rates to ~~include the~~ cover the cost of the project.

ii. Terminal Area Plan

Airport Manager Pomeroy reported the draft scope of work by Mead & Hunt is due to him by end of the week. He outlined deliverables for the scope of work including the following: terminal improvement options and phasing, airline ticket office, baggage screening area, TSA screening, hold room, baggage claim, parking lot improvement options, revised forecast of demand and CIP and financial feasibility.

3. Miscellaneous

i. Board Member McCleary asked about the status of the employee handbook.

Jim Laski and Airport Manager Pomeroy responded that it is in process and they should be able to schedule a sub-committee meeting in the next few weeks.

**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 October 1, 2019 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 5:59 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.