

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

IN ATTENDANCE: **BOARD MEMBERS:** Chairman – Jacob Greenberg, Vice-Chairman – Don Keirn, Ron Fairfax – Treasurer, Angenie McCleary via phone – Secretary, Board Members - 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: T-O Engineers –Nathan Cuvala, Centerlyne – Sarah Shepard
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, Hertz - Dakotah Dayton
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. October 1, 2019 Regular Meeting Minutes Attachment #1
Chairman Greenberg has a correction to the minutes, section VII, under Airport Planning projects, number 2. Sentence should read: 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.
MOTION: *Made by Board Member Haemmerle to approve the October 1, 2019 Regular Meeting Minutes as amended. Seconded by Board Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY
BOARD MEMBER FAIRFAX ABSTAINED**

IV. REPORTS

- A. Chairman Report
No report given.
- B. Blaine County Report
No report was given.
- C. City of Hailey Report
No report was given
- D. Fly Sun Valley Alliance Report
Carol Waller with Fly Sun Valley Alliance reported in October the Alliance held a winter meeting with all the stakeholders, TSA, SUN Management, and transportation companies. It was a successful meeting discussing the upcoming winter schedule and diversion services. Air passenger surveys are complete and she expects to have a full report to the Board by early December.

- E. Airport Manager Report (see Power Point Presentation)
- Airport Manager Pomeroy reported he and Lisa Emerick attended the FAA Helena ADO Conference in Helena, Montana October 23rd – 24th.
 - Airport Manager Pomeroy reported he will be visiting Salt Lake Center FAA with Greg Dyer to discuss peak travel times and to debrief on the July Fly-In Event.
 - Airport Manager Pomeroy reported TSA Precheck procedures at SUN have recently been improved. Precheck passengers will now be integrated in with passengers and will not be required to enter precheck at designated times. TSA Precheck passengers will still have separate line but will be integrated at the screening checkpoint. This has resulted in better travel experience for all. Airport Manager Pomeroy thanked the SUN TSA team for their efforts.
 - Airport Manager Pomeroy reported that the SAAC Fall/Winter terminal art rotation will take place on November 14th and the reception will be held at FMA on Thursday, November 21st. The Board and public are encouraged to attend.
 - Airport Manager Pomeroy reported the following is on the horizon:
 - FMA continues to work with the landowner regarding the Runway Protection Zone (RPZ) land acquisition closing
 - The annual audit to be conducted by Harris CPAs will start Nov 11th with a presentation scheduled for January 2020
 - The Employee Handbook draft is completed and will go to the committee with follow up at the December meeting. The Board can anticipate initial discussion regarding rates and charge review in the December meeting
 - Board Chairman Greenberg reported with Airport Manager Pomeroy that the ongoing Remote Tower project is still very active. Both he and Airport Manager Pomeroy will be attending meetings and hope to have an update for the December meeting.

V. AIRPORT STAFF BRIEF

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

The Board discussed the financials presented in packets. Chairman Greenberg suggested the reporting may need to be more detailed. Treasure Fairfax commented that the financials are currently presented in detail on a quarterly basis. New options will be presented to Board at the December meeting.

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

VI. ACTION ITEMS

- A. NEW BUSINESS (See Brief & Power Point)
1. Equipment Lease Resolution – Front End Loader – Consideration of Motion to Approve. **Attachment #5 ACTION ITEM**
- Airport Manager Pomeroy reported SUN is looking to lease a new front end loader CAT 972M. The lease is included in the FY20 Budget. The government leases require a resolution to be signed by an authorized government agency. In SUN's case, it will be signed by the Chairman of the Board. The lease would be under Summit National Bank who facilitates Caterpillar leases.
- Board Vice Chairman Keirn asked Airport Manager Pomeroy what happens at the end of the lease in five years. Airport Manager Pomeroy responded that the amount put towards equipment can be applied to new equipment or the balance can be paid and the equipment purchased. The other point Airport Manager Pomeroy made is that while under the lease agreement, the loader is under full warranty.
- Board Member Haemmerle commented on the amount of equipment being leased and or purchased by the airport. Airport Manager Pomeroy responded that with the aging fleet at SUN and the increased requirements with the FAA, this may be a trend in order to keep up with the increased runway maintenance standards imposed by the FAA.

MOTION: Made by Board Member Haemmerle to approve the chairman signed lease agreement, resolution for front end

B. CONTINUING BUSINESS

1. None

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS

1. Parking Lot Fee Discussion

Airport Manager Pomeroy introduced Chris Johnson, CA Johnson Consulting, as the airport's consultant for the terminal auto parking operations. Airport Manager Pomeroy's explained Mr. Johnson was tasked with evaluating future parking lot needs such as paying for the aging parking lot re-surface and capacity issues and how to structure rates to meet those needs.

See Power Point – presented by Chris Johnson

There were multiple Board member questions/comments regarding rates and cost of capital expenses. The Board is interested in seeing additional analysis on capital expenses for the next 5 to 10 years, and a scenario where parking fees were increased at a higher rate in order to help offset these expenses.

B. CONTINUING BUSINESS

1. Construction and Capital Project

- i. None

2. Airport Planning Projects

- i. Instrument Approach Improvements Update

Airport Manager Pomeroy reported Skywest will be doing flight testing with the new approach this next week pending weather. The tests will utilize the new approach procedure.

- ii. Terminal Area Study Update

Airport Manager Pomeroy reported he is working with Mead & Hunt and the FAA on the draft scope of work to complete the terminal area study update. Airport Manager Pomeroy hopes to have the draft to the Board by the December meeting. Deliverables include terminal improvement options and phasing for the following areas: airline ticket office, baggage screening area, TSA screening area, hold room, and baggage claim. Also included on the draft will be the following: parking lot improvement options, revised forecast of demand and CIP, and financial feasibility. The study is estimated to take approximately 9-12 months.

3. Miscellaneous

- i. Airport Principle Guiding Documents Discussion (Rules and Regulations, Minimum Standards, and Lease Agreements)

Airport Manager Pomeroy reported the need for the airport principle guiding documents, to ensure safety, consistency, and a "level playing field". This would include Rules and Regulations, Minimum Standards, and review of lease agreement language. Ricondo is the consultant that the Board has retained for this type of project. Airport Manager Pomeroy reported he wants the airport to complete this process with a much transparency as possible. The estimated timeline is 12 months. The Board agreed transparency is important in this process. Airport Manager Pomeroy commented he has a colleague that is the airport manager at a similar size airport and they have graciously offered their guidance for this process.

- ii. Airport Land Use Compatibility – Cities of Hailey and Bellevue/Blaine County area of City Impact (ACI) Process

Airport Manager Pomeroy reported he is working with Blaine County, City of Hailey, and City of Bellevue to assist with comprehensive plan updates. He has attended Planning and Zoning Commission Meetings to discuss the required public airport facilities chapter and Idaho Code – Title 67, Chapter 65 Local Land Use Planning Act. Airport Manager Pomeroy also discussed

the Area of City Impact (ACI) planning as related to airport land use compatibility and outlined FAA grant assurances and on State law requirements. He will continue his work with the local government agencies and encourage them to reach out for any further information.

Chairman Greenberg discussed the ACI and Comprehensive plan process. Board Member Haemmerle agreed that this work is very important and the need for all stakeholders to be involved and come up with plan.

VIII. PUBLIC COMMENT

No public comment was made.

**IX. EXECUTIVE SESSION –
I.C. §74-206 (1)(c), and
(1)(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 which is not owned by a public agency. Seconded by Board Member Fosbury.

ROLL CALL VOTE:

<i>Chairman – Greenberg</i>	Yes
<i>Vice Chairman – Keirn</i>	Yes
<i>Board Member – Fairfax</i>	Yes
<i>Board Member – Fosbury</i>	Yes
<i>Board Member – Haemmerle</i>	Yes
<i>Board Member – Cooley</i>	Yes
<i>Board Member – McCleary</i>	Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The November 5, 2019 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:22 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.*