

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY\***  
**December 3, 2019**  
**5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Jacob Greenberg, Vice-Chairman – Don Keirn, Ron Fairfax - Treasure, 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 – Candice Crew

**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski

**AIRPORT TENANTS/PUBLIC:** Atlantic Aviation – Brian Blackburn, 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. November 5, 2019 Regular Meeting Minutes Attachment #1

**MOTION:** *Made by Board Member Cooley to approve the October 1, 2019 Regular Meeting Minutes as amended. Seconded by Board Vice-Chairman Keirn.*

**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

There was a brief Board discussion regarding seats available report showing a downward trend of 3-4%. The Airport Board Chairman mentioned this was discussed at the last Fly Sun Valley Alliance meeting and the reason for the reduction is due to fewer flights.

E. Airport Manager Report (see Power Point Presentation)

- Airport Manager Pomeroy reported the acquisition of 64.21 acres of new RPZ land on the south end of the airport has been completed. He also reported Alpine Tree Service completed Phase 2 of the obstruction removal (trees). Airport Attorney, Laski commented the land is under a year-to-year lease back to the previous landowner to continue agricultural operations.

Board Member Fairfax asked if the perimeter fence will be extended. Airport

Manager Pomeroy reported the fence relocation is pending available funding.

- Airport Manager Pomeroy reported the parking lot reached capacity on Tuesday, November 26<sup>th</sup>, during the Thanksgiving holiday. FMA was very proactive with community outreach efforts using website updates and social media. The Car Park assisted by relocating employee parking and implementing overflow parking.
- Airport Manager Pomeroy reported the SUN Airport Artist's Reception was held at the Terminal on November 21st. The event was very well attended and included a great rotation of artwork.
- Airport Manager Pomeroy reported the Airport Holiday Party will be held December 12<sup>th</sup> at the Airport Terminal at 6:00 p.m.
- Airport Manager Pomeroy reported the following is "On the Horizon":
  - Auditors Report
  - Employee Handbook
  - Air Traffic Tower effort update
  - Finance Committee Meeting

## 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. None
- B. CONTINUING BUSINESS

- 1. Consideration of Parking Lot Fee Increase ACTION ITEM

Airport Manager Pomeroy reviewed the current airport parking rate structure, regional rate review, and proposed rate adjustment review summary. As requested by the Board, Airport Manager Pomeroy presented parking lot maintenance and improvement cost estimates. T-O Engineers, Nathan Cuvala, reported on the current condition of airport parking lot and provided further explanation on cost estimates reported by Airport Manager Pomeroy. Improvement estimates include an auxiliary lot adjacent to The Car Park exit booth.

The Board discussed details on parking rate options and the expense related to proposed improvements. The Board discussed the need to adopt increased parking fees with the understanding, even with the increases, the additional funds collected will not provide adequate funds to pay for the improvements.

**MOTION:** *Made by Board Member Haemmerle to approve the rate structure for the proposed \$2.00 all day increase to begin January 1, 2020. Seconded by Board Member Fosbury.*

**PASSED UNANIMOUSLY**

## VII. DISCUSSION AND UPDATES

- A. NEW BUSINESS
  - 1. **Parking Lot Management - Automation**

Lisa Emerick, Friedman Airport Contract and Finance Manager, reported that she has been working with the FMA parking lot consultant Chris Johnson, CA Johnson Consulting and The Car Park management team to transition to a fully automated parking lot. Emerick indicated that the automation will initially include eliminating cash transactions and utilize the new equipment purchased during the parking lot reconstruction project. She explained that this would

allow the Car Park staff to be re-assigned to a more assistance-based role in order to provide more customer service around the terminal and parking areas. The Car Park is prepared to go cashless starting April 1, 2020 pending board review and approval. This transition would include a large outreach program to the public to educate and inform of these changes.

Board discussed the transition to full automation and going to a cashless system. Backup systems are in place for customers that do not have debit/credit cards by simply pushing the help button at the exit gate or a Car Park Staff will be on site to assist. Board Member Haemmerle expressed that he does agree with not having a cash option. After further discussion, staff was directed to collect and be able to provide additional data on the benefits and possible impacts of automation.

## B. CONTINUING BUSINESS

### 1. Construction and Capital Project

- i. None

### 2. Airport Planning Projects

- i. Instrument Approach Improvements Update

Airport Manager Pomeroy reported SkyWest tested the new landing approach on Saturday, November 9<sup>th</sup>. He was onboard the flight, and all test approaches were very successful. The next step is obtaining final FAA approval.

- ii. Terminal Area Study Update

Airport Manager Pomeroy reported he is still working with FAA and Mead & Hunt on the draft Scope of Work.

### 3. Miscellaneous

- i. None

## VIII. PUBLIC COMMENT

No public comment was made.

## IX. ADJOURNMENT

The December 3, 2019 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:17 p.m.

  
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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.