

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY***
February 11, 2020
5:30 P.M.

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Jacob Greenberg, Vice-Chairman – Don Keirn, Treasure - Ron Fairfax, Board Members - Fritz Haemmerle, Patrick Cooley, and Dick Fosbury, Angenie McCleary (via phone for parking lot automation discussion)
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 – Candace Crew & Sarah Shepard,
AIRPORT LEGAL COUNSEL: Lawson Laski Clark, PLLC – Jim Laski & Katie Franklin
FLY SUN VALLEY ALLIANCE: Carol Waller
AIRPORT TENANTS/PUBLIC: Glass Cockpit Aviation – John Strauss

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.

MOTION: *Made by Board Vice-Chairman Keirn to approve the agenda.
Seconded by Board Member Fosbury.*

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No Public Comment

III. APPROVE FMAA MEETING MINUTES

A. January 7, 2020 Regular Meeting Minutes - **Attachment #1**

Board Vice-Chairman Keirn had the following amendment to the minutes for January 7, 2020. In the motion to approve the agenda it was reported “Board Vice-Chairman Fosbury seconded motion.” Revise to “Board Member Fosbury.”

MOTION: *Made by Board Member Haemmerle to approve the amended board meeting minutes of the January 7, 2020 Regular Meeting.
Seconded by Board Member Fosbury.*

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

- Chairman Greenberg reported the Airport Manager has been assisting with efforts regarding language for a bill regarding regulating Transportation Network Companies (TNC) at commercial service airports that will be presented to the Idaho Legislature.
- Chairman Greenberg reported he attended the Air Service Board Meeting and discussed the commercial flight impacts over the 2019/2020 holiday season. The Air Service Board put out a press release discussing possible resolutions. Airport Manager Pomeroy followed up by mentioning the FMA Board and staff members of FMA do not have any control or jurisdiction on the air space and air traffic. Airport Manager Pomeroy reported he and the FMA staff will continue to communicate with the FAA regarding the unique challenges facing our resort airport.

- 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 reported the 2020 summer flight schedule is expected to be finalized by the end of February. Preliminary steps are underway to work on 2021 winter schedule.
- E. Airport Manager Report (see Power Point Presentation)
Airport Manager Pomeroy attended the Air Service Board special meeting on January 30, 2020 along with Board Chairman Greenberg, FMA Airspace Consultant, Greg Dyer, and Fly Sun Valley Alliance Executive Director, Carol Waller. He reported they had a productive discussion with the Air Service Board. Airport Manager Pomeroy would like to continue coordination with the FAA and plans to follow up with a visit to the FAA Command Center where he and Greg Dyer can address the peak demand and how FMA and the FAA in SLC can continue to streamline air traffic during peak times.
Board Member Fairfax asked if the now mandatory ADS-B will help with approach procedures. Airport Manager Pomeroy responded that it is in fact helping.
Airport Manager Pomeroy reported on attending the following conferences:
 - USCTA Policy Board retreat in Monterey, CA. January 22-25, 2020. During the conference there was a lot of discussion regarding the contract tower program. He was offered and accepted the Vice-Chair position of the Contract Tower Association. Board Chairman Greenberg congratulated Airport Manager Pomeroy on his appointment.
 - NWAAE Board Retreat in Seattle, WA. February 18, 2020
 - AAAE/ACC National Planning Conference in Reno, NV. February 19, 2020. Airport Manager Pomeroy will be a guest speaker and will be discussing the planning process of the Fly-In Event held in July.
 Airport Manager Pomeroy reported the following is "On the Horizon:"
 - Auto Rental Concession CFC, Customer Facility Charge discussion
 - Capital project recommendations and Finance Committee budget review
 - Rates and Charges review and discussion
 - FMA Cash Reserves and Quarterly Report

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. Runway Rehabilitation Project – Scope of Work and Work Order – Consideration of Approval **Attachment #5**
Airport Manager Pomeroy reported the airfield pavement on the runway and ramps in sections 2 and 4 needs maintenance. Pavement maintenance projects will include rubber removal, crack seal, restripe, and seal coat. FMA engineers have planned for a two-day limited-closure window in early June. This project is AIP Eligible (Entitlement) with an estimated budget of approximately \$295,000.
T-O Engineers has submitted Work Order 20-02 for the design, bid, and field services on this project for Board consideration and approval. The work order is both lump sum and time and materials with a not-to-exceed fee of \$75,887.

The Board discussed the work order and the specifics of the lump sum and time and materials elements. Nathan Cuvala with T-O Engineers provided additional details and clarification on the work order.

MOTION: *Made by Board Member Fairfax to approve T-O Engineers Work Order 20-02 in the amount not to exceed \$75,887. Seconded by Board Member Fosbury.*

PASSED UNANIMOUSLY

2. Terminal Area Plan- Scope of Work and Fee Estimate – Consideration of Approval – **Attachment #6**

Airport Manager Pomeroy sought approval for the final scope of work and associated fee estimate from Mead & Hunt for a Terminal Area Plan. The fees are FAA/AIP grant eligible.

The Board discussed the duration of the contract and the fee estimates provided Mead & Hunt and the Independent Fee Estimate (IFE) provide by Jacobs. Airport Manager Pomeroy responded that Mead & Hunt's estimate came in substantially lower due to their extensive knowledge and experience gained from previous projects. He further clarified the fee estimate is a lump sum not-to-exceed. There was further discussion regarding the possible outcomes of the plan.

MOTION: *Made by Board Member Haemmerle to approve the scope of work and fee of \$293,368 and issue notice to proceed. Seconded by Board Member Fosbury.*

PASSED UNANIMOUSLY

3. Revised Employee Handbook – Consideration of Approval

Airport Manager Pomeroy reported the last version of the Employee Handbook was created in 1992. There has been extensive review by the Airport Handbook Committee, airport legal counsel, independent HR resources, and an employment attorney.

Katie Franklin, Lawson Laski Clark, PLLC presented the Board with the draft Friedman Memorial Airport Authority Employee Handbook. She highlighted the major points and provided further explanation to the various questions by the Board members.

Amendments discussed at the meeting:

- The language regarding the Family Medical Leave Act (FMLA) was modified for clarity.
- The Board decided that employees should receive a 25% payout of their accrued sick time upon separation of employment, consistent with the previous handbook.

MOTION: *Made by Board Member Haemmerle to approve Friedman Memorial Employee Handbook as presented subject to the amendments discussed in this meeting. Seconded by Board Vice-Chairman Keirn.*

PASSED UNANIMOUSLY

4. Creation of a Personnel Committee – Consideration of Approval – Committee Members

Based on new guidance established in the new Employee Handbook, the Board appointed a new Personnel Committee. It was recommended that the new Airport Handbook Committee members be appointed as the new Personnel Committee members. Members include: Vice-Chairman Keirn, Board Member McCleary, and Board Member Haemmerle.

B. CONTINUING BUSINESS (Board Member McCleary participated via phone)

1. Parking Lot Automation – Consideration of Approval

Airport Manager Pomeroy reported the long-term plan of The Car Park and the Board when the new equipment was purchased and installed was to fully automate the parking lot. Airport Manager Pomeroy reported, if approved, it is time to focus on public awareness and consider the business standpoint of making this change. He outlined the economics of the change and the benefit of credit card vs. cash collection. Airport Manager Pomeroy reviewed the recommendation that was presented by the airport's parking lot management company and consultant at the December 3, 2019 board meeting that outlined the proposed transition.

Board Member Haemmerle stated he is opposed to moving to full automation of the parking lot as he firmly believes cash should continue to be accepted at the airport.

Board Member McCleary stated she also opposes moving to full automation of the airport parking lot. She appreciates the parking lot ambassadors and believes the absence of having someone in the parking lot exit booth takes away from human interaction, which she feels is important in a resort and small community such as ours.

There was further discussion by the Board regarding the economics of the change.

MOTION: *Made by Board Member Fosbury to approve the phased implementation of the parking lot automation. Seconded by Board Vice-Chairman Keirn.*

Roll Call Vote:

Board Member Cooley	Yes
Board Member Fairfax	Yes
Board Member Keirn	Yes
Board Member Haemmerle	No
Board Member McCleary	No
Board Member Fosbury	Yes
Board Chairman Greenberg	Yes

MOTION PASSED

Board Member McCleary ended her participation in the meeting.

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS

1. Rates and Charges Schedule – Additions and Revisions – Attachment #7

Airport Manager Pomeroy is working with FMA management staff and the Board Finance committee to review the airport's rates and charges schedule. Some of the changes the Board can anticipate are as follows:

- PPR – Prior Permission Required – assessing a fee for less than 48-hour notice, and no PPR prior to arrival
- Ramp Fee – Overnight Parking Closed Fee
- Ground Transportation Service Provider (GTSP) – fee for special events
- Tie-Downs

B. CONTINUING BUSINESS

1. Construction and Capital Project

- i. None

2. Airport Planning Projects

- i. Air Traffic Control Tower Relocation - Update

Airport Manager Pomeroy reported he and Board Chairman Greenberg are actively working on coordinating the FAA NextGen office in Washington,

DC. They continue their efforts to move this process forward.

3. **Miscellaneous**

i. None

VIII. PUBLIC COMMENT

No Public Comment

IX. EXECUTIVE SESSION

MOTION: *Made by Board Member Haemmerle to enter into executive session pursuant to Idaho Code §74-206 paragraph 1(c) to acquire an interest in real property which is not owned by a public agency. Seconded by Board Vice-Chairman Keirn.*

Roll Call Vote:

Board Chairman Greenberg	Yes
Board Vice-Chairman Keirn	Yes
Board Member Fairfax	Yes
Board Member Fosbury	Yes
Board Member Haemmerle	Yes
Board Member Cooley	Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The February 11, 2020 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:00 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.*