

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY\***  
March 3, 2020  
5:30 P.M.

**IN ATTENDANCE:**

**BOARD MEMBERS:** Vice-Chairman – Don Keirn, Treasurer - Ron Fairfax, Board Members - Fritz Haemmerle, Angenie McCleary, 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 – Candace Crew, Hertz – Dakotah Dayton  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark, PLLC – Jim Laski  
**AIRPORT TENANTS/PUBLIC:** Glass Cockpit Aviation – John Strauss

**CALL TO ORDER:**

The meeting was called to order at 5:31 p.m. by Vice-Chairman Keirn.

**I. APPROVE AGENDA**

The agenda was approved as presented.

**MOTION:** *Made by Board Member Fairfax to approve the agenda.  
Seconded by Board Member Fosbury.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

No Public Comment

**III. APPROVE FMAA MEETING MINUTES**

A. February 11, 2020 Regular Meeting Minutes - **Attachment #1**

**MOTION:** *Made by Board Member McCleary to approve the board meeting minutes of the February 11, 2020 Regular Meeting.  
Seconded by Board Member Fairfax.*

**PASSED UNANIMOUSLY**

**IV. REPORTS**

A. Chairman Report

No Report was given.

B. Blaine County Report

Angenie McCleary reported the Blaine County Commissioners met and discussed the importance of a unified message to the public regarding the coronavirus. The Board of Commissioners will continue to work with County, City and Health officials to keep everyone up to date.

C. City of Hailey Report

No report was given.

D. Fly Sun Valley Alliance Report

No Report was given.

E. Treasurer's Report

Board Treasurer Ron Fairfax reported the FMA budget for first quarter ending December 31, 2019 is tracking well. He explained the revenues and expenses aligns very closely to the budget with a few exceptions on timing with PFC and payables. There was discussion by the Board on the potential economic impact on the airport financials in relation to the coronavirus outbreak.

- E. Airport Manager Report (see Power Point Presentation)  
Airport Manager Pomeroy reported on the summer 2020 construction project on the runway, general aviation aprons, and taxi lanes.  
There will tentatively be intermittent times of runway closure on June 2<sup>nd</sup> and 3<sup>rd</sup>, 2020. Airport Manager Pomeroy will work with tenants, the FBO and all other stakeholders to coordinate closures.  
Airport Manager Pomeroy reported the following is "On the Horizon:"
- Rates and Charges
  - TAP – Terminal Area Plan Kick-off 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. Parking Lot Improvements Project **Attachment #5 ACTION ITEM**  
Airport Manager Pomeroy reported parking lot capacity continues to be a concern. He explained that improving the parking lot west of the operations building has been recommended by both the parking lot management company, The Car Park, and Chris Johnson FMA, parking lot consultant. The build-out of the new parking lot would increase capacity up to 60 stalls. Lot uses could include employee parking, large vehicle parking and rental car parking.  
T-O Engineers has submitted Work Order 20-03 for the design and bidding of the project. This work order would be conditional based on Finance Committee budget review.  
There was Board discussion on this project and the other projects slated for this summer.  
**MOTION:** *Made by Board Member Haemmerle to approve T-O Engineers Work Order 20-03 in the amount of \$71,300.54, contingent upon finance committee review. Seconded by Board Member Fosbury.*

**PASSED UNANIMOUSLY**

- B. CONTINUING BUSINESS
1. None

## VII. DISCUSSION AND UPDATES

- A. NEW BUSINESS
1. Customer Facility Charge Discussion (CFC)  
Airport Manager Pomeroy explained the CFC is a user fee imposed by an airport operator on each rental car user that is collected by the rental car companies. CFC collection is a common practice at many airports, with the money collected to be used for rental car facilities. Fees are collected based on transaction days and the amount is capped per rental. Airport Manager Pomeroy mentioned CFC collections were recommended in the last Airport Master Plan. He anticipates the upcoming Terminal Area Plan to identify future rental car facility needs and this would be a way to start building capital to address future projects.  
Hertz Manager Dakotah Dayton commented this is a common fee at many airports, and as the Manager of Hertz, he supports this fee.

Board Member Haemmerle asked if this fee is a common practice in Idaho. Airport Manager Pomeroy confirmed it is becoming a common practice in Idaho for commercial use airports.

The Board discussed the CFC fees to collect money for parking lot and facility projects that would otherwise be funded 100% by airport funds. The Board agreed they would like Airport Manager Pomeroy to move forward with CFC implementation.

## B. CONTINUING BUSINESS

### 1. Construction and Capital Project

- i. None

### 2. Airport Planning Projects

- i. Terminal Area Plan – Update

Airport Manager Pomeroy reported he and Airport Counsel are finalizing the professional services agreement with Mead & Hunt. Upon finalization, Terminal Area Plan project is ready to start. He anticipates the kick-off meeting to be held in April 2020.

- ii. Instrument Approach Improvements - Update

Airport Manager Pomeroy reported the new instrument approach procedure is in front of the FAA for review. He indicated he anticipates approval will be received by May 2020. Board Member Fairfax asked about the timing on FAA publishing requirements after approval is received. Airport Manager Pomeroy responded the publication will depend on the FAA's publication cycle.

- iii. Air Traffic Control Tower Relocation - Update

Airport Manager Pomeroy reported he continues to have productive communications with the FAA Next Gen Office regarding pilot program status for SUN. He explained FAA current focus is on the current facilities in Leesburg, VA, and Loveland/Ft. Collins, CO sites. He is hopeful that participation in the pilot program is still possible.

### 3. Miscellaneous

- i. Rates and Charges Schedule – Additions and Revisions – **Attachment #6-#8**

Airport Manager Pomeroy presented the Airport's Rates and Charges Schedule with proposed adjustments. The proposed changes have been sent to all airport tenants. Two comments were received from tenants and included in the Board meeting packet. A prior permission required (PPR) fee would be added for aircrafts that are over the designated weight limit that land without prior permission granted by the airport.

There was Board discussion regarding the addition of the PPR and other rate changes. The Board agreed to move forward with this discussion as an action item at the next Board Meeting.

## VIII. PUBLIC COMMENT

Public Comment:

Carlton Green, an airport tiedown tenant and pilot, reported he has had a tiedown at the airport for over 20 years. His observation is that local pilots are moving to outlying areas such as Jerome and Gooding where there is no charge for tiedowns. He feels the proposed rate changes make a big difference to the few local pilots that keep their plane tiedown year-round at the airport. He opposed the 45% tiedown increase proposed.

**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, and Idaho Code §74-206 1, (f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated. Seconded by Board Member Fosbury.*

**Roll Call Vote:**

**Board Vice-Chairman Keirn Yes**  
**Board Member McCleary Yes**  
**Board Member Fairfax Yes**  
**Board Member Fosbury Yes**  
**Board Member Haemmerle Yes**  
**Board Member Cooley Yes**

**PASSED UNANIMOUSLY**

**X. ADJOURNMENT**

The March 3, 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.