

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY***
April 7, 2020
5:30 P.M.

IN ATTENDANCE: **BOARD MEMBERS:** Chairman - Jacob Greenberg, 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 – Sara Shepard
AIRPORT LEGAL COUNSEL: Lawson Laski Clark, PLLC – Jim Laski

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 McCleary.*
PASSED UNANIMOUSLY

II. PUBLIC COMMENT No Public Comment

III. APPROVE FMAA MEETING MINUTES

A. March 3, 2020 Regular Meeting Minutes - **Attachment #1**
MOTION: *Made by Board Member Fairfax to approve the board meeting minutes of the March 3, 2020 Regular Meeting. Seconded by Board Vice-Chairman Keirn.*
PASSED UNANIMOUSLY

IV. REPORTS

- A. Chairman Report
Chairman Greenberg reported on the Blaine County COVID-19, self-isolation order, and the impact the virus has had on the community. He reported he is working with county, city, public health officials, and the County's Emergency Operations Center (EOC) on how to move forward. He indicated this group is working very hard to keep the public informed. He expressed appreciation for everyone's efforts and said his final message is to please stay safe.
- 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 diversion and bus service ended a few weeks early due to the decrease in flights and closures due to COVID-19. She is working with the airline carriers on summer and fall, 2020 flight schedules. She anticipates the schedules to be finalized in the next two weeks.
- E. Airport Manager Report **COVID-19** (see Power Point Presentation)
Airport Manager Pomeroy reported he is very proud of how the FMA airport staff has handled the response to the COVID-19. They have worked together as a team

to make many essential changes to keep the airport operational during this challenging time.

Airport Manager Pomeroy reported, due to the COVID-19, there has been discussion regarding whether the airport would remain open. He explained the Airport is designated as an essential infrastructure by the state, local, and federal agencies.

Airport Manager Pomeroy reported on the reduced air carrier schedules that started on March 20th, which was earlier than expected, due to the COVID-19 outbreak in Blaine County. He explained there has been a drastic decrease in overall activity, with both commercial and general aviation air traffic.

Airport Manager Pomeroy reported that passenger enplanements on a national level are down 97% in comparison to the same time last year. Airport Manager Pomeroy indicated, for this time of year, the average number of takeoff and landings per day would be 40-50. These have decreased to 28/day, March 20-27th, and decreased again to an average of around 14/day on March 28-April 5th. Current activity primarily consists of one daily airline flight, life flight, UPS/FedEx, and limited general aviation.

General Manager, Brian Blackburn, Atlantic Aviation, confirmed the data collected by Atlantic was in line with what Airport Manager Pomeroy was reporting. Atlantic Aviation had 85 landings April 1st -6th of 2019, and 24 in April 1st – 6th 2020. This is a drastic reduction. Atlantic Aviation is staying open, with limited staffing, and they have implemented procedures for employees and passengers traveling to adhere the local social distancing measures. Board Chairman Greenberg asked if the people arriving in private aircraft were local citizens or, second homeowners or visitors. Mr. Blackburn mentioned that he believed most, if not all, were second homeowners. He stated he is not noticing any visitor/leisure traffic. Mr. Blackburn mentioned he saw increased traffic for two weeks in mid-March, while people were trying to get to their place of preference for the self-isolation orders starting to take place throughout the US.

Airport Manager Pomeroy reported the Airport administrative staff is working primarily from home, airport operations staff continues to work with new social distancing standards in place and the security badging operations have been suspended with TSA approval. He also explained that efforts have been made to limit access to the terminal by only being open to the public two hours before airline flights and closed approximately thirty minutes after flight departure. Airport Staff has installed signs within the terminal encouraging passengers to comply with essential travel and social distancing restrictions. He expressed appreciation to the Airport's communication consultants and explained they have been essential in relaying information to the public via the Airport's website and social media.

Airport Manager Pomeroy reported the Coronavirus Aid, Relief and Economic Security Act or CARES Act is being developed in response to the COVID-19 outbreak. He expects the Airport to receive financial assistance from the federal government but an amount is to be determined.

Board Member Fosbury asked about the possibility of future testing of all incoming passengers for COVID-19. Airport Attorney Laski stated that the Airport Authority does not have the authority or the expertise to carry out the testing function. He stated, he believes, testing would require a Federal order by the US government.

Airport Manager Pomeroy reported the following is "On the Horizon:"

- Pavement maintenance bid results and approval
- Terminal Area Plan (TAP) 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. Vector Airport Systems – Landing Fee Collection **Attachment #5 ACTION ITEM**

Airport Manager Pomeroy reported he believes it would be in the best interest of the airport to consider a new method of collecting aircraft landing fees that are currently being collected, by contract, with Atlantic Aviation. He indicated he has been in contact with Vector Airport Systems, that has an automated landing data collection and billing system. Staff and the Airport Finance Committee recently participated in a teleconference and were provided with a demonstration of Vector's collection system which uses on-site cameras to capture aircraft tail numbers and then, using the data collected, landing fees are invoiced to the aircraft owner. All reporting, invoicing, and collection would be managed by Vector. It is anticipated that not only would the system be more reliable and consistent, the increase in projected revenue would pay for the needed one-time equipment expense and maintenance fees.

Finance Committee members Keirn, Fairfax and Greenberg agreed this automated system would be a benefit to the Airport. They referenced the proven record at other similar airports.

MOTION: *Made by Board Member Haemmerle to approve and enter into an agreement with Vector Airport Systems to purchase equipment and provide annual maintenance and administrative services per negotiated terms and subject to legal counsel review. Seconded by Board Member Fairfax.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. Revised Rates and Charges Schedule – Consideration of Approval – **Attachment #6 - #9 ACTION ITEM**

Airport Manager Pomeroy presented the proposed revisions to the Friedman Memorial Airport Rates and Charges Schedule. He mentioned this is the third month the Rates & Charges have been on the agenda. He presented supporting data, as requested by the board and noted there were not any revisions since the May meeting.

MOTION: *Made by Board Member Haemmerle to approve the new rates and charges schedule as proposed by attachment #6. Seconded by Board Vice-Chairman Keirn.*

PASSED UNANIMOUSLY

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

1. **Construction and Capital Project**

i. Airport Pavement Maintenance Project GA Aprons and Taxi lanes

Airport Manager Pomeroy reported bids for the Airport Pavement Maintenance Project were opened on April 6, 2020. Five bids were received. C.R. Contracting, LLC appeared to be the lowest eligible bid.

Nathan Cuvala, T-O Engineers, reported the bid opening was conducted via teleconference. After a review of the bids has been completed, he will issue a recommendation of award that will be sent to Airport Manager Pomeroy and the FAA. After the FAA issues concurrence of award, it will be presented to the Board. He is hopeful to have FAA concurrence of award by the next Board meeting. If approved, the plan is to start work in early June.

Airport Manager Pomeroy reported the project would include runway closures for limited hours on June 2-3rd. This will be coordinated with all tenants.

ii. Parking Lot Improvement Project

Airport Manager Pomeroy reported, as approved by the Board, he is working with T-O Engineers with the design of terminal parking lot improvements and a potential bid process. Airport Manager Pomeroy has presented The Car Park and Airport parking consultant, Chris Johnson, with the preliminary designs and is collecting their feedback. An update on project progress will be presented to the Board in May.

2. Airport Planning Projects

i. Terminal Area Plan – Update

Airport Manager Pomeroy reported the contract has been finalized with Mead & Hunt to conduct a Terminal Area Plan (TAP). He indicated he wanted to schedule a kick-off meeting in April but will need to reschedule it due to COVID-19.

ii. Instrument Approach Improvements

Airport Manager Pomeroy reported an additional simulator test is required with a minor adjustment. The test is pending based on SkyWest's schedule, resulting in a one to two-month delay in approval. The approach is still in process and continues to move forward.

iii. Air Traffic Control Tower Relocation

Airport Manager Pomeroy reported he will continue to coordinate with vendors work and with the Congressional delegation to, hopefully, move the 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, 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 Member Haemmerle Yes

Board Member Fosbury Yes

Board Member McCleary Yes

Board Member Fairfax Yes

Board Vice-Chairman Keirn Yes

Board Member Cooley Yes

Board Chairman Greenberg Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The April 7, 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.*