

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY***
June 2, 2020
5:30 P.M.

IN ATTENDANCE:

BOARD MEMBERS: Board Chairman - Jacob Greenberg, Board Vice-Chairman – Don Keirn, Treasurer - Ron Fairfax, Board Members - Angenie McCleary, Dick Fosbury, Fritz Haemmerle, and Patrick Cooley

FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, Contracts/Finance Administrator – Lisa Emerick, Airport Operations Manager – Todd Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Airport Administrative Coordinators – Jenna Elliott & Sue Heaphy and Airport Business Operations Coordinator – Sarah Funk

CONSULTANTS: Mead & Hunt - Brad Rolf, P.E.

AIRPORT LEGAL COUNSEL: Lawson Laski Clark, PLLC – Jim Laski

CALL TO ORDER:

The meeting was called to order at 5:36 p.m. by Board Chairman Greenberg

I. APPROVE AGENDA

June 2, 2020 Agenda was approved as presented.

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

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No public comment.

**III. APPROVE FMAA
MEETING MINUTES**

A. May 5, 2020 Regular Meeting Minutes – **Attachment #1**

MOTION: *Made by Board Member McCleary to approve the Board meeting minutes of the May 5, 2020 Regular Meeting.
Seconded by Board Member Fosbury.*

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

No Report was given.

B. Blaine County Report

Board Chairman Greenberg reported Blaine County is open for business. The Department of Motor Vehicles (DMV) is experiencing great success and increased efficiency since implementing their “by appointment only” procedure.

C. City of Hailey Report

No report was given.

Reserved comments for business at hand.

D. Fly Sun Valley Alliance Report

Carol Waller with Fly Sun Valley Alliance (FSVA) reported the 2020 summer schedule was released two weeks ago, and the airlines will maintain service to main destinations even with the changes in demand. Aircraft loads will be based on an airline determined reduced capacity, but service will continue this summer. After FSVA published the schedule, the airlines informed FSVA that they will continue to update their schedules based on demand.

FSVA has made customer service surveys available to customers when they

log into airport provided Wi-Fi.

E. Airport Manager Report (see Power Point Presentation)

Airport Manager Pomeroy reported the pavement maintenance is ahead of schedule. He also explained the FMA has requested a nighttime work allowance from the City of Hailey to keep the project moving.

Airport Manager Pomeroy reported, as of now, all closures will continue as scheduled that includes significant access restrictions in the south end hangar area. Tenants have been receptive, flexible, and understanding.

Airport Manager Pomeroy reported on the Terminal COVID-19 Activity Status including limiting public access, installing social distancing signage and removal and reorganization of furniture. Additional sanitization stations have been installed and enhanced cleaning efforts are in place. Airport vendors are also implementing vendor specific preventatives such as sneeze guards.

Airport Manager Pomeroy reported that the office staff will continue to work split schedules. However, the badging office will reopen June 15th with the same protective and scheduling measures adopted by the Blaine County DMV.

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

- Parking Lot bid review
- FY '21 Budget second review

V. AIRPORT STAFF BRIEF

- A. Noise Complaints in May (See Brief)
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanements Data – **Attachments #2 – #4**
- C. Airport Commercial Flight Interruptions (unofficial) (See Brief)
- D. Review Correspondence

VI. ACTION ITEMS

- A. NEW BUSINESS (See Brief & Power Point)
 1. Initial discussion by the Board to consider the acquisition of 385 acres of the Eccles Flying Hat Ranch for the purposes of Approach and Departure Protection and Land Use Compatibility – Discussion Only
Airport Manager Pomeroy reported the purpose of the acquisition is to protect approach and departure surfaces and ensuring land use compatibility by mitigating future potential encroachment near the airport. This acquisition is in partnership and coordination with the FAA. Funding from the FAA will be provided through AIP grants for 93.75% and 6.25% local match. All local funding will be factored into the airport's annual budget and no city or county tax funds will be expended.
Airport Manager Pomeroy reported that the acquisition of the Eccles Flying Hat Ranch, which is anticipated in 2022, is not a move to expand the airport, rather the intention is for the land to remain in its current agricultural use only.
Board Member Haemmerle believes this is the most exciting and dynamic project of which he has a part. The City of Hailey is against the airport expansion in all forms and in October 2019 the FAA assured Board Member Haemmerle that the acquisition is for protection from encroachment. Acquisition of the Eccles Flying Hat Ranch will protect the area currently zoned as green agricultural space for the foreseeable future. Board Member Haemmerle stated he wholeheartedly supports this acquisition.
Vice-Chairman Keirn stated his agreement with Board Member Haemmerle.
Board Chairman Greenberg prefaced his statement with the fact that the City of Hailey, City of Bellevue, and Blaine County are currently working on Area of City Impact (ACI) agreements and those discussions include Eccles Ranch. Board Chairman Greenberg supports the acquisition and review of the Environmental Assessment after further Board discussion.
Board Member Cooley, Board Member McCleary, and Board Member

Fosbury expressed their support of the acquisition.

2. Scope of Work – Environmental Assessment – Approach and Departure Protection Land Acquisition (Eccles Flying Hat Ranch) – Consideration of Approval – **Attachment #5 ACTION ITEM**

Airport Manager Pomeroy reported the potential development of 17 acres on the southwest corner of the airport has been laid out in the Master Plan and included on the Airport Layout Plan that was approved in 2018. Including this area in the Environmental Assessment (EA) would be cost effective. This does not indicate there will be any development in the coming months or years. The need to develop the land for aeronautical development would be based on future demand and require approval by the Board.

Airport Manager Pomeroy stated it is imperative to point out that the Board, at any point and time, can decide to develop that land if it is warranted.

Brad Rolf, Project Manager, Mead & Hunt, reported the acquisition of Eccles Flying Hat Ranch will trigger the NEPA requirements for an EA (**Attachment #5**.) The EA is used in cases like this acquisition where there is no expected impact on the environment and will review any possible alternatives, results, mitigation measures, and reasons to find there is no impact. Any significant impact discovered could escalate the EA to requiring an Environmental Impact Statement. This EA will disclose potential impacts, both positively and negatively, that can result from the project and will include public review and comment prior to federal actions being taken, which are included in the documentation. The FAA and Mead & Hunt expect the EA will take approximately nine months to complete.

Board Member Fosbury asked if the EA will have an impact on “recreational resources” west of SH 75 and the Big Wood River, which is west of, and near, this acquisition.

Project Manager Rolf answered that it will depend on a few things including whether the recreational area is managed by an external authority. There are many regulations regarding rivers and the impact of this acquisition. He explained these will be noted in the EA.

Board Member Fairfax included that there was an EA done recently regarding the removal of the trees on Eccles Flying Hat Ranch and there was no impact in the EA regarding the Big Wood River.

Airport Manager Pomeroy reported Mead & Hunt’s negotiated fee for conducting the EA is \$207,102 after an Independent Fee Estimate process. He asked for consideration of a motion to approve the Scope of Work **Attachment #5** and negotiated fee in the amount of \$207,102.

MOTION: *Made by Board Member Haemmerle to accept recommendation of bid award to Mead & Hunt in the amount of \$207,102. Seconded by Board Vice-Chairman Keirn.*

PASSED UNANIMOUSLY

Board Chairman Greenberg opened the floor to public comment.

Amy Trujillo, Deputy Director, Wood River Land Trust stated she supports the protection of this property for open space and the protection of public health and safety. She believes there could be some significant river restoration reconnecting the Big Wood River to its floodplain and potential fishing access if it does not interfere with airport operations.

B. CONTINUING BUSINESS

1. None

VII. DISCUSSION AND

UPDATES

A. NEW BUSINESS

1. Review of DRAFT Fiscal Year 2021 Budget – Discussion – **Attachment #6**

Contracts/Finance Administrator Emerick presented the DRAFT Fiscal Year 2021 Budget **Attachment #6** with COVID-19 impact assumptions and projections. These assumptions are expected to be revised upon an industry specific review that is being prepared by airport's financial consultant, Ricondo.

It was explained that conservative revenue projections and assumptions have been made based on data from FY '20 October through March and FY '19 April through September. A very aggressive reduction of 75% was applied to air carrier landing and PFC revenues and all commission and aircraft activity-based revenues have been reduced by 90%.

Contracts/Finance Administrator, Emerick highlighted the new fee collection agreement with Vector Airport Systems that will provide an enhanced revenue collection of aircraft landing fees. She also reminded the Board that The Car Park contract is scheduled to be reviewed prior to the end of September 2020 and does have an option to be renewed.

The conservative approach was also applied to expense projections. Staff salaries do not include increases or cost of living adjustments.

Contracts/Finance Administrator Emerick provided a summary of FAA/AIP projects that are anticipated to be initiated in FY '21. These include runway rehabilitation design, Terminal Area Plan, and the Environmental Assessment related to approach protection.

Airport Manager Pomeroy reported the design of the runway pavement needs will include a mill and overlay. The project will not begin until FY '22 but the design will need to begin by the end of calendar year '21.

Contracts/Finance Administrator Emerick reported that the coordination with Ricondo's financial analysis is ongoing and should provide staff and the Board with a better understanding of expected economic conditions. The current budget, which remains to be a working document, predicts a reserve fund estimated balance of \$3.2 million at the end of FY 2021.

Finance and Contract Manager Emerick explained the current plan is to apply \$11.4 million of the CARES Act funding received, over a three-year period, to offset anticipated losses. Staff will continue to work with the FAA to understand the CARES Act requirements and how to appropriate the funding.

Board Vice-Chairman Keirn stated that during this time of uncertainty and change, the \$11.4 million from the CARES Act will be of great assistance to FMA.

Board Member Fairfax reported that even if these reduced revenue projections are accurate and were to continue for three years, he feels the airport would be ok. I think that this is the important take-away from the CARES Act.

Contracts/Finance Administrator Emerick explained the draft budget will be reviewed by the Finance and Lease Committee and will be ready for second Board review in July. Budget revisions must be completed by July 11th to accommodate required public notifications. The Board should expect to conduct a public hearing and adoption the FY '21 budget in August.

B. CONTINUING BUSINESS

1. Construction and Capital Project

i. Parking Lot Improvement Project – Update

Airport Manager Pomeroy reported the Board chose Option 1 that provides an additional 80 parking spaces, with an engineer's estimated cost of \$594,380 (\$7,430 per stall). The design preparation is being completed and will be submitted to the City of Hailey for design review. Airport Manager Pomeroy's stated he

hopes to have bids available for Board review by the July meeting.

- 2. Airport Planning Projects
 - i. Terminal Area Plan – Update

Airport Manager Pomeroy reported the Terminal Area Plan is being delayed due to the lack of accurate forecasting because of COVID-19. Anticipated kick-off meeting scheduled for September or later at this point.

- 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 June 2, 2020 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:24 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.