

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY***
July 7, 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

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**
- B. Board Member Fosbury suggested a correction on page eight (8) with the comment from Mr. Haemmerle. The third sentence stating, “Acquisition of the Eccles Flying Hat Ranch will protect the area currently zoned as green agricultural space for the foreseeable future.” This statement is not correct the area is zoned R5 which is for residential and agricultural. This zoning confirms the reason for the acquisition to protect the airport from encroachment.
Board Member Haemmerle responds “We cannot go back and change actual statements that were made in meeting.”

Chairman Greenberg “We can reflect in these minutes for 07/07/2020; that the property is zoned R5 for residential and agricultural.”

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

PASSED UNANIMOUSLY

IV. REPORTS

- A. Chairman Report
No Report was given.
- B. Blaine County Report
Chairman Greenberg asked Airport Manager Pomeroy, what impact does the city ordinance requiring facemask have on the Airport?
Airport Manager Pomeroy responded that the best course of action is to put up signage throughout the Airport and FBO (Atlantic Aviation) regarding the requirement of facemasks. The TSA and airlines are requiring facemasks

already and this is just a continuation of the in-place requirements. The airport is being proactive in producing and getting the signage placed.

Chairman Greenberg suggested that the Airport include signage advising the requirement of facemasks is county wide.

Airport Manager Pomeroy agreed and informed the Board that the information will be advertised in the terminal, FBO, and front and center on the Airport's website and entry and exit of the airport. This signage will include the applicable ordinance requirement to wear facemasks in public places.

The Board continued discussion of the ordinance and how to inform the public.

C. City of Hailey Report

No report was given.

D. Fly Sun Valley Alliance Report

Carol Waller with Fly Sun Valley Alliance is not available this evening. Airport Manager Pomeroy reports in her place that the reduced summer airline schedule is underway.

E. Airport Manager Report (see Power Point Presentation)

1. June 2020 Passenger Enplanements are down 83% in compared to June 2019 (unofficial). Official numbers from the airlines should be available next week. All airlines reported that the flights were full over the 4th of July travel period, at a reduced flight load cap of 60-70%.
2. Overall Operations are down approximately 10% for June 2020 compared to June 2019.
3. July 4th weekend operations (July 1st – 5th) are down 17% in June 2020 compared to June 2019.
4. No annual fly in event this year. This will impact activity levels and financials for the month of July.

Airport Manager Pomeroy reported the 5th of July was his four-year anniversary as the FMA Airport Manager. He thanked the Board for their confidence and support they have provided in the last four years. He looks forward to another productive four years and thanked the FMA staff and tenants for their continued support.

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

- Parking Lot bid review
 - Will have bids to review in August.
- FY '21 Draft Budget Public Hearing.
 - Final budget will be adopted in August.
- Look forward to a kickoff meeting for the EA, Land Acquisition.in August.

V. AIRPORT STAFF BRIEF

- A. Noise Complaints in June (See Brief)
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data - **See Attachment #2 - #4**
- C. Airport Commercial Flight Interruptions (Unofficial)
- D. Review Correspondence

VI. ACTION ITEMS

- A. NEW BUSINESS (See Brief & Power Point)
 1. Rates and Charges Schedule- Consideration of Revisions- **Attachment #5 ACTION ITEM**

Airport Manager Pomeroy discussed the new landing fee structure that was recommended by Vector Airport Systems. The recommendation is a tiered, weight-based structure that is in line with current industry standards. This will promote a more effective measurement of landing fees. Vector completed a comparative analysis of the fee structures and there are no projected negative impacts to airport revenues. Airport Manager Pomeroy reminded the Board that the proposed landing fee structure will be for non-signatory users only.

The proposed tier-based weight structure is included as **Attachment 5**. Airport Manager Pomeroy further advised that the proposed structure was coordinated with and supported by the Finance Committee. The new landing fee structure will become effective August 1, 2020, to coincide with activation of the Vector new landing fee collection system.

MOTION: *Made by Board Member Fosbury to accept the approved proposed tiered landing fee structure to become effective August 1st, 2020. Seconded by Board Member Keirn.*

PASSED UNANIMOUSLY

2. Approval of Settlement Agreement of Aircraft Landing and Parking Fees (Atlantic Aviation) – **Attachment #6-7 ACTION ITEM**

Attorney Laski briefed the Board on the landing fee collection discrepancy that has occurred over prior years.

The proposed settlement amount with Atlantic is \$215,584.84. Airport Manager Pomeroy reported that moving forward, Vector Airport Systems will collect landing fees on behalf of FMAA and will charge a 13% commission. Historically, there was an agreement with Atlantic Aviation to collect airport landing fees. Their fee included a \$4,900 monthly fee and an additional 10% commission on fees collected. This contract ends July 31st, 2020.

A new overnight transient parking agreement is attached to the settlement agreement. This agreement specifies that Atlantic Aviation will continue to collect the transient parking fees on behalf of the airport. They will receive a commission of 10% for their services.

Board Member Fosbury questioned the relationship and contractual similarities of the old Atlantic Aviation landing fee agreement and the new Vector Landing Fee agreement. Attorney Laski clarified that the Vector Landing fees, and contract are exclusive in relation to the prior agreement with Atlantic Aviation.

There was Board discussion regarding the settlement motion, but the meeting was interrupted by a hacker. The meeting coordinator was successful in ending the disruption quickly after initial contact. The meeting resumed after the brief interruption and a motion was made to approve the settlement amount.

MOTION: *Made by Board Member Fairfax to accept the landing fee settlement agreement between FMAA and Atlantic Aviation in the amount of \$215,584.84.*

PASSED UNANIMOUSLY

MOTION: *Approval of transient aircraft parking agreement between FMAA and Atlantic Aviation. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS
1. None

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS
1. None

B. CONTINUING BUSINESS

1. Second Review of DRAFT Fiscal Year 2021 Budget – Discussion – **Attachment #8**

Airport Manager Pomeroy reported that revenues have been projected at

a very conservative level based on trends and the financial stress analysis prepared by Ricondo.

The stress analysis included three (3) scenarios, the Finance Committee determined that Scenario #2 was the "middle road" option and appeared to be the most applicable.

Based on recent activity and actual revenues, some revenue categories have been increased to trend more optimistically.

Airport Manager Pomeroy reported that operational expenses are being projected at a conservative level as well. Salaries increases will not be budgeted and O&M expenses are being reduced where feasible.

Consulting fees will include Communications/ Public Outreach, Air Traffic Control Tower Relocation, and Airspace & Approach consulting services.

2. Construction Capital Projects

i. Parking Lot Improvement Project

Airport Manager Pomeroy reported that bids were not opened before the meeting and bid opening is scheduled for July 9. He will report on the bid results at the August meeting.

3. Airport Planning Projects

i. Land Acquisition Environmental Assessment (EA) - Update

Airport Manager Pomeroy reports that Mead & Hunt has begun the EA project. The consultant team will attend the August meeting to present the official project kick-off to the Board.

ii. Terminal Area Plan - Update

Airport Manager Pomeroy reported the Terminal Area Plan is delayed until further notice due to COVID-19 impacts. At this point, the anticipated project kick-off meeting will be delayed until at least September or October.

4. Miscellaneous

i. None

VIII. PUBLIC COMMENT

No Public Comment

IX. EXECUTIVE SESSION

NONE

X. ADJOURNMENT

The July 7, 2020 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:34 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.*