

**MINUTES OF A REGULAR MEETING OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
SEPTEMBER 1, 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, and Dick Fosbury

FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, Airport Security Coordinator – Steve Guthrie, Airport Operation Coordinator – Sarah Funk; Airport Administrative Coordinators – Sue Heaphy & Jenna Elliott

CONSULTANTS: T-O Engineers – Nathan Cuvala, Mead & Hunt – Brad Rolf, Evan Barrett, Studio 360 – Sarah Shepard

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

CALL TO ORDER:

The meeting was called to order at 5:32 p.m. by Board Chairman Greenberg

I. APPROVE AGENDA

The agenda was approved as presented.

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

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No Public Comment

**III. APPROVE FMAA
MEETING MINUTES**

A. August 4, 2020 Regular Meeting Minutes – Attachment #1 ACTION ITEM

MOTION: *Made by Board Member Fosbury to approve the board meeting minutes of the August 4, 2020 Regular Meeting. Seconded by Board Member Fairfax.*

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

Board Chairman Greenberg reported that the JPA is currently under review and discussions about the airport tower will take place soon. Board Member Fosbury reported that Blaine County had a COVID risk assessment and Blaine County is in the yellow area. Discussion regarding the COVID risk status of other counties as it relates to Blaine County numbers. Board Member McCleary reports that this risk assessment is to determine which mitigation strategies are needed.

B. Blaine County Report

Board Member Fosbury reported Blaine County has adopted a risk assessment criterion for COVID-19. Status of Blaine County on Risk Assessment is yellow moderate risk for COVID-19.

C. City of Hailey Report

No report was given.

D. Fly Sun Valley Alliance Report

Carol Waller reported fall/winter 20/21 schedules are not yet confirmed. She anticipates an update in the coming weeks.

E. Airport Manager Report (see Power Point Presentation)

Airport Manager Pomeroy reported August enplanements are approximately 65% of August 2019 and an improvement over last month, which had the airport down 75%

compared to 2019 year-to-date.

Regarding operations, Airport Manager Pomeroy reported the month started strong however, the smoke affected operations by the end of the month. Overall, operations are down approximately 10% year-to-date compared to 2019.

Airport Manager Pomeroy reported on September 15th FMA will be doing the Triennial full-scale emergency simulation drill as required by the FAA. COVID-19 pushed the date and reduced community volunteer involvement.

Airport Manager Pomeroy introduced Brent Davis as the Finance and Administration Manager. He will be joining the SUN Management team on Tuesday Sept. 8th. Brent Davis is the Administration Manager for the Idaho Falls Regional Airport and was previously the Budget Director for the City of Boise.

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

- JPA Discussion

V. AIRPORT STAFF BRIEF

- A. Noise Complaints August (See Brief)
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – **Attachments #2-#4**
- C. Airport Commercial Flight Interruptions (See Brief)
- D. Review Correspondence – **Attachment #5**
 1. Airport Manager Pomeroy reported that he submitted a report regarding the Contract Tower Program as provided by the American Association of Airport Executives. The Contract Tower Program is going well, and Congress has passed legislation providing funding to the program. The audit performed by the U.S. Inspector General provided high marks regarding the program.

VI. ACTION ITEMS

- A. NEW BUSINESS (See Brief & Power Point)
 1. None
- B. CONTINUING BUSINESS
 1. None

VII. DISCUSSION AND UPDATES

- A. NEW BUSINESS
 1. None
- B. CONTINUING BUSINESS
 1. **Miscellaneous**
 - i. Joint Powers Agreement – Consideration of Extension – Discussion
 - a. Airport Manager Pomeroy put this on the agenda to allow Board discussion.
 - b. Board Member McCleary offered her services to the JPA committee.
 - c. Board Chairman Greenberg asked about the makeup of the committee. Board Member Haemmerle foresees a member from Blaine County, one from the City of Hailey, Airport Manager Pomeroy, and Airport Attorney Jim Laski. He also offered his services regarding serving on the committee.
 2. **Construction and Capital Projects**
 - i. None
 3. **Airport Planning Projects**
 - i. Terminal Area Plan – Update
 - a. Airport Manager Pomeroy reported that, based on recent meetings with the FAA, the project is ready to get underway based on a revised approach. He introduced Evan Barrett, Project Manager, from consultant Mead & Hunt to provide an overview of the project.

Evan Barrett reported that the study and approach has changed due to COVID-19. This process is a linear process that builds on itself starting with forecast.

The FAA is currently basing funding on actual traffic due to the reduced traffic. Planners are forced to look at month-to-month statistics to determine forecasts.

Mead & Hunt put together a new plan that skips the forecast piece for now and focuses on the capacity threshold study, or trigger study. Based on the trigger study, Mead & Hunt will provide Friedman Memorial Airport with their suggestions. This study will take place over the next few months and will not affect the scope of work because this service was already in place when the project was initially approved.

Mead & Hunt will re-assess the market conditions after the trigger study and determine how to move forward with the project.

Board Member Fosbury believes this is a good plan and is interested in the results of the study.

Board Chairman Greenberg asked why the diagram on page one shows the potential area outside the current terminal, parking, and surrounding area.

Evan Barrett responded, this area will all be considered during the planning of the terminal area plan and expansion of those areas are possible. These areas have been identified in the Master Plan regarding potential expansion.

Board Chairman Greenberg followed up and asked if there was discussion to provide the rental car companies with facilities where they can clean, maintain, and park the cars. Board Chairman Greenberg also asked what the consultant thought about our ability to engage stakeholders regarding the facilities and if this was a part of your study.

Evan Barrett replied it will be part of the study. He then mentioned that this question skips over the forecasts and moves right into potential future predictions that are hard to generate right now. It will be considered during the forecasts.

Board Chairman Greenberg asked where the FAA gets their data.

Evan Barrett reported that the terminal area reports are a macro approach. The tool is very blunt, and it is up to the airports and consultants to make the case for the forecasts.

Board Member Fairfax asked if Mead & Hunt will take into account for a facilities charge for rental cars, the new approach, bussing fees, and the impact of the CARES Act.

Airport Manager Pomeroy responded that the facility requirements for the rental car companies and the CFC (once in place) will be utilized to support the facilities that support the rental car companies. The \$18.4 million in CARES Act allocation is split between capital projects, \$7.0 million, and \$11.4 million to cover Operating and Maintenance expenses. Some of the CARES Act money was set aside for this project.

Board Member McCleary asked about timeline.

Evans Barrett responded he does not have a timeline due to the current unpredictability of the market.

- ii. Instrument Approach Improvements – Update
 - a. Airport Manager Pomeroy reported the FAA recently approved the new approach procedure. Airport Manager Pomeroy has indication from the airlines that they plan to fly the approach this winter. The Airport Operations team is in preparation mode and the airport is excited for what the future holds. He thanked Alec Seybold from Flight Tech Engineering for the hard work. The Board continued with general discussion regarding the process, expressed gratitude, and the optimistic future.

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 Member Fosbury.*

Roll Call Vote:

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

PASSED UNANIMOUSLY

X. ADJOURNMENT

The September 1, 2020 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:50 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.*