

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
September 7, 2021
5:30 P.M.**

IN ATTENDANCE: **BOARD MEMBERS:** Board Chairman – Jacob Greenberg, Vice-Chair – Martha Burke, Board Members – Angenie McCleary, Dick Fosbury, Samuel Linnet, Rich Pogue, John Strauss
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Director – Chris Pomeroy, Deputy Director of Finance & Administration – Brent Davis, Deputy Director of Operations & Maintenance – Tim Burke, Security Manager – Steve Guthrie, Airport Administrative Coordinators – Jenna Elliott and Jennifer Lyman
CONSULTANTS: Studio 360 – Sarah Shepard; Mead & Hunt – Brad Rolf, Mark Sorenson, & Ryan Hayes
AIRPORT LEGAL COUNSEL: Lawson Laski Clark, PLLC – Jim Laski

CALL TO ORDER: (0:43) The meeting was called to order at 5:30 p.m. by Chairman Greenberg

I. APPROVE AGENDA (0:56) The agenda was approved as presented.

MOTION: *Made by Vice-Chair Burke to approve the agenda. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

PUBLIC COMMENT (1:23) No Public Comment

**II. APPROVE FMAA
MEETING MINUTES**

- (1:57) A. July 29, 2021 Special Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**
B. August 3, 2021 Regular Meeting – Motion to Approve – **Attachment #2 ACTION ITEM**

MOTION: *Made by Vice-Chair Burke to approve the board meeting minutes of the July 29, 2021 special meeting and August 3, 2021 regular meeting. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

III. REPORTS

- (2:27) A. Chairman Report
Chairman Greenberg reported he and Airport Director Pomeroy are staying in contact regarding the various projects currently on-going at the airport.
- (3:10) B. Blaine County Report
Board Member Fosbury reported the Blaine County Board of Commissioners passed an emergency declaration regarding the fire at Alturas to prepare possible shifts in the fire that would threaten improvements. The Board of Commissioners also approved modifying the County’s employee policy to require masking indoors when social distancing is not possible or when in contact with the public indoors. County staff and legal counsel was directed to prepare a simple masking ordinance that will be considered at the next County Commissioners meeting.
- (7:06) C. City of Hailey Report
Vice-Chair Burke reported a mask mandate has been prepared and will be reinstated with the desire to protect students, children under 12 who are unable to be vaccinated, all teachers, first responders and healthcare professionals. The draft mandate will be presented to Council and is anticipated to be approved and implemented within a week.
- (9:09) D. Fly Sun Valley Alliance Report
Carol Waller reported the winter schedule has been published. The six non-stop cities will be retained and there will be an increase of Denver and Chicago flights.

(11:14) E. Airport Manager Report (see PowerPoint Presentation)

Airport Director Pomeroy reported August 2021 Passenger Enplanements were down about 5% from 2019 and 2021 year-to-date is about 2.4% above passenger levels in 2019 year-to-date. August 2021 Operations were about 1% higher than August 2019 Operations and up about 15% from July 2020. Year-to-date operations for 2021 is about 17% higher than 2019 and 30% higher than 2020. For perspective, these numbers put the 2021 year-to-date airport operations just above what was reported in 2016.

Airport Director Pomeroy reported there are a couple helicopters working out of FMA on the various fires currently active in the area.

Airport Director Pomeroy proudly reported to the Board that FMA had a perfect score on the annual FAA Part 139 safety inspection that was recently performed. The inspector stated it was the easiest inspection he has had this year, the record keeping was phenomenal, and FMA is to be commended for the procedures being used in the day-to-day operations of the airport. Kudos to the entire airport operations team.

Deputy Director of Operations & Maintenance Tim Burke added it was a team effort and every single person at the airport plays a role in keeping it safe and extended his appreciation for the entire team. He briefly described to the Board the details involved in the inspection and gave a shout-out to Bellevue, Hailey, and Wood River Fire departments as well as Hailey Police Department and Blaine County Sheriff's Department for their participation in the airport emergency training events. Vice-Chair Burke applauded the efforts at the airport. Airport Director Pomeroy also recognized Atlantic Aviation as being a prominent participant in helping the airport earn the perfect score on the inspection.

Deputy Director of Operations & Maintenance Tim Burke gave an update on the upcoming "Meet the Fleet" event at the airport on October 16th. There are numerous community partners that will be participating in the event. Additionally, FMA has partnered with the Kiwanis Club to provide food and beverages, which will be funded by the airport. A raffle will be held where someone will be able to experience a 30-minute scenic flight or introductory flight lesson provided by Glass Cockpit Aviation.

Deputy Director of Operations & Maintenance Tim Burke updated the Board on the expected delivery of vehicles FMA has purchased. The second MB-5 combo vehicle is expected in early October, a month later, the MB-4 snowblower is expected, and right before Christmas, the MB-2 deicer unit is anticipated to be delivered. He stated there is a nationwide shortage of solid deicer and FMA is number 15 in line for a solid deice delivery. For this reason, FMA will be needing to purchase some additional liquid deicer storage tanks in the coming weeks to prepare for potentially needing to store additional liquid deicer.

Airport Director Pomeroy announced Jamie Hoover is moving on from the airport to be the new Deputy Chief for the City of Hailey Fire Department. Sincere appreciation for Jamie was given and FMA will miss having him part of the staff. All at FMA wish Jamie the best and good luck with his new role with the City of Hailey Fire Department.

"On the Horizon", Airport Director Pomeroy anticipates there will be a draft document for the Minimum Standards review and discussion at the October meeting and the NWAAAE conference is being held in SLC the week of October 5th – 8th. All management level staff will be attending the conference either in person or online.

IV. AIRPORT STAFF BRIEF

- A. Noise Complaints in August
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See **Attachment #3 – #5**)
- C. Airport Commercial Flight Interruptions (unofficial)
- D. Review Correspondence

V. ACTION ITEMS

- A. NEW BUSINESS
 - (30:30) 1. Reschedule October FMAA Board Meeting **ACTION ITEM**
 Airport Manager Pomeroy explained that management staff will be attending the NWAAAE conference the week of October 5th – 8th, so there is a need to move

the October FMAA Board Meeting from October 5th to a later date. The preferable date for the rescheduled meeting would be one week later on Tuesday, October 12th.

MOTION: Made by Vice-Chair Burke to hold the FMAA Regular Board Meeting for October on October 12th. Seconded by Board Member Linnet.

- (32:00) 2. T-O Work Order 21-05 – Recommendation to Approve – **Attachment #6 ACTION ITEM**
 Airport Manager Pomeroy gave a brief summary of what is involved in the T-O Work Order 21-05 as outlined on slides 17-20 on the PowerPoint. Since this Work Order is coming through in the fiscal year 2021 discretionary grant program, it will be 100% funded and will require no local match. As discussed in previous meetings, this project will close the airport down for about a month from April 18, 2022 through May 17, 2022 weather permitting. In the coming weeks, significant effort will be put into informing the public of this upcoming closure.
MOTION: Made by Board Member Fosbury to approve the T-O Work Order 21-05 for construction administration services on the runway, taxiway, and apron rehabilitation project in the amount of \$569,060. Seconded by Vice-Chair Burke.
PASSED UNANIMOUSLY
- (36:54) 3. Auto Rental Contract – Recommendation to Approve – **Attachment #7 ACTION ITEM**
 Deputy Director of Finance & Administration Brent Davis explained that the current auto rental contracts are terminating as of September 30, 2021 and therefore a new contract is required. With significant coordination with the rental car agencies, new contracts were created, and all agencies have agreed to the terms therein. He briefed the Board on the auto rental situation at the airport and stated the finance committee and legal counsel have reviewed and approved the new contract.
MOTION: Made by Vice-Chair Burke to approve the new Auto Rental Contracts. Seconded by Board Member Fosbury.

B. CONTINUING BUSINESS

1. None

VI. DISCUSSION AND UPDATES

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

1. Miscellaneous

- (44:35) i. Airport Minimum Standards and Rules and Regulations – Update
 Airport Director Pomeroy explained they are focusing only the Minimum Standards component of this project at the moment, and he has been working diligently with the consultants and legal counsel to finalize a first draft of the Minimum Standards. It is his goal to get a draft within the next week or two, get comments and feedback from stakeholders, and then bring it to the Board to review in the near future.
- (45:53) 2. Construction and Capital Projects
 i. Air Traffic Control Tower Replacement – Update.
 Airport Director Pomeroy reported on August 25th, the selection committee for the Air Traffic Control Tower Replacement project and Bill Payne from William E Payne & Associates met to review the proposals. The next step will be to conduct interviews with all three vendors who submitted proposals. Board Member Pogue stated his concern is getting the project approved and certified by the FAA. Chairman Greenberg reported SAAB is doing a similar project in Virginia and they are the closest to being certified by the FAA. Searidge has a project in Fort Collins and are also close to certification. After all applicants have been interviewed, the selection committee will

present the results to the Board for further review and final selection.

The Board is supportive of moving forward with the applicant interviews and selection process.

3. Airport Planning Projects

(57:06)

i. Environmental Assessment (Land Acquisition) – Update

Airport Manager Pomeroy reported that they are waiting for review from the FAA and hope to get final review comments soon.

(57:56)

ii. Terminal Area Plan – Update.

Airport Manager Pomeroy introduced Ryan Hayes with Mead & Hunt.

Ryan Hayes stressed the need for this project not only for future growth, but also for today. Based on studies done, during peak hours at FMA, the terminal is overloaded in the winter season and the terminal does not have enough square footage to meet today’s demand, let alone future growth.

Ryan Hayes reviewed the various aspects and goals of the project as well as terminal opportunities and constraints. He presented the different concepts included in the project and explained the areas where building expansion may be possible.

After some Board questions and discussion, Ryan Hayes presented the next steps in the project with a draft report anticipated in the next month or two.

VII. PUBLIC COMMENT

No Public Comment

VIII. EXECUTIVE SESSION

(1:51:50)


MOTION: *Made by Board Member Burke 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:

Vice-Chair Burke	Yes
Board Member Linnet	Yes
Board Member Pogue	Yes
Board Member McCleary	Yes
Board Member Fosbury	Yes
Board Member Strauss	Yes
Board Chairman Greenberg	Yes

IX. ADJOURNMENT

The September 7, 2021 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 7:32 p.m.

DocuSigned by:

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 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.