

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

IN ATTENDANCE: **BOARD MEMBERS:** Board Vice-Chair (Acting Chair) – Martha Burke, Board Members – Angenie McCleary, Dick Fosbury, Rich Pogue, John Strauss, Sam Linnet
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 Sr. Administrative Coordinator – Jenna Elliott
CONSULTANTS: Mead & Hunt – Brad Rolf; CA Johnson Consulting – Chris Johnson
AIRPORT LEGAL COUNSEL: Lawson Laski Clark, PLLC – Jim Laski

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Acting Chair Burke

I. APPROVE AGENDA
(0:51) The agenda was approved as presented.
MOTION: *Made by Board Member Fosbury to approve the agenda.
Seconded by Board Member Linnet.*
PASSED UNANIMOUSLY

II. PUBLIC COMMENT
(1:20) No Public Comment

III. APPROVE FMAA MEETING MINUTES
(1:52) A. November 2, 2021 Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**
MOTION: *Made by Board Member Fosbury to approve the agenda.
Seconded by Board Member Pogue.*
PASSED UNANIMOUSLY

IV. REPORTS

(2:45) A. Chairman Report
No report given.

(2:55) B. Blaine County Report
Board Member Fosbury reported Blaine County Commissioners discussed the existing masking ordinance in effect thru January, no changes at this time.

(3:22) C. City of Hailey Report
No report given.

(3:40) D. Fly Sun Valley Alliance Report
Carol Waller reported they are monitoring bookings and it will be a busy holiday. They also have started working on summer schedules.

(4:45) E. Airport Director Report (see PowerPoint Presentation)
Airport Director Pomeroy reported November 2021 Passenger Enplanements were up 30% from 2019 and 2021 year-to-date is up 2% over 2019 year-to-date. November 2021 Operations were up 22% compared to November 2020 Operations and up 25% from November 2019. Calendar year-to-date operations for 2021 is 23% higher than 2020 and 20% higher than 2019.

(5:45) Airport Director Pomeroy asked Deputy Director of Operations & Maintenance Burke to update the board with regards to the success of the “Meet the Fleet” event. Deputy Director Burke reported that the Kiwanis Club raised nearly \$3,900, of which \$1,000 went to the Key Club to benefit youth and the remainder went towards

purchasing jackets and coats for those in need. Board Member Strauss also reported that the raffled flight was delivered to the winner, and they were very appreciative.

(7:29)

Airport Director Pomeroy reminded everyone that the airport will be closed for the rehabilitation of Runway 13-31, Taxiway B and aprons from April 18, 2022 to May 17, 2022. Stakeholder Outreach is well underway, communicating the closure with over 130 contacts. Director Pomeroy also reported that the fence relocation project was recently completed.

(8:25)

Airport Director Pomeroy reported FMA is expecting a busy holiday season. Bookings are strong and the Airport is advising all travelers to arrive at the Airport 2 hours in advance with a reminder that masks are required both in the terminal and on the aircraft. The Thanksgiving Holiday did result in parking shortages which is an indication of what is likely to come for the Christmas Holiday.

(10:10)

Board Member Linnet advised he had received a question about the perimeter fence relocation and asked for clarification on why the fence was moved. Director Pomeroy reported that the fence relocation was moved due to its proximity to the runway end and the impact on departing Aircraft regarding declared distances. The relocation allows the full length of the runway to be included in departing aircraft calculations. The relocation of the fence is not an increase in the Airport footprint as the fence moved to an area that is already part of the overall footprint based on the previous land acquisition of 65 acres a few years ago.

(12:50)

Board Member Fosbury asked about the impact of the reduction in services at the Twin Falls Airport and how that affects SUN during our closure. Director Pomeroy advised that the surrounding Airports, including both Boise and Idaho Falls, will likely be impacted. Board Member Fosbury suggested messaging to potential travelers.

V. AIRPORT STAFF BRIEF

Noise Complaints in November – No noise complaints received.

Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See **Attachment #2 – #4**)

Airport Commercial Flight Interruptions (unofficial)

Review Correspondence

VI. ACTION ITEMS

A. NEW BUSINESS

(15:45)

1. Consideration of Surplus Property Disposal – ACTION ITEM

Director Pomeroy advised the Board that the 1987 Oshkosh P19 is no longer needed due to recent acquisitions. Appraised value is under the \$5k FAA limit and the recommendation is to donate the vehicle to Camas County after receiving no interest from other Idaho Airports.

MOTION: Made by Board Member McCleary to approve declaration of the 1987 Oshkosh P19 as surplus property and disposal of the truck as presented. Seconded by Board Member Linnet.

PASSED UNANIMOUSLY

(18:59)

2. Consideration of Amended Procurement Policy – Attachment #5 - #6 ACTION ITEM

Deputy Director Davis described the proposal to change the Procurement Policy to better align with best business practices and to increase efficiency with regard to ordinary annual expenses. The proposal will not remove fiduciary controls or approval mechanisms and has been approved by the FMA Finance Committee. Deputy Director Davis explained that every expense receives at minimum three unique approvals and is reviewed by five different individuals.

Board Member McCleary asked if legal had reviewed the policy and if it adheres to Idaho State Code. Legal Counsel Jim Laski responded that it has been legally reviewed. Board Member McCleary then asked about what you do about non-budgeted expenses. Director Pomeroy responded that it is situational, however

we will have to work within our overall approved appropriation and if we are unable to that would then require Board approval. Deputy Director Davis then added context on the type of transactions that this change addresses using fuel, and runway deicer as the prime example.

MOTION: Made by Board Member Strauss to repeal Resolution 2018-01 and approve the amended Procurement Policies and Approval Authority as well as the corresponding Resolutions 2021-01 and 2021-02. Seconded by Board Member Pogue.

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

None

VII. DISCUSSION & UPDATES

A. NEW BUSINESS

(27:58)

1. Greenhouse Gas (GHG) Emissions Study – Update
Director Pomeroy reported that the Greenhouse Gas Emissions Study is underway. Airport Consultant Mead & Hunt is leading the way. The Airport is conducting a separate study as Airports require a specific type of study that will follow industry accepted GHG emissions analysis. Mead & Hunt Brad Rolf informed the Board that the Airport version of the study ensures double counting will not occur given a traveler will impact numerous airports on a single trip. Board Member Fosbury expressed appreciation for the study.

(33:25)

2. In-house Parking Operations – Discussion
Deputy Director Davis introduced the in-house parking proposal. This is not the first time this topic has been discussed and has recently been discussed with Car Park and Car Park agrees that the Airport is ready for this transition given the success of automation. The transition will address several areas, including continued staffing issues, offer greater operational control as well as annual cost savings. Financial numbers were presented and are available via the PowerPoint. We expect to return to the Board for final approval in January and/or February depending on transitional details.

(40:51)

B. CONTINUING BUSINESS

1. Miscellaneous

- i. Airport Minimum Standards and Rules and Regulations – Update –

Attachment #7

Airport Director Pomeroy reported the project continues to move forward and the next phase of the project is stakeholder outreach with meetings scheduled December 14th and January 4th. There is a project website built and contains all the pertinent information with the ability to make comments directly from the webpage. Board Member Fosbury asked if project members should plan to attend the meetings and Director Pomeroy welcomed all members to join the meetings.

(43:18)

2. Construction and Capital Projects

- i. Air Traffic Control Tower Replacement – Update

Director Pomeroy reported that the Tower committee has had recent meetings and expects to bring a recommendation to the Board during the January meeting.

(43:50)

3. Airport Planning Projects

- i. Environmental Assessment (Land Acquisition) – Update (See PowerPoint)

Director Pomeroy asked Brad Rolf with Mead & Hunt to provide an update on the Environmental Assessment. Brad Rolf gave an overview of the project to date (see the PowerPoint for details) and reported that the project has reached some significant milestones and the outlook is positive. The FAA has determined that no historic properties are adversely affected, and the State Historic Preservation Office (SHPO) has concurred with the FAA's determination. FAA Final decision expected in Spring of 2022.

(1:03:10)

ii. Terminal Area Plan – Update

Director Pomeroy advised that the financial feasibility study is underway and that a more detailed update will be given at the January meeting.

VIII. PUBLIC COMMENT

(1:03:40)

No Public Comment

IX. EXECUTIVE SESSION

(1:04:00)

No Executive Session

X. ADJOURNMENT

(1:04:28)

The December 7, 2021 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:35 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.*