

**AMENDED MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY\***

**January 6, 2015  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Board – Lawrence Schoen, Fritz Haemmerle, Jacob Greenberg, Angenie McCleary, Pat Cooley  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Rick Baird, Emergency/Operations Chief – Peter Kramer, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega  
**CONSULTANTS:** T-O Engineers – Dave Mitchell, Doug Blakney Nathan Cuvala; R/L/B – Nicholas Latham; Mead & Hunt – Todd Hardin  
**AIRPORT TENANTS/PUBLIC:** Bellevue City Council – James Stireman, Lisa Phillips; BCPA – Tom Lenze; Glass Cockpit Aviation – John Strauss; Atlantic Aviation – Michael Rasch, Susan Harris, Annette Carraway; FSVA - Carol Waller, Donna Serrano, Len Harlig, Felicity Roberts, Marc Reinemann  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**PRESS:** Idaho Mountain Express – Greg Moore

**CALL TO ORDER:**

The meeting was called to order at 5:34 p.m. by Chairman Fairfax.

**I. APPROVE AGENDA**

The agenda was approved with the following changes:

**IV. AIRPORT STAFF BRIEF**

- A.** ~~F.~~ Employee of the 2<sup>nd</sup> Quarter, 2014 – Attachment #6
- B.** ~~G.~~ Employee of the 3<sup>rd</sup> Quarter, 2014 – Attachment #7

**VI. ~~V.~~ AIRPORT STAFF BRIEF CONT. (5 Minutes Allotted)**

- C.** ~~A.~~ Noise Complaints
- D.** ~~B.~~ Parking Lot Update
- E.** ~~C.~~ Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #2 - #4
- F.** ~~D.~~ Review Correspondence – Attachment #5
- G.** ~~E.~~ Airport Commercial Flight Interruptions
- ~~F.~~ Employee of the 2<sup>nd</sup> Quarter, 2014 – Attachment #6
- ~~G.~~ Employee of the 3<sup>rd</sup> Quarter, 2014 – Attachment #7

**MOTION:**

*Made by Vice-Chairman Keirn to move the Employee of the Quarter agenda items after agenda item III. Approve FMAA Meeting Minutes. Seconded by Board Member Schoen.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

No public comment was made.

### III. APPROVE FMAA MEETING MINUTES

#### A. December 2, 2014 Regular Meeting (See Brief)

The December 2, 2014 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

**IN ATTENDANCE:** **BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Board – Lawrence Schoen, Fritz Haemmerle, Jacob Greenberg, Angenie McCleary, Pat Cooley  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Rick Baird, Emergency/Operations Chief – Peter Kramer, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Administrative Assistant – Cecilia Vega  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; R/L/B – Nick Latham; Mead & Hunt – Evan Barrett, Todd Hardin, Matt Dubbe, Mark McFarland  
**AIRPORT TENANTS/PUBLIC:** Glass Cockpit Aviation – John Strauss; Atlantic Aviation – Mike Rasch; FSVA – Walt Denekas, Carol Waller, Eric Seder; Pam & Ed Jenkins, Bob Leahy, Evan Stelma, Donna Serrano, Len Harlig, Chuck Matthiesen, Michelle Griffith, Peter Hendricks, Rich Pogue, Baird Gourlay, James Stireman, Larry Plott, Bob Crosby, Diane Shay  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**PRESS:** Idaho Mountain Express – Greg Moore

#### **MOTION:**

*Made by Vice-Chairman Keirn to approve the January 6, 2015 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Board Member McCleary.*

**PASSED UNANIMOUSLY**

### IV. AIRPORT STAFF BRIEF

#### A. F. Employee of the 2<sup>nd</sup> Quarter, 2014 (See Brief)

Airport Manager Baird rescheduled this agenda item for the February Board Meeting.

#### B. G. Employee of the 3<sup>rd</sup> Quarter, 2014 (See Brief)

Airport Manager Baird announced that Ms. Annette Carraway of Atlantic Aviation was selected as the Employee of the 3<sup>rd</sup> Quarter for Calendar Year 2014. He congratulated Ms. Carraway and thanked her for her efforts and service to the Friedman Memorial Airport.

Atlantic Aviation General Manager Mike Rasch complimented Ms. Carraway for her excellent customer service talents and thanked her for doing such a fantastic job for Atlantic Aviation.

### V. IV. REPORTS

#### A. Chairman Report

No report was given.

**B. Blaine County Report**

Board Member Schoen reported that the Blaine County Commissioners are currently undergoing the process of revising County's Comprehensive Plan, which includes a transportation and aviation section, and invited the public to participate in the process.

**C. City of Hailey Report**

No report was given.

**D. Airport Manager Report**

Airport Manager Baird briefed the Board on the following items:

- Upcoming Northwest Mountain FAA Airport Conference will be held in Seattle, Washington on April 7<sup>th</sup> and 8<sup>th</sup>; Board Members are welcome and encouraged to attend the conference.
- Congress passed a bill that will fund the Airport Control Tower for all of 2015.
- He will be attending a Contract Tower Policy Board meeting on January 27<sup>th</sup> through the 31<sup>st</sup> to discuss funding for the next four years.
- General aviation and commercial air traffic was heavy during this holiday season but successful despite the ongoing construction in the terminal and decrease in available parking spaces.

Chairman Fairfax asked if funding for the tower **AIP program** will ever increase, as it has been the same **the** allocation **has been** of \$3.35 billion for the last 10 years.

Airport Manager Baird answered that the American Association of Airport Executives (AAAE) will be arguing the point with legislature that since airlines are able to find unique ways to ensure improved cash flow by implementing things like baggage fees, airports should be allowed to increase their PFC fees.

Board Member Schoen asked what the status is of FMA's legislative lobbying efforts.

Airport Manager Baird answered that FMA is a member of the AAAE organization as well as the United States Contract Tower Association (USCTA) who both **support lobby for** airports **rights** on a national level.

**E. Communications Director Report**

Airport Manager Baird reported on the following items:

- December Coffee Talk was not well attended.
- Two Airport Tours were scheduled for December.
- No Coffee Talk or Airport Tour will be scheduled for January.

**VI. V. AIRPORT STAFF BRIEF**

**A. Noise Complaints (See Brief)**

**B. Parking Lot Update (See Brief)**

**C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)**

**D. Review Correspondence (See Brief)**

**E. Airport Commercial Flight Interruptions (See Brief)**

**VII. VI. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

**a. Plan to Meet 2015 Congressional Safety Area Requirement (See Brief)**

**i. Formulation (See Brief)**

No update was given.

**ii. Project 1 Relocate Hangar Taxilane/Overlay Apron/Security Fence Improvements (See Brief)**

No update was given.

**iii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area Grading (See Brief)**

No update was given.

**iv. Project 3 Terminal Reconfiguration (See Brief)**

Engineer Mitchell along with Mead and Hunt Aviation Architect, Todd Hardin, updated the Board on the current status of Project 3 of the RSA Improvements Project.

**v. Project 4 Airport Operations Building (See Brief)**

Engineer Mitchell and Ruscitto/Latham/Blanton Architect, Nick Latham, updated the Board on the current status of Project 4 of the RSA Improvements Project.

**vi. Project 5 Terminal Apron Reconstruction/Site Preparations (See Brief)**

No update was given

**vii. Project 6 Relocate Taxiway B/Remove Taxiway A/North Apron (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 6 of the RSA Improvements Project. He also asked the Board to discuss the option of opening the Airport for a 17-day period to small general aviation aircraft during the 30 day closure in April and May at an additional cost of \$160,000 . **Consideration of this option was requested by small aircraft pilots.**

The Board discussed aspects of the option proposed by Engineer Mitchell including the following items:

- The additional financial cost of keeping the Airport open rather than disposing of excess dirt from the project on site.
- Safety concerns of opening the runway partially.
- How much and what kind of general aviation traffic traditionally operates during the closure period.
- Impacts on the community as a result of increased materials hauling.

Glass Cockpit Aviation owner, John Strauss, commented that he had to shut down his flight instruction business during last year's entire 30 day closure and suggested that the Board seek input from the Blaine County Pilot's Association before a decision is made.

Chairman Fairfax commented that most of the pilots recognize that the closure is the best option in this circumstance, however the closure does incur a significant cost to the pilots and aircraft owners that traditionally use the airport in the Spring. He commented that he would support a meeting with the local general aviation community before a decision is made.

The Board agreed to discuss the matter further during the February Board Meeting and directed Airport Staff and Engineer Mitchell to gather input from the general aviation community for Board review.

**viii. Facility Acquisitions (See Brief)**

Engineer Mitchell updated the Board on the current status of the facility acquisition part the RSA Improvements Project.

**ix. Work Order 14-08 Acquire Snow Removal Equipment (See Brief)**

Engineer Mitchell and Airport Manager Baird briefed the Board on the proposed Snow Removal Acquisition Scope of Work (SOW) and requested that the Board approve the SOW and authorize staff to move forward with the acquisition process.

The Board discussed aspects of the snow removal equipment acquisition request including the following items:

- The life expectancy of this type of snow removal equipment.
- The age of the snow removal equipment the Airport currently utilizes.
- The reason engineers are a necessary involvement **involved** in the purchase and acquisition of this kind of equipment.
- **The bid process for the equipment acquisition when 'piggy backing' on the purchase of similar equipment by another Idaho city in this case, Idaho Falls.** ~~What the bidding process is for the equipment acquisition and how 'piggy-backing' on an Idaho Falls acquisition works.~~

Board Members Haemmerle and Cooley commented that in their opinion, the engineer's fees of \$12,447.00 seems excessive for this kind of project.

**MOTION:** *Made by Board Member Schoen to approve Work Order 14-08 concerning the acquisition of snow removal equipment in an amount not-to-exceed \$12,447.00 to be billed on a time and materials basis and to authorize Staff to move forward with the acquisition process. Seconded by Vice-Chairman Keirn.*

**PASSED**  
**BOARD MEMBER COOLEY OPPOSED**

**x. Work Order 14-09 Terminal Parking Lot Improvements (See Brief)**

Engineer Mitchell briefed the Board on the proposed Terminal Parking Lot Improvements Project SOW and requested that the Board approve the SOW in an amount not-to-exceed \$58,420.

The Board discussed aspects of Engineer Mitchell's request including the following items:

- The County's preference to minimize light trespass. ~~and their Dark Sky Ordinance.~~

- Whether or not lighting will also be replaced with more efficient lighting as fixtures they are relocated in the parking lot.

**MOTION:** *Made by Board Member Schoen to authorize the Chair to execute Work Order 14-09 Terminal Parking Lot Improvements with a not-to-exceed amount of \$58,420.00 subject to Staff and Legal Counsel review. This motion is made also in light of Airport Manager Baird's remarks that this project may be reduced in scope. Seconded by Board Member Greenberg.*

**PASSED UNANIMOUSLY**

**xi. Work Order 14-10 Rehabilitate Runway (See Brief)**

Engineer Mitchell briefed the Board on the proposed Rehabilitate Runway Project SOW and requested that the Board approve the SOW in an amount not-to-exceed \$24,655.

The Board discussed aspects of Engineer Mitchell's request including the following items:

- Whether or not the engineer fees are appropriate and how the Board can be sure that the fees are standard for this type of project.
- The reason why there are two Exhibit B's in the SOW.

**MOTION:** *Made by Board Member Greenberg to authorize the Chair to execute Work Order 14-10 Rehabilitate Runway with a not-to-exceed amount of \$24,655.00, subject to Staff and Legal Counsel review. Seconded by Board Member Haemmerle.*

**PASSED UNANIMOUSLY**

**xii. Future Projects (See Brief)**

Engineer Mitchell and Airport Manager Baird updated the Board on the current status of upcoming future projects of the RSA Improvements Project including a possible additional Terminal Remodel and Tenant Build Out.

The Board discussed technical aspects of Engineer Mitchell's and Airport Manager Baird's presentation including the following items:

- Why the proposed Terminal Remodel and Tenant Build Out was not included in the current terminal project.
- Whether it would be possible to add a nice restroom and part of a pilot briefing area in the terminal.
- At what time the Board made the decision to proceed with the non-eligible terminal remodel.

**b. Retain/Improve/Develop Air Service**

**i. Fly Sun Valley Alliance Update (See Brief)**

Fly Sun Valley Alliance representative, Carol Waller, updated the Board on the results for the 2014 Annual Passenger Survey.

Len Harlig commented that the transportation section of the County's Comprehensive Plan will be on the Planning and Zoning Committee's

agenda this Thursday but will not include any agenda items relative to the Airport.

**c. SUN Instrument Approach Improvements – Phase 2 Update (See Brief)**

Airport Manager Baird updated the Board on Phase 2 of the Sun Instrument Approach Improvements Project.

**B. Master Plan Update**

Airport Manager Baird briefed the Board on the development of the Master Plan Update.

**C. Independent Board Member Selection Process (See Brief)**

Board Member Schoen briefed the Board that the Airport received four resumes for the Independent Board Member position and after reviewing the resumes the Board Selection Committee determined that three of the four candidates did not meet the 5-year residency requirement listed in the conditions of eligibility. He suggested that the Board decide to either ~~to~~ wave that requirement and interview all four candidates, or support the approved criteria and select the only candidate that met the residency criteria, Ron Fairfax, as the Independent Board Member.

Board Member Haemmerle commented that all the candidates were highly qualified for the position with the exception of the residency criteria and encouraged them to reapply in the future.

Attorney Laski commented that the Board already ~~re-elected~~ **appointed** Chairman Fairfax as the Independent Board Member during the December meeting, so no action is needed.

Airport Manager Baird reminded the Board that the election of officers will take place during the March Board Meeting.

Board Member Haemmerle suggested that Staff send out thank you letters to the candidates for the Independent Board Member position.

**VIII. VII. NEW BUSINESS**

**A. Website Privacy Policy Statement (See Brief)**

Airport Manager Baird briefed the Board on the draft Website Privacy Policy Statement and requested that they approve the policy to be posted on the Airport website.

**MOTION:**

***Made by Board Member Haemmerle to the Draft Website Privacy Policy Statement and direct Staff to post the document on the FMAA website. Seconded by Board Member Greenberg.***

**PASSED UNANIMOUSLY**

**IX. VIII. PUBLIC COMMENT**

Board Member Schoen asked the Board to consider rescheduling the February Board Meeting to accommodate the Blaine County Commissioners who will be out of town on February 3, 2015.

The Board agreed to reschedule the February meeting to Thursday, February 5, 2015.



Len Harlig asked if the 5-year residency requirement was part of the Independent Board Member Applicant Guidelines.

The Board answered that the residency requirement was included in the criteria. Airport Manager Baird added that it was also included in the advertisement in the paper to request the applicant guidelines from Staff or retrieve them from the FMAA website.

## X. ADJOURNMENT

The January 6, 2015 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 8:05 p.m.



Lawrence Schoen, 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.*