

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

**June 5, 2012
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman –Tom Bowman, Vice-Chairman – Martha Burke, Secretary – Susan McBryant, Board – Lawrence Schoen, Angenie McCleary, Don Keirn, Ron Fairfax

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/Assistant Airport Security Coordinator – Roberta Christensen, Administrative Assistant/IT Systems Maintenance Coordinator - April Dieter, Administrative Assistant – Cecilia Vega

AIRPORT LEGAL COUNSEL: Luboviski, Wygle, Fallowfield & Ritzau – Barry Luboviski;

CONSULTANTS: T-O Engineers – Dave Mitchell; ANTICIPATE – Candice Pate; Mead & Hunt – Brad Rolf

AIRPORT TENANTS/PUBLIC: Atlantic Aviation – Brian Blackburn; FSVA – Carol Waller, Bonnie Leighton, Evan Stelma; BCPA – Jim Perkins; John Strauss, Marc Reinemann, Nils Ribl, Bob Crosby, Len Harlig, ATCT – George White, The Car Park – Pam Yager, Christine Kyes; Felicity Roberts

PRESS: Idaho Mountain Express – Kate Wutz

CALL TO ORDER:

The meeting was called to order at 5:31 p.m. by Chairman Bowman.

I. APPROVE AGENDA

The agenda was approved with the following changes:

III. AIRPORT STAFF BRIEF

A. ~~H.~~ Employee of 1st Quarter, 2012 – Attachment #15

VII. VI. AIRPORT STAFF BRIEF

B. A. Noise Complaints

C. ~~B.~~ Parking Lot Update

D. ~~C.~~ Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #8 - #11

E. ~~D.~~ Review Correspondence – Attachment #12

F. ~~E.~~ Fly Sun Valley Alliance Update – Attachments #13, #14

G. ~~F.~~ Airport Weather Interruptions

H. ~~G.~~ License and Use Agreement Off-Airport Rental Car Operator

H. ~~H.~~ Employee of 1st Quarter, 2012 – Attachment #15

I. Law Enforcement Officer (LEO) Reimbursement Program

V. IV. NEW BUSINESS

B. TSA/LEO Report

MOTION:

Made by Vice-Chairman Burke to approve the Agenda as amended. Seconded by Board Member Keirn.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No public comment was made.

III. AIRPORT STAFF BRIEF

A H. Employee of 1st Quarter, 2012 – Attachment #15

Airport Manager Baird announced that Christine Kyes of The Car Park has been selected for Employee of the 1st Quarter for the calendar year 2012. He congratulated Ms. Kyes and thanked her for her efforts and service to the Wood River Valley.

Chairman Bowman thanked Ms. Kyes for her devotion to providing excellent customer service to the flying public of the Wood River Valley on behalf of the Board.

IV. UNFINISHED BUSINESS

A. Airport Solutions

1. Chairman Report

No report was given.

2. Blaine County Report

No report was given.

3. City of Hailey Report

Board Member McBryant commented that she has reported to the City of Hailey that she has been in contact with the heirs to the underlying property at the Friedman Airport and gave them a complete update on the current status and operations at the Airport. She reported that the heirs are comfortable with what's currently happening at the Airport.

4. Airport Manager Report

Airport Manager Baird reported that the 2012 Airport Appreciation Day will be held on September 15th.

Airport Manager Baird presented Contracts/Finance Administrator, Lisa Emerick and Emergency/Operations Chief, Peter Kramer with an Award for 20 years of dedicated and loyal service to the Friedman Memorial Airport and Wood River Valley.

5. Interim Communications Director Report

Interim Communications Director, Candice Pate, reported to the Board the current goals and proposed solutions to enhance the communications strategy.

The Board discussed Ms. Pate's proposed solutions for an enhanced FMAA communications strategy. The Board agreed that the public should be allowed the opportunity to submit questions before Airport communications events and Board Members should make an effort to attend the events as well.

Chairman Bowman opened the discussion regarding the Interim Communications Director Report for public comment.

Nils Ribi commented that it would be a good idea for the Board and Airport Staff to make contact with the cities of Blaine County on a regular basis to discuss Airport Solutions Updates.

John Strauss commented that he will support any strategy that will reduce Airport Manager Baird's workload as there are legitimate business reasons to contact Airport Manager Baird as well.

Chairman Bowman suggested that Ms. Pate develop feedback surveys for each event as well as keep track of the attendance to the events.

The Board agreed with Ms. Pate's proposed solutions and directed her to begin implementing the communications strategy.

6. Existing Site

a. Airport Layout Plan – Planning Process Scope of Work (See Brief)

T-O Engineer, Dave Mitchell, presented to the Board the planning process Scope of Work (SOW) for the drafting of an Airport Planning study that will ultimately lead to an updated Airport Layout Plan (ALP).

Airport Engineer Mitchell asked the Board to discuss the implementation of a limited technical advisory committee to utilize during the alternatives development phase.

The Board discussed the proposed concept of utilizing a technical advisory committee during the ALP process and was supportive of the concept.

Board Member Schoen asked if the technical advisory committee will be making policy decisions.

Airport Engineer Mitchell answered that it is not the consultant's intent to have the technical advisory committee make policy decisions but rather help the consultants and Staff make decisions regarding what technical aspects will need to go to the Board for discussion.

Chairman Bowman commented that the Board is in concurrence with the technical advisory committee concept.

Airport Engineer Mitchell asked the Board to discuss the proposed reliability alternatives.

The Board discussed the alternatives and decided that they will continue to plan on studying both performance based navigation and ground based navigation alternatives until more information is gathered from the FAA and a cost-benefit ratio analysis has been completed.

Airport Engineer Mitchell asked the Board to discuss the proposed next steps to the planning process and draft SOW.

Chairman Bowman asked how long it will take to complete the final contract with the FAA once the SOW is finalized.

Airport Manager Baird answered that it will take approximately 45 days.

Attorney Lubovski asked if Staff plans to submit the SOW to the FAA after tonight's suggested edits are implemented or if the Board will need to review the document again before it's submitted.

Airport Manager Baird answered that Staff will be corresponding with the FAA soon in order to find out if the FAA will participate financially in a reliability study.

Board Member Schoen suggested a revision to the draft SOW (see Minutes Attachment #1).

The majority of the Board agreed that the suggested language modification was appropriate and did not excessively change the meaning of the paragraph but defined it in greater detail.

Vice-Chairman Burke commented that the City of Hailey has reviewed the current draft SOW and is comfortable with the language as is. She commented that the City Council may not support the proposed language change.

Chairman Bowman commented that the majority of the Board concurred with Board Member Schoen's suggested edit to the ALP SOW. He directed Airport Engineer Mitchell to implement the edit and opened the discussion regarding the ALP SOW planning process for public comment.

Len Harlig suggested that the Board discuss the concept of researching navigational improvements with the FAA prior to undergoing the study in order to ensure the FAA's support to any proposed system that may be considered.

Bonnie Leighton commented that Board Member Schoen's suggested edits gives the impression that the Board views expansion as an acceptable alternative. She commented that the Hailey City Council is opposed to any expansion alternative and she feels that the suggested language change goes against the wishes of the Hailey City Council.

7. Replacement Airport

Airport Manager Baird briefed the Board on the current status of the FAA evaluation of the replacement airport project.

8. Retain/Improve/Develop Air Service

a. FSVVA Report

Fly Sun Valley Alliance Director, Carol Waller, gave the Board a report regarding the current pursuit of new marketing access points and future possible airline service opportunities.

b. First Time Schedule Commercial – Jet Service Environmental Assessment (See Brief)

Brad Rolf of Mead & Hunt, Inc. presented the Board with a summary of the purpose and process of an Environmental Assessment (EA).

The Board asked Mr. Rolf questions regarding the EA process with the FAA and what the time frame for completion looks like for this project.

Mr. Rolf and Airport Manager Baird briefed the Board that they hope the FAA will be able to publish their findings by September of this year and the goal is to have regional jets utilizing the Airport by this winter.

Airport Manager Baird reminded the Board that SkyWest has not announced that they are planning on using the CRJ700 at the Airport at any specific time and they will not make that decision until all FAA requirements have been met.

Chairman Bowman commented that getting this project approved has been a significant investment by the Board for the economy of this community.

John Strauss asked where else the CRJ700 aircraft operates.

Airport Manager Baird answered that the CRJ700 is used frequently in the Western United States and primarily in the Salt Lake City market.

The Board asked Mr. Rolf questions regarding the CRJ700 and its role in the review process.

Mr. Rolf briefed the Board that the review is specific only to the SkyWest CRJ700 aircraft and no other aircraft has been requested by SkyWest Airlines for review.

Airport Manager Baird asked the Board to provide a motion to allow Staff to move forward with the EA process.

MOTION: *Made by Vice-Chairman Burke to approve the T-O Engineers and Mead & Hunt Scope of Services and Fee for an Environmental Assessment for Changes to SkyWest Airlines' Operations Specifications and to enter into a contractual arrangement with T-O Engineers to perform those services. Seconded by Board Member Schoen.*

PASSED UNANIMOUSLY

c. Small Community Air Service Development Program Grant-In-Aid

Airport Manager Baird briefed the Board on the current status and process of the Small Community Air Service Development Program Grant-In-Aid.

The Board supported the direction Staff has taken with the program and agreed to move forward with it.

9. Website Update

Airport Manager Baird briefed the Board on the proposal to merge the www.flyfma.com website with the www.flysvra.com replacement airport website.

The Board approved the proposal and directed Staff to proceed with the project.

B. FY '13 Budget Process (See Brief)

Airport Manager Baird briefed the Board on the current status and process of developing the FY '13 Budget.

The Finance Committee reported that Staff responded appropriately to all revenue projection concerns, clerical areas have been corrected in the preliminary draft budget and they are comfortable with the proposed FY '13 Budget.

The Board approved Staff's proposal to schedule a July Board meeting adequate to accommodate budget review and discussion and establish an appropriate Public Hearing for the proposed FY '13 Budget.

C. Election Timing of FMAA Officers

Board Member McCleary asked the Board to discuss whether or not to defer the election of FMAA Officers until January, 2013.

Chairman Bowman directed Attorney Luboviski to amend the FMAA Bylaws regarding this matter with Board Member McCleary and Board Member McBryant and asked that the Chairman serve on a month to month basis.

The Board agreed to Board Member McCleary's request to defer the election of officers no sooner than January, 2013.

MOTION: *Made by Board Member McCleary to defer elections until January, 2013. Seconded by Board Member Keirn.*

PASSED UNANIMOUSLY

V. IV. NEW BUSINESS

A. Gifts, Refreshments & Retail Concession (See Brief)

Airport Manager Baird briefed the Board that the current Gifts, Refreshments & Retail Concession, Runway Café, LLC, have dissolved their LLC and Requests for Proposals (RFPs) have been sent out to various concessionaires in the community and advertised in the local media. Staff will provide a recommendation to the Board at the July Board meeting.

B. TSA/LEO Report

Airport Manager Baird briefed the Board that the TSA/LEO Agreement will be expiring at the end of September. He recommended that Staff opt out of the LEO program and use an alternative response time to provide terminal security.

The Board approved Staff's recommendation to use an alternative response time in place of the LEO program.

VI. V. APPROVE FMAA MEETING MINUTES

A. May 1, 2012 Regular Meeting (See Brief)

The May 1, 2012 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION: *Made by Vice-Chairman Burke to approved the May 1, 2012 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

VII. VI. AIRPORT STAFF BRIEF

B. A. Noise Complaints

C. B. Parking Lot Update

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

E. D. Review Correspondence (See Brief)

F. E. Fly Sun Valley Alliance Update (See Brief)

G. F. Airport Weather Interruptions

H. G. License and Use Agreement Off-Airport Rental Car Operator

~~H. Employee of the 1st Quarter, 2012 Attachment #15~~

I. Law Enforcement Officer (LEO) Reimbursement Program

VIII. VII. PUBLIC COMMENT

The Board changed the July 3, 2012 Board meeting time to convene at 4 pm and adjourn at 5:30 pm.

IX. VIII. ADJOURNMENT

The June 5, 2012 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 8:13 p.m.


Susan McBryant, 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.