

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

**July 1, 2014  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Board – Lawrence Schoen, Angenie McCleary, Fritz Haemmerle, Jacob Greenberg, Pat Cooley  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Rick Baird, Emergency/Operations Chief – Peter Kramer, Contracts/Finance Administrator – Lisa Emerick, Administrative Assistant – Cecilia Vega  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**CONSULTANTS:** T-O Engineers – Dave Mitchell, Todd Combs; ANTICIPATE – Candice Pate; R/L/B – Nick Latham; Mead & Hunt – Scott Cary, Mark Sorenson  
**AIRPORT TENANTS/PUBLIC:** Glass Cockpit Aviation – John Strauss; FSVA – Carol Waller; Atlantic Aviation – Mike Rasch; Evan Stelma, Donna Serrano  
**PRESS:** Idaho Mountain Express – Greg Moore

**CALL TO ORDER:**

The meeting was called to order at 5:38 p.m. by Chairman Fairfax.

**I. APPROVE AGENDA**

The agenda was approved as presented.

**II. PUBLIC COMMENT**

No public comment was made.

**III. APPROVE FMAA  
MEETING MINUTES**

**A. June 3, 2014 Regular Meeting (See Brief)**

The June 3, 2014 Friedman Memorial Airport Authority Meeting Minutes were approved as presented:

**MOTION:**

***Made by Board Member McCleary to approve the June 3, 2014 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Vice-Chairman Keirn.***

**PASSED**

**BOARD MEMBER HAEMMERLE ABSTAINED**

**IV. REPORTS**

**A. Chairman Report**

Chairman Fairfax thanked Airport Manager Baird, T-O Engineer Dave Mitchell, Western Construction, and Knife River for an incredible job on the runway relocation project.

**B. Blaine County Report**

No report was made.

**C. City of Hailey Report**

No report was made.

**D. Airport Manager Report**

Airport Manager Baird reported that he and Carol Waller attended the Airport Council International Jumpstart Conference in Edmonton, Canada in June to discuss future service with various airlines. He also encouraged the Board to attend a champagne and cake celebration in the Airport Terminal on July 2<sup>nd</sup> at 9:00 p.m. to celebrate the first flight from Denver, Colorado.

**E. Communications Director Report**

Communications Director Candice Pate reported that the Coffee Talks and Airport Tours continue and the new "90 before 9AM" campaign has been released to the public.

**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)**

Based on a concern expressed by Board Member Haemmerle the Board discussed the increase of northern approaches over the last three years.

Airport Manager Baird explained that the increase is primarily due to high winds and discussed whether or not the addition of visual approach slope indicator (VASI) lights would help operators approach more smoothly from the North.

**E. Airport Commercial Flight Interruptions**

**VI. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

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

**i. Formulation**

T-O Engineer Dave Mitchell updated the Board on the current status of the RSA Formulation Project.

**ii. Project 1 Relocate Hangar Taxilane/Overlay Apron/Security Fence Improvements**

Engineer Mitchell updated the Board on the current status of Project 1 of the RSA Improvements Project.

**iii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area Grading**

Engineer Mitchell updated the Board on the current status of Project 2 of the RSA Improvements Project.

**iv. Project 3 Terminal Reconfiguration**

Engineer Mitchell updated the Board on the current status of Project 3 of the RSA Improvements Project.

**v. Project 4 Airport Operations Building**

Engineer Mitchell updated the Board on the current status of Project 4 of

the RSA Improvements Project.

**vi. Project 5 Terminal Apron Reconstruction/Site Preparations**

Engineer Mitchell updated the Board on the current status of Project 5 of the RSA Improvements Project.

**vii. Facility Acquisitions**

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

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

**i. Fly Sun Valley Alliance Report**

Fly Sun Valley Alliance representative Carol Waller reported that she and Airport Manager Baird had a productive meeting with air carriers at the Jumpstart Conference in Canada. She also reported that FSVa is close to announcing the winter air service schedule and the air service summer survey will begin next week.

Vice-Chairman Keirn asked how future reservations look for the Denver flight.

Ms. Waller answered that user-ratios received from the booking reports are not as high as they would like; however there are several connections being made from the east coast for the Denver flight.

**B. Master Plan Scope of Work (See Brief)**

Airport Manager Baird updated the Board on the Master Plan Project and asked the Board to approve Mead & Hunt's fee proposal not-to-exceed \$611,726 to develop the Master Plan Update.

The Board discussed technical aspects of the Master Plan Scope of Work (SOW) and the proposed fee of the project, including whether or not amendments could still be made to the SOW and how the cost of the public outreach portion of the project was projected.

After discussion and concerns expressed by Board Member Haemmerle, the Board agreed to delay the approval of the proposed fee for the Master Plan Update until the August meeting. Board Member Haemmerle agreed to provide suggested edits to the SOW to Staff.

**C. FY '15 Draft Rates & Charges (See Brief)**

Airport Manager Baird briefed the Board on the proposed FY '15 Draft Rates & Charges.

The Board discussed technical aspects of Airport Manager Baird's briefing including the recommended new landing fee rates, the idea to waive parking fees for travelers who utilize food vendors at the Airport, offering free coffee to the public for the morning flights, and a suggested revision to the ground transportation portion of the document.

**MOTION:**

***Made by Board Member Schoen to direct Staff to establish a public hearing for FY '15 Rates & Charges. Seconded by Board Member McCleary.***

**D. FY '15 Draft Budget (See Brief)**

Airport Manager Baird briefed the Board on the proposed FY '15 Draft Budget.

The Board discussed technical aspects of Airport Manager Baird's briefing including a discrepancy in the budgeted amount for the salaries line item, the proposed cost of living and merit increases, Board Member Schoen's suggestion to consider the development of a salary analysis to help the Board approve salary increases, and the proposed pay raise for the Airport Manager.

**MOTION:** *Made by Board Member Schoen to direct Staff to establish a public hearing for FY '15 Budget. Seconded by Vice-Chairman Keirn.*

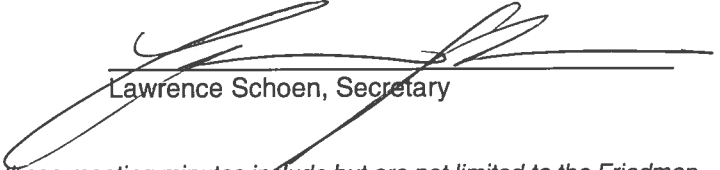
**PASSED UNANIMOUSLY**

**VII. PUBLIC COMMENT**

No public comment was made.

**VIII. ADJOURNMENT**

The July 1, 2014 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:15 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.*