

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

**July 2, 2013  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Susan McBryant, Board – Lawrence Schoen, Angenie McCleary, Ron Fairfax, Fritz Haemmerle, Don Keirn  
**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 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  
**AIRPORT TENANTS/PUBLIC:** FSVA – Carol Waller; Chuck Matthiesen, BCPA – Jim Perkins; Evan Stelma, Donna Serrano; Hertz – Andy Miles; Atlantic Aviation – Mike Rasch; Marc Reinemann; Avis – Peter Scheurmier; Glass Cockpit Aviation – John Strauss; Sustain Blaine – Harry Griffith; Enterprise – Justin Maddux; Ed Jenkins

**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:

**III. AIRPORT STAFF BRIEF**

**A.** ~~H.~~ Employee of the Calendar Year, 2012 (See Brief)

**VI. ~~V.~~ AIRPORT STAFF BRIEF (cont.)**

**B.** ~~A.~~ Noise complaints (See Brief)

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

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

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

**F.** ~~E.~~ Fly Sun Valley Alliance (See Brief)

**G.** ~~F.~~ Airport Weather Interruptions (See Brief)

**H.** ~~G.~~ Hailey Tower Closure (See Brief)

~~H.~~ Employee of the Calendar Year, 2012 (See Brief)

**I.** Operations Brief (See Brief)

**MOTION:**

*Made by Board Member Keirn to move the Employee of the Calendar Year, 2012 agenda item under agenda item II. Public Comment. Seconded by Board Member Schoen.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

No public comment was made.

### III. AIRPORT STAFF BRIEF

#### A. H. Employee of the Calendar Year, 2012 ( See Brief)

Airport Manager Baird announced that Ms. April Dieter of Friedman Memorial Airport has been selected as Employee of the Year for the Calendar Year 2012. He congratulated Ms. Dieter and thanked her for her efforts and service to the Blaine County community.

Ms. Dieter thanked the Board, Tenant Managers and Airport Staff for their continuous support and encouragement of her as the Administrative Assistant/IT Systems Maintenance Coordinator for the Airport and thanked them for allowing her to be a part of the FMA team.

### IV. III. APPROVE FMAA MEETING MINUTES

#### A. June 4, 2013 Regular Meeting (See Brief)

The June 4, 2013 Friedman Memorial Airport Authority Meeting Minutes were approved as presented:

**MOTION:** *Made by Board Member McCleary to approved the June 4, 2013 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Haemmerle.*

**PASSED UNANIMOUSLY**

### V. IV. REPORTS

#### A. Chairman Report

Chairman Fairfax thanked and commended Airport Staff and T-O Engineers for working tirelessly on such a large project as the RSA Improvements. He cautioned that as the Airport becomes more crowded, eventually the ability to utilize the Airport will become constricted and the Board will need to find a way to keep the Airport as efficient as possible.

#### B. Blaine County Report

Board Member Schoen reported that the Blaine County Commissioners have reviewed the FMAA agenda for tonight's agenda and discussed the Airport Budget and the auto car rental concession selection process at their regular meeting.

#### C. City of Hailey Report

Vice-Chairman McBryant reported that the City received a briefing from Airport Manager Baird at a Council meeting and discussed several Airport topics as well as the agenda for tonight's meeting.

#### D. Airport Manager Report

Airport Manager Baird reported that he attended the annual US Contract Towers Association (USCTA) conference in Washington D.C. last month. He assured the Board that the USCTA is still in the fight to make sure that all contract towers in the United States remain funded.

#### E. Communications Director Report

Communications Director, Candice Pate reported that the June Coffee Talk and Airport Tour were both well-attended and the next Coffee Talk and Airport Tour will be on July 30 and July 31, 2013, respectively. She reported that she and Airport Staff will also be conducting a meeting with Marketing by Design to formulate and develop a new campaign to reach out to the public.

**VI. ~~V.~~ AIRPORT STAFF  
BRIEF (cont.)**

- B. ~~A.~~ Noise Complaints (See Brief)**
- C. ~~B.~~ Parking Lot Update (See Brief)**
- 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 (See Brief)**
- H. ~~G.~~ Hailey Tower Closure (See Brief)**
- ~~H. Employee of the Calendar Year, 2012 (See Brief)~~**
- I. Operations Brief (See Brief)**

**VII. ~~VI.~~ UNFINISHED  
BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

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

T-O Engineer Dave Mitchell updated the Board on the current status of the Modifications of Standards (MOS) process and the development of the Safety Risk Management Report as well as Phase I of the RSA Improvements project.

The Board discussed technical aspects of Engineer Mitchell's presentation including the 95,000 pound weight limitation, whether or not the bike path next to Highway 75 is planned to be relocated, when the FAA proposes to sign the final MOS, the funding plan for Phase I of the RSA Improvements Project and architectural aspects of a redesign of the terminal.

Board Member Keirn asked if airport operations will need to be shut down at any time during construction.

Engineer Mitchell answered that some closures will be required during construction.

Board Member Schoen suggested that T-O Engineers consider utilizing vertical space and underground space in order to lessen space constraints on the Airport.

Airport Manager Baird asked the Board to consider authorizing Staff to proceed with Phase I of the RSA Improvements project.

**MOTION** *Made by Board Member Haemmerle to authorize Airport Manager Baird to submit and sign the Grant Application for Phase I of the RSA Improvements project and request resolutions from sponsors. Seconded by Board Member Schoen.*

**PASSED UNANIMOUSLY**

**MOTION:** *Made by Board Member Schoen to approve T-O Engineer's amended Scope of Work for Phase I of the RSA Improvements project. Seconded by Board Member Haemmerle.*

**PASSED UNANIMOUSLY**

**b. Instrument Procedures Feasibility Study (See Brief)**

Airport Manager Baird briefed the Board on the progress of the Instrument Procedures Feasibility Study conversations with the FAA.

Board Member Schoen asked what conditions the FAA has put in place in order for them to be willing to fund further research for satellite-based and/or ground-based approach solutions.

Airport Manager Baird answered that the FAA developed the approach procedures the Airport currently has and Staff does not know at this time whether the FAA would invest in researching more ground-based solutions or improving the approach systems already in place.

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

**1. Small Community Air Service Development Program Grant**

Airport Manager Baird briefed the Board about the purpose of the Small Community Air Service Development Program Grant (SCASDPG) and suggested that the Board consider authorizing Staff to move forward with the grant application process.

Board Member Schoen commented that the SCASDPG is a great opportunity to promote local air service but wonders what would happen if an air service link is developed and there is no funding to continue supporting it.

Fly Sun Valley Alliance representative, Carol Waller, answered that the SCASDPG is a one year grant meant to be used as seed money to encourage more air service for Friedman Airport.

The Board agreed that the SCASDPG is a worthwhile program to support.

**MOTION:** *Made by Board Member Schoen to authorize Staff to continue forward with the Small Community Air Service Development Program Grant, develop the grant application and process the appropriate resolutions with sponsors if necessary. Seconded by Board Member McCleary.*

**PASSED UNANIMOUSLY**

## 2. Fly Sun Valley Alliance Report

Ms. Waller reported that FSVA continues to negotiate with Alaska Airlines regarding their service for the upcoming year. She reported that Alaska Airlines will be expanding their fall and winter service to the Valley.

Dick Fenton commented that the Board has done a phenomenal job addressing the physical and reliability improvements to the Airport in order to help improve air service and thanked them for all their efforts on behalf of FSVA.

## 2. Airport Relocation

### a. EIS Termination (See Brief)

## B. Auto Rental Concession Lease

Board Member Greenberg briefed the Board on the Finance/Leases Committee's recommendations regarding how the Board should proceed with a bid process for the Auto Rental Concession.

The Board discussed the recommendations extensively and agreed that more information needs to be gathered in order for the Board to decide the best way to hold a competitive bid process that will meet the Airport's budget requirements without negatively affecting the concessionaires' operations or the customer's experience at the Airport.

Hertz Rent-A-Car City Manager, Andy Miles, commented that the Hertz Rent-A-Car office that operates at the Airport will be operating with one brand only as they do not have the rights to the recently acquired Dollar Thrifty Car Rental corporation by Hertz Corporation. He also commented that he would be more comfortable if each concessionaire had ten parking spaces on the upper parking lot in order to establish a fair playing field among the concessionaires.

Avis Rent-A-Car City Manager, Peter Schuermier, commented that Avis welcomes the competition and would not object to all three concessionaires having ten parking spaces on the upper parking lot as it would be bad customer service to ask customers to walk to the lower parking lot to retrieve their vehicles, especially in the winter. He also commented that it does not make sense to deny the lowest bidder the ability to dual brand as it would not have a negative effect on the Airport to allow a maximum of five brands rather than four.

Enterprise Rent-A-Car City Manager, Justin Maddux, agrees that allocating each concessionaire ten parking spaces on the upper parking lot would be better for customer service when it comes to safety and convenience. He commented that Enterprise's goal is not to drive down the Airport's income but to serve their customer base.

The Board expressed interest in a course of action that would allow the agencies to conduct basic operations at the airport on a relatively equal footing, while optimizing use of available facilities and revenue opportunities. The Board agreed to defer a decision and continue development of the competitive bid process for 60 days.

### **MOTION:**

***Made by Board Member Haemmerle to continue the Auto Rental Concession competitive bid process development for a period of 60 days. Seconded by Board Member Keirn.***

**PASSED UNANIMOUSLY**

Board Member McBryant commented that the Board's goal in this matter should first be to guarantee that the Airport receives the needed operational revenue from the Auto Rental Concession and secondly, to ensure that customer service is the best it can be.

**C. FY '14 Draft Rates & Charges (See Brief)**

Airport Manager Baird briefed the Board on updates to the FY '14 Draft Rates and Charges.

**MOTION:**

***Made by Board Member Schoen to schedule a Public Hearing for the Friedman Memorial Airport FY' 14 Draft Rates & Charges scheduled amendments at the time selected by the Chair. Seconded by Board Member Greenberg.***

**PASSED UNANIMOUSLY**

**D. FY '14 Draft Budget (See Brief)**

Airport Manager Baird briefed the Board on updates to the FY '14 Draft Budget.

The Board discussed technical aspects of Airport Manager Baird's presentation and suggested some revisions regarding a salary or merit increase for Airport Manager Baird and an increase to the amount allocated for the Fly Sun Valley Alliance line item.

**VIII. VII. PUBLIC COMMENT**

**MOTION:**

***Made by Board Member Schoen to schedule a Public Hearing for the Friedman Memorial Airport FY '14 Draft Budget scheduled amendments at the time selected by the Chair. Seconded by Board Member Greenberg.***

**PASSED UNANIMOUSLY**

**IX. ADJOURNMENT**

The July 2, 2013 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 8:16 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.