

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

**July 3, 2012
4:00 P.M.**

IN ATTENDANCE:

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

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: Atlantic Aviation – Mike Rasch, FSVA – Carol Waller; WREP – Doug Brown; BCPA – Jim Perkins; Evan Stelma, Chuck Matthiesen, John Strauss, Harry Griffith, Marc Reinemann, Julie Lawson, Runway Café - Erica Niemi; BC – Derek Voss; Mike Penrose, Len Harlig, Donna Serrano, Julie Lawson, Nils Ribi, Bonnie Leighton, Eric Seder; ATCT – George White; Dick Fenton

PRESS: Idaho Mountain Express – Kate Wutz

CALL TO ORDER:

The meeting was called to order at 4:05 p.m. by Chairman Bowman.

I. APPROVE AGENDA

The agenda was approved as presented.

II. PUBLIC COMMENT

No public comment was made.

III. UNFINISHED BUSINESS

A. Airport Solutions

1. Blaine County Report

Board Member McCleary had no updates to report for the Blaine County Commissioners.

2. City of Hailey Report

Board Member Keirn reported that the Hailey City Council has expressed frustration over the various new Airport studies currently being developed, but overall the Council is neutral about the subject.

3. Airport Manager Report

Airport Manager Baird updated the Board on the recently approved PFC program and the terminal carpet project currently in progress. He suggested that the Board allow Staff to complete the terminal carpet project this fiscal year rather than splitting the project between FY '12 and '13.

Board Member McBryant commented that the Board has not been diligently focused on the Airport facilities currently in use and the carpet project is only one of several improvements the Airport terminal needs.

The Board agreed that it would be prudent to complete the terminal carpet project within this fiscal year and agreed to allow Staff to edit the FY '13 draft budget and add the \$30,000 dollars allocated for the carpet project to the contingency line

item.

Chairman Bowman directed Staff to investigate recycling opportunities for the old carpet.

4. Interim Communications Director Report

a. Coffee Talk

Interim Communications Director Candice Pate reported on the "Coffee Talk" event that took place at Zaneys on June 25, 2012.

b. Airport Tour

Interim Communications Director Candice Pate reported on the "Airport Tours" event that took place at the Airport on June 26, 2012.

Board Member Schoen asked if these types of events are appropriate venues for discussing generalities or more technical and specific questions regarding the Airport project. He asked if there would be any reason why someone should feel like a certain type of question would not be responded to.

Interim Communications Director Pate answered that there's no reason why the coffee talks and airport tours could not be venues to answer more specific questions related to the Airport project as well as generalities.

Doug Brown commented that the airport tour was great as it wasn't configured in a public meeting setting and was a great opportunity for anyone to casually sit down with Airport Manager Baird, ask any question they wanted, and get a straight answer. He commented that actually seeing the obstacles on the runway compared to seeing it on a map was also beneficial and encouraged the Board to invite different non-profit organizations in the Wood River Valley to get involved in these events so they are better educated about the process as well.

Board Member McCleary asked if these events could be set up to target certain stakeholder groups and if individuals could sign up for these events as a group.

Interim Communications Director Pate answered that organizing certain groups to attend these events would not be a problem and she and Staff would be more than willing to tailor the events to meet the group's needs. She commented that she will be consistently reaching out to city council members and certain stakeholder groups to attend these events as well.

5. Existing Site

Airport Manager Baird briefed the Board on the status of the Airport Planning Process Scope of Work (SOW).

a. Airport Planning Process – Phase I Scope of Work (See Brief)

T-O Engineer Dave Mitchell briefed the Board on the development of the Airport Planning Study Scope of Work (SOW) with the FAA. He requested that the Board authorize himself and Staff to proceed with finalizing the SOW, develop a fee negotiation/Independent Fee Estimate and approve the submittal of a grant application to the FAA for the project.

Board Member McBryant asked if Staff will be doing a modification of standards for all possible alternatives or just the ones that follow the County's and City's guiding principles.

Engineer Mitchell answered that the FAA has repeatedly said they will need to

investigate all alternatives, however he is unsure whether or not the FAA will want to revisit alternatives that the City and County would not approve of.

Board Member Schoen suggested that any language that refers to what may or may not be feasible or too expensive or difficult to implement, be eliminated from the SOW so as not to pre-qualify an outcome based on the County's and City's guiding principles. He commented that this would allow the guiding principles to become effective in the evaluation phase.

The Board agreed that language that refers to what may or may not be feasible or achievable should be eliminated from the SOW in order to present an objective approach to the FAA. Chairman Bowman directed Engineer Mitchell to make the appropriate changes to the draft SOW.

Board Member McCleary asked if any part of the SOW will be focused on reliability. She also asked if reliability will be analyzed once data from the alternatives is gathered.

Engineer Mitchell answered that studying reliability is not part of the current SOW but will be included in the next phase of the study.

Chairman Bowman opened the meeting for public comment.

Dick Fenton asked if FAA believes there's a potential for improving reliability or if they are choosing not to address the issue of reliability at the moment.

Engineer Mitchell answered that the FAA is concerned that not enough is known about the possibilities regarding reliability and do not want to invest funds into studying reliability at this time. The FAA is not opposed to improving reliability at the Airport.

Atlantic Aviation General Manager, Mike Rasch, commented that he would hope that Atlantic Aviation will be allowed to provide input once discussions regarding modifications to standards begin.

Glass Cockpit Aviation owner, John Strauss, commented that the more information that is gathered in the planning stage, the better and less arduous the entire process will become.

Dick Fenton asked that the Board do what they can to keep the public aware on what's going on with this process and to view every option as creatively as possible. He commented that he hopes the Board will be able to find a low cost and high impact solution.

Board Member McBryant commented that the public needs to understand that the alternatives that the Board previously said would not be looked at will be looked at in this 90-day study and the political evaluation will not commence until after the completion of the study.

Chairman Bowman directed Staff and Engineer Mitchell to proceed with finalizing the SOW and asked the Board to authorize Staff to prepare a grant application.

MOTION: ***Made by Vice-Chairman Burke to authorize Staff to prepare a grant application. Seconded by Board Member Schoen.***

PASSED UNANIMOUSLY

6. Replacement Airport

Airport Manager Baird briefed the Board about the status of the suspension of the EIS and recent discussions with the FAA regarding the EIS.

7. Interim Communications Director Position

Airport Manager Baird requested that the Board discuss making Ms. Candice Pate the permanent Communications Director.

The Board was very supportive of the Communications Director position and supported that the position no longer be interim for Ms. Pate.

Board Member McBryant commented that the City was very supportive of Ms. Pate's public relations work and asked if Attorney Luboviski could help the Board better define the Communications Director position within the current contract.

Attorney Luboviski answered that he will discuss the contract with Ms. Pate and make any appropriate revisions.

8. Retain/Improve/Develop Air Service

a. FSVA Report

Fly Sun Valley Alliance Director, Carol Waller, reported to the Board regarding the status of FSVA efforts towards improving and developing air service to the Wood River Valley.

b. First Time Schedule Commercial – Jet Service Environmental Assessment (EA) Update

Engineer Mitchell briefed the Board regarding the development and progress of the Environmental Assessment.

c. Air Service Scope of Work – (Seasonal True Market Estimate & Airfare Monitoring) (See Brief)

Airport Manager Baird briefed the Board on the status of the Air Service Scope of Work and presented the Air Service Scope of Work (SOW) to the Board for consideration and action.

The Board agreed that air service information should be available to the public as it is key market information to have. Continued development of this effort by the Board to improve and enhance air service and obtain the essential data needed for negotiating MRGs will be an ongoing project.

MOTION:

Made by Board Member Schoen to approve the Scope of Services and authorize the Chair to execute appropriate agreements after Staff and Legal Counsel review. Seconded by Board Member Keirn.

PASSED UNANIMOUSLY

IV. FY '13 RATES & CHARGES/BUDGET

Airport Manager Baird briefed the Board on adjustments made to the draft FY '13 Rates & Charges and Budget since the June 2012 Board meeting.

Chairman Bowman directed Staff to schedule the public hearing for the proposed FY '13 Rates and Charges and FY '13 Budget for the August 2012 Board meeting.

V. NEW BUSINESS

A. FY '12 Airport Appreciation Day

Airport Manager Baird briefed the Board on the date and time of the September 15, 2012 Airport Appreciation Day and the status of initial planning for the event.

VI. APPROVE FMAA MEETING MINUTES

A. June 5, 2012 Regular Meeting (See Brief)

The June 5, 2012 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION:

Made by Board Member McCleary to approved the June 5, 2012 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Vice-Chairman Burke.

PASSED UNANIMOUSLY

VII. AIRPORT STAFF BRIEF

A. Noise Complaints

Board Member Fairfax complimented Hailey for their understanding of planes that need to land from the North in the summer when wind conditions make it unsafe to land from the South.

B. Parking Lot Update

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

D. Review Correspondence (See Brief)

Board Member Schoen commented that the new fees that airlines are proposing further hinders the traveler's experience and is completely negative for air travel.

E. Fly Sun Valley Alliance Update (See Brief)

F. Airport Weather Interruptions

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

H. Gifts, Refreshments & Retail Concession

I. Operations Brief

VIII. PUBLIC COMMENT

Airport Operations Chief, Peter Kramer, commented that the Airport has participated with the City of Hailey in a Woodside project and has taken on approximately 4000 yards of asphalt millings, which is a tremendous recycling effort collectively.

Atlantic Aviation General Manager, Mike Rasch, commented that he has been in daily contact with conference planners and they are very aware of the Friedman Memorial Airport Noise Abatement Program and support it completely.

John Strauss commented that the FAA recently hosted a Safety Team Meeting and 35 pilots attended the event. He commented that there was a larger attendance here than Boise and Nampa have had for similar meetings.

Jim Perkins commented that the Airport Appreciation Day is a great opportunity to present a positive spin on the Airport and celebrate the fact that this community has maintained an airport strip here for 80 years, which is very significant. He commented that the event should be publicized as broadly as possible and officials from the state of Idaho as well as local government agencies, non-profit organizations and FAA officials that have been helpful in keeping this airport going should be invited.

**IX. EXECUTIVE SESSION –
I.C. §67-2345 (1)(d)**

MOTION:

***Made by Board Member McCleary to enter Executive Session under federal code I.C. §67-2345 (1)(d).
Seconded by Board Member Keirn.***

ROLL CALL VOTE:

<i>Board Member Fairfax</i>	YES
<i>Board Member McCleary</i>	YES
<i>Board Member McBryant</i>	YES
<i>Chairman Bowman</i>	YES
<i>Board Member Schoen</i>	YES
<i>Board Member Keirn</i>	YES

PASSED UNANIMOUSLY

X. ADJOURNMENT

The July 3, 2012 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 5:45 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.*