

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

**August 4, 2015  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Board –Jacob Greenberg, Angenie McCleary, Pat Cooley, Via Teleconference – Lawrence Schoen  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Rick Baird, Emergency/Operations Chief – Peter Kramer, Contracts/Finance Administrator – Lisa Emerick, Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, IT Systems Maintenance Coordinator/Administrative Assistant – April Dieter, Administrative Assistant – Cecilia Vega  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; R/L/B – Nicholas Latham, Mike Smith; Mead & Hunt – Evan Barrett; McFarland Architects – Mark McFarland  
**AIRPORT TENANTS/PUBLIC:** Bellevue City Council – James Stireman, Lisa Phillips; BCPA – Tom Lenze; Glass Cockpit Aviation – John Strauss; Atlantic Aviation – Michael Rasch; FSVA - Carol Waller; Donna Serrano, Len Harlig, Marc Reinemann, Eric Seder, Michelle Griffith, Bard Gourlay, Doug Brown, Bob Leahy, Marketron - Walt Denekas  
**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 5:33 p.m. by Chairman Fairfax.

**I. APPROVE AGENDA**

The agenda was approved with the following changes:

**VII. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

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

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

**ii. Keeping Flights on Schedule**

**MOTION:**

*Made by Vice-Chairman Keirn to add an agenda item entitled Keeping Flights on Schedule after the Fly Sun Valley Alliance Update agenda item. Seconded by Board Member Schoen.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

Michelle Griffith thanked the Board for their commitment to improving the passenger terminal and commented that she was pleased to see that some of the alternatives incorporated in the Master Plan Update allow for continued expansion of commercial service in the Wood River Valley.

**III. PUBLIC HEARING**

**A. FY '16 Rates & Charges (See Brief)**

Airport Manager Baird briefed the Board on changes made to the Rates & Charges Schedule for FY '16.

Chairman Fairfax opened the discussion for public comment.

No public comment was made.

Board Member McCleary asked approximately how often individuals lose their security badges.

Airport Manager Baird answered that the Airport is required to reissue badges to a population of over 800 badge holders if the Airport reports 2.5% of the total security badges issued as lost; which amounts to a cost of approximately \$40,000.

**MOTION:** *Made by Board Member Greenberg to approve the Friedman Memorial Airport FY '16 Rates & Charges Schedule as presented. Seconded by Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

**B. FY '16 Budget (See Brief)**

Airport Manager Baird briefed the Board on changes and revisions made to the FY '16 Budget since the July Board Meeting.

Chairman Fairfax opened the discussion for public comment.

No public comment was made.

Chairman Fairfax asked if the wheeled "Tool Cat" utility vehicle will be able to plow snow in a closer proximity to the hangars than the current plows can.

Airport Manager Baird commented that he believes the vehicle will be able to get closer to the hangars and will have many other uses besides plowing snow.

**MOTION:** *Made by Board Member Greenberg to approve the Friedman Memorial Airport FY '16 Budget as presented. Seconded by Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

**IV. APPROVE FMAA MEETING MINUTES**

**A. July 7, 2015 Regular Meeting (See Brief)**

The July 7, 2015 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

**MOTION:** *Made by Board Member McCleary to approve the July 7, 2015 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Greenberg.*

**PASSED UNANIMOUSLY**

**V. REPORTS**

**A. Chairman Report**

No report was given.

**B. Blaine County Report**

No report was given.

**C. City of Hailey Report**

Vice-Chairman Keirn reported that the Hailey City Council found Chapter D of the Master Plan Update well put together; however, they felt that the Modifications of Standards listed in Sections 6.2 and 6.3 of Chapter D would be extremely expensive to implement at the current site and makes the report seem “rigged” with triggers. He also suggested that the reference to Alternative 7 on page D2 be deleted from the report. Vice-Chairman Keirn reported that the City also discussed the increased number of approaches coming from the North.

**D. Airport Manager Report**

Airport Manager Baird reported on the following:

- The total traffic operations received during the July corporate event.
- The amount of aircraft that were unable to park at the Airport due to a lack of space and the increase in larger-sized aircraft attending the event.
- Vietnam veteran and pilot, John French has asked to operate an F-4U Corsair and T-28 aircraft at FMA and park the aircraft there for public viewing. Atlantic Aviation has offered to park the aircraft inside their hangar to accommodate the public.

**VI. 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)**

Board Member Schoen asked if the Board should take a position on the question of whether or not the FAA should remain a federal agency or separate itself from the Air Traffic Organization and become privatized.

Airport Manager Baird answered that he plans on contacting all of Idaho's elected delegation to ensure they understand the importance of Contract Towers to Idaho and all states.

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

**VII. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

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

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

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

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

Engineer Mitchell updated the Board on the current status of Project 4 of the RSA Improvements Project.

Engineer Mitchell asked the Board to consider creating a plaque in recognition and memory of the late T-O Engineer Todd Combs who was tragically killed last year in a car accident driving from Hailey to Boise, Idaho.

The Board agreed that something should be done to honor Mr. Combs and discussed the possibility of naming the Airport Operations Building after him in tribute to Mr. Combs and his 15 years of service to the Board.

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

No update was given.

iv. **Project 7 Demolish ARFF/SRE and Administration Buildings and Construct Central Bypass Taxiway (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 7 of the RSA Improvements Project. He requested that the Board accept Western Construction as the apparent low bidder for Project 7.

**MOTION:** *Made by Vice-Chairman Keirn to recommend the Project 7 award to the apparent low bidder, Western Construction, Inc., in the amount of \$738,921.00, subject to final review by Staff, Engineer, Legal Counsel and FAA. Seconded by Board Member Greenberg.*

**BOARD MEMBER SCHOEN ABSTAINED  
MOTION PASSED**

Engineer Mitchell and Airport Manager Baird requested that the Board accept the proposed AIP '41 Grant Amendment to increase the grant amount to \$9,486,350 in order to finish implementing the Runway Safety Area Project.

**MOTION:** *Made by Board Member Greenberg to accept the grant amendment when the offer is made to finish implementing the Runway Safety Area Project. Seconded by Board Member McCleary.*

**PASSED UNANIMOUSLY**

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

Engineer Mitchell updated the Board on the status of the following projects:

- Landscaping Improvements: This project is scheduled to be completed by August 14<sup>th</sup>.
- Terminal Tenant Finish Out: Negotiations are nearing completion and work will begin soon.

Airport Manager Baird thanked the Ruscitto/Latham/Blanton, T-O Engineers, and Mead & Hunt consultant team for working tirelessly for three years to complete the RSA improvements with outstanding quality and congratulated them for a job well done.

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

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

Fly Sun Valley Alliance (FSVA) representative Carol Waller updated the Board on the following:

- Passenger surveys are still being conducted in the terminal.
- FSVA representatives continue to receive complaints from passengers regarding late arrivals/departures.
- Passenger flight bookings have been strong this summer season and it is anticipated that numbers will remain strong through the the summer.

**ii. Keeping Flights On Schedule**

Board Member Schoen commented that when he was at the airport recently for a 6:50 a.m. departure on Delta, he witnessed a very long security line, including passengers at the end of the security line awaiting bag check and heard several complaints about the time it was taking to move through screening. He learned later that had the flight not been held a few minutes for late departure, 15 passengers would have missed that flight. He also received reports of passengers in previous situations missing departures and having to rebook their 6:50 a.m. Delta flight to Salt Lake City because they did not make it to the gate on time; also, that in general, many passengers were arriving at the airport close to departure time, which was not leaving them enough time to check-in and go through TSA security. He suggested that the Board discuss the issue with all concerned stakeholders and develop solutions to this problem.

Board Member Keim commented that his son was on a 6:50 a.m. flight where 12 people made it on the flight and 25 people who arrived later were left at the gate due to the lengthy TSA security process.

Board Member Greenberg commented that he also experienced a slow TSA security process at the Airport and finds it much slower than security checkpoints at larger airports.

Board Member Cooley commented that he has heard the same discussion about the early morning flight quite frequently.

Airport Manager Baird commented that the TSA will be opening their doors earlier for the early flight to allow passengers the full 90 minutes that the airlines require in order to make it to the gate on time. He commented that the introduction of regional jets at the Airport has also contributed to the longer lines as there are more people booked per flight.

Board Member McCleary commented that 90 minutes seems like a considerable amount of time to arrive early for a flight for a small airport.

Board Member Schoen suggested that it may be helpful to communicate directly with the TSA about the issue.

Airport Manager Baird commented that he will invite the TSA representatives to the next board meeting to discuss the topic further.

Board Member Greenberg agreed that everyone should participate in finding a solution to this issue. He also agreed that arriving 90 minutes before departure time does seem excessive and an hour should be adequate enough time to arrive before a flight.

Board Member Cooley asked when the security checkpoint doors are opened for the 6:50 a.m. flight.

Airport Manager Baird answered that when asked, the TSA informed him that they have been opening the doors an hour before the flight's scheduled departure time. He commented that the TSA has communicated to him that they have recently been opening the doors earlier and encouraging passengers that the security checkpoint is now open for processing before 6:00 a.m.

#### **B. Master Plan Update (See Brief)**

Mead & Hunt consultants Mark McFarland and Evan Barrett presented the airport alternatives identified in Draft Chapter D of the Master Plan Update (MPU).

The Board discussed technical aspects of Mr. Barrett's presentation including the following:

- The FAA's height requirements for an aircraft control tower.
- Whether or not the aircraft control tower could be an extension of the passenger terminal and how much space is needed for the site to build it.
- Whether or not there will be a separate chapter of the MPU where the Board will select their preferred alternatives and create a preferred plan.
- Whether or not the consultants have taken into consideration which general aviation parking recapture alternative is the least obtrusive to the surrounding community.

Mr. Barrett briefed the Board of the following:

- FAA's height requirement for aircraft control towers is 25 feet.
- The aircraft control towers are usually kept away from public access due to security and safety reasons; however, the idea of including the tower as part of the terminal can be addressed in the MPU at the Board's direction.
- The alternatives proposed in Chapter D are forecasted for 20 years.
- The last step of the MPU process will be updating the Airport Layout Plan (ALP) and submitting it to the FAA for approval, which requires the Board's selection of a preferred alternative. The consultants would like the Board and public's general input and comments on the presented Chapter D Alternatives at the September Board Meeting.
- The ALP does not require the Board to carry it out in 20 years; rather the ALP is a plan that allows the Board to receive federal funding for Airport Improvements.
- The consultants have not studied the impact an expansion to recapture general aviation parking space would have on the surrounding community. Airport Manager Baird commented that an expansion for aircraft parking to the south would most likely have less impact on the surrounding community than an expansion to the west.

The Board discussed whether or not the Chairman should schedule a public hearing to discuss the Chapter D alternatives in depth with the community and receive feedback or hold a public comment session at the beginning of a regular meeting specifically for Chapter D.

The Board agreed to have Engineer Mitchell present the Chapter D Alternatives to the public at the beginning of the September Board Meeting followed immediately by a public comment session.

Walt Denekas asked if the consultants will be providing a timeline in October for the development of a replacement airport.

Mr. McFarland and Mr. Barrett answered that a timeline for the development of a replacement airport cannot be done without the completion of a financial analysis, which will not be completed by October.

Board Member McCleary asked what kind of guidance and/or decisions the consultants require from the Board regarding Chapter D.

Mr. Barrett answered that the consultants need the Board's consensus on which alternatives presented in Chapter D are acceptable to the Board, which alternatives are unacceptable to the Board, and if there are any other alternatives the Board would like to add to the MPU for consideration.

Board Member Schoen asked that the consultants remove conditional language such as "it appears that", "it's important to note", and "this could be something we would consider for planning" from the MPU. He commented that handling the political part of this document is the Board's duty and the consultant's duty should only be to present the data clearly and objectively. Board Member Schoen commented that he favors retaining "existing site expansion" alternatives in the MPU.

The Board agreed with Board Member Schoen's comment regarding the consultant's use of delicate language in development of the MPU.

Board Member Schoen suggested that the Board include the owner of Eccles Ranch in the MPU discussion regarding possible expansion to the south to increase the general aviation aircraft parking space.

Chairman Fairfax opened the discussion for public comment.

Bob Leahy commented that he appreciated the Board's decision to have a public comment session on Chapter D at the beginning of the September meeting.

Doug Brown commented that he appreciates that the Board holds public comment at every meeting and thanked them for involving the public in the MPU process.

**C. Friedman Memorial Airport Authority Communications Director (See Brief)**  
Airport Manager Baird asked the Board to discuss Board Member Schoen's Draft Contract for Services for a Communications Director.

Board Member McCleary suggested that the Board move forward as quickly as possible on finding a new Communications Director as communications are an essential part of the MPU process.

Board Member Cooley commented that due to the Airport's recent cash flow problems it may not be the best time to hire a Communications Director.

Board Member Greenberg commented that the Airport will be obtaining a line of credit to solve the temporary cash flow problem, which should be over by October. Board Member McCleary added that the expense of hiring a Communications Director has also been accounted for in the budget for FY '16.

Attorney Laski advised the Board to direct Staff to proceed with the process of developing and advertising a Request for Proposals (RFP) for a Communications Director and to wait to adopt the Draft Communications Director Contract until after the completion of the RFP.

The Board agreed to form a temporary committee to review communications director proposals once they have been submitted and assigned Chairman Fairfax, Board Member McCleary, and Board Member Schoen to serve on it.

**MOTION:** *Made by Board Member Greenberg to authorize Staff to engage in a search for a Communications Director and to present the prospects to the communications committee for presentation to the Board for approval. Seconded by Board Member McCleary.*

**MOTION PASSED**

Board Member Schoen dismissed himself from the meeting and ended the teleconference session.

## VIII. NEW BUSINESS

### A. AIP '40 Funding (See Brief)

Airport Manager Baird briefed the Board on the Airport's need to apply for a \$500,000 line of credit in order to cover the costs of paying for 10% of AIP '40 due to the FAA's nominal risk requirements that 10% of the federal share be paid only after grant closeout or project completion.

The Board discussed aspects of Airport Manager Baird's proposal including how long it will take to close out the grant documents with the FAA, the pressure it will relieve from Staff, and the FAA's offer to pay for any fees associated with obtaining the line of credit.

**MOTION:** *Made by Board Member Greenberg to authorize the Chair to enter into a line of credit agreement with Mountain West Bank in the amount of \$500,000. Seconded by Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

## IX. PUBLIC COMMENT

No public comment was made.

## X. ADJOURNMENT

The August 4, 2015 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 8:45 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.