

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

**August 6, 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, Mead & Hunt – Matt Dubbe, ANTICIPATE – Candice Pate  
**AIRPORT TENANTS/PUBLIC:** FMA - Frank Conrad, Atlantic Aviation – Kelly McFarland, Mike Rasch, Susan Harris, Makeyla Nielsen; FSVA – Carol Waller; Sustain Blaine – Harry Griffith; Hertz – Andy Miles; BCPA – Jim Perkins; Avis/Budget – Peter Scheurmier; SVBR – Bob Crosby; Amber McFarland, Donna Serrano, 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. G. Operations Brief**
- B. H. Employee of the 1<sup>st</sup> Quarter, 2013 (See Brief)**

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

- C. A. Noise Complaints (See Brief)**
- D. B. Parking Lot Update (See Brief)**
- E. G. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)**
- F. D. Review Correspondence (See Brief)**
- G. E. Fly Sun Valley Alliance Update (See Brief)**
- H. F. Airport Weather Interruptions (See Brief)**
- G. Operations Brief**
- H. Employee of the 1st Quarter, 2013 (See Brief)**

**MOTION:**

*Made by Board Member Keirn to move the Employee of the 1<sup>st</sup> Quarter, 2013 and Operations Brief agenda items under agenda item II. Public Comment.  
Seconded by Board Member McCleary.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

No public comment was made.

### III. AIRPORT STAFF BRIEF

#### A. G. Operations Brief (See Brief)

Airport Manager Baird announced that FMA ARFF/Ops Specialist Frank Conrad has celebrated twenty years of service with the Airport in July. He congratulated Mr. Conrad and thanked him for his twenty years of excellent service to the Friedman Memorial Airport Authority.

#### B. H. Employee of the 1<sup>st</sup> Quarter, 2013 (See Brief)

Airport Manager Baird announced that Mr. Kelly McFarland of Atlantic Aviation was selected as the Employee of the 1<sup>st</sup> Quarter for Calendar Year 2013. He congratulated Mr. McFarland and thanked him for his efforts and service to Friedman Memorial Airport and Atlantic-Sun Valley.

### IV. III. PUBLIC HEARING

#### A. FY '14 Rates and Charges (See Brief)

Airport Manager Baird briefly reviewed the proposed FY '14 Rates & Charges with the Board.

Chairman Fairfax opened the FY '14 Rates & Charges discussion for public comment.

No public comment was made.

**MOTION:**

***Made by Board Member Greenberg to approve the proposed Friedman Memorial Airport Fiscal Year 2014 Rates and Charges. Seconded by Board Member Keirn.***

**PASSED UNANIMOUSLY**

#### B. FY '14 Budget (See Brief)

Airport Manager Baird briefly reviewed the proposed FY '14 Budget with the Board.

The Board briefly discussed the inclusion of a salary increase for the Airport Manager in next year's budget process.

Chairman Fairfax opened the FY '14 Budget discussion for public comment.

No public comment was made.

**MOTION:**

***Made by Vice-Chairman McBryant to approve the proposed FMA Budget for Fiscal Year 2014 for \$19,595,964.66. Seconded by Board Member Keirn.***

**PASSED UNANIMOUSLY**

### V. IV. APPROVE FMAA MEETING MINUTES

#### A. July 2, 2013 Regular Meeting (See Brief)

The July 2, 2013 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

**MOTION:**

***Made by Board Member McCleary to approved the***

**PASSED UNANIMOUSLY**

**VI. V. REPORTS**

**A. Chairman Report**

Chairman Fairfax reported that he is pleased with the direction the Airport is going and encouraged the Board to keep pursuing relentless forward progress.

**B. Blaine County Report**

Board Member Schoen reported that the Blaine County Commissioners discussed various Airport agenda items at their meeting today.

**C. City of Hailey Report**

Board Member Keirn reported that the Hailey City Council is glad to see that projects to improve the Airport are moving forward.

**D. Airport Manager Report**

Airport Manager Baird reported that Airport Staff will be developing Requests For Proposals for engineering services for the upcoming RSA Improvement projects and planning for an update to the Airport Master Plan in accordance with FAA protocol.

**E. Communications Director Report**

Communications Director, Candice Pate, reported that she and Airport Staff had great success reaching out to local communities to ask support for the Small Community Air Service Development Program. She reported that the July Coffee Talk and Airport Tour were also successful with six people in attendance at the Airport Tour.

Communications Director Pate also reported that the Airport will be launching a new campaign called "Check SUN First" that will inform the public of RSA Improvements and encourage the community to book flights locally.

Airport Manager Baird added that they also presented an Airport Update for several events during July including the WREP AIR BAH, a Sun Valley City Council meeting and a Ketchum City Council meeting.

**VII. VI. AIRPORT STAFF  
BRIEF (cont.)**

**C. A. Noise Complaints (See Brief)**

Chairman Fairfax asked if the noise complaints from the Curtis and Chantrelle Subdivisions were received from the same people.

Operations Chief Pete Kramer answered that the two complaints in the Curtis Subdivision were from the same person and the two complaints from the Chantrelle Subdivision were from different people.

Airport Manager Baird commented that all public concerns are handled the same way regardless of where the concern comes from. When a concern is reported Airport Staff tries the best they can to ascertain that the pilot is aware of the Voluntary Noise Abatement Program and is operating in compliance with it.

**D. B. Parking Lot Update (See Brief)**

- ~~E. C.~~ Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)
- ~~F. D.~~ Review Correspondence (See Brief)
- ~~G. E.~~ Fly Sun Valley Alliance Update (See Brief)
- ~~H. F.~~ Airport Weather Interruptions (See Brief)
- ~~G.~~ Operations Brief (See Brief)
- ~~H.~~ Employee of the 1st Quarter, 2013 (See Brief)

**VIII. VII. 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, the RSA Improvements Formulation Project and Phase I of the RSA Improvements Construction Project.

Mead & Hunt Architect, Matt Dubbe, briefed the Board on the initial three concepts for reconfiguring the Airport Terminal to access aircraft parking to the north and improving the overall functionality of the terminal.

The Board discussed technical aspects of Mr. Dubbe's presentation including the differences between the presented terminal building alternatives, funding for the terminal expansion and reconfiguration, and future master planning for the Airport.

**MOTION:** *Made by Board Member Schoen to authorize Chair execution of Work Order 13-06 for Phase I of the RSA Improvements Project for the amount of \$273,822. Seconded by Board Member Greenberg.*

**PASSED UNANIMOUSLY**

Board Member Schoen commented that there has been a tremendous amount of work put continuously going into this and other projects, which has allowed the Board and Staff to move forward on several different projects simultaneously.

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

**1. Small Community Air Service Development Program Grant (See Brief)**

Airport Manager Baird briefed the Board that numerous letters of support have been sent to the Airport to include in the SCASDP grant and the results will hopefully be available in September.

The Board thanked everyone who participated in putting together the grant as well as those who provided letters of support to include in the grant.

**2. Fly Sun Valley Alliance Report**

Fly Sun Valley Alliance representative, Carol Waller, reported that they are still engaged with Alaska Airlines for scheduling the upcoming winter season

and 2015 summer season. She reported that the FSVA is also coordinating future fundraising events and continuing to develop summer air service surveys, which will be combined with the upcoming winter survey to make an annual report.

## **2. Airport Relocation**

### **a. EIS Termination (See Brief)**

## **B. Auto Rental Concession Lease**

Board Member Greenberg presented the Board with an updated recommendation from the Finance Committee and Airport Staff on how to proceed with the Auto Rental Concession lease renewal process.

Hertz Rent-A-Car Local Manager, Andy Miles asked if agencies operating on-airport will not be allowed to operate off-airport as well. He also asked why the agencies are required to offer one premium brand and one discount brand if they decide to dual-brand.

Attorney Luboviski answered that the Board has not yet made that determination. Board Member Greenberg commented that if the Board finds that allowing agencies to operate on and off airport property causes a detriment to the other car rental agencies or to the Airport in terms of revenue, the renewal process for next year will be rigorous.

Board Member Greenberg answered that if a company decides to dual-brand, they will be required to offer one premium brand and one discount brand to deter agencies from trying to offer two discount brands which would be hard for other agencies to compete with.

Hertz Rent-A-Car Local Manager, Andy Miles, commented that at a certain point, premium and discount brands become obsolete as consumers now have the opportunity to name their own price on websites such as Priceline and Hotwire which makes the market very competitive despite what brand is used.

The Board discussed the updated recommendation and agreed to move forward with the proposed lease renewal process.

### **MOTION:**

***Made by Board Member Schoen to develop the Auto Rental Concession Lease Agreements based upon the updated recommendation from the Finance Committee. Seconded by Board Member Keirn.***

***PASSED UNANIMOUSLY***

## **IX. ~~VIII.~~ NEW BUSINESS**

### **A. Busy Summer Season**

Airport Manager Baird briefed the Board on the operational activity at the Airport during July. He thanked Airport Staff, Atlantic Aviation and the Hailey Air Traffic Control Tower Staff for all their hard work and efforts throughout the busy summer season.

Operations Chief Pete Kramer commented that part of the pre-planning and execution that makes this event successful is coordination with the FAA Salt Lake City Air Traffic Control Center, who have become essential and active partners.

Atlantic Aviation General Manager Mike Rasch commented that coordinating with NetJets made operations at the FBO run more smoothly and efficiently this year.

**B. PFC Application**

Airport Manager Baird briefed the Board on the new PFC Application Staff is currently developing.

**MOTION:**

***Made by Vice-Chairman McBryant to authorize Airport Staff to proceed with processing a new PFC Application to Impose and Use PFC. Seconded by Board Member Keirn.***

**PASSED UNANIMOUSLY**

**X. ~~IX.~~ PUBLIC COMMENT**

Mr. Rasch commented that safety is always a large part of the way Atlantic Aviation does business and there were no accidents whatsoever during this summer event.

**XI. ADJOURNMENT**

The August 6, 2013 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:55 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.*