

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

**August 7, 2012
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman –Tom Bowman, Vice-Chairman – Martha Burke, Secretary – Susan McBryant, Board – Lawrence Schoen, Don Keirn, Ron Fairfax
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, Chris Pomeroy; ANTICIPATE – Candice Pate
AIRPORT TENANTS/PUBLIC: BCPA – Jim Perkins; Len Harlig, Charles Matthiesen, Dick Fenton; ATCT – George White; Evan Stelma, Janet Duffy, Tim Martz, Felicity Roberts; FSVA- Eric Seder

CALL TO ORDER:

The meeting was called to order at 5:32 p.m. by Chairman Bowman.

I. APPROVE AGENDA

The agenda was amended with the following changes:

VI. NEW BUSINESS

A. September Meeting Date Change

III. UNFINISHED BUSINESS

4. Interim Communications Director Report

MOTION:

Made by Board Member McBryant to amend the agenda to include a discussion regarding the September meeting date under New Business. Seconded by Vice-Chairman Burke.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No public comment was made.

III. PUBLIC HEARING

A. FY '13 Rates & Charges (See Brief)

Airport Manager Baird briefly reviewed the proposed FY '13 Rates & Charges with the Board.

Chairman Bowman opened the FY '13 Rates & Charges discussion for public comment.

Charles Matthiesen asked why a fee of \$150 for training after an airport infraction occurrence has been added to the Security/Airport Identification section of the Rates & Charges.

Airport Manager Baird answered that responding to airport infractions requires significant action for Staff in order to prevent the individual and Airport from being fined. He commented that the TSA is strict when it comes to the retraining and reissuing of a badge once an infraction has occurred. As this is not an inexpensive process, Staff thought it appropriate to associate a fee.

MOTION: *Made by Board Member Schoen to approve the proposed FY 2013 Friedman Memorial Airport Rates and Charges Schedule. Seconded by Vice-Chairman Burke.*

PASSED UNANIMOUSLY

B. FY '13 Budget (See Brief)

Airport Manager Baird briefly reviewed the proposed FY '13 Budget with the Board, and

Chairman Bowman opened the FY '13 Budget discussion for public comment.

No public comment was made.

MOTION: *Made by Board Member Schoen to approve the proposed FY 2013 Friedman Memorial Airport Budget in the amount of \$7,460,472.80. Seconded by Board Member Fairfax.*

PASSED UNANIMOUSLY

Vice-Chairman Burke proposed that the Board include a discussion regarding a salary increase for Airport Manager Baird during the FY '14 Budget process as Airport Manager Baird has not accepted an increase since FY '09 in order to be sensitive to the state of the local economy.

III. UNFINISHED BUSINESS

A. Airport Solutions

1. Blaine County Report

Board Member Schoen briefed the Board on what was discussed at the Board of Blaine County Commissioners meeting that took place earlier today.

2. City of Hailey Report

Vice-Chairman Burke reported that the Hailey City Council discussed the award of a \$100,000 grant for a technical study; a presentation given to them by FSVA and the Council's desire to place a ballot initiative in November. The City has decided to make minor changes to the proposed Joint Powers Agreement (JPA) at this time, and she has suggested that the city attorneys, mayors and council presidents of the cities of Sun Valley, Ketchum and Hailey, meet to discuss any proposed changes to the JPA. She reported that the City also discussed whether or not Hailey would consider extending the local-option taxes that support air service to the Wood River Valley.

Chairman Bowman opened the discussion for public comment.

Board Member Fairfax commented that most of the Hailey citizens that are regular patrons to local restaurants depend on jobs created through the airport and are therefore directly or indirectly supported by the airport and the tourism industry in some way. He commented that it would be his personal recommendation to look at local marketing statistics from that perspective as well when considering local-option taxes.

Vice-Chairman Burke thanked Board Member Fairfax for his comment and indicated that she would relay it to the City Council.

Board Member Schoen commented that the County has serious concerns about the JPA that's presently drafted and if it becomes desirable for the County to be involved in the process of amending the JPA, those concerns will need to be addressed.

Vice-Chairman Burke commented that there won't be an FMAA Board member on the JPA Board. She recommended that the County contact the City Attorney and request that the County and their attorney be present at a meeting that will be held tomorrow regarding the matter.

3. Airport Manager Report

Airport Manager Baird reported that the Hailey Air Traffic Control Tower (ATCT), Atlantic Aviation and Airport Staff managed the annual heavy traffic of the first two weeks of July extremely well and thanked them all for their efforts and a job well done.

Chairman Bowman commented that he had the opportunity to visit the Hailey ATCT during a day of heavy traffic and observed the controllers in action. He commented that the controllers were very professional and he was very impressed with Hailey ATCT Manager George White and his staff. He thanked Mr. White and his staff for a job well done and allowing him to observe.

Airport Manager Baird updated the Board on the status of a revised Letter of Agreement (LOA) and briefed them on a new FAA directive that was released today that suspends opposite direction traffic runway operations at Part 139 airfields, which will have a significant effect on current Airport operations.

4. Interim Communications Director Report

a. Coffee Talk

Communications Director Candice Pate reported on the "Coffee Talk" meeting that took place on July 24th and announced that the next meeting is scheduled for August 21st.

b. Airport Tour

Communications Director Candice Pate reported on the "Airport Tour" event that took place on July 26th and announced that the next tour is scheduled for August 20th. She commented that she is still working on coordinating a backyard gathering in Bellevue and also hopes to have Airport Manager Baird give a presentation regarding Airport Solutions at the next Sustain Blaine meeting.

5. Existing Site

a. Friedman Memorial Airport Alternatives – Technical Analysis (See Brief)

Airport Engineer Dave Mitchell gave the Board a presentation regarding the further development and current status of the Airport Alternatives Technical Analysis Scope of Work (SOW).

Board Member Fairfax asked at what point the Board will receive feedback from the FAA regarding which alternatives or modifications to standards may or may not provide an acceptable solution.

Airport Engineer Mitchell answered that the FAA cannot make any decisions without investigating all possible scenarios. He also ensured that the Board would not be liable to pay T-O Engineers for contracted work that the Board is unable to complete due to an FAA decision to forego completion of the technical analysis.

Attorney Lubovski added that a termination clause is always included in contracts with T-O Engineers.

Board Member Schoen suggested an edit to page 1 of the SOW to name the sponsors as the City of Hailey and Blaine County instead of the Friedman Memorial Airport Authority.

MOTION: *Made by Board Member Fairfax to approve the Friedman Memorial Airport Alternatives – Technical Analysis Scope of Work with the suggested edit, determine that the proposed fees are reasonable and Authorize Chair execution of the appropriate contract documents after Staff/Legal Counsel review and after the applicable Grant is in place. Seconded by Vice-Chairman Burke.*

Airport Manager Baird suggested that Board Member Fairfax amend his motion to authorize chair execution of the contract documents before the applicable grant is in place.

MOTION: *Made by Board Member Fairfax to approve the Friedman Memorial Airport Alternatives – Technical Analysis Scope of Work with the suggested edit, determine that the proposed fees are reasonable and Authorize Chair execution of the appropriate contract documents after Staff and Legal Counsel review. Seconded by Vice-Chairman Burke.*

PASSED UNANIMOUSLY

6. Replacement Airport

Airport Manager Baird briefed the Board that the FAA is interested in completing the Airport Alternatives Technical Analysis prior to discussing the continuation or suspension of the EIS.

7. Retain/Improve/Develop Air Service

a. FSVA Report

Fly Sun Valley Alliance President, Eric Seder, announced that a new website, www.yestoair.com, has been developed and has information and continuous posts regarding air service financing and statistics. He also reported that Boise Airport announced that they are starting their summer air service survey in two weeks and are including a question in the survey at FSVA's request, regarding final destination in order to find out how much traffic is coming to Sun Valley through Boise.

Dick Fenton reported that the Sun Valley Board of Realtors has developed a program that asks local realtors to donate 1% of their annual commission to fund air service. He reported that the response from local realtors has so far

been very positive and Sun Valley Company has graciously offered an incentive to those who participate in the program.

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

Airport Engineer Mitchell Airport Engineer Dave Mitchell gave the Board a presentation regarding the further development and status of the Environmental Assessment for Commercial Jet Service project.

Chairman Bowman opened the discussion for public comment.

No public comment was made.

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

Airport Manager Baird briefed the Board on the status of the Air Service Scope of Work for developing seasonal true market estimates and airfare monitoring.

Chairman Bowman opened the discussion for public comment.

Len Harlig commented that one of the things the Board should research in this air service study is whether or not there will be an impact on the existing airlines by the addition of more airlines servicing the Valley.

8. FMAA Primary Snow Removal Equipment With Attachments (See Brief)

Airport Manager Baird briefed the Board on the status of the procurement of primary snow removal equipment with attachments and asked the Board to approve Staff's recommendation to select Burks Tractor as the responsive bidder and present them with the Notice of Award for the snow removal equipment.

MOTION:

Made by Vice-Chairman Burke to approve the Notice of Award to Burks Tractor for \$314,870 and authorize Chair to sign the award documents and Agreement after Staff and Legal Counsel review. Seconded by Board Member Schoen.

PASSED UNANIMOUSLY

V. APPROVE FMAA MEETING MINUTES

A. July 3, 2012 Regular Meeting (See Brief)

The July 3, 2012 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION:

Made by Board Member Schoen to approve the July 3, 2012 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Vice-Chairman Burke.

PASSED UNANIMOUSLY

VI. NEW BUSINESS

A. September Meeting Date Change

Board Member Keirn asked the Board to consider changing the September meeting date in order to accommodate the City of Hailey's schedule so that they may review the FMAA Agenda before the FMAA meeting takes place.

Chairman Bowman asked the Board to check their schedules and he will coordinate with the Board via email to discuss a different meeting date for the September meeting.

VII. VI. AIRPORT STAFF BRIEF

A. Noise Complaints

B. Parking Lot Update

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

D. Review Correspondence (See Brief)

E. Fly Sun Valley Alliance Update (See Brief)

F. Airport Weather Interruptions

G. Administrative Brief

H. Operations Brief

VIII. VII. PUBLIC COMMENT

No public comment was made.

IX. VIII. ADJOURNMENT

The August 7, 2012 Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:50 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.