

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

**September 6, 2016
5:30 P.M.**

IN ATTENDANCE: **BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Secretary - Lawrence Schoen, Treasurer - Jacob Greenberg, Board - Fritz Haemmerle, Angenie McCleary
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Operations Manager – Todd Emerick; Administrative Assistant – Cecilia Vega
CONSULTANTS: T-O Engineers – Dave Mitchell; Centerlyne – Nancy Glick and Sarah Shepard
AIRPORT TENANTS/PUBLIC: Serco ATCT – George White; Felicity Roberts, Atlantic Aviation – Mike Rasch, James Hicks, Tina Morizzi, Jim Nast; Evan Stelma, Len Harlig, FSVA – Carol Waller; Walt Denekas, Bill Rae, Glass Cockpit Aviation – John Strauss; FHR – Marc Reinemann; Donna Serrano
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS: Idaho Mountain Express – Ryan Thorne

CALL TO ORDER: The meeting was called to order at 5:36 p.m. by Chairman Fairfax.

I. APPROVE AGENDA The agenda was approved as presented.

II. PUBLIC COMMENT No public comment was made.

III. AIRPORT STAFF BRIEF **A. Recognition of the 2015 Employee of the Year Award – Mr. Jim Hicks, Atlantic Aviation**
Airport Manager Pomeroy announced that Mr. Jim Hicks, Line Manager for Atlantic Aviation, has been selected as the Friedman Memorial Airport Employee of the Year for the Calendar Year 2015. He congratulated Mr. Hicks and thanked him for his efforts and service to the Blaine County community.

Atlantic Aviation General Manager, Mike Rasch, commented that Mr. Hicks is an amazing employee with an equally amazing memory that has served him at the Airport for the last 23 years. He commented that Mr. Hicks always comes to work and gets along with everybody and congratulated him on receiving this honor.

Mr. Hicks thanked the Board for the award.

Glass Cockpit Aviation owner, John Strauss, commented that he knows how difficult Mr. Hicks job is as an FBO line manager from personal experience and thanked Mr. Hicks for his service.

IV. APPROVE FMAA MEETING MINUTES

A. August 2, 2016 Regular Meeting (See Brief)

The August 2, 2016 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION:

Made by Board Member Greenberg to approve the August 2, 2016 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Vice-Chairman Keirn.

PASSED

BOARD MEMBER HAEMMERLE ABSTAINED

V. REPORTS

A. Chairman Report

No report was given.

B. Blaine County Report

No report was given.

C. City of Hailey Report

No report was given

D. Airport Manager Report (See Power Point Presentation)

Airport Manager Pomeroy briefed the Board of the following:

- His attendance at the Northwest Mountain Region American Association of Airport Executives Conference and subjects presented at the conference including remote Air Traffic Control Towers, TSA impacts, the burden on airports with new AIP policies, security and unmanned aircraft systems.
- The renewal of airline ticket office leases with Delta Airlines, United Airlines, and Alaska Airlines to include the possibility of a combined lease and how a partnership would affect the improvements to the airline ticketing office funding scenario.
- The beginning of snow removal plan development discussions and NOTAM reporting changes that are being implemented according to FAA regulations.
- The status of the Operations Specialist/ARFF Position application process closed on September 2 and Staff's next steps to coordinate interviews.
- The investigation of airport wayfinding improvements.
- The status of Alaska Airline's request for the implementation of an RNP approach.

E. Communications Director Report (See Power Point Presentation)

Communications Director Nancy Glick updated the Board on the adoption of new branding, Mountain Ride Bus advertisements, the status of construction for the new website, and social media statistics.

F. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance representative, Carol Waller, reported that some of the fall flights have been extended and are currently working on negotiations for service for next summer and fall as well as strategic planning for 2018.

Board Member McCleary commented that Mountain Rides has indicated that they will be offering direct bus service to the Airport during the winter.

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

- B. Noise Complaints (See Brief)**
- C. Parking Lot Update (See Brief)**
- D. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)**
- E. Airport Commercial Flight Interruptions (See Brief)**
- F. Review Correspondence (See Brief)**

VII. OLD BUSINESS

A. Airport Solutions

1. Current Projects

a. Runway Safety Area Improvements Project – Update

Airport Manager Pomeroy briefed the Board that the RSA Improvements Project is expected to close this month.

b. Terminal Aircraft Apron Improvements - Update (See Brief)

Airport Manager Pomeroy briefed the Board that the design efforts for the Terminal Aircraft Apron Improvements project continues and will present initial concepts to the Board at the October meeting.

2. Future Projects

a. Terminal Parking Lot Improvements - Update (See Brief)

No update was given.

b. Terminal Airline Ticketing Office Improvements - Update (See Brief & Power Point Presentation)

Airport Manager Pomeroy briefed the Board that he was been working with R/L/B to determine space breakouts for the area in order to help him understand potential eligibility with the FAA and develop create solutions for funding. He briefed the Board that he will be meeting with TSA representatives to discuss funding of the improvements for their area.

B. Runway 13-31 Pavement Maintenance – Update (See Brief & Power Point)

Airport Manager Pomeroy reminded the Board that the pavement maintenance has been scheduled for October 3-5 and also briefed the Board that there may be a closure for a few hours on October 2nd for rubber removal.

C. Voluntary Noise Abatement Program Review Committee – Opportunity for the Committee to Update the FMAA on Activity

Committee Chairman Walt Denekas reported that the Committee will be reviewing draft VFR procedures at their next meeting as well as proposing scenarios to the Board for the noise modeling program.

D. Master Plan– Review of Revised Chapter D including Revised Conceptual Development Plan and Narrative to include RPZ Discussion/Status Update and Next Steps (See Brief)

Airport Manager Pomeroy updated the Board on the current status of Chapter D of the Master Plan Update (MPU) and requested that the Board consider approval of Chapter D's revised narrative text for Section 6.4 and Figure D-11.

Board Member Haemmerle suggested the following changes in the last paragraph of Section 6.4:

“To comply with current FAA guidance, this Master Plan recommends land acquisition, creation of perpetual easements or other lawful measures, for the area south of the Airport...”

He also suggested that the RPZ section of Figure D-11 be labeled as “RPZ & Approach Protection” and the GA apron area expansion be labeled as “GA Apron & Hangar Development.”

Airport Manager Pomeroy asked the Board to discuss what they would be comfortable with in terms of cost estimation for land acquisition.

Chairman Fairfax commented that the cost estimate should be high in order to portray the worst case scenario.

Board Member Schoen commented that the Board should develop a range of costs from low to high and acknowledge in the financial analysis that the exact acreage the Board may ultimately acquire is unknown.

Vice-Chairman Keirn commented that an estimate for land acquisition would also need to factor in time as this is a 20-Year plan.

Airport Manager Pomeroy commented that Airport Staff will work with the consultants and planning team to develop a cost estimate that includes the appropriate factors and apply the estimate to the acreage that could potentially be acquired in the future.

Board Member Haemmerle commented that he is unsure whether it would be wise to include a cost estimate for potential future land acquisition in the MPU at this time.

Board Member Schoen asked what relevance Chapter F has in relation to future financing.

Chairman Pomeroy answered that in order for land acquisition to be eligible for AIP funding it needs to be identified on the Airport Layout Plan (ALP) and identified in the Airport's 5-Year Capital Improvement Program (CIP), which takes its planning and financial information from Chapter F of the MPU.

Board Member Schoen commented that a cost estimation for potential future land acquisition needs to be analyzed and discussed for inclusion in the MPU.

Engineer Mitchell commented that the inclusion of a financial analysis for land acquisition in the MPU does not commit the Board to land acquisition.

MOTION:

Made by Board Member Schoen to amend Chapter D to include the new Section 6.4 as amended from tonight's meeting, to retitle the old Section 6.4 to Section 6.5, and to include Figure D-11, the 20-Year Conceptual Development Plan, as amended from tonight's meeting. Seconded by Board Member Haemmerle.

PASSED UNANIMOUSLY

Chairman Fairfax opened the discussion for public comment.

Walt Denakas commented that removing the trees to the south of the airfield would be a sound and safe improvement for the Airport in his opinion.

The Board directed Airport Manager Pomeroy to work with the consultants and planning team to develop a land acquisition cost estimate for Chapter F of the MPU.

E. Noise Monitoring/Modeling – Consideration of Revised Draft Scope of Work (See Brief & Power Point Presentation)

Airport Manager Pomeroy briefed the Board on the Noise Modeling project and suggested that the Board consider the revised Draft Scope of Work for approval and direction on next steps for the project.

Chairman Fairfax commented that one of the modeling efforts should be based on a 20-year projection.

Board Member Schoen asked if the Voluntary Noise Abatement Committee meetings are publicly noticed and open to public participation.

Walt Denakas commented that the meetings are open to public participation and the Committee's results and suggestions are presented at publicly-noticed FMAA meetings.

Attorney Laski commented that he will research the law regarding the matter further.

Board Member McCleary commented that she would prefer that the Committee meetings adhere to open meeting laws.

Chairman Fairfax opened the discussion for public comment.

No public comment was made.

Board Member McCleary commented that the Board should be mindful that this project will take all the FY '17 funds budgeted for the contingency account.

Airport Manager Pomeroy commented that the budget was developed with some flexibility if other contingencies come up throughout the year.

Board Member Haemmerle requested that the Board be given clear instructions on the agenda as to what action they will be requested to take on scopes of work. He also commented that he would support a noise impact study being implemented in the future during a time of high operational activity at the Airport and asked how far away from the Airport the noise impacts can be modeled.

Airport Manager Pomeroy answered that the impact areas can be modeled as far away from the Airport as the Board directs. He also commented that he will be available to discuss the structure of the Board's agenda at Board Member Haemmerle's convenience.

He commented that it needs to be modeled at a far enough distance to the north and south to determine noise impacts for Bellevue and Hailey residents.

Board Member McCleary commented that it is appropriate for the Noise Abatement Committee to discuss the noise modeling project and present their recommendations to the Board for consideration.

MOTION:

Made by Board Member McCleary to approve the Friedman Memorial Airport Authority Noise Modeling Scope of Work in an amount not to exceed \$22,080. Seconded by Board Member Haemmerle.

PASSED UNANIMOUSLY

VIII. NEW BUSINESS

A. Terminal Concession

1. Concession Space Build Out – Conrad Brothers (See Brief & Power Point)

Airport Manager Pomeroy briefed the Board on the renovation of the terminal concession area in the passenger terminal holding area. He requested that the Board allow Staff to amend the existing terminal renovation services contract with Conrad Brothers for an additional \$93,752.90 and continue concession lease agreement negotiations with Jersey Girl and Vyykn.

Contracts/Finance Administrator Lisa Emerick briefed the Board that the additional \$93,752.90 will be financed from FY '17 capital funds.

Board Member Schoen asked if the space's design will be able to support any food service vendor the Board has a lease agreement with in the future.

Airport Manager Pomeroy answered that the space has been designed by BSR Design & Supplies for general use.

Chairman Fairfax opened the discussion for public comment.

Len Harlig commented that a food concession has not been able to succeed in the Airport passenger terminal since 1993 and suggested that the Board consider subsidization.

Board Member Greenberg commented that Ruscitto/Latham/Blanton architects also reviewed the proposal and considered the proposed fees appropriate.

MOTION:

Made by Board Member Schoen to amend the existing terminal renovation services contract between Friedman Memorial Airport Authority and Conrad Brothers Construction for construction of a food concession area in the secure area of the passenger terminal for the cost of \$93,752.90. Seconded by Board Member McCleary.

NOT PASSED

Board Member Haemmerle asked if the \$93,752.90 cost is a not-to-exceed amount of a fixed amount.

Board Member Schoen amended his motion as follows:

MOTION: *Made by Board Member Schoen to amend the existing terminal renovation services contract between Friedman Memorial Airport Authority and Conrad Brothers Construction for construction of a food concession area in the secure area of the passenger terminal for an amount not-to-exceed \$93,752.90. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

2. Concession Lease Agreements (See Brief)

Airport Manager Pomeroy briefed the Board that Staff has begun negotiations with Jersey Girl and Vyykn for concession lease agreements and requested that the Board discuss continuing those efforts.

Board Member McCleary commented that she has spoken with the owner of Jersey Girl and she is excited about the opportunity to provide food concessions at the Airport.

Airport Manager Pomeroy commented that Staff and the FMAA Lease Committee will continue negotiations with Jersey Girl and Vyykn and present draft lease agreements to the Board for approval at the appropriate time.

IX. PUBLIC COMMENT

Len Harlig asked that the Board consider installing elevated aisle or row signs with either letters or numbers in the parking spaces of the public vehicle parking lot when it is redesigned in order to make it easier for passengers to find their vehicles.

X. EXECUTIVE SESSION – I.C. §74-206 (c)(f)

MOTION: *Made by Board Member McCleary to enter into executive session pursuant to Idaho Code §74-206 paragraph (c) to acquire an interest in real property and paragraph (f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated. Seconded by Vice-Chairman Keirn.*

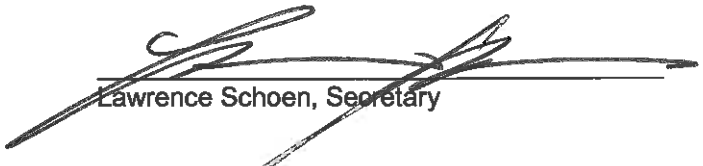
ROLL CALL VOTE:

Chairman Fairfax	Yes
Vice-Chairman Keirn	Yes
Board Member Greenberg	Yes
Board Member Schoen	Yes
Board Member Haemmerle	Yes
Board Member McCleary	Yes

PASSED UNANIMOUSLY

XI. ADJOURNMENT

The September 7, 2016 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:50 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.*