

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

**October 1, 2013
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Ron Fairfax, Vice-Chairman – Susan McBryant, Board – Lawrence Schoen, Angenie McCleary, Fritz Haemmerle, Don Keirn, Jacob Greenberg
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Rick Baird, 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
AIRPORT LEGAL COUNSEL: Luboviski, Wygle, Fallowfield & Ritzau – Barry Luboviski;
CONSULTANTS: T-O Engineers – Dave Mitchell, Todd Combs
AIRPORT TENANTS/PUBLIC: Mead & Hunt – Scott Cary; Ruscitto/Latham/Blanton – Nick Latham; BCPA – Jim Perkins; Enterprise – Justin Maddux; FSVA – Carol Waller, Eric Seder; SVBR – Bob Crosby; Glass Cockpit Aviation – John Strauss; Hailey ATCT – George White; Atlantic Aviation – Susan Harris; Evan Stelma, Donna Serrano, Julie Lawson, Marc Reinemann, Andrew Zea

CALL TO ORDER:

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

I. APPROVE AGENDA

Board Member Haemmerle asked the Board to consider tabling the Site Selection/Master Plan Study discussion until the November meeting as the Hailey City Council did not have the opportunity to discuss the matter.

The agenda was approved with the following changes:

VI. UNFINISHED BUSINESS

A. Airport Solutions

~~3. Site Selection/Master Plan~~

MOTION:

Made by Board Member Haemmerle to move Agenda Item 3. Site Selection/Master Plan discussion under Unfinished Business to the November Board Meeting. Seconded by Board Member Keirn.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

A. September 3, 2013 Regular Meeting (See Brief)

The September 3, 2013 Friedman Memorial Airport Authority Meeting Minutes were approved as presented:

MOTION:

Made by Board Member McCleary to approve the September 3, 2013 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Haemmerle.

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

No report was given.

B. Blaine County Report

Board Member Schoen commented that it is important for the community to recognize the significant efforts of and progress the Board and Staff have made towards airport and air service improvements, including helping to obtain the Small Community Air Service Development Grant. This grant to improve air service will benefit the local economy significantly.

C. City of Hailey Report

Board Member Haemmerle agreed with Board Member Schoen's comment and thanked Airport Staff for their significant efforts to improve air service. He also added that it is imperative to remind ourselves that the plan to relocate the Airport remains to be the ultimate solution.

D. Airport Manager Report

Airport Manager Baird reported that in October he will be providing an Airport Update to the City of Sun Valley as well as representing the Board as a panelist at the Blaine County Economic Summit.

Airport Manager Baird reported that on October 10 the Airport will be hosting a "Prepared for Takeoff" groundbreaking ceremony and invitations to this event will be going out within the next few days.

E. Communications Director Report

Airport Manager Baird reported that the Airport Tour was again successful in September, however a redirection is being considered for the Coffee Talks as they have not been as well-attended. He also reported that the "Check Sun Fares First" campaign has been launched.

V. 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)

E. Fly Sun Valley Alliance Update (See Brief)

F. Airport Weather Interruptions (See Brief)

G. Operations Brief (See Brief)

H. Administrative Brief (See Brief)

I. Auto Rental Concession Lease (See Brief)

Board Member McBryant asked if any of the auto rental concessionaires will be dual branding.

Airport Manager Baird answered that two of the concessionaires will be dual branding. This will result in a total of five auto rental brands represented at the Airport.

VI. 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 to Standards (MOS) process, the Runway Safety Area (RSA) Improvements Formulation Project and Phase 1 of the RSA Improvements Construction Project.

The Board discussed technical aspects of Engineer Mitchell's presentation including AIP eligible versus non-AIP eligible projects and the process of using PFC funds to finance non-AIP eligible projects.

MOTION: *Made by Board Member McCleary to direct Staff to discuss the presented RSA Improvements Project funding plan with the FAA to meet 2015 safety area requirements. Seconded by Board Member Schoen.*

PASSED UNANIMOUSLY

Board Member Schoen commented that it is important that the Board keep this project moving forward in order to meet the 2015 deadline for improvements.

Board Member Haemmerle commented that critics of the cost of a replacement airport fail to understand the significant amount of money it takes to keep the current Airport operational and complimented Staff for their work on the improvements project.

Board Member Schoen asked Engineer Mitchell to explain the purpose of the Modifications of Standards document.

Engineer Mitchell answered that the MOS document summarizes the findings of the safety risk management panel.

Engineer Mitchell presented the Board with four different schemes, developed by the architects of Ruscitto/Latham/Blanton, that plan the placement of the new SRE/ARFF Building and Admin offices on the reconfigured airfield.

Airport Manager Baird commented that Staff would prefer Scheme 1 as it combines the shop, ARFF, and administrative operations in the most efficient manner and it also does not require the demolition of the cold storage building.

The Board discussed technical aspects of the presented schemes and suggested other options regarding the placement of the buildings on the airfield.

b. RFQ – Engineer and Architect Services

Airport Manager Baird updated the Board on the selection process for engineer and architect services. He reported that T-O Engineers was the only firm to submit a Statement of Qualifications and the Review Committee is recommending that the Board select T-O Engineers to perform Airport engineering and architectural services for the next five years.

Board Member Fairfax commented that T-O Engineers has a reputation among other engineering firms as having served the Airport exceptionally well for the last 20 years which may be why no other firms submitted a proposal for engineering services.

The Board discussed the Chairman's comment and agreed that whoever would have applied to the Request for Qualifications (RFQ) would have had a fair evaluation and had been considered equally.

The Board agreed that T-O Engineers has served the Airport very well for several years and agreed to accept them as the Airport Engineer for the next five years.

MOTION: *Made by Vice-Chairman McBryant to select T-O Engineers as the Friedman Memorial Airport Authority's engineering and architect service provider. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

Attorney Luboviski commented that the FAA requires the Airport to select an airport engineer firm every five years however the Board does have the option of considering engineers on a project basis.

c. RFQ – On-call Planning Services

Airport Manager Baird updated the Board on the selection process for on-call planning services. He reported that Ricondo & Associates in association with Gallatin Public Affairs and Mead & Hunt, Inc. submitted Statements of Qualifications.

Chairman Fairfax reported that while both firms were very well qualified to provide on-call planning services for the Airport, the Review Committee is recommending that the Board select Mead & Hunt, Inc. based on their familiarity with the Airport and their experience in working with airports with similar topographical issues that Friedman Airport has.

The Board discussed the Review Committee's recommendation and directed Staff to postpone the selection of a firm to perform on-call planning services for the Airport until November so that all Board Members can review the Statements of Qualifications.

d. Retain/Improve/Develop Air Service

i. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance Director Carol Waller thanked the Board for their actions to help improve air service over the last year, without which none of the current successes would have been possible.

ii. Small Community Air Service Development Program Grant

Airport Manager Baird briefed the Board that the Airport has been awarded a Small Community Air Service Development Grant (SCASDG) in the amount of \$500,000 and asked the Board to formally accept the grant award.

Chairman Fairfax commented that he was impressed with the number of letters the Airport received in support of the SCASDG and listed the names of those supporters.

The Board thanked Airport Staff and the FSVA for all work invested in the submittal of the SCASDG application and thanked the community for their support of the grant as well.

MOTION: *Made by Board Member Schoen to authorize Staff to pursue the acquisition of resolutions from the City of Hailey and Blaine County authorizing the execution and acceptance of the Small Community Air Service Development Grant offer according to U.S. Department of Transportation procedures. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

2. Airport Relocation

a. EIS Termination (See Brief)

Board Member Haemmerle asked why the EIS termination process is taking such a significant amount of time to complete.

Airport Manager Baird answered that it is an issue of timing and scheduling for the FAA at this point.

~~3. Site Selection/Master Plan~~

B. Hailey ATCT Funding Update (See Brief)

VII. NEW BUSINESS

A. Request for Information – Legal Services (See Brief)

Airport Manager Baird requested that the Board select a committee to review Legal Service Proposals once they have been submitted.

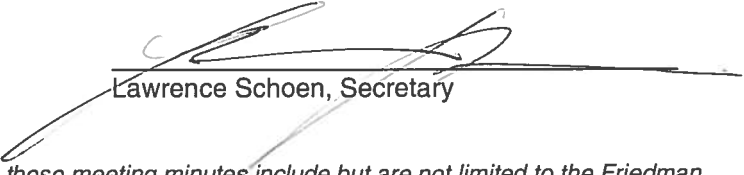
The Board selected Attorney Luboviski, and Board Members Schoen, Haemmerle, and Keirn to serve on the initial committee to review the legal proposals and select the final proposals to undergo review by the entire Board. The Board also directed Staff to schedule a discussion regarding the legal proposals under executive session in the November Board meeting.

VIII. PUBLIC COMMENT

No public comment was made.

IX. ADJOURNMENT

The October 1, 2013 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:27 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.*