

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

**January 3, 2017  
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, Pat Cooley

**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Chris Pomeroy, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects

Coordinator/Executive Assistant – Steve Guthrie, Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega

**CONSULTANTS:** T-O Engineers – Dave Mitchell; Centerlyne – Nancy Glick and Sarah Shepard

**AIRPORT TENANTS/PUBLIC:** Atlantic Aviation – Susan Harris; The Car Park – Dot McIntire; Lisa Phillips, Marc Reinemann

**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 5:35 p.m. by Chairman Fairfax.

**I. APPROVE AGENDA**

Board Member McCleary requested that the Board discuss rescheduling the February meeting date as the Blaine County Commissioners will be out of town at a conference.

The agenda was approved with the following changes:

**VII. NEW BUSINESS**

**A. February Meeting Date**

**DISCUSSION**

**MOTION:**

***Made by Board Member McCleary to approve the agenda with the addition of a discussion of the February Meeting Date under New Business at the end of the meeting. Seconded by Chairman Fairfax.***

***PASSED UNANIMOUSLY***

**II. PUBLIC COMMENT**

No public comment was made.

**III. APPROVE FMAA  
MEETING MINUTES**

**A. November 29, 2016 Regular Meeting (See Brief)**

The November 29, 2016 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

**MOTION:**

***Made by Board Member McCleary to approve the November 29, 2016 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Vice-Chairman Keirn.***

***PASSED UNANIMOUSLY***

**A. December 14, 2016 Special Meeting (See Brief)**

The December 14, 2016 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

**MOTION:**

***Made by Vice-Chairman Keirn to approve the November 29, 2016 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member McCleary.***

**PASSED UNANIMOUSLY**

**IV. REPORTS**

**A. Chairman Report**

Chairman Fairfax thanked the Board for selecting him as the Independent Board Member for an additional two years.

**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 reported on the following:

- Airport Manager Pomeroy and Hailey Fire Chief Craig Aberbach attended an Aircraft Rescue Fire Fighting school in Salt Lake City, Utah in December. They both benefited from the training and enjoyed the experience.
- The inaugural flight celebration for Alaska Airline's Portland flight on December 17<sup>th</sup> was well- attended and successful.
- The new RNP flight approach has increased accessibility to the Airport.
- New runway contaminant requirements from the FAA are being implemented. The new requirements have caused increased crew time and equipment use to keep the runway open more often during inclement weather.
- Management's winter operations observations include ATC Delays, the need for additional air carrier parking space, several general aviation aircraft dropping clients off and leaving again due to cold temperatures and a lack of hangars, a congested terminal and a need for additional and new, reliable snow removal equipment.

Board Member Schoen suggested that the Board investigate additional new winter fee-based services for aircraft as an alternative to these additional operations.

Airport Manager Pomeroy commented that he will research Board Member Schoen's suggestion.

Board Member Schoen asked Airport Manager Pomeroy to define "runway contamination." He also asked if the entire width of the runway is required to be clear of contamination in order to be operational.

Airport Manager Pomeroy answered that runway contamination is snow and/or ice on the runway and the entire width of the runway does not have to be clear of ice or snow to be considered operational. He commented that the Airport tries to maintain a contamination-free runway width of 80 feet.

**E. Communications Director Report**

Communications Director Nancy Glick reported that the Airport's new website is live and operational.

**F. Fly Sun Valley Alliance Report**

Fly Sun Valley Alliance representative Carol Waller thanked the Board for hosting the inaugural flight celebration for Alaska Airline's Portland flight. She reported that FSVA hopes to announce the summer flight schedule by the end of January as well as report the results of the 2016 air service passenger survey at the February Board meeting.

**V. AIRPORT STAFF BRIEF**

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

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

Airport Manager Pomeroy introduced Dorothy McIntire as the new General Manager of The Car Park.

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

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

Board Member Schoen commented that the ongoing disrupted travel with SkyWest Airlines is problematic and some of their decision-making around diversions has been questionable, while Alaska Airlines has remained operational.

Ms. Waller commented that a meeting will be scheduled between herself, SkyWest and Airport Manager Pomeroy to discuss these issues.

**E. Review Correspondence (See Brief)**

**VI. OLD BUSINESS**

**A. Airport Committee(s)**

**a. Voluntary Noise Abatement Program Review Committee (See Brief)**

Airport Manager Pomeroy briefed the Board that the Voluntary Noise Abatement Committee (VNAC) public outreach meetings Ketchum, Hailey, and Bellevue have been scheduled for January 10th, 12th, and 19th, respectively.

**B. Construction and Capital Projects**

**a. Runway Safety Area Improvements Project – Update (See Brief and Power Point Presentation)**

Engineer Mitchell briefed the Board that the AIP '041 close-out is still pending but he hopes to have it completely closed-out by the end of January.

**b. Terminal Air Carrier Apron and Parking Lot Improvements – Update (See Brief and Power Point Presentation)**

Engineer Mitchell briefed the Board that the Terminal Air Carrier Apron and Parking Lot Improvements plan has been revised to reflect comments from the Board's Design Review Committee. He also discussed the portions of the project that will be eligible for AIP funding and which portions will be ineligible.

Chairman Fairfax commented that he does not like the figure eight traffic flow or the north entrance and south exit for the passenger vehicle parking lot configuration as it will cause confusion in periods of heavy traffic.

Board Member Haemmerle commented that the City of Hailey planning staff voiced a strong preference for entering the parking lot at the north and departing to the south.

Engineer Mitchell commented that he could research a traffic flow path that eliminates the figure eight approach for the design committee's review.

Board Member Schoen and Vice-Chairman Keirn commented that they support a north entrance to the vehicle parking lot.

The Board agreed that the Design Committee should review the vehicle parking lot plans again to work on some of the details mentioned.

Board Member McCleary asked what the budget for this project was initially as the estimated cost seems higher than the amount the Board approved in the Budget. She also asked if the project's costs for the vehicle parking lot can be reduced.

Chairman Fairfax commented that a redesign of the traffic flow in the bottom portion of the parking lot may help reduce costs.

Engineer Mitchell answered that T-O Engineers will endeavor to design the parking lot in a way that will produce a more favorable cost.

Board Member Schoen asked why landscaping is necessary along the retaining wall of the air carrier parking lot.

Engineer Mitchell answered that the City of Hailey will require some landscaping for the retaining wall. Board Member Haemmerle confirmed that the City of Hailey will require landscaping for the wall.

Engineer Mitchell requested that the Board approve a draft scope of work and authorization to proceed with the development and fee negotiation for additional work for the vehicle parking lot project.

The Board agreed to postpone action on Engineer Mitchell's request until February.

**c. Terminal Airline Ticketing Office Improvements – Update (See Brief and Power Point Presentation)**

Airport Manager Pomeroy briefed the Board that he will be scheduling a meeting with the Design Committee to review new schemes for the Airline Ticketing Office (ATO) that he has received from R/L/B Architecture. Airport Staff will also be contacting TSA headquarters for application procedures and general guidelines and policies for funding.

**C. Airport Planning Projects**

**a. Noise Modeling – Update (See Brief and Power Point Presentation)**

Airport Manager Pomeroy updated the Board on the status of the Noise Modeling Project (See Brief and Power Point Presentation).

Board Member Schoen asked if the VNAC was apprised of the Board's feedback to VNAC Chairman Walt Denekas after his presentation to the Board at the November 29<sup>th</sup> Board meeting.

Airport Manager Pomeroy answered that Staff is awaiting a response from Mr. Denekas.

**b. Airport Master Plan – Update (See Brief and Power Point Presentation)**

Airport Manager Pomeroy updated the Board on the status of the Airport Master Plan and Airport Layout Plan Drawing Set (See Brief and Power Point Presentation).

Board Member Haemmerle commented that some of the elements of the ALP were included because the ALP is a planning document and does not obligate the Board to conduct all elements of the ALP.

Airport Manager Pomeroy commented that once the FAA has reviewed and approved the final ALP, they will send the Board a letter that articulates their understanding that the ALP is a planning document and that it does not commit the FAA or Airport Sponsor to funding for the ALP projects.

Engineer Mitchell briefed the Board that the ALP reflects what is shown on the Conceptual Development Plan in the Master Plan Update. He also commented that any project that is not on the ALP cannot be done until the ALP is updated to include that project.

**D. Other**

**a. Independent Board Member Selection Process – Update (See Brief and Power Point Presentation)**

**VII. NEW BUSINESS**

**A. February Meeting Date Change**

The Board discussed rescheduling the February meeting date and agreed to reschedule the meeting from February 7, 2017 to Tuesday, January 31, 2017.

**VIII. PUBLIC COMMENT**

No public comment was made.

**IX. VIII. EXECUTIVE SESSION – I.C. §74-206 (a)(c)(f)**

**MOTION:**

*Made by Board Member Schoen to enter into executive session pursuant to Idaho Code §74-206 paragraph (a) to consider action regarding Airport Manager position, 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 Board Member Haemmerle.*

**ROLL CALL VOTE:**

<i>Chairman Fairfax</i>	<b>Yes</b>
<i>Vice-Chairman Keirn</i>	<b>Yes</b>
<i>Board Member Greenberg</i>	<b>Yes</b>
<i>Board Member Schoen</i>	<b>Yes</b>
<i>Board Member Haemmerle</i>	<b>Yes</b>
<i>Board Member McCleary</i>	<b>Yes</b>
<i>Board Member Cooley</i>	<b>Yes</b>

**PASSED UNANIMOUSLY**

**X. IX. ADJOURNMENT**

The January 3, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:25 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.*