

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

**January 31, 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: Len Harlig, Atlantic Aviation – Mike Rasch, FSVA – Carol Waller, FHR – 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 The agenda was approved as presented.

II. PUBLIC COMMENT Atlantic Aviation General Manager Mike Rasch complimented Airport Staff for keeping the Airport clean and operational despite the significant amount of snowfall so far this year.

III. FMAA FINANCIAL STATEMENTS **FMAA Financial Statements & Other Financial Information Year Ended September 30, 2016 (See Brief & Power Point Presentation)**

Rexroat, Harberd & Associates CPA Laurie Harberd briefly summarized and explained the Management's Discussion and Analysis, the FMAA Financial Statements, the Notes to the Financial Statements and the Financial Statement Supplementary Information for Fiscal Year 2016.

Board Member Schoen asked what the cause was for the decrease in current assets, what the difference is between the condensed summaries on the bottom of pages 5 and 6 of the Financial Statements, and why the totals for compensated absence accruals on pages 6 and 7 are different.

Ms. Harberd answered that the decrease in current assets is attributable to a decrease in Cash and a significant decrease in AIP Grant Receivables. The condensed summary on the bottom of page 5 is a summary of FMAA's actual revenue and expenses and the condensed summary on page 6 is a summary of FMAA's budgeted revenue and expenses compared to actual. The compensated accrued absences are split between current and long-term liabilities on page 7 and the amount on page 6 represents the combined total for all accrued absences.

Board Member Schoen commented that he does not believe it is good policy to allow employees to accrue compensated absences indefinitely and asked for Ms. Harberd's opinion on whether the Board should address the issue through employee policy.

Ms. Harberd commented that she works with a lot of other governmental entities that are also dealing with the issue of compensated absence accrual payouts and some have moved towards limiting compensated absence carryovers.

Board Member Schoen commented that compensated absence accrual is a long pending issue that ought to be addressed now rather than later.

Board Member Greenberg commented that he has discussed the issue with Staff and they are developing language in the employee manual that limits the Board's exposure to the issue. His main concern is not to restrict employees from accruing compensated absences as it is their right to do so, but he would encourage Staff to utilize their vacation and sick time as well as ensure that the accrued absence liability is sufficiently funded so that when payouts do occur, the Board has the funds to make the payment. He also asked how the current liability portion of compensated absence is calculated.

Ms. Harberd answered that the compensated absence account under current liabilities is an estimation of compensated absence that could be paid to employees during the year.

Board Member Schoen suggested that the issue be put on a Board agenda for discussion at a later time. He also asked if the Board will be approving the auditor's report at a later date.

Contracts/Finance Administrator Lisa Emerick answered that the Board approves the FY '16 Financial Statements & Other Financial Information. The audit is an independent report, and upon approval, the financials and audit will be distributed as required.

Board Member Cooley asked Airport Manager Pomeroy if the increase in the services and contracts expense account is attributable to one source or multiple sources.

Airport Manager Pomeroy answered that the increase in the services and contracts expense account is attributed to multiple sources.

MOTION: *Made by Board Member Schoen to approve the FMAA Financial Statements & Other Financial Information for the Year Ended September 30, 2016 as presented. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

IV. APPROVE FMAA MEETING MINUTES

A. January 3, 2017 Regular Meeting (See Brief)

The January 3, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION: *Made by Board Member McCleary to approve the January 3, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Vice-Chairman Keirn.*

PASSED UNANIMOUSLY

V. REPORTS

A. Chairman Report

Chairman Fairfax thanked the Airport Operations Staff for all the hard work they have exerted in keeping the Airport open during inclement weather.

B. Blaine County Report

Board Member McCleary also thanked the Operations Staff for all their snow removal efforts to keep the Airport operational.

C. City of Hailey Report

No report was given.

D. Airport Manager Report (See Power Point Presentation)

Airport Manager Pomeroy reported on the following:

- He attended the United States Contract Tower Association (USCTA) Policy Board meeting in January in Savannah, Georgia and found it both informative and educational (See Power Point Presentation).
- One of the Airport's primary snow blowers is non-operational at the moment and has been sent to Burley for repair. Airport Operations is also running out of places to store snow on the airfield. Despite the difficult circumstances, Operations Manager Todd Emerick and the Operation Staff have done an excellent job with snow removal.
- FAA representatives will be traveling to the Airport on February 16th to discuss future and current projects.

E. Communications Director Report

No report was given.

F. Fly Sun Valley Alliance Report (See Power Point Presentation)

Fly Sun Valley Alliance representative Carol Waller gave the Board a presentation on the passenger survey results for 2016 (See Power Point Presentation).

The Board discussed technical aspects of Ms. Waller's presentation including whether passengers were asked if they were satisfied with both their flight and the passenger terminal, whether the return on investment per passenger related to marketing expenditures was analyzed, and the need to collect food service data from the new terminal food concessionaire.

VI. 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)

Board Member Greenberg noted that, compared to the year 2001, enplanements have increased by 30% while air traffic operations have decreased by 47%.

D. Airport Commercial Flight Interruptions (See Brief)

E. Review Correspondence (See Brief)

VII. OLD BUSINESS

A. Airport Committee(s)

a. Voluntary Noise Abatement Program Review Committee (See Brief & Power Point Presentation)

Vice-Chairman Keirn briefed the Board that the Hailey Voluntary Noise Abatement Committee (VNAC) Community Meeting was attended by three members of the public. A few concerns were expressed and several questions were asked at the meeting.

Board Member Greenberg commented that he will be attending the VNAC Community Meeting in Ketchum on Thursday, February 2nd.

Airport Manager Pomeroy briefed the Board that the Bellevue VNAC Community Meeting was attended by eight members of the public. The meeting was cordial, the attendees responded well to the presentation, and the subsequent dialogue and questions following the presentation were positive.

Chairman Fairfax commented that at the meetings, he felt that the public appreciated what the Board was trying to achieve; however, they also wish that the Board could do more to minimize noise.

Glass Cockpit Aviation owner John Strauss commented that he was unable to attend the meetings in Hailey and Bellevue due to his travel schedule; however, the Bellevue meeting was attended by a pilot from the community and he will be attending the meeting in Ketchum. He also commented that the VNAC Chairman has been communicating the Board's comments to the VNAC members.

B. Construction and Capital Projects

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

b. Runway Pavement Maintenance – Update (See Brief & Power Point Presentation)

Airport Manager Pomeroy briefed the Board that the airport closure will begin after Delta's early morning departure to SLC on June 5th and end before Delta's late evening arrival from SLC on June 7th.

c. Terminal Air Carrier Apron and Parking Lot Improvements – Motion to Approve Draft Amendment #1 Work Order 16-03 (See Brief & Power Point Presentation)

Engineer Mitchell briefed the Board on the current status of the Terminal Air Carrier Apron and Parking Lot Improvements project and presented a revised concept of the vehicle parking lot improvements for the Board's review.

Board Member Greenberg asked if any consideration was given to include signage in the parking lot to help passengers find their vehicles.

Engineer Mitchell answered that there will be a significant amount of signage designated to this project which includes parking labeling signage. He suggested that the Board budget for the signage separate from the rest of the project in order to avoid paying federally-mandated wages for installation of the signage if it is included as a schedule in the project.

Board Member Greenberg asked if there will be a price difference between short-term and long-term parking. He commented that implementing a lower price for the lower parking lot may encourage people to park there.

Engineer Mitchell answered that it is possible to have different price levels for the upper and lower parking lots; however, it would require additional infrastructure to divide the lots as well as separate ticket dispensers.

Airport Manager Pomeroy commented that incentivizing the use of the lower parking lot will help reduce capacity and traffic flow issues.

Board Member Schoen suggested that the Board wait until they have had an opportunity to observe whether people will park in the lower lot more often with the new configuration before deciding on price changes.

Board Member McCleary asked what the timeline is for the project.

Engineer Mitchell answered that he would like to put the project out for bid as soon as possible, open the bids in April and begin construction in May.

Board Member Greenberg asked if Staff will be developing a cash projection in order to analyze whether or not funding is available to complete the parking lot project.

Airport Manager Pomeroy answered that Staff will be doing cash projections for the project as well as other future projects.

The Board discussed the drainage issue that has developed on Taxiway B-3 with Engineer Mitchell.

Board Member Greenberg asked what portion of the \$60,000 fee for additional design services being added to Work Order 16-03 are AIP-eligible.

Engineer Mitchell answered that the FAA will prorate the fee based on the proportion of construction that is eligible for the entire project. He estimates that 20% of the project will be considered non-eligible.

Chairman Fairfax opened the discussion for public comment.

No public comment was made.

MOTION: *Made by Board Member Schoen to approve the Revised Work Order 16-03 to include additional design services for a total revised work order fee of \$244,545 subject to FAA review and approval. Seconded by Vice-Chairman Keirn.*

PASSED UNANIMOUSLY

d. Terminal Airline Ticketing Office Improvements – Update (See Brief & Power Point Presentation)

Airport Manager Pomeroy updated the Board on the current status of the Terminal Airline Ticketing Office Improvements project.

Airport Manager Pomeroy commented that while he would like to implement this project as soon as possible, it will most likely require significant funding from the Airport. He asked that the Board allow him to lower the priority of the project and remove it from the current Capital Improvement Program (CIP) in 2018 as this project is estimated to cost between \$1.62 million to \$2.17 million.

Chairman Fairfax commented that although the ATO Improvements project needs to be implemented eventually, there are other projects at the moment that should have priority.

Airport Manager Pomeroy added that there are also bussing staging issues that need to be addressed in the near future as well.

Board Member Greenberg suggested that Staff build a forecast model to obtain projections for operational revenues and expenses in order to predict future cash flows to fund projects.

C. Airport Planning Projects

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

Airport Manager Pomeroy requested the Board's input, direction and preference regarding ideas for the remaining two noise modeling scenarios.

Board Member Cooley commented that he would like to have the annual July corporate event modeled as the worst case scenario.

Board Member Greenberg commented that he would rather gather more general information that would allow the Board to distinguish what types of approach or departure paths impact noise levels the most.

Airport Manager Pomeroy commented that before and after scenarios are achievable.

Vice-Chairman Keirn agreed with Board Member Greenberg and commented that the Board should focus on analyzing ways to decrease the noise we know exists.

Chairman Fairfax commented that one of the scenarios could evaluate different flight paths or aircraft. He also suggested that the Board allow the VNAC to develop scenario suggestions for the Board to select from and review.

Board Member Schoen commented that the noise data should also be gathered from operations occurring on the airfield as that issue has been raised.

Airport Manager Pomeroy commented that he will coordinate with the VNAC to develop possible scenarios for the Board's consideration.

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

Airport Manager Pomeroy asked if the Board had any comments on the Airport Layout Plan.

Board Member Schoen asked for the ALP to include a concept for positioning rental car parking off of the principal Airport property or on a different section of Airport owned property that is separate or adjacent to the principal Airport property. He commented that the Airport should be prioritized for passenger parking.

Vice-Chairman Keirn agreed with Board Member Schoen that rental car parking should eventually be moved off-site.

Airport Manager Pomeroy commented that he will conduct a detailed review of the ALP drawing set, submit changes to Engineer Mitchell, and submit the set to the Board for review and approval as desired by the Board. Once the Board approves the ALP he will submit it to the FAA for review and approval.

VIII. NEW BUSINESS

A. Election of Officers (See Brief)

Airport Manager Pomeroy briefed the Board that the election of officers is scheduled for the March meeting.

Attorney Laski commented that the offices up for election are the Chair, Vice-Chair, Secretary, and Treasurer. The Treasurer is not required to be a Board Member.

Chairman Fairfax commented that the Chair position required a dedication of approximately 3-4 hours a week of his time, and included tasks such as Airport management oversight and meeting agenda development. He commented that the

elected Chair needs the willingness to spend the time to do the job effectively. Board Member Greenberg commented that any elected officer position requires an additional investment in time and a willingness to invest the time as needed by Airport Staff.

Board Member Haemmerle commented that the Board is fully aware of what commitments the Chair position requires.

IX. PUBLIC COMMENT

Mr. Strauss commented that he has noticed the improved volume of air carrier service as well as a reduction in airline ticket prices. He also complimented the Airport Staff in their snow removal efforts. Several pilots have noticed a tremendous effort in improving snow removal despite difficult and challenging circumstances.

Mr. Rasch offered his willingness to work in conjunction with Airport Manager Pomeroy to address complaints from the community made regarding APU usage so that an investigation can be conducted and a solution found.

Airport Manager Pomeroy commented that the landowner south of the Airport has graciously offered access to his property in order to allow the Airport to store snow there.

**X. 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 (c) to acquire an interest in real property which is not owned by a public agency and paragraph (f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated. Seconded by Board Member McCleary.

ROLL CALL VOTE:

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

PASSED UNANIMOUSLY

XI. ADJOURNMENT

The January 31, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 8:25 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.