

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

**April 4, 2017
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Secretary - Lawrence Schoen, Treasurer – Ron Fairfax, 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, Airport Operations Manager – Todd Emerick; Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega; Airport Operations Specialists – Tyler Peterson, Jamie Hoover, Robert Perry, Greg Beaver
CONSULTANTS: T-O Engineers – Dave Mitchell; Centerlyne –Candace Crew
AIRPORT TENANTS/PUBLIC: Serco – George White; Len Harlig, Dick Fassino, Atlantic Aviation – Brian Blackburn; Enterprise Rent-A-Car – James Birmingham; WAC – Lisa Phillips; FSVA – Carol Waller; Glass Cockpit Aviation – John Strauss; FHR – Marc Reinemann; Bill Rae
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS: Idaho Mountain Express – Joshua Murdock

CALL TO ORDER:

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

I. APPROVE AGENDA

Vice-Chairman Greenberg proposed to amend the agenda with the following changes:

VII. NEW BUSINESS

- B. Consideration of Submitting AIP Grant Application AIP '43 – Apron Expansion; Runway Rehabilitation/Drainage Improvements, Environmental Assessment, Snow Removal Equipment Acquisition – Attachment #7
DISCUSS/PUBLIC COMMENT/ACTION**

MOTION:

Made by Vice-Chairman Greenberg to amend the agenda as proposed. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

A. April 4, 2017 Regular Meeting (See Brief)

The April 4, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

VII. OLD BUSINESS

C. Airport Planning Projects

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

Mr. Deneakas agreed with Board Member McCleary and commented that it is not noise averages that need to be analyzed but the size and frequency of the spikes in noise levels throughout the year.

MOTION:

Made by Board Member McCleary to approve the April 4, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Board Member Fairfax.

**PASSED
BOARD MEMBER HAEMMERLE ABSTAINED**

IV. REPORTS

A. Chairman Report

Chairman Keirn commented that there are significant financial and physical challenges that will be presented to the Board in the next few years and he hopes the Board maximizes its earning potential as future funding from the FAA is unpredictable.

B. Blaine County Report

No report was given.

C. City of Hailey Report

No report was given.

D. Airport Manager Report

Chairman Keirn presented a Special Performance Award to the Airport Operations Staff in recognition of their superior performance in snow removal operations this winter season. The recipients included Operations Manager Todd Emerick, Operations Specialist Tyler Peterson, Operations Specialist/Fleet Maintenance Robert Perry, Operations Specialist James Hoover, Operations Specialist/Security Trusted Agent Nick Carnes and Operations Specialist/ARFF Training Officer Greg Beaver.

Airport Manager Pomeroy reported on the following (See Power Point Presentation):

- Recap of the FAA Northwest Mountain Region Airports Conference that was attended by Chairman Keirn, Engineer Mitchell, Airport Manager Pomeroy, and Operations Manager Emerick.
- The continued aggressive congressional delegation outreach to the new government administration regarding the Contract Tower Program.
- SkyWest conducted test flights with the EMB-175 Next Generation Regional Jet for the eventual replacement option for the CRJ 700.

Airport Security Coordinator Steve Guthrie reported that the TSA will be installing an AIT (Advanced Imaging Technology) for passenger screening that is passenger friendly and completely funded by the TSA. Installation of the equipment should be complete as early as next Friday and operational by May 1st.

Airport Manager Pomeroy continued his report on the following (See Power Point Presentation):

- The SUN Airport Arts Commission will be installing new artwork at the Airport on May 18th.
- Reliability improvement options related to approach capabilities and reliability for new aircraft that may operate at the Airport in the future.
- Staff will be developing post-winter debriefs on this winter's snow removal and bussing operations to analyze for improvements for next winter.
- Activity planning for heavy air traffic in July and August has begun.
- Runway Pavement Maintenance is still scheduled to commence at 8:00 a.m. on June 5th and conclude at 7:00 p.m. on June 7th.

Chairman Keirn commented that the new approach procedures used by Alaska Airlines this winter have caused a significant increase in snow removal efforts at the Airport.

E. Communications Director Report

No report was given.

F. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance representative Carol Waller reported that they hope to have the summer/fall air service schedule available to the public by the end of the week and commented that the summer/fall air service schedule will include an expansion of service for the convenience of the business community, residents and visitors.

Board Member Greenberg commented that with the continued expansion in air service the Board must be made aware of the Airport's capacity limitations and when those limitations are close to being reached.

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. Airport Commercial Flight Interruptions (See Brief)

E. Review Correspondence (See Brief)

VI. OLD BUSINESS

A. Airport Voluntary Noise Abatement Program (See Brief & Power Point Presentation)

a. Voluntary Noise Abatement Program Update on Committee and Modeling

Airport Manager Pomeroy updated the Board on the status of the noise modeling project (See Power Point Presentation).

Chairman Keirn suggested that the Board develop possible scenarios for consideration rather than the VNAC.

Board Member Schoen suggested three possible noise modeling scenarios for the Board's consideration:

- Gather data during peak summer travel.
- Gather data during the winter season as sound travels differently in different temperatures.
- Gather data during deviations to the Voluntary Noise Abatement Program.

MOTION:

Made by Board Member Haemmerle to have the noise modeling scenario development be tasked to the FMAA. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

Airport Manager Pomeroy commented that he will still discuss scenario options with the VNAC at the Airport meeting and relay their thoughts and ideas to the Board for consideration.

Chairman Keirn commented that scenario options will be discussed in the May Board Meeting.

b. Voluntary Noise Abatement Program Brochure – Review and Approval (See Brief)

Airport Manager Pomeroy presented the Board with the Draft Voluntary Noise Abatement Program Brochure and asked the Board to review the brochure and consider it for approval.

Board Member McCleary suggested that the list of voluntary noise abatement (VNA) procedures on the brochure include a recommendation for flying within the zones that are illustrated on the flight zone map included in the brochure. She also asked that acronyms not be used in the brochure.

Board Member Schoen agreed with Board Member McCleary and suggested that the brochure be restructured and edited so it is more concise and consistent. He suggested that the map be adjusted so it is more legible. He commented that overall the brochure is sound and offered to submit suggested edits to Staff.

Board Member Haemmerle asked who the target audience is for the VNA brochure.

Airport Manager Pomeroy answered that the target audience for the brochure is the pilot community.

Board Member Haemmerle commented that the brochure is decent for its simplicity, but should be accessible to any individual who would like to know what the VNA procedures are.

Airport Manager Pomeroy commented that the VNA procedures posted on the Airport website will be less technical.

Chairman Keirn opened the discussion for public comment.

Glass Cockpit Aviation owner John Strauss commented that he agrees with the Board's comments and is looking forward to participating in the noise modeling discussion with the VNAC.

Airport Manager Pomeroy commented that Staff will revise the brochure and bring it before the Board for consideration at the next Board Meeting.

B. Construction and Capital Projects (See Brief & Power Point Presentation)

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

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

Engineer Mitchell briefed the Board on the status of the Terminal Air Carrier Apron and Parking Lot Improvements project.

The Board discussed technical aspects of Engineer Mitchell's presentation including apron unavailability during construction, completing most of the landscaping installation next spring rather than this fall, and construction management styles for each project.

Board Member McCleary asked how cost savings are implemented by bidding the apron, parking equipment, ticket booth, and landscaping projects separately rather than bidding them as one project.

Airport Manager Pomeroy answered that if the projects were sent out to bid as one project, all the federal requirements would need to be met for each portion of the project, whereas if the projects were sent out to bid separately, the federal requirements for the non-AIP eligible projects would not need to be met.

C. Airport Planning Projects

a. Airport Master Plan – Consideration of Comments/Approval (See Brief & Power Point Presentation)

Airport Manager Pomeroy updated the Board on the Master Plan Update (MPU) and asked the Board to consider approving the Draft Master Plan Update for distribution to the FAA and discussed the FAA's review process of the MPU with the Board.

Chairman Keirn opened the discussion to public comment.

Len Harlig asked if the language included in the MPU regarding the emphasis of the MPU as a planning document rather than an approved document of implementation is unique to this Airport's master planning process.

Airport Manager Pomeroy answered that the planning document language is unique to FMA.

Mr. Harlig asked why so much effort and planning is put towards a document that neither the Airport nor the FAA will commit to.

Board Member Haemmerle answered that the Board disagreed about the necessity of certain projects to be undertaken at this particular time, but agreed that, as time passed and projects became a necessity, it would be appropriate to have a plan in place for those projects.

Chairman Keirn commented that the MPU is a comprehensive plan and the financial figures currently represented in the document will be inconsequential when it is updated again in five years.

Airport Manager Pomeroy commented that the master planning process is critical to obtaining federal funding for future projects. If a future project is not included in the Airport Layout Plan, it will not be eligible for federal funding. He also commented that the FAA desires the master planning process to become a document that reflects the local community's mindset and approach towards the Airport.

Board Member Greenberg commented that the disclaimer language does not exclude the Board from accessing federal funds.

Board Member Schoen commented that he views the disclaimer language as mostly for local political consumption and in that respect, it may add value to the document and he understands the rationale for its inclusion. He suggested the following amendment "...the approval of this planning document by the Friedman

Memorial Airport Authority (FMAA) does not constitute **final** approval" in order to clarify that the Board supports the MPU; however, final approval from the Board is still needed before any project in the MPU moves into implementation.

Attorney Laski commented that since the Joint Powers Agreement terminates in 2020, perhaps the Board should consider adding "...or any successor document" to the end of the disclaimer.

The Board agreed to include Board Member Schoen's and Attorney Laski's amendments to the disclaimer language.

MOTION: *Made by Board Member Haemmerle approve the Draft Master Plan Update Chapter D, Chapter F and Executive Summary to include the new disclaimer language as amended and forward the document to the FAA for their consideration and approval.*

MOTION WITHDRAWN

MOTION: *Made by Board Member Schoen to accept and approve the Draft Master Plan Update including the proposed amendments as heard in this hearing tonight to Chapters D, F and the Executive Summary and the Airport Layout Plan map and authorize Staff to forward the accepted document to the FAA for their review. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

- b. **Scope of Work – Environmental Assessment Runway Protection Zone/Approach Protection – Update (See Brief & Power Point Presentation)**
Airport Manager Pomeroy briefed the Board on the status of the RPZ/Approach Protection Land Acquisition Environment Assessment Scope of Work.

VII. NEW BUSINESS

A. **Parking Lot Vending Services (See Brief & Power Point Presentation)**

Airport Manager Pomeroy suggested that the Board considered assigning the Board Lease/Finance Committee to meet and discuss details and scheduling related to the development of a Request for Proposals (RFP) for parking lot vending services.

Board Member Cooley asked Airport Manager Pomeroy to explain the difference between a management contract and a concession agreement.

Contracts/Finance Administrator Emerick answered that the management contract gives the Board control of the revenue while paying a management fee for the service, whereas with a concession agreement, the Board gets a percentage of the concessionaire's profits.

The Board agreed to develop an RFP for parking lot vending services and directed Staff to schedule a meeting with the Board Lease/Finance Committee.

B. **Consideration of Submitting AIP Grant Application AIP '43 – Apron Expansion; Runway Rehabilitation/Drainage Improvements; Environmental Assessment; Snow Removal Equipment Acquisition (See Brief & Power Point Presentation)**

Airport Manager Pomeroy presented FY '17 AIP Grant Application and requested that the Board consider approval to sign and submit the application to the FAA and direct Staff and Legal Counsel to develop and process City and County resolutions.

Chairman Keirn opened the discussion for public comment. No public comment was made.

MOTION: *Made by Board Member Schoen to submit the fiscal year 2017 AIP Grant Application, authorize the Chair to sign the application and direct Staff to develop and process grant support resolutions from both owners. Seconded by Vice-Chairman Greenberg.*

PASSED UNANIMOUSLY

VIII. PUBLIC COMMENT

Glass Cockpit Aviation John Strauss commented that he appreciates the changes and improvements made to the website

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

MOTION: *Made by Board Member Haemmerle 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 McCleary.*

ROLL CALL VOTE:

<i>Chairman Keirn</i>	Yes
<i>Vice-Chairman Greenberg</i>	Yes
<i>Board Member Fairfax</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

X. ADJOURNMENT

The April 4, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:05 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.*