

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

**August 8, 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, 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; Administrative Assistant/IT Systems Maintenance Coordinator – April Matlock

CONSULTANTS: T-O Engineers – J.D. Heithoff, Joe Guenther, Deena Merrill; Centerlyne –Candace Crew

AIRPORT TENANTS/PUBLIC: R/L/B – Mike Smith; Atlantic Aviation – Jim Hicks; Comp Plan – Len Harlig; GCA – John Strauss; SVAC – Steven Garman; WRLT – Scott Baetiger; Denis Harper, Felicity Roberts, Donna Serrano, Evan Stelma, Holly & Dwight Cole, David Anderson Lisa Phillips, FSVA – Carol Waller; Dick Fenton

AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski

CALL TO ORDER:

The meeting was called to order at 5:33 p.m. by Chairman Keirn.

I. APPROVE AGENDA

The agenda was approved as presented.

MOTION:

Made by Board Member Fairfax to approve the August 8, 2017 FMAA Regular Board Meeting Agenda as presented. Seconded by Vice-Chairman Greenberg.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

A. Environmental Assessment Open House/Public Opportunity to Comment

Bellevue resident Dwight Cole commented that he is opposed to the RPZ alternatives as they are not required by the FAA, they do not address the safety of residents east of the highway and an RPZ allows the Airport to expand the runway to the south by 1,000 feet.

B. Items Not on the Agenda

No public comment

III. PUBLIC HEARING

A. FY '18 Budget (See Brief)

Airport Manager Pomeroy briefed the Board on the proposed FY '18 Budget and commented that there were no significant changes from last month.

Chairman Keirn opened the discussion for public comment.

No public comment was made.

Board Member Schoen commented that the lack of discussion among the Board at this meeting is due to the Board having had previous meeting discussions regarding the proposed FY '18 Budget and that there are no substantial changes to consider.

MOTION: *Made by Board Member Haemmerle to approve the Friedman Memorial Airport FY '18 Budget in the amount of \$7,107,087.00. Seconded by Board Member Cooley.*

PASSED UNANIMOUSLY

IV. APPROVE FMAA MEETING MINUTES

A. July 6, 2017 Regular Meeting (See Brief)

The July 6, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION: *Made by Board Member Fairfax to approve the July 6, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Vice-Chairman Greenberg.*

PASSED UNANIMOUSLY

V. REPORTS

A. Chairman Report

Chairman Keirn commended Airport Manager Pomeroy and T-O Engineers on the Environmental Assessment Open House.

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:

- The July fly-in event was busier than any previous year. Aviation Consultant, Greg Dyer, worked closely with the Federal Aviation Administration (FAA) Salt Lake City Center (SLCC), Friedman Memorial Airport, and the ATCT, which resulted in improved airspace flow and efficiency.
- The Voluntary Noise Abatement Program had positive results overall and Staff will continue to educate users.
- The P3 Airport Summit was attended by Vice-Chairman Greenberg and Contracts/Finance Administrator Emerick. Vice-Chairman Greenberg commented on aspects of the conference regarding private investing in revenue generating operations.
- Eclipse planning is still being coordinated by the Airport with Atlantic Aviation, the FAA, SLCC and ATCT.
- Airport Manager Pomeroy congratulated Operations Manager Emerick and the Operations Staff on the successful FAA Part 139 Inspection results.

E. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance (FSVA) representative, Carol Waller, announced the new non-stop winter flight to Chicago on Saturdays beginning December 23 through March 31. She reported that FSVA is working on the winter flight schedule that will be publicly released by the next Board meeting.

Board Member Schoen inquired as to the marketing efforts for the new Chicago flight and asked if trigger points have been identified that could increase the frequency of the service.

Ms. Waller responded that no trigger points have been identified and that additional flight options were tabled for future discussion. She also stated that marketing will be a joint effort between Visit Sun Valley and Sun Valley Company.

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)

D. Airport Commercial Flight Interruptions (See Brief)

E. Review Correspondence (See Brief)

VII. OLD BUSINESS

A. FY '18 RATES and CHARGES

Airport Manager Pomeroy asked the Board to consider approving the FY '18 Draft Rates & Charges Schedule. There were no significant changes made since the last Board Meeting.

Board Member Fairfax stated that Ricondo and Associates is currently performing the Rates & Charges Analysis for the FY '18 Rates & Charges Schedule and asked Airport Manager Pomeroy to provide the approximate date of completion for this task.

Airport Manager Pomeroy responded that the Notice to Proceed for the Rates & Charges Analysis has been issued and a formal project schedule will be submitted by the end of the week with anticipated completion by the end of 2017.

Board Member Fairfax asked if once the Board had received recommendations from Ricondo it would be possible to update the Rates & Charges Schedule.

Airport Manager Pomeroy answered that the Rates & Charges schedule can be updated by the Board at any time the Board determines it is appropriate.

MOTION:

Made by Board Member Fairfax to approve the proposed FY '18 FMAA Rates & Charges as presented. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

B. Construction and Capital Projects

a. Runway Safety Area Improvements Project - Update

Airport Manager Pomeroy briefed the Board that the final grant draw for AIP '41 has been approved by the FAA and the grant is now closed.

b. Terminal Air Carrier Apron and Parking Lot Improvement Update (See Brief & PPT)

Airport Manager Pomeroy introduced T-O Engineers Project Manager JD Heithoff and briefed the Board on the Terminal Air Carrier Apron and Parking Lot Improvement Project bid process.

Project Manager Heithoff briefed the Board that only one bid was obtained and it was 16% less than the previous bid, but this amount is still higher than the Airport Engineer's estimate.

Board Member Schoen asked how much was budgeted for this project.

Airport Manager Pomeroy replied that \$650,000 was budgeted. He commented that he has spoken with the hangar tenants south of the air carrier ramp about relocating those hangars. The hangars can be removed as an alternative option. He stated that the Airport will not be realizing apron usage to its full financial and physical capacity if the fourth parking spot is not constructed.

Chairman Keirn asked if this project fell within the 93.75% FAA reimbursement amount.

Airport Manager Pomeroy answered that the project is FAA eligible and added that the hangar removal is part of the Master Plan Update (MPU) and could be removed with a phased approach.

Project Manager Heithoff commented that the board has the ability to award the project to Idaho Materials; however, the financial impacts will be noticeable in other Capital Improvement Projects. If the project is delayed, it will be difficult for the contractor to complete the project in a timely manner. He commented that it may be prudent to delay the apron project to give the airport funding flexibility.

Airport Manager Pomeroy commented that the Airport is short on entitlement AIP funds and, in order to complete the project, unsecured discretionary funds would need to be obtained from the FAA. He explained that FAA Civil Engineer/ Compliance Specialist, Mr. Steve Engebrecht and Airport Engineer Mitchell have been discussing the short fall and have projected \$1.1 million in funds are needed to complete the project.

Board Member Haemmerle asked if there were any predictions as to when the construction surge would level off.

Project Manager Heithoff responded that construction prices are inflated because the contractors cannot find enough subcontractors to perform the work.

Vice-Chairman Greenberg commented that while a fourth space could be actualized by removing the hangars, the Board should not proceed unless the hangars will be replaced. He also commented that the FY '18 Budget has allocated funds for this project that will result in an operating loss and as he was not aware of the additional financial impact removing the hangars may have, this may be an opportunity for an investment partner to help finance non-AIP eligible projects such as the parking lot.

Project Manager Heithoff reiterated that additional discussion is needed from the FMAA Finance Committee and Airport Staff to determine alternatives for the project.

Board Member Schoen commented that he was not fully aware of the uncertainty and restriction of discretionary funds necessary for the project. He asked Airport Manager Pomeroy to briefly describe the process for obtaining discretionary funds.

Airport Manager Pomeroy responded that Mr. Engebrecht has added FMA to a discretionary fund list that enables high priority airport projects to obtain the funds when they become available. He commented that in order to be eligible for funding, advanced planning is needed as competition amongst airports in the region is high and the award is based on priority of the project.

Board Member Schoen commented that he was not clear on the time frame for the receipt of funds and asked how it would be possible to complete the bid process not knowing if these funds are available.

Airport Manager Pomeroy responded that the engineer estimates were within the entitlement fund availability; however, the bids received have triggered the need for the discretionary funds. He commented that the FAA will need to know the Board's decision regarding the project by the end of the week in order to apply for discretionary funds.

Vice-Chairman Greenberg recapped that the Board agrees that the project should not be closed and the project should remain open in hopes of future discretionary funding or contract negotiations.

Airport Manager Pomeroy discussed the Board's additional options regarding the grant offer.

Board Member Fairfax commented that he supports constructing the fourth space for the airlines as proposed; however, he does not agree with removing the hangars and losing that source of revenue. He also commented that he favors completing the project, but believes that the Board should not accept the bid until the discretionary funds are confirmed.

Airport Manager Pomeroy responded that it is possible to postpone the project and roll over the entitlement funds to the next year; however, the Board may unintentionally impact planned CIP projects.

Board Member Schoen commented that it is not possible to complete the apron project without completing the parking lot, but it is possible to complete the parking lot without completing the apron project. He suggested that the Board proceed with approving the parking lot project and then complete the apron project at a later time.

Board Member Haemmerle commented that Staff is not seeking a solution for the project at this meeting and he would prefer to analyze and prioritize the projects with Staff and the Finance Committee.

Board Member Schoen proposed an alternative approach to the project by approving a portion of the parking lot project and moving forward on construction and funding.

Chairman Keirn reiterated Airport Manager Pomeroy's suggestion that the Finance Committee meet to further discuss the situation and propose a solution.

Board Member Cooley concurred that the Board should reevaluate the project.

Board Member Fairfax asked what is the current need for the fourth spot for overnight aircraft parking and future projections.

Airport Manager Pomeroy responded that a fourth spot is currently needed; however, SkyWest personnel have adapted to the current constraints based on the known flight schedule.

Airport Manager Pomeroy summarized the Boards direction to meet with the Finance Committee and research a solution for the apron and parking lot project.

c. Parking Booth Professional Services - Consideration to Approve WO 17-02

Airport Manager Pomeroy updated the Board on the status of the parking lot booth and requested approval of T-O Work Order 17-02 for design.

Board Member Schoen asked why T-O Engineers needed to be an intermediary in the project and why the Board is unable to contract directly with the architect for design tasks.

Airport Manager Pomeroy responded that T-O Engineers is our Project Manager and it is basic practice that they manage these types of projects.

Board Member Fairfax commented that it is more cost effective to have T-O Engineers manage the project rather than Staff.

MOTION:

Made by Board Member Fairfax to approve Work Order 17-02 for the Parking Lot Booth Design as presented in the amount of \$11,450. Seconded by Vice-Chairman Greenberg.

PASSED UNANIMOUSLY

C. AIRPORT PLANNING Projects

a. Environmental Assessment for Runway Protection Zone/Approach Protection Update and Selection of FMAA's Preferred Alternative (See Brief & PPT).

Airport Manager Pomeroy updated the Board on the status of the land acquisition and potential structure removal as well as a brief on the success of the Environmental Assessment Open House and introduced T-O Engineers Environmental Manager, Joe Guenther (See Power Point Presentation).

Board Member Schoen asked what buildings were excluded from the land acquisition in Alternative 2 and inquired about an alternative that includes acquisition of the house excluding the outbuildings.

Airport Consultant Guenther answered that all the buildings were excluded in Alternative 2. He recommended that the Board approve the land acquisition and exclude the outbuildings and commented that a hybrid alternative that includes aspects of Alternatives 3 & 4, will be submitted for the September Board Meeting.

Board Member Haemmerle stated that the Airport is operational with the current buildings in place and asked why is it necessary to remove them. He asked if the Airport was incompatible with current FAA Standards.

Airport Consultant Guenther answered that the Airport is incompatible with the current FAA standards and these standards could be mandatory in the future.

Board Member Schoen commented that the residence and other structures on the property are within the Blaine County Airport Overlay District; however, the residence was there before the County's Overlay District was effective.

Board Member Fairfax commented that he would prefer to discontinue easements with the landowner. He commented that Alternatives 3 and 4 allow conservation of the pump house and the electrical junction boxes while giving the Airport runway the safest approach.

Board Member Schoen asked why is it necessary for the acquisition areas of Alternative 3 & 4 to extend beyond the road as the road allows the property owner access to other buildings on the property. He also asked if the owner will have access to the haystack yards.

Airport Consultant Guenther responded that the Alternatives do feature options that enable the ranch to function and he suggested rerouting the road as well as the haystack area as these would be retained by the land owner.

Board Member Schoen clarified that the Board does not support runway expansion, runway expansion is not part of the recently adopted Master Plan nor any plan the Airport has adopted and RPZ Acquisition in this case is not a precursor for any planned runway extension.

Board Member Haemmerle agreed that the Board has not approved an extension of the runway.

Vice-Chairman Greenberg stated that by removing the trees from the RPZ, the Airport is regaining 600 feet of existing pavement (declared distance).

Airport Manager Pomeroy corrected Vice-Chairman Greenberg's statement based on the recent Environmental Assessment Open House discussion and stated that 400 feet of additional declared distance would be gained, not additional runway, which would allow the Airport to gain full use of the current runway.

Chairman Keirn commented that the structures on the ranch property are not compliant with FAA or County Standards and suggested that the Board select an alternative that removes the structures.

Board Member Cooley asked Airport Consultant Guenther to describe the Hybrid Alternative.

Airport Consultant Guenther briefed the Board that a hybrid of Alternatives 3 and 4 would consist of the acquisition of the property as outlined in Alternative 4 with easements granted back to the owner for the road to the electrical junction boxes and irrigation pumps and an easement for the road near the 1250' object free area (approach protection area). The acquisition area would also extend further west to encompass the 1250' approach protection area determined by FAA Standards.

Board Member Schoen commented that he supports the hybrid of alternatives 3 and 4 as described by Airport Consultant Guenther regarding the land acquisition as it allows the Airport to control the airspace and creates a safe zone for future development.

Vice-Chairman Greenberg commented that his only concern is the potential for the regrowth of the cottonwood trees on the other side of the canal that would not be owned by the Airport.

Airport Attorney Laski commented that under Idaho Law an Aviation Hazard Statute exists that prevents the Airport from removing existing trees or obstructions on easements, but does allow the Airport to remove obstructions that may develop now or in the future on property adjacent to the Airport.

Board Member Cooley commented that he supports a hybrid of Alternative 3 & 4 as it is reasonable and satisfies the Airport's need.

Vice-Chairman Greenberg also supported the hybrid version.

Board Member Haemmerle also supported the hybrid version.

Board Member Fairfax asked if Airport Consultant Guenther will bring back the hybrid version as the Board's preferred alternative at the September meeting.

Airport Consultant Guenther responded that he will prepare the preferred alternative as well as the Alternatives Evaluations Summary for the Board's consideration at the September meeting after which it will be sent to the FAA for review.

D. MISC.

a. Parking Lot Management Services RFP Update

Contracts and Finance Administrator Emerick briefed the Board on the Parking Lot Management Service RFP and informed them that three proposals had been received and Staff will be scheduling a Board Lease Committee Meeting to review them and provide a recommendation to the Board at the September meeting.

b. Audit Services RFP Update

Contracts and Finance Administrator Emerick briefed the Board on the Audit Services RFP and informed the Board that four proposals had been received and Staff will be scheduling a Board Lease Committee Meeting to review them and provide a recommendation to the Board at the September meeting.

VIII. NEW BUSINESS

A. Drone/Unmanned Aerial Systems (UAS) (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on current unauthorized drone operations near the Airport. He commented that he has reached out to local enforcement agencies and discovered that there are no regulations for drone operations in the City or County and suggested that the Board discuss development of regulations to enforce them.

Board Member Schoen, having attended an FAA-sponsored focus group at a recent National Association of Counties conference, commented that the FAA takes the drone issue seriously and recommends that local governments develop regulations and enforcement at the local level.

Board Member Haemmerle commented that the City has inquired with their legal counsel about having authority to enforce the air space and has concluded that the FAA regulates the air space.

Board Member Fairfax commented that although the City cannot control the airspace, it may be able to have the right to enforce the FAA's regulations.

Board Member Schoen commented that the FAA intends to clarify jurisdictional issues, but it does believe local governments currently have jurisdictional authority over drone use and should use it.

IX. PUBLIC COMMENT No public comment was made.

X. EXECUTIVE SESSION MOTION:

I.C. §74-206 (a)(c)(f)

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 Vice-Chairman Greenberg.

ROLL CALL VOTE:

Chairman Keirn	Yes
Vice-Chairman Greenberg	Yes
Board Member Fairfax	Yes
Board Member Schoen	Yes
Board Member Haemmerle	Yes
Board Member McCleary	No
Board Member Cooley	Yes

PASSED UNANIMOUSLY

XI. ADJOURNMENT

The August 8, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:40 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.*