

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

**March 6, 2018
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

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 – Cecilia Vega, Administrative Assistant IT Services Coordinator – April Matlock; Administrative Assistant/Alternate Security Coordinator – Roberta Christensen

CONSULTANTS: T-O Engineers – Dave Mitchell; Centerlyne – Candace Crew

AIRPORT TENANTS/PUBLIC: GCA – John Strauss; The Coffee House – Roy Clark; FHR – Marc Reinneman; Comp Plan – Len Harlig

AIRPORT LEGAL COUNSEL:

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

The agenda was approved as presented.

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

A. February 13, 2018 Regular Meeting (See Brief)

The February 13, 2018 Friedman Memorial Airport Authority Meeting Minutes were approved as amended.

MOTION:

Made by McCleary to approve the February 13, 2018 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Vice-Chairman Greenberg.

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

No report was given.

B. Blaine County Report

No report was given.

C. City of Hailey Report

No report was given.

D. Fly Sun Valley Alliance Report

No Report.

E. FMAA Treasurer's Report (See Power Point Presentation)

Board Member Fairfax briefed the Board on the Profit & Loss Year to Date (YTD) Comparison for Fiscal Year 2018. He commented that the budget performance was better than predicted with a positive amount of \$279,500.88

F. Airport Manager Report (See Power Point Presentation)

Airport Manager Pomeroy briefed the Board on the following:

- The Trump Administration published the proposed fiscal year 2019 budget that did not include funding for the Contract Tower Program. The Air Tower Control (ATC) privatization bill has been taken out of the House of Representatives for Federal Aviation Administration (FAA) reauthorization.
- The President's Day Weekend was successful with minor weather impacts and delays. Communication and coordination efforts with the FAA Air Route Traffic Control Center in Salt Lake City (ZLC) are ongoing and anticipated to improve to reduce negative impacts to the airport.
- The Air Traffic Control Tower (ATCT) Replacement Alternatives Analysis is expected to be completed in the next few weeks. Board Member Schoen is currently visiting the FAA offices in D.C. and plans to visit the remote air traffic control tower in Leesburg, VA with Mr. Greg Dyer, Aviation.
- The Car Park is operating under the new management agreement effective March 1. During this transition the Airport Staff is still working with the consultant, Mr. Chris Johnson from C.A. Johnson Consultants and The Car Park.
- The SUN Airport Art Committee (SAAC) call to artist has been published and the new artwork is scheduled to be on display May 17, 2018 through November 15, 2018.
- In the April meeting the Board should expect and update on the concession and communication Request for Proposal (RFP)'s.

Board Member McCleary asked what are the procedures followed by aircraft.

Airport Manager Pomeroy responded that the FAA ZLC Center establishes structured routes and procedures for aircraft to manage the flow in and out of the airport.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

B. Profit & Loss, Budget Performance Summary, ATCT Traffic Operations Count and Enplanement Data (See Brief)

C. Airport Commercial Flight Interruptions (unofficial) (See Brief)

E. Review Correspondence (See Brief)

VI. ACTION

A. NEW BUSINESS

1. Consideration of a Mountain West Bank Account and Application for Merchant Card Processing for Terminal Auto Parking.

Airport Manager Pomeroy briefed the Board on the request to open a merchant credit card processing services account with Mountain West Bank.

Contracts/Finance Administrator Emerick briefed the Board that she has requested additional information on the credit card processing system that will be relayed to the Board. She commented that if there is the availability for cost savings it will be pursued.

Vice-Chairman Greenberg commented that third-party credit card processing locations is where the large fees are charged. He also asked if there would have any prior history of transactions with a credit card vendor for comparison.

Contracts/Finance Administrator Emerick responded that transaction history would not be available for comparison.

MOTION: *Made by Board Member Fairfax to approve the opening of a new account with Mountain West Bank and submittal of the application for merchant credit card services. Seconded by Board Member McCLeary.*

PASSED UNANIMOUSLY

2. Rental Car Agreement Renewals

Airport Manager Pomeroy briefed the Board that the lease agreements with the car companies are up for renewal. Hertz and Avis would like to renew their agreement and Enterprise has expressed a desire to negotiate a new lease. The Lease Committee has recommended that lease extensions be extended to the three tenants for their consideration.

Board Member Fairfax commented that he felt that the current leases are working properly.

Board Member McCLeary asked if Enterprise would want to move location.

Vice-Chairman Greenberg responded that the three agencies have equal exposure and that there is a predetermined consumer preference for car rental companies.

MOTION: *Made by Board Member McCLeary moved to approve the lease extension offer to Hertz, Avis, and Enterprise. Seconded by Board Member Fairfax.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. Consideration of Procedures for Enacting Airport Regulations (See Brief & PPT)

Airport Manager Pomeroy briefed the Board that the Procedures for Enacting Airport Regulations document has been revised as requested and is now presented for Board approval.

MOTION: *Made by Vice-Chairman Greenberg to approve the Procedures for Enacting Airport Regulations Policy as presented. Seconded by Board Member McCLeary*

PASSED UNANIMOUSLY

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS (See Power Point Presentation)

1. Letters to the FAA and City of Bellevue regarding Air Traffic Procedures at SUN

Chairman Keirn informed the Board that a packet containing a formal response to a letter submitted to the FAA by the City of Bellevue regarding head to head operations has been submitted to Mr. William Washington at the FAA Regional Air Traffic office in Auburn, Washington. A letter informing Mayor Koch of Bellevue about this response has been sent to him.

Board Member McCleary asked if the Airport Manager has received any response from the FAA or Mayor Koch.

Chairman Keirn responded that no contact has been made by the FAA.

Airport Manager Pomeroy responded that he does not expect a response from Mayor Koch, the letter was simply to inform him of the action taken by the Board.

B. CONTINUING BUSINESS (See Power Point Presentation)

1. Construction and Capital Projects

i. Runway Pavement Maintenance

Airport Manager Pomeroy reviewed the airport scheduled closures associated with the upcoming runway pavement maintenance project. The closures will occur on June 5th from 8:15 a.m. to 9 p.m. and June 6th from 8:15 a.m. to 5 p.m.

ii. Terminal Air Carrier Apron and Parking Lot Improvements

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

Airport Manager Pomeroy commented that he is working with the City of Hailey on a wayfinding plan for the signage from the highway to Airport Way. He added that a campaign informing the public of the construction is also underway.

Vice-Chairman Greenberg asked what the construction process entails for the apron expansion. He also asked if the flight schedule would have 4 aircraft simultaneously on the ground.

Airport Consultant Mitchell responded that the time-consuming task was allowing enough time for the pavement to cure.

Airport Manager Pomeroy responded that as of last summer the airport had 4 aircraft stay overnight and the expansion will help with the flow and efficiency of air carrier parking.

Board Member McCleary asked if the sidewalk was removed would it be replaced with an identified pedestrian walkway.

Airport Consultant Mitchell responded that the sidewalk will not be removed.

2. Airport Planning Projects

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on the status of the Environmental Assessment (EA) project and requested that the Board provide guidance on the next steps.

Board Member McCleary asked what would happen if the owner refused to grant an easement or if the owner wanted to sell the excluded property would it require a new EA.

Airport Manager Pomeroy responded that it was likely that a new EA would be initiated if federal money was requested.

After Board discussion Chairman Keirn directed Airport Manager Pomeroy to proceed with the suggested Alternative 5 Modified option.

ii. Noise Modeling

Airport Manager Pomeroy updated the Board on the status of the Noise Modeling results and commented that due to unforeseen scheduling conflicts they should anticipate a presentation at the May meeting.

3. Misc.

i. Terminal Concession Services – Request for Proposal (RFP)

Vice-Chairman Greenberg briefed the Board that the RFP's have been sent out to potential candidates. He also commented that a potential candidate has been approached to provide interim services with no assurance that they would be granted the concession. The proposals are due March 26, 2018 and the Board will be updated at the April meeting.

ii. Communications – Request for Proposal (RFP)

Airport Manager Pomeroy briefed the Board on the status of the Communications RFP. He commented that the committee anticipates reviewing submittals in April with a recommendation to the Board at the May meeting.

VIII. PUBLIC COMMENT

Chairman Keirn asked that based on recent incidents with irate passengers who missed their flight was there a campaign that recommended they arrive 90 minutes prior to their departure time.

Airport Manager Pomeroy responded that advertisement asks passengers to be at the airport at least 90 minutes before their flight.

Mr. Len Harlig commented that during the construction process management should anticipate passengers to park in the upper parking lot and should count on needing to relocate the vehicles.

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

X. ADJOURNMENT

The March 6, 2018 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:15 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.*