

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

**January 8, 2019
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Secretary - Lawrence Schoen, Board - Fritz Haemmerle, Angenie McCleary, Pat Cooley
FRIEDMAN MEMORIAL AIRPORT AUTHORITY TREASURER: Ron Fairfax
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, Airport Coordinator – Tessa Baker, Sue Heaphy
CONSULTANTS: T-O Engineers – Dave Mitchel; Centerlyne – Sarah Shepard, Candace Crew; Harris & Co. – Josh Tyree, CPA; Rexroat, Harberd – Laurie Harberd, CPA
AIRPORT TENANTS/PUBLIC: Fly Sun Valley Alliance – Carol Waller; Blaine County – Dick Fosbury; Atlantic Aviation – Brian Blackburn; Hertz – Dakotah Dayton
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS: Idaho Mountain Express – Alejandra Buitrago

CALL TO ORDER:

The meeting was called to order at 5:31 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. December 4, 2018 Regular Meeting Minutes

MOTION:

***Made by Board Member McCleary to approve the
December 4, 2018 Regular Meeting Minutes.
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 (see Power Point Presentation)

Fly Sun Valley Alliance (FSVA) representative, Carol Waller, briefed the Board on the FSVA progress on finalizing the summer schedule as well as working with the airlines and the airport to complete a five-year strategic plan for air service.

Vice-Chairman Greenberg commented that enplanements and operations are at 50% of what they were in the year 2001 and asked what impact that has on the Minimum Revenue Guarantees (MRG's).

FMAA Treasurer Fairfax asked if there was a load factor percentage that would eliminate the need for MRG's.

FSVA Representative Waller responded that there were more seats due to larger aircraft and MRG calculations are a complicated equation due to the factors such as ticket cost, ancillary revenue, and baggage fees that are considered in the equation and are not likely to be eliminated.

E. Airport Manager Report (see Power Point Presentation)

Airport Manager Pomeroy briefed the Board on the following:

- The government shut down has not created a negative impact on the airport. Transportation and Security Administration (TSA) and Air Traffic Controllers are considered essential personnel and it is anticipated that they will continue to report to work.
- The Airport experienced a successful holiday season with few delays and diversions.
- At the request of passengers, TSA will be implementing a pilot program for Pre-Check eligible passengers and will offer set times for screening.
- The Airport Manager has been coordinating with Mayor Haemmerle and the City of Hailey staff on the design and installation of an entrance sign for the Airport
- Airport Manager Pomeroy will be attending the US Contract Tower Association (USCTA) Policy Board Meeting in Nashville, Tennessee on February 6 – 8, 2019.
- The Airport Manager and Mr. Bill Payne, William E. Payne & Associates, Inc. are drafting a letter for the US Department of Transportation (USDOT) Secretary and Federal Aviation Administration (FAA) Administrator, regarding the Remote Pilot Tower Program and will be traveling to DC in January or February to present the letter.
- The Airport Manager recognized Airport Operations member Jamie Hoover, for his generosity and foresight to assist a passenger in need during the holiday.
- Airport Manager Pomeroy recognized and praised Board Member Schoen on his service to the Airport Authority and wished him well on his future endeavors.
- At the February meeting the Board should anticipate a review and discussion of the RPZ Environmental Assessment draft.

Board Member McCleary commented that additional signage may also be needed at the airport exit.

Airport Manager Pomeroy responded that airport wayfinding was still a work in progress.

Board Member Schoen thanked Mayor Haemmerle for his involvement with the recent sign installation and dedication ceremony for the "Welcome to Hailey" sign erected at airport exit.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

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

C. Airport Commercial Flight Interruptions (See Brief)

D. Review Correspondence (See Brief)

FMAA Treasurer Fairfax asked if the Airport had a projected cost of the diversions and the impact on PFC revenue and landing fees.

Airport Manager Pomeroy responded that such an analysis has not been completed; however, he would prepare an estimate.

VI. ACTION ITEMS

A. NEW BUSINESS (See Brief & Power Point)

1. Consideration of Change of Meeting Date – February 2019

Airport Manager Pomeroy briefed the Board on Board Member McCleary's request to reschedule the February meeting date to accommodate the Blaine County Commissioner's attendance of the Idaho Association of Counties Conference.

MOTION: *Made by Board Member Haemmerle to change the regularly scheduled Board meeting from February 5, 2019 to February 12, 2019. Seconded by Vice-Chairman Greenberg.*

PASSED UNANIMOUSLY

2. Annual Audit of Acceptance of FMAA Financial Statements & Other Financial Information Year Ended September 30, 2018.

Laurie Harberd, Rexroat, Harberd & Associates CPA, presented the FMAA Financial Statements for the fiscal year ended September 30, 2018.

Josh Tyree, Harris & Co. CPA, presented the FMAA audit results for the fiscal year ended September 30, 2018. Mr. Tyree reported the audit resulted the final issue of an unqualified, clean opinion.

MOTION: *Made by Vice-Chairman Greenberg to approve the FMAA Financial Statements for the Year Ended September 30, 2018 as presented and directed Staff to distribute to the appropriate government agencies. Seconded by FMAA Treasurer Fairfax.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. NONE

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS (See PowerPoint Presentation)

1. Discussion of FMAA Board Positions Including Independent Member

Airport Attorney Laski briefed the Board that Independent Board Member Fairfax's two-year term had expired December 31, 2018. He explained the options available to the Board were to re-appoint Board Member Fairfax or conduct an Independent Board Member Selection Process. He also commented that the appointment of the Independent Board Member position must be a unanimous decision.

The Board discussed and recognized Board Member Fairfax's contributions to the Board and after a brief discussion on following the Board's selection process, agreed to proceed with an Independent Board Member Selection Process. Chairman Keirn directed the Airport Manager and Staff to publicly advertise the FMAA Independent Board Member position.

B. CONTINUING BUSINESS

1. Construction and Capital Projects

i. Terminal Improvements

Airport Manager Pomeroy briefed the Board on the status of the grant application the airport submitted for FAA discretionary funds for the TSA holdroom expansion and improvement to the security checkpoint. He explained that, before the government shutdown, it was anticipated that an update would come mid-January.

2. Airport Planning Projects

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Airport Manager Pomeroy briefed the Board on the RPZ Environmental Assessment (EA) status and commented that all five of the draft chapters have been submitted to the FAA and have received positive feedback. The final review comments are pending and no information has been received to date.

ii. Instrument Approach Development

Airport Manager Pomeroy informed the Board that Chairman Keirn recently executed a contract with Flight Tech Engineering for the completion of a feasibility study that will be funded by the airport. He reminded the Board that this study will not produce an approach procedure, but it will explore potential approach improvement options.

Board Member Schoen asked who authorized the feasibility study.

Airport Manager Pomeroy responded that the feasibility study was not include in the FY '19 budget; however, after a budget review it was determined it could be accommodated. The contract amount is within Chairman Keirn's contracting authority.

VIII. PUBLIC COMMENT

No public comment

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

MOTION:

Made by Vice-Chairman Greenberg to enter into executive session pursuant to Idaho Code §74-206 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 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 January 8, 2019 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:15 p.m.

Don Keirn, Chairman

* *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.*