

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

**February 12, 2019
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Board - Fritz Haemmerle, Angenie McCleary, Pat Cooley, Dick Fosbury
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 – Sue Heaphy
CONSULTANTS: T-O Engineers – Dave Mitchel; Centerlyne – Sarah Shepard, Candace Crew
AIRPORT TENANTS/PUBLIC: Fly Sun Valley Alliance – Carol Waller; 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 5:30 p.m. by Chairman Keirn.

I. APPROVE AGENDA

The agenda was approved as presented.

II. OATH OF OFFICE

A. Dick Fosbury – Blaine County Commissioner
Blaine County Commissioner Dick Fosbury took the FMAA Oath of Office administered by Chairman Keirn. Chairman Keirn congratulated Board Member Fosbury on his new appointment on behalf of the Board and Staff.

III. PUBLIC COMMENT

No public comment was made.

**IV. APPROVE FMAA
MEETING MINUTES**

A. December 13, 2018 Special Meeting Minutes

B. January 8, 2019 Regular Meeting Minutes

The January 8, 2019 Regular Meeting Minutes were amended as follows:

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 ~~but enplanements are the highest that they've been since 2001~~ and asked what impact that has on the Minimum Revenue Guarantees (MRG's).

MOTION:

Made by Vice-Chairman Greenberg to approve the December 13, 2018 Special Meeting Minutes as presented and the January 8, 2019 Regular Meeting Minutes as amended. Seconded by Board Member McCleary.

PASSED UNANIMOUSLY

V. REPORTS

A. Chairman Report

Chairman Keirn praised the Airport Operations Staff on the excellent snow removal operations performed during the recent snow storms.

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)

No report was given.

E. Airport Manager Report (see Power Point Presentation)

- The Airport Manager attended the United States Contract Tower Association (USCTA) Policy Board Meeting in Nashville, Tennessee on February 6 – 8, 2019. He informed the Board that the key issues discussed were the shortage of pilots and contract tower controllers as well as being able to retain employees.
- The Airport Manager is working with the current delegation members in order to gain their support and present a letter to the U.S. Department of Transportation (USDOT) Secretary and Federal Aviation Administration (FAA) Administrator in Washington D.C. regarding the FMAA's desire to partake in the Remote Tower Pilot Program.
- The Airport Manager is working with Sheryl Mukhard, Manager for the Transportation Security Administration (TSA) to create a partnership with the airlines and the Airport to develop an ambassador hosting program that will funnel Pre-Check passengers and manage an enrollment station to assist potential Pre-Check passengers in a more effective manner this summer.
- President's weekend is expected to be busy and the recent snow storms have limited the amount of available aircraft parking. The Airport Manager is working with Brian Blackburn, Manager of Atlantic Aviation to develop a plan to accommodate "drop and go" aircraft operations, once parking reaches capacity.
- The Federal Aviation Administration (FAA) Northwest Mountain Region Airports Conference is scheduled to be held March 18 - 20, 2019 in Renton, WA and the Board is welcome to attend.
- At the March meeting, the Board should anticipate a discussion regarding Board officer elections, review of the draft Environmental Assessment and receive an update on the approach feasibility analysis results.

Board Member McCleary asked if the TSA ambassador program would target all passengers or just Pre-Check eligible passengers only.

Airport Manager Pomeroy responded that the program would target all passengers.

VI. 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)

VII. ACTION ITEMS

A. NEW BUSINESS (See Brief & Power Point)

1. Parking Lot Landscaping Bids – Recommendation of Award

Airport Manager Pomeroy briefed the Board on the results of the Parking Lot Landscaping bid facilitated by T-O Engineers, Inc. He commented that bids were requested from All Season Landscaping, Big Wood Landscaping, and Webb Landscaping, however; only two bids were received. The Airport Manager requested that the Board authorize him and the engineers to negotiate with the lowest bidder a not to exceed contract of \$48,455 that would complete the project on budget of \$60,000.

Board Member Fosbury asked if the change of design would incur further expenses.

Airport Manager Pomeroy responded that the negotiation would remain within the not to exceed amount of \$48,455.

Vice-Chairman Greenberg asked if the modified design had been approved by the City of Hailey Design and Review Committee.

Airport Manager Pomeroy responded that the change was not significant enough to warrant an additional review, but he would verify with T-O Engineers and will report at the Special Meeting.

After a brief discussion, Chairman Keirn directed the Airport Manager to seek clarification on the presentation that demonstrated Big Wood Landscape as the lowest bidder and add the item to the upcoming Special Meeting agenda.

2. Independent Board Member Selection Process – Consideration of Special Meeting Date for Interviews

After a brief discussion, the Board agreed to hold a Special Meeting on February 19, 2019 at 5:00 p.m. and directed the Airport Manager and Staff to publish the appropriate notice and schedule the candidate interviews.

B. CONTINUING BUSINESS

1. NONE

VIII. DISCUSSION AND UPDATES

A. NEW BUSINESS (See Brief & Power Point)

1. Discussion of FMAA Board Officer Appointments

Chairman Keirn briefed the Board that officer elections will be held at the March meeting and that, in the past, the Vice-Chair has succeeded the current Chairman.

Board Member McCleary commented that she would be supportive of Vice-Chairman Greenberg being elected as Chairman since he is involved with several committees within FMAA and she would also be supportive of having a City of Hailey member elected as Vice-Chairman since it promotes a good balance for the Board.

B. CONTINUING BUSINESS

1. Construction and Capital Projects

i. Terminal Improvements

Airport Manager Pomeroy commented that due to the government shut down, he did not have an update regarding the Terminal Improvement project, but he is anticipating news by the March meeting.

2. Airport Planning Projects

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Airport Manager Pomeroy briefed the Board on the Environmental (EA) status and commented that T-O Engineers had obtained legal comments from the (FAA). He also commented that he contacted regional and FAA Helena ADO Manager, Diane Stilson, to express his and the Board's frustration regarding the drawn-out EA process. The Airport Manager is optimistic that an approval will be received from the FAA by the end of February that will begin the 30-day public comment period.

ii. Instrument Approach Development

Airport Manager Pomeroy briefed the Board on the Instrument Approach Development study and commented that he is very impressed with the work that is being performed but reiterated that the effort will not produce a new approach procedure by the consultant. He commented that he hopes to have preliminary results to the Board at the March meeting.

Board Member McCleary asked how much information will be obtained from the feasibility study.

Airport Manager Pomeroy responded that there will be a large amount of information that will be obtained from this study that will be helpful in exploring the best potential approach improvement option.

3. Miscellaneous

i. None

IX. PUBLIC COMMENT

No public comment

X. ADJOURNMENT

The February 12, 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.*