



Friedman Memorial Airport Authority

Regular Board Meeting

February 11, 2020





Approve Agenda





Public Comment

(10 Minutes)





Approval of Meeting Minutes

January 7, 2020 Regular Meeting





Reports



Reports

- ▶ Chairman Report
- ▶ Blaine County Report
- ▶ City of Hailey Report
- ▶ Fly Sun Valley Alliance Report
- ▶ Airport Manager's Report

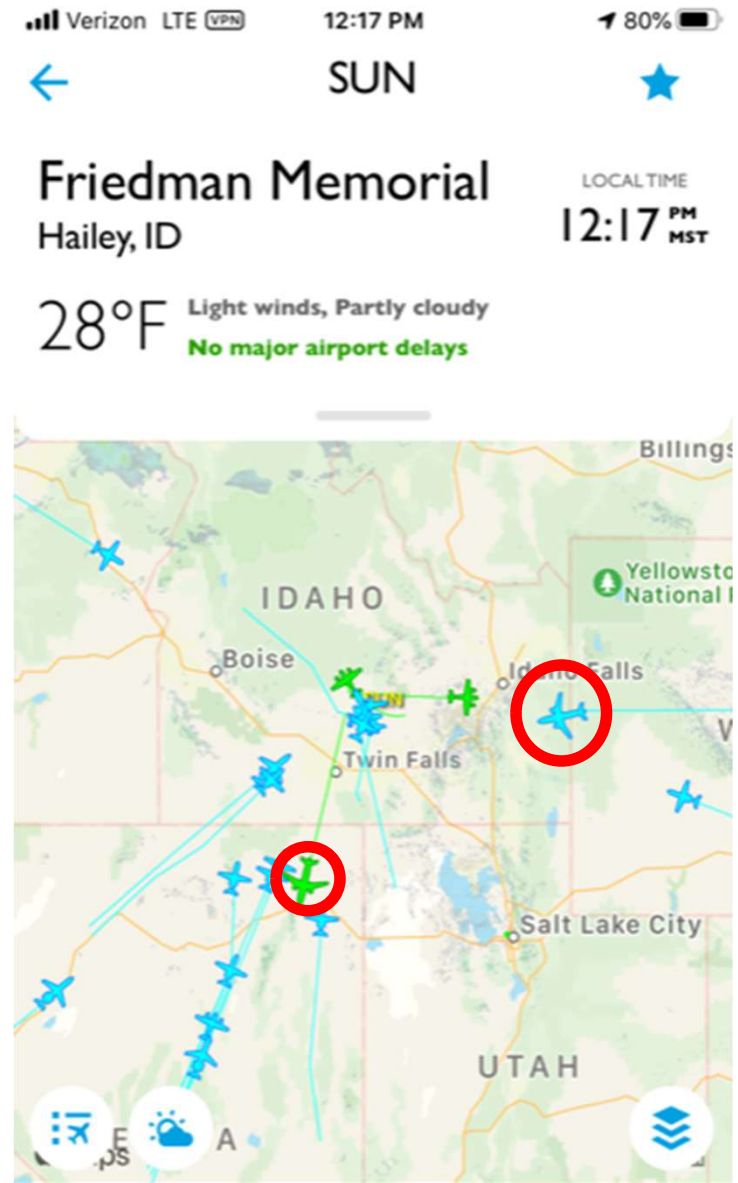


Airport Manager's Report



Air Service Board

- ▶ Special meeting
 - January 30
- ▶ Greg Dyer
 - Airspace consultant
- ▶ Additional coordination with FAA
 - Salt Lake Center
 - Command Center



USCTA/NWAAAE/ACC

- ▶ USCTA Policy Board retreat
 - Monterey, CA
 - January 22–25

- ▶ NWAAAE Board retreat
 - Seattle, WA
 - February 18

- ▶ AAEE/ACC National Planning Conference
 - Speaker invite
 - Reno, NV
 - February 19



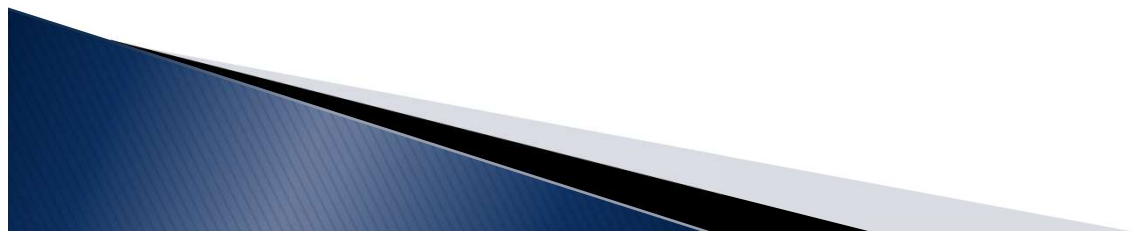
“On the Horizon”

- ▶ CFC discussion
- ▶ Capital project recommendations
 - Finance committee budget review
- ▶ Rates and Charges review and discussion





Airport Staff Brief Questions?





**Action
New Business**



Runway Rehabilitation Project

- ▶ Airfield pavements
 - Runway
 - Ramps – Sections 2 and 4
- ▶ Crack seal, rubber removal, restripe, seal coat
- ▶ Schedule
 - First week of June
 - Limited closure windows
 - Maybe some night work (rubber removal)



Runway Rehabilitation Project

- ▶ Next Steps – April 1
 - Design
 - Bid
 - Contractor
- ▶ T-O Work Order #20-02
 - Design and bid
 - Field services
 - DBE
- ▶ \$75,887
 - AIP Eligible (Entitlement)
 - FMAA Share (6.25%) = \$4,743
- ▶ ACTION: Recommend approval of Work Order



Terminal Area Plan

- ▶ Approval
 - Scope of Work
 - Fee estimate

| Mead & Hunt Fee Estimate | Independent Fee Estimate (Jacobs) |
|--------------------------|-----------------------------------|
| \$302,996 | \$512,540 |
| Negotiated Fee | \$293,368 |

- ▶ FAA AIP eligible (Entitlement)
- ▶ FMAA Share (6.25%) = \$18,336



Terminal Area Plan

► Next Steps

- Notice-to-Proceed
- Finalize project schedule
 - 9–12 months
- Kick-off meeting

► ACTION: Approve scope and fee and direct staff to issue Notice-to-Proceed



Revised Employee Handbook

- ▶ Replace 1992 Handbook (County)
- ▶ Independent HR and employment attorney review
- ▶ Board – Employee Handbook Committee review and direction
- ▶ Summary of revisions
 - Airport Counsel
- ▶ Combination of the updated Blaine County handbook and sample policy handbook created by ICRMP (Idaho Counties Risk Management Program)



Overtime/Compensatory Time

Pages 9–10

- ▶ Includes description of exempt vs. non-exempt employees to comply with requirements and definition in Fair Labor Standards Act (FLSA)
- ▶ Proposed handbook caps compensatory time accrual to 80 hours
 - Any compensatory hours accrued over 80 will be paid in the next pay period
 - Employees can request payout of up to 80 hours of accrued comp time at any time
- ▶ At separation from employment, or when transferring to a salaried position, compensatory time will be paid out in full



Vacation Leave

Pages 17–18

- ▶ Full time employees receive two weeks vacation for first two years, one additional day added each year after that with a maximum of 180 hours of vacation time accrued in one year
 - Part time employees earn vacation in proportion to normally scheduled hours (e.g. 20 hrs/wk = 20 hours vacation per year)
- ▶ Cannot be used within first six months of employment unless approved
- ▶ Caps vacation accrual at 240 hours
- ▶ Upon separation, vacation accrual will be paid out at the then-current hourly or daily rate



Sick Leave

Pages 19–20

- ▶ Full time employees accrue 10 hrs per month
- ▶ Part time employees accrue $\frac{1}{4}$ of hours typically worked in one week
- ▶ Sick leave accrual is capped at 480 hours
- ▶ Proposed handbook forfeits accrued sick leave at separation of employment



Family Medical Leave Act (FMLA)

Pages 22–23

- ▶ FMLA applies to covered employers with 50+ employees in a 75 mile radius
 - Does not apply to the Airport
- ▶ Committee has chosen to apply benefits consistent with FMLA
 - Provide up to 12 weeks of unpaid job-protected leave for qualified medical and family reasons
- ▶ Note – Sick leave maximum accrual is high (480 hours) (page 19)
- ▶ Note – Employees can request additional unpaid leave for “any justifiable purpose” (page 21)



Americans with Disabilities Act (ADA)

Page 23

- ▶ ADA applies to employers with 15+ employees
- ▶ Committee has chosen to implement protections consistent with ADA
- ▶ Airport will reasonably accommodate individuals with a disability to perform job functions unless:
 - Doing so causes threat that cannot be eliminated by reasonable accommodation
 - The accommodation creates an undue hardship to the airport
- ▶ Note – Substance Abuse policy (pages 15–16) complies with ADA



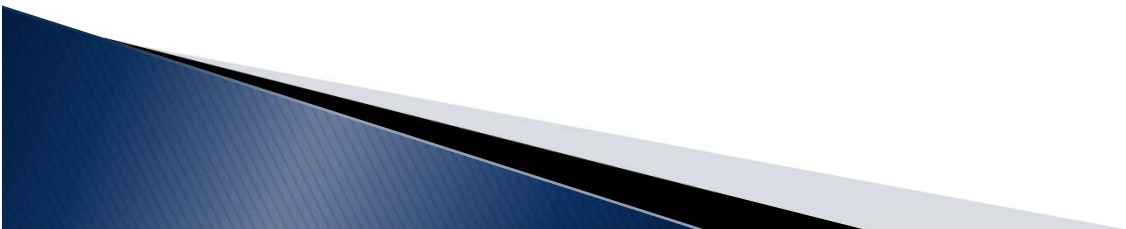
Due Process

Page 37

- ▶ Certain provisions in the current handbook have likely granted current employees a property interest in continued employment
 - E.g. employees may be demoted “for cause” and may be dismissed “for misconduct, inefficiency, inability to perform the work . . . or a violation” of the handbook.
 - E.g. due process procedure outlined
- ▶ Due process moving forward
 - Personnel Committee should be created of three members
 - Law requires a “name-clearing hearing” for employees terminated or demoted based on accusations related to his or her integrity/honesty
 - Procedure outlined in the proposed handbook is broader and permits employees to request an opportunity to be heard for any termination or demotion



Questions?



Revised Employee Handbook

- ▶ ACTION: Approve revised handbook



Personnel Committee

- ▶ Committee recommended in new handbook
- ▶ Consider slate of current Handbook Committee members
- ▶ ACTION: Approve creation of new Personnel Committee





Action Continuing Business





CASH PAYMENT REVIEW/AUTOMATION



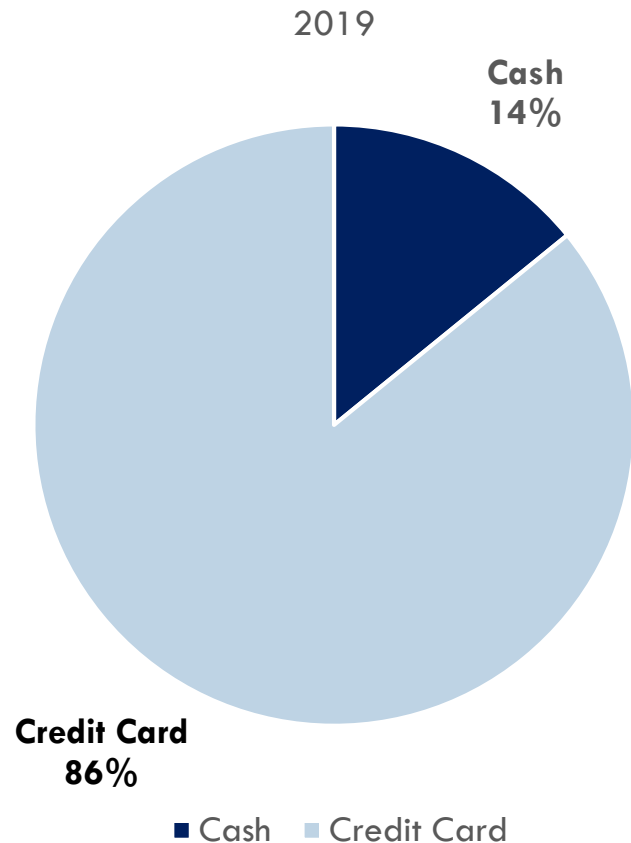
CAJohnson Consulting
Beyond The Space

Friedman Memorial Airport
Hailey Idaho



THE CAR PARK

Cash vs Credit Card



- 2019 Cash Collected = \$72,008
- 2019 Booth Payroll Cost = \$115,475
- Variance = **-\$43,467**
- Labor Cost per Hour = \$21.15

- Cash collected per hour worked (avg) = \$13.19
- Cash transactions per hour worked = \$1.52

Cash Users

Short Term vs. Long Term

- 62% of cash transactions are short term parkers (\$5.00 or less / under 3 hours based on 2019 rates)
 - Highest month = 18% Cash vs. 82% CC
 - Lowest month = 12% Cash vs. 88% CC
 - Average = 14% Cash vs. 86% CC
- ☐ Public perception of not using CC for small \$ amounts

Recommendations

Reduce booth operating hours in phases with a focus on maintaining Customer Service

Phase 1 (Q2 2020)

- Eliminate cash-collecting Shift #1 (9am to 3pm)
 - (Currently no cash accepted 12am to 9am)
- Station attendant at exit during high volume periods to assist/educate
- Public outreach (signage, media, social media, etc.)

Phase 2 (Q4 2020)

- Eliminate all remaining cash collection
- Continue public outreach
- Continue to station attendant at exit during peak times
- Consider rate change 0-2 hours free, reduce exiting time, eliminate 62% of cash use

Customer Service

- Parker education by on-site ambassadors
- Dynamic positioning by ambassadors based on volume

Parking Lot Automation

- ▶ ACTION: Approve phased implementation of parking lot automation





Discussion and Updates

New Business



Rates and Charges

- ▶ Review of Rates and Charges Schedule
 - Adjustments any time
- ▶ Proposed Rate Changes
 - Prior Permission Required (PPR)
 - Administrative Fee – \$150/less than 48 hr. notice
 - No PPR prior to arrival – \$500
 - Ramp Fee
 - Overnight Parking Closed Fee – \$500
 - Ground Transportation Service Providers (GTSP)
 - Special Event Vehicle Fees (permit)
 - Shuttles and limo service – \$25/vehicle



Rates and Charges

► Tie-Downs

Proposed 2020 Tiedown Lease Rates

| Hangar Section | Billing Cycle | Current Rate (Last adjusted 2010) | Potential Monthly Rate Based on CPI Increase | Potential Annual Rate Based on CPI Increase | CPI Rate % Increase over current rate | Monthly Rate Based on Committee's Suggestion | Annual Rate Based on Committee's Suggestion | % Increase over current rate | Notes |
|--|---------------|--------------------------------------|---|--|---|---|--|------------------------------------|--|
| Section 2 (South of T-Hangars) | | | | | | | | | |
| Single < 6,000 lbs. mtow and wingspan < 40 ft | Annual | \$ 495.00 | \$ 48.90 | \$ 586.77 | 18.5% | \$ 60.00 | \$ 720.00 | 45% | |
| Twin < 6,000 lbs. mtow and wingspan < 40 ft | Annual | \$ 706.00 | \$ 69.74 | \$ 836.89 | 18.5% | \$ 80.00 | \$ 960.00 | 36% | |
| Single/Twin > 6,000 lbs. mtow and wingspan < 45 ft | Annual | \$ 1,700.00 | \$ 154.08 | \$ 1,848.91 | 8.8% | \$ 150.00 | \$ 1,800.00 | 6% | |
| Single/Twin > 6,000 lbs. mtow and wingspan > 45 ft | Annual | n/a | \$ 161.78 | \$ 1,941.35 | n/a | \$ 200.00 | \$ 2,400.00 | n/a | New Category |
| 6 Month leases for TD14 and TD15 (May - Oct)* | | | | | | | | | |
| Single < 6,000 lbs. mtow and wingspan < 40 ft | 6 Mos | n/a | \$ 24.45 | \$ 293.39 | n/a | \$ 72.00 | \$ 432.00 | n/a | 6 month rate / New Category |
| Twin < 6,000 lbs. mtow and wingspan < 40 ft | 6 Mos | n/a | \$ 34.87 | \$ 418.45 | n/a | \$ 96.00 | \$ 576.00 | n/a | 6 month rate / New Category |
| Single/Twin > 6,000 lbs. mtow and wingspan < 45 ft | 6 Mos | n/a | \$ 77.04 | \$ 924.45 | n/a | \$ 180.00 | \$ 1,080.00 | n/a | 6 month rate / New Category |
| Single/Twin > 6,000 lbs. mtow and wingspan > 45 ft | 6 Mos | n/a | \$ 80.89 | \$ 970.68 | n/a | \$ 240.00 | \$ 1,440.00 | n/a | 6 month rate / New Category |
| West Hangar Apron (Lights)** | | | | | | | | | |
| Single < 6,000 lbs. mtow and wingspan < 40 ft | Annual | \$ 990.00 | \$ 97.80 | \$ 1,173.55 | 18.5% | \$ 90.00 | \$ 1,080.00 | 9% | |
| Twin < 6,000 lbs. mtow and wingspan < 40 ft | Annual | \$ 1,412.00 | \$ 139.48 | \$ 1,673.79 | 18.5% | \$ 110.00 | \$ 1,320.00 | -7% | |
| Single/Twin > 6,000 lbs. mtow and wingspan < 45 ft | Annual | n/a | \$ 308.15 | \$ 3,697.81 | n/a | \$ 180.00 | \$ 2,160.00 | n/a | New Category |
| Single/Twin > 6,000 lbs. mtow and wingspan > 45 ft | Annual | n/a | \$ 323.56 | \$ 3,882.71 | n/a | \$ 230.00 | \$ 2,760.00 | n/a | New Category |
| West Hangar Apron (Power & Lights)*** | | | | | | | | | |
| Single < 6,000 lbs. mtow and wingspan < 40 ft | Annual | \$ 990.00 | \$ 102.69 | \$ 1,232.23 | 24.5% | \$ 120.00 | \$ 1,440.00 | 45% | New Category (Previously billed the same as 'Lights Only') |
| Twin < 6,000 lbs. mtow and wingspan < 40 ft | Annual | \$ 1,412.00 | \$ 146.46 | \$ 1,757.48 | 24.5% | \$ 140.00 | \$ 1,680.00 | 19% | New Category (Previously billed the same as 'Lights Only') |
| Single/Twin > 6,000 lbs. mtow and wingspan < 45 ft | Annual | n/a | \$ 323.56 | \$ 3,882.71 | n/a | \$ 210.00 | \$ 2,520.00 | n/a | New Category |
| Single/Twin > 6,000 lbs. mtow and wingspan > 45 ft | Annual | n/a | \$ 339.74 | \$ 4,076.84 | n/a | \$ 260.00 | \$ 3,120.00 | n/a | New Category |

Rates subject to annual increase based on published CPI rate.



Discussion and Updates

Continuing Business



Construction and Capital Projects



Airport Planning Projects

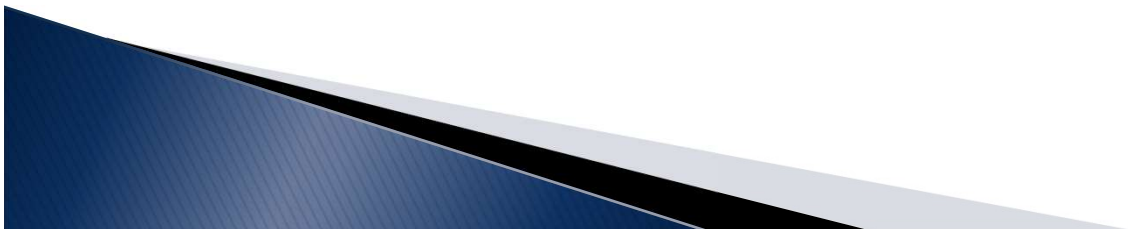


Air Traffic Control Tower Replacement

- ▶ Letter to FAA NextGen
 - December 16, 2019
- ▶ Coordination with vendors
- ▶ Next Steps
 - Meeting with FAA NextGen in DC



Miscellaneous





Public Comment



Executive Session

I.C §74-206 (c) To acquire an interest in real property which is not owned by a public agency

I.C §74-206 (f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated





Thank You!

