

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

**January 7, 2020**

**5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Jacob Greenberg, Vice-Chairman – Don Keirn, Treasure - Ron Fairfax, Board Members - Fritz Haemmerle, Patrick Cooley, and Dick Fosbury, Angenie McCleary (via telephone)

**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; Airport Administrative Coordinators – Sue Heaphy

**CONSULTANTS:** T-O Engineers –Nathan Cuvala, Centerlyne – Candace Crew & Sarah Shepard, Harris CPA – Josh Tyree, Rexroat, Harberd & Associates – Laurie Harberd,

C.A. Johnson Consulting – Chris Johnson

**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark, PLLC – Jim Laski

**AIRPORT TENANTS/PUBLIC:** The Car Park – Stephen Phillips, Matt Eisenberg, Dot McIntire

**PRESS:** Idaho Mountain Express – Alejandra Buitrago

**CALL TO ORDER:**

The meeting was called to order at 5:30 p.m. by Chairman Greenberg.

**I. APPROVE AGENDA**

The agenda was amended.

Attorney Laski reported for the record the revised agenda was posted prior to the beginning of this meeting.

**MOTION:** *Made by Board Member Haemmerle to approve the revised agenda item 6A. Seconded by Board Member Vice-Chairman Fosbury.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

Public Comment via text read by Angenie McCleary that was received from Jeanette McIlhenny, Bellevue, Idaho.

“I wonder if the commissioners have any say with the airport. The amount of air traffic, noise and frequency is too much for the south valley residents. Is there anything you can do to make it more livable for us who have suddenly found ourselves living under the flight pattern of an extremely busy airport?”

Board Member Haemmerle responded the answer would be to relocate the airport away from towns as planned in the master plan referred to as the Dual Path. He is unaware of any authority the Board has to limit air traffic at SUN.

**III. APPROVE FMAA MEETING MINUTES**

A. December 3, 2019 Regular Meeting Minutes - Attachment #1

**MOTION:** *Made by Board Member Fairfax to approve the December 3, 2019 Regular Meeting Minutes. Seconded by Board Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

**IV. REPORTS**

A. Chairman Report

No report was given.

B. Blaine County Report

Board Member McCleary reported she received calls regarding the “first come, first serve” FAA Policy. The public voiced their frustration regarding this policy and are inquiring if anything can be done either by the commissioners, or the staff at FMAA, to proactively address this public concern. She also reported these concerns were discussed at the county meeting today and the Board of Commissioners plan to follow up by contacting the FAA.

C. City of Hailey Report

No report was given.

D. Fly Sun Valley Alliance Report

No report was given.

E. Airport Manager Report (see Power Point Presentation)

- Airport Manager Pomeroy reported on holiday activities at the airport. He indicated the busiest days were December 21, 26, 27, January 2, and 4. Airport Manager Pomeroy explained in detail how the FAA ATC system, “first come, first serve” provides equal access to all aircraft in the National Airspace System. The major delays occurred when weather issues arose with high traffic days. All commercial and private air traffic adhere to the FAA rule of “first come, first serve.” Airport Manager Pomeroy, along with FMA air traffic consultant Greg Dyer, were working behind the scene on these busy days and were communicating with the Salt Lake City air traffic control center. He further explained that other resort airports experienced similar delays. FMA staff will continue to work with these other similar resort airports in communicating with the FAA regarding “first come, first serve” and the impact on the resort airports. Board Members discussed the impact on the tourist industry, with the commercial flights impacting a large number of people. They discussed the possible impacts the delays could have when the new aircraft approaches are implemented. Airport Manager Pomeroy reiterated that both commercial and private aircraft experienced the same delays.
- Airport Manager Pomeroy reported he will be attending the following conferences:
  - USCTA Policy Board retreat in Monterey, CA. January 22-25, 2020
  - NWAAE Board Retreat in Seattle, WA. February 18, 2020
  - AAE/ACC National Planning Conference in Reno, NV. February 19, 2020. Airport Manager Pomeroy will be a guest speaker and will be discussing the planning process of the Fly-In Event held in July.
- Airport Manager Pomeroy reported the following is “on the horizon:”
  - Employee Handbook

## V. AIRPORT STAFF BRIEF

- A. Noise Complaints (See Brief)
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Attachment #2-#4)
- C. Airport Commercial Flight Interruptions (See Brief)
- D. Review Correspondence

## VI. ACTION ITEMS

A. NEW BUSINESS (See Brief & Power Point)

1. Annual Audit of and Acceptance of FMAA Financial Statement and Other Financial Information – Year Ended September 30, 2019 - Attachment #5  
**ACTION ITEM**

Laurie Harberd with Rexroat, Harberd & Associates presented the Financial Statements for the Year Ended September 30, 2019. **See Power Point Presentation**

There were no questions or comments from the Board.

Josh Tyree with Harris CPA presented the Audit results for the Year Ended

September 30, 2019. **See Power Point Presentation**

There were no questions or comments from the Board.

**MOTION:** *Made by Board Member Fairfax to approve the draft financial statement for the fiscal year ending September 30, 2019 and direct staff and auditor to finalize for distribution to the appropriate government agencies. Seconded by Board Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

2. Consideration of February Meeting Date Change **ACTION ITEM**

Board Chairman Greenberg reported the County Commissioners are unable to meet on February 4<sup>th</sup> due to schedule conflict. He suggested rescheduling the FMAA Regular Board Meeting from February 4, 2020 to February 11, 2020.

**MOTION:** *Made by Board Member Haemmerle to move the Regular FMAA Board Meeting from February 4, 2020 to February 11, 2020. Seconded by Board Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

B. CONTINUING BUSINESS

1. None

**VII. DISCUSSION AND UPDATES**

A. NEW BUSINESS

1. Terminal Area Plan – Review and Discussion of Draft Scope of Work – **Attachment #6**

Airport Manager Pomeroy provided the Board a draft scope of work with Mead & Hunt and the FAA to complete a Terminal Area Plan. The primary focus will be to address the forecast numbers as a key component to prioritizing projects based on immediate needs while also planning for anticipated growth.

Board Vice-Chairman Keirn asked how long the study is expected to take. Airport Manager Pomeroy reported completion is expected to take 10-12 months. The schedule is designed to allow the stakeholders to provide their input. Airport Manager Pomeroy reported he is looking for as much feedback as possible in order to make the best decisions possible while working within the limited space and budget.

There was further Board discussion regarding the need for planning and the ability to forecast future growth.

B. CONTINUING BUSINESS

1. **Construction and Capital Project**

- i. Parking Lot Improvements Discussion

Airport Manager Pomeroy discussed the parking lot limitations and capacity issues. Consultant Johnson with C.A. Johnson Consulting presented the Board with an overview on the parking lot operations. He outlined potential short- and long-term solutions to the parking lot capacity issues to include relocating a portion of auto rental and all employee parking to the area currently being used for auto rental over flow parking. He recommended the Board consider reviewing the auto rental use of the main lot as leases expire and the ability to acquire additional land to meet future parking needs.

Airport Manager Pomeroy suggested the Board consider funding improvement to the undeveloped parking lot west of the operations building that is currently used to store auto rental vehicles.

After brief discussion, the Board approved Airport Manager Pomeroy to

proceed with preliminary planning on the proposed parking lot project.

## 2. Airport Planning Projects

### i. Air Traffic Control Tower Relocation - Update

Airport Manager Pomeroy reported a letter was sent in December from FMA to the FAA Next Gen office stating the Board's interest to participate and be chosen for the remote tower pilot program. Airport Manager Pomeroy continues to coordinate with vendors and consultant, William Payne, and expects to see unsolicited proposals in the next few months. The next step will be to meet again in the FAA Next Gen office in Washington, DC.

## 3. Miscellaneous

### i. Parking Lot Automation Discussion

Stephen Phillips, Director of Operations with The Car Park, presented automation concepts to the Board to include a summary of traction types over the last year and the cost of operating the parking booth that includes accepting cash vs. transitioning to a fully automated system. TCP Manager Phillips explained it currently costs the Board more to operate the booth than they collect.

TCP proposed the Board consider transitioning to full automation in two phases:

- Phase 1 (Q1 2020) would include extending the booth closure that is currently midnight to 9am to 3 pm. The booth attendant would continue to be at the exit during high volume periods to assist customer and educate. Public outreach would include additional signage, media, and social media.
- Phase 2 (Q3 2020) would eliminate all cash collection. This would allow the attendant to be available at the exit pay stations in the main lot and at the terminal pay station. Public outreach would also continue.

TCP Manager Philips explained a rate change of 0-2 hours free could reduce exiting time and eliminate 62% of current cash transactions. Board Member Haemmerle expressed his disagreement with eliminating the acceptance of cash and stated he would not support the proposed automation concept.

Dot McIntire, The Car Park On-site Manager, explained TCP staff has been training customers to use the automated payment equipment and that she has not received significant negative feedback. She stated that most customers are receptive and express their appreciation for the parking ambassador program.

The Board discussed the elimination of cash transactions and loss of dedicated personnel in the exit booth. After discussion regarding pros and cons, Airport Staff was directed to bring the item back to the Board as an action item.

### ii. Revised Employee Handbook

Airport Manager Pomeroy reported the Employee Handbook Committee has reviewed six drafts of the employee handbook with the seventh draft completed. He anticipates the approval from the committee by the end of January so this items can be placed as an action item for the February meeting.

## VIII. PUBLIC COMMENT

Airport Manager Pomeroy thanked Dot McEntire with The Car Park for her continued efforts working with the public on behalf of FMA.



**IX. EXECUTIVE SESSION**

**MOTION:** *Made by Board Vice Chairman Keirn to enter into executive session pursuant to Idaho Code §74-206 paragraph 1(c) to acquire an interest in real property which is not owned by a public agency. Seconded by Board Member Fairfax.*

**ROLL CALL VOTE:**

<i>Chairman – Greenberg</i>	<b>Yes</b>
<i>Vice Chairman – Keirn</i>	<b>Yes</b>
<i>Board Member – Fairfax</i>	<b>Yes</b>
<i>Board Member– Fosbury</i>	<b>Yes</b>
<i>Board Member – Haemmerle</i>	<b>Yes</b>
<i>Board Member – Cooley</i>	<b>Yes</b>
<i>Board Member – McCleary</i>	<b>Yes</b>

**PASSED UNANIMOUSLY**

**X. ADJOURNMENT**

The January 7, 2020 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:45 p.m.

  
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Angenie McCleary, 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.*