

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
October 6, 2020
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman - Jacob Greenberg, Vice-Chairman – Don Keirn, Treasurer - Ron Fairfax, Board Members - Fritz Haemmerle, Angenie McCleary, Patrick Cooley, Dick Fosbury

FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, Airport Security Coordinator – Steve Guthrie, Finance & Administration Manager – Brent Davis, Airport Operations Coordinator – Sarah Funk, Airport Administrative Coordinators – Sue Heaphy & Jenna Elliott

CONSULTANTS: T-O Engineers –Nathan Cuvala, Mead & Hunt – Brad Rolf, C.A. Johnson Consulting – Chris Johnson, Studio 360 – Sarah Shepard

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

CALL TO ORDER:

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

I. APPROVE AGENDA

The agenda was approved as presented.

MOTION: *Made by Board Vice-Chairman Keirn to approve the agenda.
Seconded by Board Member Cooley.*

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

Airport Manager Pomeroy announced Jackson Jet Center in Boise has taken over Atlantic Aviation aircraft maintenance and services at FMA. Jeff Jackson and Drew Hutchinson introduced themselves to the Board and stated they are excited for the opportunity to work at FMA. Board Member Fairfax asked if they will be doing annual inspections, Drew Hutchinson responded that they will not be doing them at this time, however they can be done in Boise. Jeff Jackson followed up stating the plan for Jackson Aviation is to expand services after Drew gets settled in at FMA.

**III. APPROVE FMAA
MEETING MINUTES**

A. September 1, 2020 Regular Meeting Minutes - **Attachment #1**

MOTION: *Made by Board Member Fairfax to approve the board meeting minutes of the September 1, 2020 Regular Meeting.
Seconded by Board Vice-Chairman Keirn.*

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

Chairman Greenberg reported he has been meeting with the FMA Finance and Land Acquisition Committees; both have been active and moving forward. There will be an update on the land acquisition during the executive session tonight.

B. Blaine County Report

Board Member Fosbury reported Blaine County has been alternating between Orange and Red Category for COVID-19, and at the time of this meeting, Blaine County was categorized as Orange (High Risk Level). Board Member Fosbury asked for all members of the community to follow the CDC guidelines for COVID-19. Board Member McCleary reported there was discussion with the medical directors and city mayors on the potential of considering a 14-day quarantine for visitors. There was Board discussion regarding implementing a 14-day quarantine and the affect it could potentially have on the airport. Board Member McCleary stated there is no recommendation for visitor quarantine at this time.

C. City of Hailey Report

Board Member Haemmerle reiterated Board Member Fosbury asking the public to adhere to CDC guidelines for COVID-19.

D. Fly Sun Valley Alliance Report

No Report was given.

E. Airport Manager Report (see Power Point Presentation)

Airport Manager Pomeroy reported September passenger enplanements are down from last September 57.6%, however operations are up 20% from last year. This brings the total year-to-date operations to -6.5% from 2019.

Airport Manager Pomeroy reported he has been working with Carol Waller, Sun Valley Alliance, on the winter schedule for air carriers. Due to COVID, Airport Manager Pomeroy is not sure if FMA will continue the terminal host program and asked for Board input. There was interest by the Board to continue with the host program, so Airport Manager Pomeroy will move forward to see if FMA can hire this position during the holiday/peak season.

Airport Manager Pomeroy reported he is expecting the new approach procedure to come online next month with air carrier service starting December 1st. The FMA operations department has been busy planning and training for the increase in operations.

Airport Manager Pomeroy reported the Triennial Drill was very successful and thanked Greg Beaver and the operations staff for a job well done. Airport Manager Pomeroy also thanked local fire fighters and first responders for participating in drill.

Airport Manager Pomeroy reported our Annual TSA inspection went extremely well and thanked Steve Guthrie for his outstanding efforts as the FMA Security Coordinator.

Airport Manager Pomeroy reported Tim Burke, the new FMA Airport Operations Manager, will be starting in two weeks.

Airport Manager Pomeroy reported the multi-tasking equipment (MTE) was delivered last month and the ARFF Fire Truck will be delivered next week.

Airport Manager Pomeroy plans to attend the NWAAAE Annual Membership Meeting in Salt Lake City on October 23. He is currently serving on the NWAAAE Board as Secretary/Treasurer and has been nominated as 2nd Vice President for 2021.

Airport Manager Pomeroy reported the following is "On the Horizon:"

- Reschedule November FMAA Board Meeting
- Snow Removal Equipment – recommendation of award

V. AIRPORT STAFF BRIEF

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

VI. ACTION ITEMS

- A. NEW BUSINESS (See Brief & Power Point)
 1. T-O Work Order 21-01, Runway 13/31, Taxiway B, Sections 1 and 3 Aprons, Pavement Rehabilitation and Maintenance Consideration of Approval – **Attachment #5 ACTION ITEM**

Airport Manager Pomeroy explained T-O Work Order 21-01, Rehabilitate Runway 13-31, Taxiway and Section 1 & 3 Aprons. The work order is for design and bid services with a fee estimate of \$477,358.17. The project is AIP eligible. With the FMAA share of 6.25%, the project total would be \$29,835, which is currently included in the FMA FY '21 budget. The proposed project timeline is as follows:

 - Design: winter 2021

- Bid: spring 2021
- Construction: spring 2022

Airport Manager Pomeroy outlined some additions to the runway: install runway surface condition system, paved shoulders, construct a blast pad, replace runway signs, and relocate perimeter fence.

Board Member Fairfax expressed concern about the proposed timeline. He asked why FMA will be bidding in spring of 2021 with work starting over a year later in summer 2022. Nathan Cuvala with T-O Engineers responded that FMA needs a firm contract in order to receive the FAA grant. When FMA receives the grant from the FAA, which is expected in the summer of 2021, then the contractor can lock in firm costs for the project. Cuvala confirmed the contract will have provisions for the contractor to lock in firm costs, therefore FMA can receive accurate bid for project.

MOTION: *Made by Board Member Haemmerle to approve T-O Work Order #21-01 in the amount of \$477,358.17. Seconded by Board Member Fairfax.*

PASSED UNANIMOUSLY

2. The Car Park – One (1)–Year Contract Extension – Consideration of Approval - **Attachment #6 ACTION ITEM**

Airport Finance Manager Davis asked the Board to consider a one-year extension on the Management Contract with The Car Park. The terms are identical to the original contract and the extension would be for one year starting October 2020. A re-evaluation period would be in Spring of 2021.

MOTION: *Made by Board Member Haemmerle to approve the one-year extension of The Car Park contract. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

3. Surplus Property Disposal – **Attachment #7 ACTION ITEM**

Airport Finance Manager Davis reported that FMA has compiled a list items for surplus disposal, noting these items are no longer needed for airport operations. Attachment #7 contains descriptions, details, age, and estimated worth of items for sale. If the Board approves the list, it would be advertised in the local newspaper and items would be sold via a sealed bid process.

MOTION: *Made by Board Member Fosbury to approve the surplus property list and put it out to auction for disposal. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

1. **Miscellaneous**

- i. Joint Powers Agreement Consideration of Extension - Discussion

Airport Manager Pomeroy checked in with Board members on status of the City and County regarding the Joint Powers Agreement. Both the City of Hailey and Blaine County agreed they expect to meet the deadline of December 2020.

2. **Construction and Capital Projects**

- i. Air Traffic Control Tower Relocation - Update

Airport Manager Pomeroy reported he and Airport Consultant Bill Payne continue to reach out to the NextGen office to show FMA's interest in the remote tower pilot program. Airport Manager Pomeroy said there have

been significant delays due to COVID-19, however he continues to move forward and is working with vendors. If FMA is not accepted into the pilot program, he, along with consultants and the Board, still feel a remote tower program would be the best possible solution for FMA. Board Chairman Greenberg has been an active participant in this process and agrees with Airport Manager Pomeroy.

3. Airport Planning Projects

i. Environmental Assessment (Land Acquisition) – Update

Airport Manager Pomeroy reported the following has been completed: project description, purpose and need, project alternatives and identification of affected environment and potential environmental consequences. A field visit was conducted on September 28-30th. The next steps are cultural resources coordination with a preliminary draft EA expected by the end of October.

ii. Terminal Area Plan - Update

Airport Manager Pomeroy reported a terminal area existing conditions analysis and an enplanement and passenger profile has been completed. Next steps scheduled to be completed in October are as follows:

- Existing Conditions preliminary technical brief
- Capacity assessment/stakeholder coordination with our tenants.
- Capacity assessment preliminary technical brief

VIII. PUBLIC COMMENT

No Public Comment

IX. EXECUTIVE SESSION

MOTION: *Made by Board Member Haemmerle 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 Fosbury.*

Roll Call Vote:

Board Member Cooley	Yes
Board Member Fairfax	Yes
Board Member Haemmerle	Yes
Board Member Fosbury	Yes
Board Member McCleary	Yes
Board Chairman Greenberg	Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The October 6, 2020 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:49 p.m.

DocuSigned by:

 E759543E3D014D4

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.