

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY  
November 17, 2020  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Vice-Chairman – Don Keirn, Treasurer - Ron Fairfax, Board Members - Angenie McCleary, Patrick Cooley, Dick Fosbury, Martha Burke  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Chris Pomeroy, Airport Security Coordinator – Steve Guthrie, Finance & Administration Manager – Brent Davis, Airport Operations Manager – Tim Burke, Airport Business Coordinator – Sarah Funk, Airport Administrative Coordinators – Sue Heaphy & Jenna Elliott  
**CONSULTANTS:** T-O Engineers –Nathan Cuvola, Studio 360 – Sarah Shepard  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark, PLLC – Jim Laski

**CALL TO ORDER:**

The meeting was called to order at 5:32 p.m. by Vice Chairman Keirn

**I. APPROVE AGENDA**

The agenda was approved with change of the FMA December meeting date change from December 1, to December 8.

Airport Manager Pomeroy suggested changing the December FMA Board Meeting from December 1, 2020 to December 8, 2020.

**MOTION:** *Made by Board Member Fosbury to approve the agenda as presented with the change of the December FMA meeting from December 1<sup>st</sup> to December 8, 2020. Seconded by Board Member Cooley.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

Airport Manager Pomeroy welcomed returning FMA Board Member Martha Burke. Board welcomed Martha.

**III. APPROVE FMAA MEETING MINUTES**

A. October 6, 2020 Regular Meeting Minutes - **Attachment #1**

**MOTION:** *Made by Board Member Fairfax to approve the board meeting minutes of the October 6, 2020 Regular Meeting. Seconded by Board Member Fosbury.*

**PASSED UNANIMOUSLY**

**IV. REPORTS**

A. Chairman Report

No report was given.

B. Blaine County Report

No report was given.

C. City of Hailey Report

Board Member Patrick Cooley reported his last FMA meeting will be next month, December 2020. Sam Linnet has been appointed to take his position on the FMA Board.

D. Fly Sun Valley Alliance Report

Carol Waller reported the winter flight schedule has been finalized. Board Member Fairfax thanked Carol Waller for the efforts with airlines to keep robust flight schedule with Covid challenges. Carol mentioned it is a joint effort and thanked all involved.

E. Airport Manager Report (see Power Point Presentation)

Airport Manager Pomeroy reported the new Operations Manager, Tim Burke, started on October 19<sup>th</sup>. Airport Operations Manager Tim Burke thanked the Board for the opportunity to work at FMA and looks forward to working with the team and Board.

Airport Manger Pomeroy reported that there was a decrease of enplanements in October from last year, but total operations increased from prior year with operations being down only 3% for the fiscal year-to-date.

Airport Manager Pomeroy reported the new instrument approach will start on December 1, 2020. Airport Operations Manager Tim Burke will follow up later in the meeting with an update on snow removal and changes in operations at FMA to accommodate new approach.

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

- Joint Powers Agreement
- Board Member and Officer Term Discussion
- Rates and Charges – Tiedown Fees

## V. AIRPORT STAFF BRIEF

- A. Noise Complaints in October
- 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. Contract for Winter 2020/2021 Bussing Services with Caldwell Transportation Company – Consideration of Approval - **Attachment #5 ACTION ITEM**

Airport Manger Pomeroy reported the bussing contract is for a fixed cost bussing service for all airline carriers. The contract ensures all bussing equipment and operators are on standby for diversions to/from Twin Falls and Boise. This is typically a Fly Sun Valley Alliance expense, however, as reported after Airport Manager Pomeroy's comments by Brent Davis, Airport Finance & Administration Manager, FMA has the ability to use CARES Act funding operationally which provides the financial flexibility needed to allow the airport to expense the contract.

Board Member Cooley commented he agrees this is an important expense to fund, however he hopes this does not become an annual FMA expense.

**MOTION:** *Made by Board Member Burke to approve the contract with Caldwell Transportation Company in the amount of \$180,000 for FY'21. Seconded by Board Member Fosbury.*

**PASSED UNANIMOUSLY**

2. Recommendation of Award for Multi-Tasking Equipment (MTE) for Airfield Snow Removal – Consideration of Approval – **Attachment #6 ACTION ITEM**

Airport Manager Pomeroy reported the new MTE (multi-task equipment) that was approved over a year ago was received last month and has been put to the test with the snow fall last week. He reported it is an essential piece of equipment doing the work of two operators/equipment at one time. Operation Manager Tim Burke reported on the success of the MTE and the need for the additional MTE acquisition as the airport has increased demand due to the new approach and the aging of the older, outdated equipment.

Airport Manager Pomeroy reported MB Companies will honor the same contract and contract price that FMA paid last year, \$684,213. Local funds will be used for procurement.

Board Treasurer Fairfax reminded the Board the funding will come from local funds which is possible due our CARES Act grant., He is in support of acquiring

this piece of equipment. Board Member Burke also is in support and commented on the possible decrease on carbon footprint impact. Vice Chairman Keirn reported the FMA Finance Committee is in favor of approving this acquisition.

**MOTION: Made by Board Member Burke to approve the award to MB Companies in the amount of \$684,213 for the procurement of the MB5 MTE. Seconded by Board Member Fairfax.**

**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 reminded the Board the Joint Powers Agreement expires 12/31/2020. He wanted to check on the progress and provide the community with an update.

Jim Laski, FMA legal counsel, reported he has been working with the committee and he is preparing a red line draft with city and county revisions. He will have a better idea on timeline at the next FMA Board meeting with a possible request for a 30- to 60-day extension request.

Board Member McCleary reported progress on agreement is going well, but with the amount of revisions requested by the county and city an extension might be needed to accommodate city and county boards.

Board Member Burke reported it is on the agenda for the City of Hailey on all upcoming meeting in order to complete this in a timely manner.

**2. Construction and Capital Projects**

- i. None

**3. Airport Planning Projects**

**i. Environmental Assessment (Land Acquisition) – Update**

Airport Manager Pomeroy reported the following has been completed:

- Project description
- Purpose and need, and project alternatives
- Identification of affected environment and potential environmental consequences.
- A field visit was conducted on September 28-30<sup>th</sup>.

Airport Manager Pomeroy reported Mead & Hunt and Staff continue to work with FAA and the State Historical Preservation Office (SHPO), and a preliminary draft is expected by end of November.

**ii. Terminal Area Plan - Update**

Airport Manager Pomeroy reported the following has been completed.

- First round of tenant interviews was conducted week of November 9th.
- Completed enplanement and passenger profile.
- Terminal area existing conditions analysis.

Next steps in process due end of November:

- Existing conditions preliminary technical brief
- Capacity assessment preliminary technical brief

**VIII. PUBLIC COMMENT**


FMA Board Members thanked Patrick Cooley for his service to the FMA Board.

**IX. EXECUTIVE SESSION**

**No Executive Session**

**X. ADJOURNMENT**

The November 17, 2020 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:14 p.m.

DocuSigned by:  
  
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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.*