

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY  
January 5, 2021  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Board Chairman – Jacob Greenberg, Vice-Chairman – Don Keirn, Treasurer – Ron Fairfax, Board Members – Angenie McCleary, Dick Fosbury, Martha Burke, Sam Linnet

**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:** Studio 360 – Sarah Shepard, T-O Engineers – Nathan Cuvala, Rexroat, Harberd & Associates – Laurie Harberd, Harris CPAs – Josh Tyree, Troy Earl, Mead & Hunt – Evan Barrett, Brad Rolf, Mark Sorenson

**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 Burke.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

No Public Comment

**III. APPROVE FMAA  
MEETING MINUTES**

A. December 8, 2020 Regular Meeting Minutes – **Attachment #1**

**MOTION:** *Made by Board Member Burke to approve the board meeting minutes of the December 8, 2020 Regular Meeting. Seconded by Board Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

**IV. REPORTS**

A. Chairman Report

No report was given.

B. Blaine County Report

Blaine County Commissioner Greenberg reported the COVID numbers have been good in Blaine County, however he would like to remind everyone to continue with COVID protocols with increased risks due to holiday and visitor travel.

C. City of Hailey Report

Mayor Burke and Board-Vice Chairman welcomed Sam Linnet to the FMA Board.

D. Fly Sun Valley Alliance Report

Carol Waller reported she has been very excited to see the changes the new approach is having with flight completions. She thanked everyone involved in making this a reality. The Alliance continues to monitor bookings and is starting to work on the summer 2021 flight schedule.

E. Airport Manager Report (see Power Point Presentation)

Airport Manager Pomeroy reported passenger enplanements for December were down 52% from previous year. Operations increased from December of last year by 4.6%. The total operations for the year are down 2.1% from last year. Airport

Manager Pomeroy reported he is pleased with the number of total operations for 2020, given the steep decline in air carrier service last spring. The increase in general aviation activity during the summer was a substantial reason FMA operations stayed relatively stable for 2020.

Airport Manager Pomeroy reported the terminal was very busy with eleven air carrier flights daily over the holiday peak. He extended his thanks to the FMA operations team, TSA, Airlines and The Car Park for their extra work these last few weeks. The team did an excellent job with COVID protocols and social distancing.

Airport Manager Pomeroy reported there were a few days of heavy air traffic during the holiday, causing air space capacity issues and in-air and departure delays. This is something he has been working on the last few years with Salt Lake City Center and the FAA. He continues to work with FMA consultant Greg Dyer, and they have some new ideas on helping to resolve these issues in the future.

Airport Manager Pomeroy reported the new approach went online December 3<sup>rd</sup> and is going very well so far with great completion of flights. He reported 24 “saves” on flights that likely would have been diverted last year. It will take approximately a year to determine numbers and stats of the new approach, but so far it is proving to be very successful.

Airport Operations Manager Tim Burke reported the operations team has responded extremely well to the stress the new approach has had on runway operations during winter snow events. Burke reported the success is directly related to the combined experience of our operations team and new equipment. Burke stressed the importance of new equipment to keep up with FAA runway requirements and the increased landings during the winter due to the approval and use of the new approach that went live in early December 2020.

Board Chairman Greenberg mentioned the investment in operations equipment has been significant the last few years and with the new approach being approved last month it has paid off. He reminded the Board of the need to keep investing in equipment to keep up with increasing requirements of winter operations required by the FAA. Members of the Board agreed with Greenberg and commented on the outstanding work of the FMA operations team.

Airport Manager Pomeroy reported he attended a Blaine County Planning and Zoning meeting in December to discuss the draft Airport Vicinity Overlay District and airspace protection and land use compatibility. The county commissioners were overall very pleased with his presentation with a few minor revisions requested. He is working with the Land Use Department to make the requested changes and will present another draft at the next meeting in January.

Airport Manager Pomeroy reported he continues to work with City of Hailey and Blaine County on the Joint Powers Agreement that has been extended to April 15, 2021.

Airport Manager Pomeroy reported the following is “On the Horizon:”

- Special Meeting for Snow Removal Equipment Order Request

## V. AIRPORT STAFF BRIEF

- A. Noise Complaints in December
- 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. Annual Audit of Acceptance of FMAA Financial Statements and other Financial Information – Year Ended September 30, 2020 – Consideration of Acceptance - **Attachment #5 ACTION ITEM**

Finance Manager Brent Davis reported the audit went very well. Davis introduced Josh Tyree and Troy Earl with Harris CPAs to report on the Audit for year-end 2020. Josh Tyree provided the Board with an outline of the FMA audit.

He reported there were no audit findings, and all opinions were clean. Audit Testing was done in the following categories: Grants and Federal Awards, CARES Act, Operating Revenues, PFC Program, Cash and Cash Equivalents, Capital Assets, Salaries, Wages and Related Benefits, Accounts Payable, Net Position Classification, Management Turnover, and Fraud Considerations.

Finance Manager Brent Davis introduced Laurie Harberd, CPA with Rexroat, Harberd & Associates to present the Financial Statements for year ended September 30, 2020. Ms. Harberd presented the Board with a detailed explanation of the Financial Statements for year-end 2020.

Board Chairman Greenberg and Finance Manager Brent Davis thanked Harris CPAs and Laurie Harberd for their work and expertise. Davis commented that Ms. Harberd will be retained by FMA for future work throughout fiscal year 2021. Both the Finance Manager and Board Chairman thanked the FMA Administrative staff for their hard work this year and congratulated the team on a clean audit.

**MOTION: Made by Board Vice-Chairman Keirn to accept the Audit and Financial Statement for year-end September 30, 2020.  
Seconded by Board Member Burke.**

**PASSED UNANIMOUSLY**

**B. CONTINUING BUSINESS**

1. None

**VII. DISCUSSION AND UPDATES**

**A. NEW BUSINESS**

1. Airport Minimum Standards and Rules and Regulations – Discussion

Airport Manager Pomeroy reported the documents are critical guiding documents for management of FMA and Board. The last revisions to the Airport Minimum Standards were in 1997 and the Rules and Regulations in 1974. The consulting team will include Mead & Hunt, Ricondo, and Kaplan Kirsch & Rockwell, LLP. Airport Manager Pomeroy will follow up at next month's meeting with a timeline and possible selection process for the Board Committee.

**B. CONTINUING BUSINESS**

1. Miscellaneous
  - i. None
2. Construction and Capital Projects
  - i. None
3. Airport Planning Projects

- i. Environmental Assessment (Land Acquisition) – Update

Airport Manager Pomeroy reported he has received draft documents from Mead & Hunt. He reviewed them and has provided his feedback to Mead & Hunt and they continue to move forward with the assessment. The team is currently working with the FAA on coordination with State Historic Preservation Office (SHPO).

Brad Rolf with Mead & Hunt reported that he has been in contact with the FAA and the State Historic Preservation Office and they continue to work towards resolution of concerns between the two agencies.

- ii. Terminal Area Plan – Update

Airport Manager Pomeroy reported the terminal area plan is going well. He introduced Evan Barrett and Mark Sorenson with Mead & Hunt.

Evan Barrett with Mead & Hunt provided the Board with a project status update. The plan normally starts with a forecasting study, however with COVID this has been postponed and they have started with a capacity study. Mr. Barrett mentioned the following has been completed: functional component inventory, stakeholder kick-off interviews, terminal building capacity assessment and comparison with existing passenger demand. The

next steps are the terminal area capacity assessment, FAA coordination, forecast scenarios, development alternatives, and continued stakeholder coordination.

Mark Sorenson with Mead & Hunt provided the Board with a detailed review on the capacity study. The terminal, aircraft apron, public parking, vehicle access and parking circulation and rental car facilities were specified areas studied. Flight arrivals and departures were analyzed in addition to airport operations. Mr. Sorenson reported the terminal is over capacity for departing passengers a good amount of the time during the peak season, and over capacity on arrivals when two arrivals occur at the same time.

Board Member Burke asked how the FAA determines the financial contribution when looking at a terminal area plan. Airport Manager Pomeroy responded the FAA typically supports funding associated with passenger movement in a terminal. They are less likely to fund, or will fund less, for areas that would be utilized by airline ticket counters.

There was Board discussion regarding the timing of study during COVID. Mr. Sorenson responded that the terminal is now over capacity and COVID, if anything, decreased travel. Mr. Barrett followed up stating that any plan funded by the FAA would include a 10-year forecast; this is the reason for delaying the forecast component of study.

**VIII. PUBLIC COMMENT**

No Public Comment

Jim Laski Airport legal counsel suggested scheduling the Special Meeting next week. The Board agreed on Wednesday January 13, 2021 at 5:30pm.

**IX. EXECUTIVE SESSION**

**MOTION:** *Made by Board Member Burke 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 Vice-Chairman Keirn.*

**Roll Call Vote:**

<b>Board Member Linnet</b>	<b>Yes</b>
<b>Board Member Fairfax</b>	<b>Yes</b>
<b>Board Vice-Chairman Keirn</b>	<b>Yes</b>
<b>Board Member Burke</b>	<b>Yes</b>
<b>Board Member McCleary</b>	<b>Yes</b>
<b>Board Member Fosbury</b>	<b>Yes</b>
<b>Board Chairman Greenberg</b>	<b>Yes</b>

**X. ADJOURNMENT**

The January 5, 2021 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:20 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.