

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
May 3, 2022
5:32 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Martha Burke, Board Vice-Chair – Dick Fosbury, Board Members – Muffy Davis, Angenie McCleary, Rich Pogue, John Strauss

FRIEDMAN MEMORIAL AIRPORT STAFF:

Airport Director – Chris Pomeroy, Deputy Director, Finance & Administration – Jenna Elliott, Deputy Director, Operations & Maintenance – Tim Burke, Security Manager – Steve Guthrie, Sr. Airport Administrative Coordinator – Jennifer Lyman, Airport Administrative Coordinator – Anne Børke Mason

CONSULTANTS:

T-O Engineers – Nathan Cuvala; Mead & Hunt – Brad Rolf; William E. Payne & Associates - Bill Payne; BD Consulting – Brent Davis

AIRPORT LEGAL COUNSEL:

Lawson Laski Clark, PLLC – Jim Laski

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Board Chair Burke

I. APPROVE AGENDA (3:15)

The agenda was approved as presented.

MOTION: *Made by Board Vice-Chair Fosbury to approve the agenda as presented. Seconded by Board Member Pogue.*

PASSED UNANIMOUSLY

II. PUBLIC COMMENT (3:41)

No Public Comment

III. PUBLIC HEARING

A. FY '22 Budget Update – Motion to Approve – Attachment #1 – #2 (6:03)

Brent Davis presented the budget update to account for the change in Operational, Capital, and non-AIP Capital expenses. Due to the timing of grant awards for Land Acquisition and the Runway Project, the SRE Acquisition, as well as the increased priority for the Terminal Design project a midyear budget update needed to be done. Board Member McCleary asked for recap of the budget update process, which Brent provided step-by-step.

MOTION: *Made by Board Member McCleary to approve the FY2022 budget update with planned expenditures totaling \$33,997,829. Seconded by Board Member Davis.*

PASSED UNANIMOUSLY

IV. APPROVE FMAA MEETING MINUTES (24:19)

A. April 5, 2022, Regular Board Meeting (See Attachment #3)

MOTION: *Made by Board Member McCleary to approve the minutes. Seconded by Board Member Strauss.*

PASSED UNANIMOUSLY

V. REPORTS**A. Chair Report (25:17)**

Board Chair Burke clarified that a runway protection area is being created at the end of the runway, not lengthening the runway as some community members have questioned. Chair Burke also read William Hughes' comments in the chat. To address the concerns, Chair Burke shared her background on what she has done over the last several years to move the airport and explained to the group that if the airport were to be moved, it would close all other small airports in the area to create a regional airport.

B. Blaine County Report (26:44)

Board Member McCleary acknowledged the comments sent to her by community members and has forwarded them to Chris to be added to the packet. Both Board Member McCleary and Board Member Davis expressed the need for community engagement to keep everyone up to date.

C. City of Hailey Report (34:43)

Community member Kris Wirth stated he has been a resident of Hailey for 50 years and has watched the airport grow considerably. He feels the dual path has been forgotten and everyone, aside from the people of Hailey, have been given the chance to discuss the path of the airport.

D. Fly Sun Valley Report (35:34)

Carol Waller reported the summer and fall flight schedules have been published. She stated they are monitoring advanced bookings and the planning for next year, specifically winter, has started. They are also working to update the app for the summer passenger survey.

E. Airport Director's Report (37:04)

Airport Director Pomeroy reported March 2022 Passenger Enplanements were up 30% over March 2021. March 2022 unofficial Operations were about 53% lower than April 2021 (a large part of that is a result of the airport closure) and about 6.7% lower year-to-date than 2021 year-to-date. United and Delta had 5 landings in April that would have otherwise been diverted due to weather conditions had it not been for the new approach that was implemented in December 2020. The total number of flights "saved" is almost 183 since the new approach implementation, which equates to approximately 10,000 passengers who were able to land at SUN who otherwise would have been diverted.

Airport Director Pomeroy provided a status update on the rehabilitation of Runway 13-31, Taxiway B and aprons with reopening scheduled for two weeks. An interesting component about the project is the reuse of the disposed materials on site, not requiring trucks to dispose offsite of the airport, reducing the impacts of the project overall. Additional work items after the closure include apron rehabilitation, lower parking lot construction, runway grooving, final marking, and seeding.

Nathan Cuvala with T-O Engineering provided additional details regarding the challenges that the weather has posed with the paving of the runway shoulder and the subgrade compaction, which allows the lighting system installation.

Airport Director Pomeroy requested that the Board consider moving the June board meeting from June 7th to June 14th due to the American Association of Airport Executives Conference in Seattle. The Board agreed to the changed date.

Looking ahead, the July meeting may require a date change with the annual fly-in event happening the first week of July.

VI. AIRPORT STAFF BRIEF

- A. Noise Complaints – No Noise complaints in April
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Attachment #4-#6)
- C. Airport Commercial Flight Interruptions – None
- D. Review Correspondence – Attachment #7

VII. ACTION ITEMS

- A. NEW BUSINESS
 - 1. None
- B. CONTINUING BUSINESS
 - 1. None

VIII. DISCUSSION AND UPDATES

- A. NEW BUSINESS
 - 1. None
- B. CONTINUING BUSINESS
 - 1. Miscellaneous

- i. Customer Facility Charge (CFC) Implementation – Update and Discussion (52:36)

The implementation of a Customer Facility Charge (CFC) was recommended in the adopted Airport Master Plan and was last discussed in March of 2020 just prior to the pandemic.

Brent Davis explained that a CFC is a user fee associated with rental car activity at the airport. A CFC at SUN would be applied to rental car transaction days, and the collected fee(s) would be used toward improvements that support rental car activities at the airport such as a Quick Turn Around (QTA) facility and improved rental car storage. In the meantime, the collection of a CFC could start now, building capital to address such future projects.

The proposed fee is \$3.50/rental day with an estimated revenue of \$210k per year. The next steps would be to finalize the resolution adopting the CFC and bring it to the board for consideration in June. Once approved, collection would not begin until October giving our rental car agencies 60 to 90 days for implementation on their side.

- 2. Construction and Capital Projects

- i. Tower Replacement – SUN Digital Tower Project – Update and Discussion (59:46)

Staff continues to work with our vendor Raytheon|Frequentis and consultant team to develop a Statement of Work and Contract for the Sun Digital Tower project. Raytheon attended the meeting (virtually) to introduce themselves to the Board and provide an update on past, ongoing, and upcoming efforts to get the project started as well as answer any questions from the Board. Raytheon has the experience to provide an end-to-end solution and flexible configuration for a seamless operational transition to a digital tower. Action on a Statement of Work and Contract is expected to be requested at the June meeting.

- ii. Airport Closure and Pavement Rehabilitation Project
An update was given during Airport Director's Report.

3. Airport Planning Projects

i. GHG Emissions Inventory – Discussion – Attachment #8 (1:17:33)

The GHG emissions inventory for the airport is complete (Attachment #8). Brad Rolf with Mead & Hunt presented the findings of the inventory and answered questions from the Board.

Brad Rolf outlined the three different categories of GHG Emissions: emissions directly related to activities at the airport and by airport personnel, emissions by airlines, aircraft operators, and airport tenants, and public-owned and controlled emissions.

Brad Rolf reported approximately 22,100 metric tons of greenhouse gas emissions were emitted in 2020. The report that was done for the 2018 Inventory of Community Greenhouse Gas Emissions for this community found the total emissions to be 332,000 metric tons with approximately 134,000 tons being from surface transportation or transportation emissions not including the airport; the airport attributed only 6% of the community emissions.

He stated in the 2020 report, it was particularly important to capture an accurate sense of aircraft operations, takeoffs and landings, which feed directly into the emissions component.

ii. Environmental Assessment (Land Acquisition) (1:29:57)

Airport Director Pomeroy reported approval of the final Environmental Assessment (EA) by the FAA for the 30-day public comment is forthcoming and is expected by May 6. Mead & Hunt is finalizing the EA document, distribution plans, and public comment collection mechanisms, including a specific website, to be ready for the formal 30-day public comment period.

iii. Terminal Area Plan – Update (1:40:20)

Airport Director Pomeroy stated the final Terminal Area Plan (TAP) report and executive summary are posted on the airport website. The final phase of stakeholder outreach is underway to present and answer questions stakeholders may have about the final TAP and is expected to be completed by the end of May. Results and feedback from this final phase of the project will be documented and provided to the Board as appropriate.

IX. PUBLIC COMMENT (1:41:12)
No public comment.

X. EXECUTIVE SESSION (1:42:55)


MOTION: *Made by Board Member Strauss 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 McCleary.*

Roll Call Vote:
 Board Member McCleary Yes
 Board Member Pogue Yes
 Board Vice-Chair Fosbury Yes
 Board Member Davis Yes
 Board Member Strauss Yes

PASSED UNANIMOUSLY

XI. ADJOURNMENT

The May 3, 2022, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 7:33 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.*