

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

**January 7, 2014  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Susan McBryant, Board – Lawrence Schoen, Angenie McCleary, Fritz Haemmerle, Don Keirn, Jacob Greenberg  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Rick Baird, Emergency/Operations Chief – Peter Kramer, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Administrative Assistant/Alternate Airport Security Coordinator – Roberta Christensen, Administrative Assistant/IT Systems Maintenance Coordinator - April Dieter, Administrative Assistant – Cecilia Vega  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; Mead & Hunt – Matt Dubbe, Scott Cary; R/L/B – Nicholas Latham, Michael Bulle; ANTICIPATE – Candice Pate; Simmons & Clubb – Brad Hodges; Rexroat, Harberd & Associates – Laurie Harberd  
**AIRPORT TENANTS/PUBLIC:** Len Harlig, Donna Serrano, Evan Stelma, Felicity Roberts, Dick Fenton, Marc Reineman, Bob Crosby, Atlantic Aviation – Mike Rasch; FSVA – Carol Waller; Glass Cockpit Aviation – John Strauss  
**PRESS:** Idaho Mountain Express – Tony Evans

**CALL TO ORDER:**

The meeting was called to order at 5:36 p.m. by Chairman Fairfax.

**I. APPROVE AGENDA**

The agenda was approved with the following changes:

**VIII. NEW BUSINESS**

**C. February Meeting Date**

**MOTION:**

***Made by Board Member Schoen to approve the agenda as amended. Seconded by Board Member McCleary.***

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

No public comment was made.

**III. FMAA FINANCIAL STATEMENTS & OTHER FINANCIAL INFORMATION**

Rexroat, Harberd & Associates CPA Laurie Harberd, briefly summarized and explained the FMAA Financial Statements for Fiscal Year 2013.

Simmons & Clubb CPA, Brad Hodges, briefly summarized the FMAA audit process and outcome for the Fiscal Year 2013.

The Board discussed and clarified aspects of Ms. Harberd's and Mr. Hodges' presentations, including asset depreciation and descriptions of various line items.

**MOTION:**

***Made by Board Member Schoen to approve the FMAA Financial Statements & Other Financial Information Year Ended September 30, 2013 and authorize Staff and the Auditor to finalize the documents for distribution to appropriate government agencies. Seconded by Board Member Haemmerle.***

**PASSED UNANIMOUSLY**

**IV. APPROVE FMAA MEETING MINUTES**

**A. December 3, 2013 Regular Meeting (See Brief)**

The December 3, 2013 Friedman Memorial Airport Authority Meeting Minutes were approved as presented:

**MOTION:**

***Made by Board Member Haemmerle to approve the December 3, 2013 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member McCleary.***

**PASSED UNANIMOUSLY**

**V. REPORTS**

**A. Chairman Report**

Chairman Fairfax congratulated and thanked the Board, Staff, FAA, Airport Engineers and community for all efforts put into completing a substantially large workload in 2013. He also welcomed Attorney Laski as the new Airport Attorney.

**B. Blaine County Report**

Board Member Schoen reported that the County Commissioners attended the Inaugural Delta Airlines Regional Jet Welcoming Celebration to show support of the new jet service. He reported that the County met with Airport Manager Baird today to discuss various Airport agenda items in preparation for tonight's meeting.

**C. City of Hailey Report**

Board Member Haemmerle reported that the Hailey City Council discussed issues relative to expansion, which he will expand on during the Master Plan Outline discussion.

**D. Airport Manager Report**

Airport Manager Baird reported that the Board has received national recognition as one of the first Airports in the US to install the Quantum Secure badging system and updated the Board on the current contract tower situation. He also reported that the Airport has received interest from local businesses in regards to providing service in the gift shop area of the terminal.

**E. Communications Director Report**

Communications Director Pate reported that the December Coffee Talk and Airport Tour were well attended. She reported that a collaborative effort with Fly Sun Valley Alliance and the Sun Valley Marketing Alliance continues in developing advertising campaigns and conducting public outreach.

**VI. AIRPORT STAFF BRIEF**

**A. Noise Complaints (See Brief)**

**B. Parking Lot Update (See Brief)**

- C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)
- D. Review Correspondence (See Brief)
- E. Airport Weather Interruptions (See Brief)
- F. EIS Termination

**VII. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

**a. Plan to Meet 2015 Congressional Safety Area Requirement (See Brief)**

**i. Formulation (See Brief)**

T-O Engineer Dave Mitchell updated the Board on the current status of the RSA Formulation Project.

Airport Manager Baird briefed the Board on the proposed cash flow to support the Capital Improvement Program (CIP).

The Board discussed technical aspects of Engineer Mitchell's and Airport Manager Baird's presentation, including CIP project requirements, proposed cash flow projection and clarification that the CIP does not commit the Board to complete projects related to Alternative 7 or land acquisition.

Board Member Schoen commented that an investment in the future of the airport is an appropriate use of the Airport's operational reserve funds and supports the proposed CIP funding plan.

Board Member Haemmerle commented that he considers himself to be in an uncomfortable situation as the Board continues to spend millions of dollars to repeatedly rebuild an inadequate airport that can never meet all specifications, rather than build a replacement airport that meets them all.

**MOTION:**            *Made by Board Member Greenberg to approve the Capital Improvement Program (CIP) as presented and authorize Staff to submit the information to the FAA. Seconded by Board Member Keirn.*

**PASSED UNANIMOUSLY**

**ii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area Grading**

Engineer Mitchell updated the Board on the current status of Project 2 of the RSA Improvements Project Phase 2.

Board Member Haemmerle commented that the Board's decision regarding the pre-qualification of construction contractors for civil projects planned for FY 2014 and FY 2015 was not unanimous.

**iii. Project 3 Terminal Reconfiguration SOW (See Brief)**

Mead & Hunt Architect Matt Dubbe updated the Board on the current status of Project 3 of the RSA Improvements Project Phase 2.

Board Member Greenberg asked when Project 3 construction is scheduled to begin.

Architect Dubbe answered that construction is tentatively scheduled to begin October 2014, as the terminal needs to be completed and operational by June/July 2015.

**iv. Project 4 Airport Operations Building SOW (See Brief)**

R/L/B Architect Nicholas Latham updated the Board on the current status of Project 4 of the RSA Improvements Project Phase 2.

The Board discussed whether or not they should conduct special Board meetings to select a final terminal design or develop a subcommittee to narrow down the design options and present them at regular Board meetings for final selection.

The Board agreed to develop a subcommittee to narrow down the design options and appointed Board Member Schoen, Board Member Keirn, and Chairman Fairfax to serve on the subcommittee.

**MOTION:** *Made by Board Member Haemmerle to appoint Board Member Schoen, Board Member Keirn, and Chairman Fairfax to serve on a subcommittee to review terminal design plans and submit their selection to the Board for review. Seconded by Board Member Greenberg.*

**PASSED UNANIMOUSLY**

**MOTION:** *Made by Board Member Haemmerle to approve the Scopes of Work for Projects 3 and 4 of the RSA Improvements Project, Phase 2 and authorize Staff to forward the documents to the FAA for comment and proceed with fee negotiation. Seconded by Board Member Schoen.*

**PASSED UNANIMOUSLY**

**v. Hangar Acquisition SOW (See Brief)**

Engineer Mitchell updated the Board on the current status of the Hangar Acquisition Project.

The Board discussed technical aspects of Engineer Mitchell's presentation including legal review of the leases by the Airport Attorney, hangar relocation versus rebuilding and the engineer's fees for hangar appraisals.

**MOTION:** *Made by Vice-Chairman McBryant to approve the Hangar Acquisition Scope of Work and fee, not to exceed \$49,025, and authorize Staff to forward the document and fee to the FAA for comment. Seconded by Board Member Keirn.*

**PASSED UNANIMOUSLY**

**b. Master Plan Outline (See Brief)**

Board Member Haemmerle briefed the Board that the Hailey City Council believes that the Joint Powers Agreement (JPA) would need to be amended in order for the Board to move forward with land acquisition. He commented that allowing the Master Plan to move forward would not mean the City approves expansion and before any scope of work regarding land acquisition can move forward, a necessity for expansion must be proven and accepted by the City and an amended JPA must be in place. He also made it clear that the City of Hailey will not consider expansion for convenience.

Chairman Fairfax agreed with the City's position and added that the Master Plan would show the need for expansion if such a necessity existed.

Vice-Chairman McBryant commented that the Board should also identify and include a bulleted list of trigger points that would start the relocation process as part of the Master Plan.

Board Member Schoen commented that there is nothing unreasonable with the City's position. He added that it is important to all County residents that the Board does not constrain the development of a Master Plan so that the Board can adopt a plan that optimizes safety and reliability for the aircraft that currently operate at the Airport.

Airport Manager Baird commented that the Master Plan will help the Board develop a plan for the future of the Airport and the development of the plan will only examine land acquisition based on necessity, not convenience.

Chairman Fairfax opened the discussion for public comment.

Dick Fenton requested that the Board also address the adequacy of funding sources in order to continue acquiring and promoting air service.

**c. Retain/Improve/Develop Air Service**

**i. Fly Sun Valley Alliance Update (See Brief)**

Fly Sun Valley Alliance representative Carol Waller reported on the success of the inaugural celebration for the new Delta Airlines regional jet service to Sun Valley.

Chairman Fairfax asked if the United Airlines San Francisco flight did well in December.

Ms. Waller answered that the San Francisco flight did not do as well as expected partly due to the severe lack of snow in December and a few unusual situations with diversions and cancellations.

**ii. Small Community Air Service Development Program Grant (See Brief)**

**VIII. NEW BUSINESS**

**A. Friedman Memorial Airport Authority Air Carrier New Market Incentive Policy (See Brief)**

Airport Manager Baird briefed the Board on the purpose of the Draft FMAA Air Carrier New Market Incentive Policy and asked the Board to discuss the adoption of the policy.

Board Member Schoen asked if landing fee waivers would impact operational revenue.

Airport Manager Baird answered that temporary landing fee waivers would not significantly impact operational cash flow.

**MOTION:** *Made by Board Member Haemmerle to approve the Draft Friedman Memorial Airport Authority Air Carrier New Market Incentive Policy. Seconded by Board Member McCleary.*

**PASSED UNANIMOUSLY**

**B. Independent Board Member Selection**

Vice-Chairman McBryant commented that the City discussed this agenda item and agreed that it would be appropriate to advertise the Independent Board Member selection process. She commented that the City also expressed that the Chairman position be held by one of the Airport Owner's representatives.

Board Member Schoen agreed that it would be appropriate to advertise the regular Independent Board Member selection process.

**MOTION:** *Made by Board Member Haemmerle to appoint Chairman Fairfax as the Friedman Memorial Airport Authority Independent Board Member as of December 31, 2012. Seconded by Board Member Keirn.*

**PASSED UNANIMOUSLY**

**C. February Meeting Date**

Airport Manager Baird asked the Board to discuss a new February meeting date as the County Commissioners will be attending a conference on February 4<sup>th</sup>.

The Board directed Staff to change the February meeting date to February 11, 2014.

**MOTION:** *Made by Board Member Schoen to adjust the next meeting date of the Friedman Memorial Airport Authority to February 11, 2014. Seconded by Board Member Keirn.*

**PASSED UNANIMOUSLY**

**IX. PUBLIC COMMENT**

No public comment was made.

## X. ADJOURNMENT

The January 7, 2014 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:58 p.m.



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Lawrence Schoen, 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.*