

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

**February 5, 2015  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Board – Lawrence Schoen, Fritz Haemmerle, Jacob Greenberg, Pat Cooley: Via Conference Phone: Angenie McCleary  
**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 Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; R/L/B – Nicholas Latham; Rexroat, Harberd & Associates – Laurie Harberd  
**AIRPORT TENANTS/PUBLIC:** Bellevue City Council – James Stireman; Atlantic Aviation – Michael Rasch; FSVA - Carol Waller; Len Harlig, Marc Reinemann, Dick Fenton, Ed and Pam Jenkins, Bob Leahy; Horizon Airlines – Chelsey Wood & Family  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**PRESS:** Idaho Mountain Express – Greg Moore

**CALL TO ORDER:**

The meeting was called to order at 5:34 p.m. by Chairman Fairfax.

**I. APPROVE AGENDA**

The agenda was approved with the following changes:

**IV. AIRPORT STAFF BRIEF**

~~A.~~ ~~F.~~ Employee of the 2<sup>nd</sup> Quarter, 2014 – Attachment #6

**VI. ~~V.~~ AIRPORT STAFF BRIEF CONT. (5 Minutes Allotted)**

~~B.~~ A. Noise Complaints

~~C.~~ B. Parking Lot Update

~~D.~~ C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #2 - #4

~~E.~~ D. Review Correspondence – Attachment #5

~~F.~~ E. Airport Commercial Flight Interruptions

~~F.~~ ~~Employee of the 2<sup>nd</sup> Quarter, 2014 – Attachment #6~~

G. Election of Officers

**MOTION:**

*Made by Vice-Chairman Keirn to move the Employee of the Quarter agenda items after agenda item II.  
Public Comment. Seconded by Board Member Schoen.*

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT**

No public comment was made.

**III. AIRPORT STAFF BRIEF**

**A. ~~F.~~ Employee of the 2<sup>nd</sup> Quarter, 2014 (See Brief)**

Airport Manager Baird announced that Ms. Chelsey Gough of Horizon Air was selected as the Employee of the 2<sup>nd</sup> Quarter for Calendar Year 2014. He congratulated Ms. Gough and thanked her for her efforts and service to the Friedman Memorial Airport.

Ms. Gough thanked the Board for the award.

**IV. III. FMAA FINANCIAL STATEMENTS**

Rexroat, Harberd & Associates CPA Laurie Harberd, briefly summarized and explained the FMAA Financial Statements for Fiscal Year 2014.

The Board discussed and clarified aspects of Ms. Harberd's presentation, including the depreciation related to the Environmental Impact Statement (EIS) Project.

Board Member Schoen commented that he is not in favor of how the long-term liability of compensated absences is accrued without limitations and suggested that the Board discuss a solution that limits the amount and/or time of the accruals as it is an unhealthy system for the Airport employees as well as the Airport itself.

Chairman Fairfax commented that he does not have a problem with how the compensated absences are accrued as a long-term liability and suggested that perhaps the Board could set a maximum allowable amount for compensated absences or allow employees the option to put end-of-the-year unused benefits into their retirement accounts.

Airport Manager Baird commented that due to the high workload since 2004 and the small size of the Airport Staff, a lot of them are unable to take their allocated vacation days; however, he expects a normal workload to return in October once the RSA project is complete at which time a new policy can be implemented. He also commented that if the Board wants to implement a new policy immediately then more Staff would need to be hired in order to handle the current workload.

The Board discussed whether or not the Finance Committee should work with Airport Manager Baird in the future to develop a reasonable end-of-the year policy for accrued compensated absences.

**MOTION:** *Made by Board Member Greenberg to approve the Friedman Memorial Airport Authority Financial Statements and Other Financial Information for the year ended September 30, 2014 as presented by our auditors. Seconded by Vice-Chairman Keirn.*

**PASSED UNANIMOUSLY**

Board Member Schoen commented that he will vote in favor of the motion; however, he would like to register for discussion that he objected to FMAA carrying depreciation for the abandoned EIS on its books, because, he said, the EIS belonged to the FAA.

**V. IV. APPROVE FMAA MEETING MINUTES**

**A. January 6, 2015 Regular Meeting (See Brief)**

The January 6, 2015 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

**V. IV. REPORTS**

**D. Airport Manager Report**

Chairman Fairfax asked if funding for the tower AIP program will ever increase, as it has been the same the allocation has been of \$3.35 billion for the last 10 years.

Airport Manager Baird answered that FMA is a member of the AAAE organization as well as the United States Contract Tower Association (USCTA) who both support lobby for airports rights on a national level.

## **VII. VI. UNFINISHED BUSINESS**

### **A. Airport Solutions**

#### **1. Existing Site**

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

##### **vii. Project 6 Relocate Taxiway B/Remove Taxiway A/North Apron (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 6 of the RSA Improvements Project. He also asked the Board to discuss the option of opening the Airport for a 17-day period to small general aviation aircraft during the 30 day closure in April and May at an additional cost of \$160,000 . Consideration of this option was requested by small aircraft pilots.

##### **ix. Work Order 14-08 Acquire Snow Removal Equipment (See Brief)**

The Board discussed aspects of the snow removal equipment acquisition request including the following items:

- The life expectancy of this type of snow removal equipment.
- The age of the snow removal equipment the Airport currently utilizes.
- The reason engineers are a necessary involvement involved in the purchase and acquisition of this kind of equipment. The bid process for the equipment acquisition when 'piggy backing' on the purchase of similar equipment by another Idaho city in this case, Idaho Falls. What the bidding process is for the equipment acquisition and how 'piggy-backing' on an Idaho Falls acquisition works.

##### **x. Work Order 14-09 Terminal Parking Lot Improvements (See Brief)**

The Board discussed aspects of Engineer Mitchell's request including the following items:

- The County's preference to minimize light trespass. and their Dark Sky Ordinance.
- Whether or not lighting will also be replaced with more efficient lighting as fixtures they are relocated in the parking lot.

##### **xii. Future Projects (See Brief)**

Engineer Mitchell and Airport Manager Baird updated the Board on the current status of upcoming future projects of the RSA Improvements Project including a possible additional Terminal Remodel and Tenant Build Out.

The Board discussed technical aspects of Engineer Mitchell's and Airport Manager Baird's presentation including the following items:

- Why the proposed Terminal Remodel and Tenant Build Out was not included in the current terminal project.

- Whether it would be possible to add a nice restroom and part of a pilot briefing area in the terminal.
- At what time the Board made the decision to proceed with the non-eligible terminal remodel.

**C. Independent Board Member Selection Process (See Brief)**

Board Member Schoen briefed the Board that the Airport received four resumes for the Independent Board Member position and after reviewing the resumes the Board Selection Committee determined that three of the four candidates did not meet the 5-year residency requirement listed in the conditions of eligibility. He suggested that the Board decide to either ~~to~~ wave that requirement and interview all four candidates, or support the approved criteria and select the only candidate that met the residency criteria, Ron Fairfax, as the Independent Board Member.

Attorney Laski commented that the Board already ~~re-elected~~ **appointed** Chairman Fairfax as the Independent Board Member during the December meeting, so no action is needed.

**MOTION:**

*Made by Board Member Greenberg to approve the January 6, 2015 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Board Member Haemmerle.*

**PASSED UNANIMOUSLY**

**VI. ~~V.~~ REPORTS**

**A. Chairman Report**

No report was given.

**B. Blaine County Report**

No report was given.

**C. City of Hailey Report**

No report was given.

**D. Airport Manager Report**

Airport Manager Baird reported that he attended the annual US Contract Tower Association Policy Board Conference last week and learned that they are preparing a strategic plan to ensure that contract towers are funded through 2016 and beyond.

**E. Communication Director Report**

Airport Manager Baird reported that no Coffee Talk or Airport Tour was held in January.

**VII. ~~VI.~~ AIRPORT STAFF BRIEF**

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

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

**~~D.~~ C. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)**

Board Member Haemmerle commented that he received a complaint from a citizen that they spent more time at the Airport waiting for baggage and waiting

in line at the parking lot exit than their entire flight from Salt Lake City to Hailey.

Airport Manager Baird commented that with the increase in passenger capacity of the CRJ 700s has caused congestion in the parking lot and Staff is currently researching solutions.

Board Member Schoen commented that he found it interesting that while the Airport Operations Traffic Count has reached record lows, the total enplanements numbers have increased.

Airport Manager Baird commented that last year's 30-day construction closure, the introduction of the CRJ 700s, which increased passenger capacity while decreasing the number of daily flights, and changes in general aviation traffic has contributed to the decrease in Airport operations and the increase in enplanements.

**E. ~~D.~~ Review Correspondence (See Brief)**

**F. ~~E.~~ Airport Commercial Flight Interruptions (See Brief)**

**F. ~~E.~~ Employee of the 2<sup>nd</sup> Quarter, 2014 (See Brief)**

**G. Election of Officers (See Brief)**

## **VIII. VII. UNFINISHED BUSINESS**

**A. Airport Solutions**

**1. Existing Site**

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

**i. Project 3 Terminal Reconfiguration (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 3 of the RSA Improvements Project.

**ii. Project 4 Airport Operations Building (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 4 of the RSA Improvements Project.

**iii. Project 6 Relocate Taxiway B/Remove Taxiway A/North Apron (See Brief)**

Engineer Mitchell updated the Board on the current status of Project 6 of the RSA Improvements Project and requested that the Board approve an Amendment to Work Order 14-06 in the amount of \$41,907 for additional fees related to the demolition portions of the project.

**MOTION:** *Made by Board Member Schoen to approve Amendment #1 to Work Order 14-06, in the additional amount of \$41,907 and authorize Chair to sign the amendment after FAA & final Legal Counsel, Staff and Finance Committee review. Seconded by Vice-Chairman Keirn.*

**PASSED  
BOARD MEMBER HAEMMERLE ABSTAINED**

**iv. Facility Acquisitions (See Brief)**

Engineer Mitchell updated the Board on the current status of the facility acquisition part the RSA Improvements Project.

**v. Future Projects (See Brief)**

Engineer Mitchell and Airport Manager Baird updated the Board on future projects including: snow removal equipment acquisition, parking lot improvements/landscaping, runway rehabilitation and terminal tenant remodel/build out.

The Board discussed technical aspects of the presentation including the allocated terminal space for the TSA and the value of a conference room in the terminal.

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

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

FSVA representative, Carol Waller briefed the Board that FSVA plans to have the Summer/Fall Flight Schedule negotiations with airlines completed by next week.

**c. SUN Instrument Approach Improvements – Phase 2 Update (See Brief)**

Airport Manager Baird updated the Board on Phase 2 of the Sun Instrument Approach Improvements Project.

Board Member Schoen commented that the lowering of approach minimums does not mean that aircraft will approach the Airport at a lower elevation but allows the aircraft to fly in when clouds are at a lower level.

**B. Master Plan Update**

Airport Manager Baird briefed the Board on the development of the Master Plan Update.

Board Member Haemmerle requested that Staff allow the Board a month to review and discuss Master Plan Chapter Drafts before including them as action items in a Board Meeting.

**IX. VIII.-PUBLIC COMMENT**

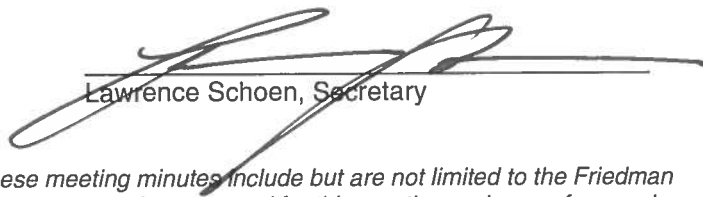
Ed Jenkins commented that it's good the Airport is trying to lessen its carbon footprint by opting out of relocating dirt offsite with 750 truckloads; however, he questioned how the exhaust of 750 truckloads compared to the exhaust that comes from aircraft as they fly over Bellevue.

Dick Fenton commented that during the busy seasons there is a lot of congestion in front of the air carrier desks and makes it difficult for people who are not checking in to pass through comfortably.

Airport Manager Baird commented that the terminal reconfiguration will give us significant room and improvements that we do not have now.

**X. IX. ADJOURNMENT**

The February 5, 2015 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:17 p.m.



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.*