

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

**February 11, 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
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
CONSULTANTS: T-O Engineers – Dave Mitchell, R/L/B – Nicholas Latham, Michael Bulls; Mead & Hunt – Scott Cary, Mark McFarland
AIRPORT TENANTS/PUBLIC: City of Hailey – Pat Cooley; Donna Serrano, Marc Reinemann, Julie Lawson, Glass Cockpit Aviation – John Strauss; FSVA – Dick Fenton

CALL TO ORDER:

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

I. APPROVE AGENDA

The agenda was approved as presented.

II. OATH OF OFFICE

A. Independent Board Member

Board Member Haemmerle administered the Friedman Memorial Airport Authority Oath of Office to Independent Board Member, Ronald Fairfax.

III. PUBLIC COMMENT

No public comment was made.

**IV. APPROVE FMAA
MEETING MINUTES**

A. December 18, 2013 Special Meeting (See Brief)

The December 18, 2013 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

III. NEW BUSINESS

A. Review Pre-Qualification Applications from Prime Contractors for Construction Projects at Friedman Memorial Airport

The Board discussed the motion and the majority agreed that Knife River has worked well with Airport Contractors and Staff in the past and performed well on the last project they completed for the Airport. **Board Member Haemmerle did not agree with the majority on this matter.**

MOTION:

Made by Board Member McCleary to approve the December 18, 2013 Friedman Memorial Airport Authority Special Meeting Minutes as amended. Seconded by Vice-Chairman McBryant.

PASSED UNANIMOUSLY

A. January 7, 2014 Regular Meeting (See Brief)

The January 7, 2014 Friedman Memorial Airport Authority Meeting Minutes were approved as presented:

MOTION: *Made by Board Member Haemmerle to approve the January 7, 2014 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Greenberg.*

PASSED UNANIMOUSLY

V. REPORTS

A. Chairman Report

Chairman Fairfax congratulated Airport Staff, Fly Sun Valley Alliance, and Sun Valley Company for receiving the Small Community Air Service Development Grant and the announcement of the new Denver service scheduled to begin in July.

B. Blaine County Report

Board Member Schoen reported that it was a pleasure to take part in the first meeting of the Air Service Board.

C. City of Hailey Report

No report was given.

D. Airport Manager Report

Airport Operations Chief Pete Kramer introduced Liam Pincus to the Board. He reported that Mr. Pincus is a high school student from Washington D.C. who is currently interning at the Airport to learn about airport operations and aviation.

Airport Manager Baird reported that he attended the United States Contract Tower Association (USCTA) meeting in Charleston, South Carolina and learned that the Contract Tower Program is fully funded to the end of September and the USCTA Policy Board is already working on funding for 2015. He also reported that the Airport will be hosting a meeting in February for all Airport Tenants to discuss the Runway Safety Area (RSA) project implementation and upcoming Airport closure.

Airport Manager Baird briefed the Board on the upcoming flight schedule for the Airport; air service will include non-stop flights to/from Salt Lake City, Los Angeles, Seattle, San Francisco, and Denver.

Vice-Chairman McBryant asked if Airport Manager Baird has received any negative comments regarding the use of regional jets at the Airport.

Airport Manager Baird answered that most feedback has been positive and people are thrilled to be flying on regional jets to/from the Airport. He commented that he has begun receiving positive reports regarding airfare.

E. Communications Director Report

Airport Manager Baird reported that the January Coffee Talk and Airport Tour were both well attended. He reported that a new "Check Sun Fares First" campaign continues to be developed, as well as a new radio advertisement campaign.

Board Member Schoen asked if charter service is growing at the Airport.

Airport Manager Baird answered that Mountain Aviation has started a new charter service at the Airport and he will know the success of the service once the first activity report is received. He commented that corporate aviation is slowly recovering; however, it will take a significant amount of time for the small general aviation community to recover.

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. Administrative Brief (See Brief)**

VII. UNFINISHED BUSINESS

A. Airport Solutions

1. Existing Site

a. Plan to Meet 2015 Congressional Safety Area Requirement

i. Formulation (See Brief)

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

The Board discussed technical aspects of Engineer Mitchell's presentation, including Capital Improvement Program (CIP) revisions made since the January Board Meeting, whether or not the construction schedule will be affected by grant availability, and the affect the revisions have on the cash flow schedule.

ii. Project 2 Relocate/Extend Taxiway B and Runway Safety Area (RSA) Grading

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

iii. Project 3 Terminal Reconfiguration Scope of Work (SOW) (See Brief)

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

Airport Manager Baird requested Board approval of the Terminal Reconfiguration Project proposed fee, not to exceed \$1,259,979, along with authorization to complete negotiations, subject to FAA and Legal Counsel review.

Vice-Chairman McBryant commented that while she supports the project, the Wood River Valley needs to be aware that it is the residents of the City of Hailey who will be impacted by the daily extended hours of construction.

The Board discussed technical aspects of the Terminal Reconfiguration SOW, including further revisions to Task 1 of the SOW and the reasonableness of the CADD technician cost.

MOTION: *Made by Board Member Schoen to approve the revised Terminal Reconfiguration Project Scope of Work and fee, not to exceed \$1,259,979, and direct Staff to proceed with negotiations, subject to FAA, Staff, and Legal Counsel review. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

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

Airport Manager Baird requested Board approval of the Airport Operations Building SOW and proposed fee, not to exceed \$536,810, along with authorization to complete negotiations, subject to FAA and Legal Counsel review.

MOTION: *Made by Board Member Schoen to approve the revised Airport Operations Building Project Scope of Work and fee, not to exceed \$536,810, and direct Staff to proceed with negotiations, subject to FAA, Staff, and Legal Counsel review. Seconded by Vice-Chairman McBryant.*

PASSED UNANIMOUSLY

v. Project 5 Terminal Apron Reconstruction/Site Preparations

Engineer Mitchell updated the Board on the current status of Project 5 of the RSA Improvements Project.

The Board discussed the impact Project 5 will have on parking lot operations and whether or not a parking lot expansion would be AIP-eligible.

vi. Hangar Acquisition

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

b. Master Plan SOW (See Brief)

Mead & Hunt representative Mark McFarland updated the Board on the current development status of the Master Plan Scope of Work.

The Board discussed technical aspects of the Master Plan SOW, including whether or not the site selection process will be politically constrained in the initial evaluation, the assurance that all sites that could physically meet criteria for an Airport will be examined, and clarification of language in the SOW relating to financial management.

Vice-Chairman McBryant commented that the Board should continue to include existing condition changes when projections for a potential future site are evaluated.

Chairman Fairfax opened the discussion for public comment.

Dick Fenton commented on technical aspects of the Master Plan SOW including potential funding sources for the aviation activity forecast, whether or not the Category I criteria for the site selection process could be modified for certain sites with the help of advanced landing technology, the operating feasibility of a relocated airport, and the necessity to reevaluate the Master Plan at least every five years.

City of Hailey Councilmember Pat Cooley commented that the City of Hailey would welcome the airport consultants to attend a council meeting and share this information with the citizens of Hailey.

The Board discussed whether or not to approve the Master Plan SOW and agreed to postpone the approval of the SOW until the April Board Meeting so that the Hailey City Council can have the opportunity to review the document and receive a presentation from airport consultants.

c. Retain/Improve/Develop Air Service

i. Fly Sun Valley Alliance Report

Dick Fenton reported that FSVA will be presenting their Fiscal Year 2014 Financial Plan to the Air Service Board on February 13th. He reported that they will also begin developing financial plans for Fiscal Years 2015 and 2016.

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

VIII. NEW BUSINESS

A. March, April, May 2014 FMAA Meeting Dates

The Board discussed the meeting date schedule for March, April, and May and agreed to the following dates:

- March 11, 2014
- April 8, 2014
- May 6, 2014

Board Member McBryant commented that Board Member Keirn does not support the rescheduling regular meeting date and would prefer that they remain unchanged.

MOTION:

Made by Board Member Schoen to schedule the March and April FMAA Board Meeting dates for March 11, 2014 and April 8, 2014. Seconded by Board Member McCleary.

PASSED UNANIMOUSLY

IX. PUBLIC COMMENT

No public comment was made.

X. ADJOURNMENT

The February 11, 2014 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:29 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.