

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

**May 1, 2012
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman –Tom Bowman, Vice-Chairman – Martha Burke, Secretary – Susan McBryant, Board – Lawrence Schoen, Angenie McCleary, Ron Fairfax
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/Assistant Airport Security Coordinator – Roberta Christensen, Administrative Assistant/IT Systems Maintenance Coordinator - April Dieter,
CONSULTANTS: T-O Engineers – Dave Mitchell; Interim Communications Director – Candice Pate
AIRPORT TENANTS/PUBLIC: BCPA – Jim Perkins; FSVA – Carol Waller, Eric Seder; Avis – Peter Scheurmier; Evan Stelma, Donna Serrano, Bonnie Leighton, Julie Lawson, Marc Reinemann, Len Harlig, Paul & Donna Brown, Janet Duffy, Atlantic Aviation – Brian Blackburn, Susan Harris; Nils Ribbi, Sheryl Schouengecdt, Steve Schouengecdt, John Strauss, Bob Crosby, Dick Fenton, BC – Derek Voss; Jim Hicks, COH – Fritz Haemmerle

CALL TO ORDER:

The meeting was called to order at 5:33 p.m. by Chairman Bowman.

I. APPROVE AGENDA

The agenda was approved with the following changes:

II. AIRPORT STAFF BRIEF

- A.** H- Employee of the Calendar Year 2011
- B.** J- City of Hailey LEO Retirement

VII. VI. AIRPORT STAFF BRIEF (CONT.)

- C.** A- Noise Complaints
- D.** B- Parking Lot Update
- E.** G- Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – Attachments #7 - #10
- F.** D- Review Correspondence – Attachment #11
- G.** E- Fly Sun Valley Alliance Update – Attachments #12, #13
- H.** F- Airport Weather Interruptions
- I.** G- License and Use Agreement Off-Airport Rental Car Operator
- H.** ~~Employee of the Calendar Year 2011~~
- J.** I- PFC Application 12-08-C-00-SUN Status
- J.** ~~City of Hailey LEO Retirement~~

MOTION:

Made by Board Member McBryant to amend the Agenda for May 1, 2012 with the suggested changes. Secoded by Vice-Chairman Burke.

PASSED UNANIMOUSLY

II. AIRPORT STAFF BRIEF

A. H- Employee of the Calendar Year 2011

Airport Manager Baird presented Atlantic Aviation employee, Jim Hicks, with the Employee of the Year Award for 2011. He thanked Mr. Hicks for his excellent service to the Friedman Memorial Airport and Wood River Valley.

Chairman Bowman thanked Jim Hicks for his excellent service and representation at the Airport on behalf of the Board.

Mr. Hicks thanked the Board, the Airport Operations Staff, and his co-workers at the Airport for recognizing his efforts and selecting him as Employee of the Year for 2011.

B. J. City of Hailey LEO Retirement

Airport Manager Baird announced that Hailey Police Officer Paul Brown is retiring from the police force as well as the Law Enforcement Officer (LEO) program at the Airport. He thanked Mr. Brown for his dedication and service to the Friedman Memorial Airport and Wood River Valley.

Paul Brown thanked the Board for the opportunity to work at the Airport as an unofficial ambassador for the City of Hailey and the Wood River Valley. He commented that he has enjoyed his time at the Airport.

Chairman Bowman thanked Paul Brown for his years of service and offered him the best of luck for future endeavors.

II. PUBLIC COMMENT

No public comment was made.

III. UNFINISHED BUSINESS

A. Airport Solutions

1. Chairman Report

a. Election Timing of FMAA Officers

Board Member McCleary suggested that the Board discuss whether June is an appropriate time for the FMAA to elect officers. She proposed that the current Board remain as is and return to the matter in January 2013.

Board Member McBryant commented that since the Board is currently in a specific process with the FAA she would support the postponement of the June election of officers. Vice-Chairman Burke agreed.

Board Member Schoen commented that he would not support a solution that would allow the same individual to be appointed as Chairman for both the Board of Blaine County Commissioners and FMAA at the same time.

Board Member McCleary added that in regard to Board Member Schoen's comment, the same should also apply to City of Hailey Board representatives.

Chairman Bowman directed Staff to put the June election of officers on the June agenda for discussion.

Chairman Bowman reported that he is concerned with the amount of time Airport Manager Baird is spending on responding to emails from community members and requested that the Board discuss the matter.

Board Member McBryant asked if the questions being asked were highly technical.

Airport Manager Baird answered that Interim Communications Director, Candice Pate, answers some emails on his behalf, however most of the questions are very technical and he has had to answer them at odd times of the day and night.

Chairman Bowman suggested that he, the Interim Communications Director and Airport Manager Baird develop a recommended solution for the Board to review in June.

2. Blaine County Report

No report was given.

3. City of Hailey Report

Vice-Chairman Burke reported that the Hailey Mayor signed the letter to SkyWest in support of FAA approval of the operations of the Canadair RJ700 into Friedman Memorial Airport.

4. Airport Manager Report

a. FAA NW Mountain Region Airports Conference

Airport Manager Baird reported that he, the Airport Operations Chief and Contracts/Finance Administrator, attended the FAA NW Mountain Region Airports Conference. He reported that the conference was beneficial and gave Staff the ability to network with other airport industry experts.

b. SMS/SRM Update

Airport Manager Baird updated the Board on the details, discussions and outcomes from the Safety Risk Management Panel (SRMP) meetings that took place in April.

5. Existing Site

a. Airport Layout Plan – Planning Process Scope of Work

Vice-Chairman Burke requested a copy of Engineer Mitchell's portion of the power point presentation to share with the Hailey City Council. She commented that several questions posed by the Mayor were answered in the power point presentation.

Board Member Keirn agreed with Vice-Chairman Burke's request and added that the Board should approach the ALP process aggressively.

The Board discussed and clarified aspects of Engineer Mitchell's presentation including AIP eligibility and feasibility.

Board Member Schoen suggested that Staff present the Board with a range of all reasonable ALP alternatives.

Airport Manager Baird confirmed that Staff will present all reasonable alternatives and estimated that there will most likely be three or four alternatives for the Board to review.

Chairman Bowman commented that during the SRMP meetings, the FAA commented that it is not immediately apparent that the FAA standards that apply to the existing site are based off of any type of scientific analysis. Staff will propose to the FAA that perhaps the Airport does not require a 500 ft. Object Free Area (OFA) for the size of aircraft that utilize the Airport.

Board Member Fairfax commented that it is important to get the FAA's approval of these ideas from the beginning of the ALP project, as they will have to modify their standards.

The Board agreed with Airport Manager Baird and Engineer Mitchell's request to begin developing alternatives in regard to improving the existing site.

Julie Lawson commented that she would like to gain more understanding about this process and suggested that the Board hold a workshop to inform the public of the current status of the ALP project.

Glass Cockpit Aviation owner, John Strauss, commented that the SRMP meetings were a small step in the right direction. He was encouraged that the FAA was receptive to the idea of researching alternatives.

Bonnie Leighton commented that she would like to know what kind of improvements to the existing site the Board will be considering.

Len Harlig commented that safety standards and potential modifications to FAA standards might be shifted because of economic changes. He commented that he would hope that this would be looked at very carefully and that the Board will be confident about that particular process.

6. Replacement Airport

Airport Manager Baird reported that he included the replacement airport update in the Airport Manager's brief. Please refer to the note at the end of the minutes for supporting documents.

7. Retain/Improve/Develop Air Service

a. FSVA Report

Carol Waller reported that FSVA has received final data on the Alaska Airlines flight schedule and is currently working on developing different schedules with Alaska Airlines. She commented that FSVA will plan to present a more formal report at the June meeting.

b. Air Service Scope of Work (See Brief)

Airport Manager Baird briefed the Board regarding the development of the Air Service Scope of Work (SOW).

Board Member McBryant commented that an estimation of total hours needed to complete the project was not included in the SOW. She suggested that it be included so the Board can estimate the final cost.

Airport Manager Baird explained some of the costs included in the SOW and commented that he has asked Mead & Hunt to include benchmarks in the SOW as well.

Board Member Schoen asked if other communities normally facilitate this type of information by hiring an outside consultant.

Airport Manager Baird answered that other communities gather this type of information in a similar manner to the way the Board is currently approaching it.

A. Credentialing Management System (See Brief)

Airport Manager Baird briefed the Board on the Credentialing Management System (CMS) request for proposals process.

The Board discussed the total cost of the project and reviewed the bid-tab sheet provided in the Board packet.

Board Member Schoen asked why a CMS service is needed at the Airport.

Airport Manager Baird answered that there is a continuous requirement associated with rebadging, reissuing and auditing. He explained that the CMS software will automate what Staff is currently doing manually.

MOTION: *Made by Vice-Chairman Burke to proceed with the acquisition of a Credentialing Management System subscription and authorize the Chair to execute the Quantum Secure, Inc.: End-User Subscription License Agreement. Seconded by Board Member McBryant.*

PASSED UNANIMOUSLY

B. FY '13 Budget Process

Airport Manager Baird briefed the Board on the status of the FY '13 Budget process and development.

Board Member Schoen asked if including a budget for the restarting of the EIS is needed for fiscal year 2013. He commented that it does not seem of value to budget for an EIS restart when the final two locations from the EIS are not viable or feasible solutions.

Board Member McCleary commented that the Board cannot answer Board Member Schoen's question without first discussing the EIS situation with the FAA.

Board Member McBryant added that the Board cannot assume that the EIS will or will not be restarted at this point.

Chairman Bowman commented that that this is only a budget discussion and finances for the EIS will not be spent until a contract is signed and approved by the Board.

C. Website Update

Airport Manager Baird briefed the Board that Staff is still in the process of reviewing the proposal for the website project and will provide a recommendation to the Board in either the June or July meeting.

D. Mead & Hunt Program Management Team Update (See Brief)

Airport Manager Baird briefed the Board that Attorney Luboviski has amended the Master Services Agreement between Mead & Hunt, Inc. and FMAA to replace Tom Schnetzer with Andy Platz as Mead & Hunt's key personnel.

MOTION:

Made by Vice-Chairman Burke to authorize the Chair to sign the First Amendment to the Master Services Agreement between Mead & Hunt, Inc. and Friedman Memorial Airport Authority. Seconded by Board Member McCleary.

PASSED UNANIMOUSLY

VI. V. APPROVE FMAA MEETING MINUTES

A. April 3, 2012 Regular Meeting (See Brief)

The April 3, 2012 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION:

Made by Board Member McCleary to approve the April 3, 2012 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Vice-Chairman Burke.

PASSED UNANIMOUSLY

VII. VI. AIRPORT STAFF BRIEF

C. A. Noise Complaints

D. B. Parking Lot Update

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

F. D. Review Correspondence (See Brief)

G. E. Fly Sun Valley Alliance Update (See Brief)

H. F. Airport Weather Interruptions

I. G. License and Use Agreement Off-Airport Rental Car Operator

H. Employee of the Calendar Year 2011

J. I. PFC Application 12-08-C-00-SUN Status

J. City of Hailey LEO Retirement

VIII. VII. PUBLIC COMMENT


The Board further discussed how the amount of time Airport Manager Baird spends answering questions from individual members of the community should be addressed and managed.

Avis Rent-A-Car Local Manager, Peter Schuermier, suggested that Airport Staff publish a FAQs page on the Airport website that answers questions submitted by community members.

John Strauss commented that Airport Staff should answer questions when it's appropriate for them rather than on public demand. He suggested that Staff coordinate public workshops on specific subject matters that the community has questions about.

VIII. ADJOURNMENT

The May 1, 2012 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:36 p.m.


Susan McBryant, 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.*