

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

**July 7, 2015  
5:30 P.M.**

**IN ATTENDANCE:** **BOARD MEMBERS:** Chairman – Ron Fairfax, Vice-Chairman – Don Keirn, Board – Lawrence Schoen, Fritz Haemmerle, Jacob Greenberg, Angenie McCleary, Pat Cooley  
**FRIEDMAN MEMORIAL AIRPORT STAFF:** Airport Manager – Rick Baird, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Administrative Assistant/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant/IT Systems Maintenance Coordinator – April Dieter, Administrative Assistant – Cecilia Vega  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; R/L/B – Michael Smith  
**AIRPORT TENANTS/PUBLIC:** Bellevue City Council – Lisa Phillips, Craig Wolfrom; FSVA - Carol Waller, Donna Serrano, Felicity Roberts, Evan Stelma, Marc Reinemann, Doug Brown, Tony Evans, James Stireman, Bob Leahy  
**PRESS:** Idaho Mountain Express – Greg Moore

**CALL TO ORDER:** The meeting was called to order at 5:31 p.m. by Chairman Fairfax.

**I. APPROVE AGENDA** The agenda was approved as presented.

**II. PUBLIC COMMENT** No public comment was made.

**III. APPROVE FMAA  
MEETING MINUTES**

**A. June 3, 2015 Regular Meeting (See Brief)**

The June 3, 2015 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

**MOTION:**

***Made by Vice-Chairman Keirn to approve the June 3, 2015 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Haemmerle.***

**PASSED**

**BOARD MEMBER COOLEY ABSTAINED**

**IV. REPORTS**

**A. Chairman Report**

Chairman Fairfax reported that the Runway Safety Area & Terminal Reconfiguration Ribbon Cutting Ceremony that was held on July 2<sup>nd</sup> was a success. He also thanked the community for their patience and understanding during this week's increased airport traffic.

**B. Blaine County Report**

No report was given.

**C. City of Hailey Report**

Board Member Haemmerle commented that the reconfigured terminal is an impressive facility and commended Airport Staff for their efforts in completing the project in a timely fashion. He reported that the Hailey City Council reviewed Chapters A and C of the Master Plan Update and agreed that the amendments made sufficiently addressed the concerns raised at the last FMAA meeting.

**D. Airport Manager Report**

Airport Manager Baird thanked those who attended the Ribbon Cutting Ceremony and agreed with the Board that the terminal is a spectacular facility. Airport Manager Baird proceeded to report on the following:

- Construction on the south end of the terminal remains to be completed.
- His goal is to have the north end of the terminal completely finished within the next 2-3 weeks.
- The traffic count for the corporate event going on this week is estimated at 200 arrivals by the end of the day.
- The Twin Falls Airport was completely full as of 5:00 p.m. due to the corporate event as well.

Board Member Haemmerle asked if there was any way to gauge how many aircraft wanted to park at the Airport but were unable to do so due to space limitations.

Airport Manager Baird answered that Staff will be able to closely estimate the number of aircraft that will not be able to park overnight at the Airport.

The Board discussed with Airport Manager Baird the reasons an aircraft may choose to land at the Twin Falls Airport rather than FMA, as well as the planning that is done prior to the corporate event.

**V. 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)**

Board Member Schoen commented that while attending the National Association of Counties (NACo) in Washington D.C. (February), he met the Chairman of the Aviation Subcommittee who expressed interest in receiving information regarding the Contract Tower Program. Board Member Schoen briefed the Board that he will distribute the appropriate information to the Aviation Subcommittee.

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

**VI. 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.

**iv. Project 7 Demolish ARFF/SRE and Administration Buildings and Construct Central Bypass Taxiway(See Brief)**

Engineer Mitchell updated the Board on the current status of Project 7 of the RSA Improvements Project.

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

Engineer Mitchell and Airport Manager Baird updated the Board on the status of the following projects:

- Runway Rehabilitation/Parking Lot Improvements
- Landscaping Improvements
- Terminal Tenant Finish Out

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

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

Fly Sun Valley Alliance (FSVA) representative Carol Waller reported on the following:

- May enplanements increased by 14% from last year despite the construction closure.
- June enplanements increased by 5% from last year.
- Jumpstart Conference was a success and they had very positive conversations with airlines.
- FSVA is in the process of finalizing the winter schedule with air service partners as well as planning air service for 2017.

**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.

**B. Master Plan Update**

Airport Manager Baird briefed the Board on the development of the Draft Master Plan Update (MPU).

Board Member Schoen listed minor spelling and grammar edits to Chapter A of the Draft MPU. He also pointed out several paragraphs that require expansion or clarification, including that the Shoshone Bannock Tribe historical interest be included in Chapter A.

Chairman Fairfax asked the Board to consider approval of Chapter A of the Draft MPU.

Board Member Haemmerle suggested that the Board avoid taking formal action on any Chapter of the MPU until the entire document is complete unless the FAA requires final Board approval on a specific Chapter.

Airport Manager Baird commented that the Board is not required to approve the Chapters as they are completed and they do have the option to wait until the whole document is completed before they review it for approval.

The Board considered Board Member Haemmerle's suggestion and discussed whether to adopt the Chapters of the MPU as they are completed or to review the whole MPU document upon completion. The discussion included the following:

- The merits of approving Chapters as they are completed; it keeps the public informed and allows Staff to complete the MPU efficiently.
- The perceived lack of public notice for the approval of Chapters.
- Consideration of adopting the Chapters after they are reviewed by the Board rather than approving them.
- Opening the MPU review process to include public input.
- Consideration of moving the MPU discussion to the beginning of the Board meetings.

Chairman Fairfax opened the discussion for public comment.

Bellevue City Councilman Craig Wolfrom commented that it feels more genuine when the public is offered a chance to specifically address a Chapter throughout the MPU process. He also asked when Chapter D will be released for public review and comment.

Chairman Fairfax commented that the Board will be scheduling a Public Hearing to allow the public an opportunity to comment on the upcoming Chapter D of the MPU.

Airport Manager Baird answered that the public will be able to review Chapter D when the Board's August packet is posted on the Airport website at the end of July. He commented that the Board plans to hold a public hearing for Chapter D sometime in September.

Board Member Haemmerle commented that the current process of holding public comment at the beginning and end of Board meetings is inadequate and allowing timely opportunities for comment would be more appropriate.

Chairman Fairfax asked if Board Member Haemmerle would like to hold public hearings for Chapters A and C.

Board Member Haemmerle commented that he is ready to move forward in the MPU process.

Board Member Greenberg commented that the Board agrees that there should be public comment and suggested that the Board move forward to the next subject.

Board Member Schoen commented that clear direction was not given to Airport Manager Baird on whether or not to approve the Chapters as they're completed.

Chairman Fairfax directed Staff that the Board will accept the Chapters as drafts as they are completed and conduct a final review and approval of the whole MPU upon completion.

Board Member Schoen listed minor spelling and grammar edits to Chapter C of the Draft MPU. He also pointed out several paragraphs that require expansion or clarification including the following:

- Paragraph 2.1 on page 32 of Chapter C should be edited for clarification.
- The inclusion of a diagram would improve the Alternative 6 terminal capacity discussion on page 23.

Chairman Fairfax opened the discussion for public comment.

Bellevue resident Even Stelma encouraged the Board to hold a public hearing for the MPU so public comments can be made rather than a public workshop. Public input is an important part of this process and the FMA meetings have not had the most accommodating atmosphere for making public comment.

Mr. Wolfrom commented that he was astounded by the number of issues and physical limitations the Airport has that were highlighted in Chapter C. He commented that he understands the need for an Airport here; however, there are a lot of reasons listed in Chapter C as to why the Airport can't be fixed in its current location.

Board Member Haemmerle agreed with Mr. Wolfrom's comments and added that the limitations of the Airport are well articulated in Chapter C and he supports their inclusion in the MPU.

**MOTION:**

***Made by Board Member Haemmerle to accept Chapters A and C subject to the suggested changes discussed. Seconded by Board Member Greenberg.***

**PASSED UNANIMOUSLY**

**C. FY '16 Draft Rates and Charges (See Brief)**

Airport Manager Baird briefed the Board on the proposed changes to the Draft Rates and Charges Schedule for FY '16. He requested that the Board establish a public hearing to discuss Rates and Charges at the August Board Meeting.

The Board discussed technical aspects of Airport Manager Baird's presentation including the definition of transient tiedowns and whether or not the FY '16 Rates and Charges Schedule is configured to pay off some of the Airport improvements currently being made.

Chairman Fairfax directed Staff to establish a public hearing for the proposed FY '16 Rates and Charges at the August 4, 2015 Board Meeting.

**D. FY '16 Draft Budget (See Brief)**

Airport Manager Baird briefed the Board on the proposed Draft Budget for FY '16. He requested that the Board establish a public hearing to discuss the Budget at the August Board Meeting.

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

- The reason for the projected increase in revenue from auto rental concessionaires and hangar lease renewals.
- How revenue from the TSA's terminal space rental was projected.
- What the airport record keeping, TV, online service access, SVA fee collection, and architectural services expense line items are for.
- The reason for the decrease in the fuel flowage fees expense line item.
- Whether or not there are alternatives to leasing the trees on the Eccles Ranch.

Chairman Fairfax suggested that the SVA fee collection expense line item be edited to Atlantic Aviation fee collection.

Chairman Fairfax directed Staff to establish a public hearing for the proposed FY '16 Budget at the August 4, 2015 Board Meeting.

## VII. NEW BUSINESS

### A. Friedman Memorial Airport Authority Communications Director

Airport Manager Baird briefed the Board that Communications Director Candice Pate has retired her position as Communications Director and asked the Board to consider beginning the process of advertising for a new Communications Director.

Board Member Schoen commented that public outreach and communication is important and it has been beneficial to have a local Communications Director. He commented that Ms. Pate has offered to help brief the new Communications Director regarding Airport public relations once one is selected.

Chairman Fairfax agreed with Board Member Schoen and suggested that the Board publish the Airport's need for a new Communications Director. He commented that hiring a Communications Director is an important part of the development of the MPU process.

Board Member Haemmerle commented that considering the limited amount of operational reserves the Airport has in the FY '16 Budget, it may be best to decrease expenses and proceed without a Communications Director at this time.

Board Member McCleary commented that she did not see a financial concern with the proposed Budget and felt that the Airport will be in a good financial position for the upcoming year. She also commented that it is important that the public is kept informed of Airport activities and therefore supports the pursuit of a new Communications Director.

Board Member Keirn commented that keeping the public informed about the MPU is more of a necessity now than it was last year.

Board Member Greenberg commented that he agrees it is important to keep the public informed; however, at this time he does not see the need for a Communications Director therefore, the selection of a new director could wait a few months.

Board Member Cooley asked Staff to develop a job description for the Communications Director position.

The Board agreed to discuss the Communication Director hiring process further at the next Board Meeting.

## VIII. PUBLIC COMMENT

Sun Valley Economic Development representative Doug Brown commented that Candice Pate did a great job communicating the facts to the public. He also commented that the Airport is directly related to several million dollars of commercial expansion and construction that went on this year in the Wood River Valley. He also thanked Airport Manager Baird for everything he does for this community.

Airport Manager Baird commented that the Board, Fly Sun Valley Alliance, and the Marketing Alliance are the real entities behind the effective communication of the facts to the public.

Board Member Greenberg commented that communications is very important to the Board and they will continue to discuss the hiring of a new director.

## IX. ADJOURNMENT

The July 7, 2015 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 8:01 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.*