

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

**November 5, 2013  
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, 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:** Lubovski, Wygle, Fallowfield & Ritzau – Barry Lubovski;  
**CONSULTANTS:** T-O Engineers – Dave Mitchell; ANTICIPATE – Candice Pate  
**AIRPORT TENANTS/PUBLIC:** Mead & Hunt – Scott Cary, Mark McFarland; ATCT – George White; R/L/B – Nicholas Latham; Ricondo & Associates – Geoff Wheeler; Atlantic Aviation – Mike Rasch; Felicity Roberts, Donna Serrano, Richard Fassino; Ed and Jane Johnson

**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. October 1, 2013 Regular Meeting (See Brief)**

The October 1, 2013 Friedman Memorial Airport Authority Meeting Minutes were approved as presented:

**MOTION:**

***Made by Board Member Haemmerle to approve the October 1, 2013 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Schoen.***

**PASSED UNANIMOUSLY**

**IV. REPORTS**

**A. Chairman Report**

No report was given.

**B. Blaine County Report**

No report was given.

**C. City of Hailey Report**

Board Member Haemmerle reported that the Hailey City Council had a good discussion regarding the Airport's site selection and master planning process and looks forward to sharing that discussion with the Board.

**D. Airport Manager Report**

Airport Manager Baird reported that he attended an Airport Conference in Helena, Montana with T-O Engineer Dave Mitchell and received some productive information regarding FAA procedures and protocols. He also reported that the next Northwest Mountain Region Airport Conference will be held in June of 2014 and encouraged the Board to attend.

**E. Communications Director Report**

Communications Director Candice Pate reported that Airport Tour attendance continues to increase. She also reported that she and Operations Chief Pete Kramer were invited to present an Airport update at an economic round table held by Sun Valley Property News.

Ms. Pate reported that the messaging of the Check SUN Fares First campaign is slated to shift slightly in order to promote recent Board efforts regarding upcoming regional jet service and the newly awarded Small Community Air Service Grant. She also reported that the communications team is exploring the idea of developing a small radio campaign to air during the holidays in order to promote the Check SUN Fares First campaign.

Board Member McBryant asked at what point the Board will be able to quantify whether or not the Airport's communications outreach has met a goal.

Airport Manager Baird answered that the Board decided to hire a communications director to improve their communications with the community and that goal is being met with the monthly Airport Solutions updates, Coffee Talks and Airport Tours, the Airport Update presentations continuously being made to various groups in the community along with outreach efforts to send out the Board's message with campaigns such as Check SUN Fares First.

**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)**
- E. Fly Sun Valley Alliance Update (See Brief)**
- F. Airport Weather Interruptions (See Brief)**
- G. Administrative Brief (See Brief)**
- H. Security Brief (See Brief)**
- I. Hailey ATCT Funding Update (See Brief)**

**VI. UNFINISHED BUSINESS**

- A. Airport Solutions**
  - 1. Existing Site**
    - a. Plan to Meet 2015 Congressional Safety Area Requirement (See Brief)**

T-O Engineer Dave Mitchell updated the Board on the current status of the Modifications of Standards (MOS) document and RSA Formulations project after discussing both in a meeting with the FAA in October.

Board Member Haemmerle asked if acquiring land in order to mitigate the FAA's concerns regarding the configuration of the north end of the runway is necessary for the MOS approval process to continue and approximately how long the land acquisition would take. He also asked if there are any further anticipated expansions necessary to complete Airport Alternative 6.

Airport Manager Baird answered that the MOST approval process should not be impacted however the FAA made it clear that they support land acquisition to configure a standard north end design. He answered that construction for the north end of the runway is not scheduled to begin until spring or early summer of 2015 so the Board has ample time to proceed with a land acquisition and there are no further expansions needed to complete Alternative 6.

The Board discussed technical aspects of Engineer Mitchell's presentation including the FAA's request to consider a land acquisition in order to mitigate concerns regarding the reconfiguration for the north end of the runway and the development of the non-standard configuration for the MOS.

Board Member Schoen commented that the Board should do whatever it takes in the context of the improvement projects at this time to reach the maximum level of compliance with FAA safety standards and supports investigating the real estate's status and potential so the Board can make an informed decision.

Board Member Haemmerle commented that he would like to receive a definitive response from the FAA regarding the alternative to construct an angled connector rather than acquire land before a decision is made. He also commented that he is not in favor of doing whatever it takes to reach maximum compliance as there are obvious limits to that. He agreed that the Board should investigate the option for land acquisition in order to make an informed decision.

Chairman Fairfax commented that he would prefer to be fully compliant with FAA safety standards as it is easier for pilots to navigate with a configuration they are used to. He agrees that the Board should further research the land acquisition alternative.

Board Member Keirn commented that the Board should research the possibility of land acquisition as it is the FAA's preference to acquire the land and the property in question is for sale.

Board Member McCleary commented that meeting safety guidelines is something the Board wants to achieve as well and agrees that the land acquisition should be researched.

Vice-Chairman McBryant commented that she is troubled that the non-standard design of the north end of the runway was developed with a full awareness that it did not meet the FAA's technical requirements and that the Board would have to potentially consider different alternatives this late in the process. She commented that she would support researching the property in order to meet the FAA's requirements.

Airport Manager Baird commented that the FAA representatives working on the MOS document expressed their discomfort with the configuration of the north end of the runway as they had experienced issues with another airport that was configured the same way.

Engineer Mitchell commented that T-O Engineers has not developed a configuration like this before however there are other airports with the same configuration and they had assumed that the design would be acceptable for this project.

Board Member Haemmerle commented that the same configuration has been included in the MOS since it was submitted to the FAA for review so it is not the fault of T-O Engineers that it was not addressed or noticed by the FAA sooner in the process.

Chairman Fairfax directed Staff to research the possibility of what it would take to procure the property in question in order to comply with FAA safety standards and present the findings to Board at the December meeting.

Engineer Mitchell updated the Board on Phase I and Phase II of the RSA Improvements Construction Project.

The Board discussed technical aspects of Engineer Mitchell's presentation including the pros and cons of pursuing a construction prequalification to bid in order to determine a bidder's eligibility and suggested edits to the Scope of Work for Phase II of the RSA Improvements Construction Project.

Attorney Luboviski commented that a prequalification would provide the Board more protection, however it could possibly create a problem as well. He suggested that the Board proceed with a prequalification as this is a large project and conducting a prequalification does not commit the Board to disqualifying anyone.

**MOTION:** *Made by Board Member Haemmerle to proceed with a prequalification process for selecting contractors for Phase II of the RSA Improvements Construction project. Seconded by Board Member Keirn.*

**PASSED UNANIMOUSLY**

**MOTION:** *Made by Board Member Schoen to authorize the Airport Manager to proceed with the Independent Fee Estimate pending approval of the revised Scope of Work for Phase II of the RSA Improvements Construction Project. Seconded by Board Member Haemmerle.*

**PASSED UNANIMOUSLY**

Engineer Mitchell updated the Board on the current architectural projects in progress for the SRE/ARFF and managerial office buildings.

The Board discussed technical aspects of Engineer Mitchell's presentation including how best to provide input to the architectural team regarding revisions to the SRE/ARFF building concepts.

Chairman Fairfax directed Staff to distribute the draft architectural plans to the Board electronically for review and comment.

**b. RFQ – On-call Planning Services**

Chairman Fairfax asked the Board to consider the Review Committee's recommendation to select Mead & Hunt, Inc. to provide the Airport on-call planning services.

The Board discussed the Review Committee's recommendation and supported their selection of Mead & Hunt, Inc. to provide on-call planning services.

**MOTION:** *Made by Board Member Schoen to select the proposal submitted by Mead & Hunt, Inc. for on-call planning services as their proposal meets the needs of projects going forward. Seconded by Board Member McCleary.*

**PASSED UNANIMOUSLY**

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

**i. Fly Sun Valley Alliance Report**

No report was given.

**ii. Small Community Air Service Development Program Grant**

Airport Manager Baird briefed the Board that the Small Community Air Service Development Program Grant Offer is anticipated to be mailed on November 22, 2013.

**2. Airport Relocation**

**a. EIS Termination (See Brief)**

**3. Site Selection/Master Plan**

Airport Manager Baird asked that the Board begin formal discussions regarding a master planning and site selection process. He commented that the purpose of a master plan update is to give the Board the ability to plan for a short-term and long-term vision for the Airport.

Board Member Haemmerle briefed the Board that the City of Hailey would like to proceed as soon as possible on a master planning/site selection process as the long term solution for the Airport is a replacement airport.

The Board discussed the concept of whether or not to integrate a financial plan into the master planning process and agreed that developing a financial forecast to include it in the master plan would be beneficial and sensible. They also discussed the concept of developing trigger points to include in the master plan update.

Airport Manager Baird asked each Board Member to fill out a master planning survey he has developed in order to give Staff and Mead & Hunt the opportunity to develop a master planning scope of work that reflects the opinions of the entire Board.

**B. Request for Information – Legal Services (See Brief)**

## VII. PUBLIC COMMENT

Ed Jenkins commented that he is grateful to hear of the path forward moving ahead and suggested that the master plan include trigger points such as having only one runway large enough for a Boeing 747 aircraft and for a minimum of 200 people to unload from and load onto an aircraft at one time.

## VIII. ADJOURNMENT

The November 5, 2013 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:47 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.*