

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

**July 6, 2017
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Treasurer – Ron Fairfax, Angenie McCleary, Pat Cooley
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, Contracts/Finance Administrator – Lisa Emerick, ASC/Special Projects Coordinator/Executive Assistant – Steve Guthrie, Airport Operations Manager – Todd Emerick; Administrative Assistant/Security Trusted Agent – Roberta Christensen, Administrative Assistant – Cecilia Vega, Administrative Assistant/IT Systems Maintenance Coordinator – April Matlock
CONSULTANTS: T-O Engineers – Dave Mitchell; Centerlyne – Candace Crew, Sarah Shepard
AIRPORT TENANTS/PUBLIC: Atlantic Aviation – Mike Rasch, Brian Blackburn; Len Harlig; GCA – John Strauss; Marc Reinemann, Dick Fenton, City of Ketchum - Lisa Enourato; FSVA – Carol Waller

CALL TO ORDER:

The meeting was called to order at 5:31 p.m. by Chairman Keirn.

I. APPROVE AGENDA

The agenda was approved as presented.

MOTION:

Made by Board Member McCleary to approve the July 6, 2017 FMAA Regular Board Meeting Agenda as presented. Seconded by Board Member Cooley.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

A. June 6, 2017 Regular Meeting (See Brief)

The June 6, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION:

Made by Vice-Chairman Greenberg to approve the June 6, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member McCleary.

PASSED UNANIMOUSLY

B. June 22, 2017 Special Meeting (See Brief)

The June 22, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved as presented:

MOTION:

Made by Vice-Chairman Greenberg to approve the June 6, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member McCleary.

PASSED UNANIMOUSLY

IV. 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 (See PPT)

Airport Manager Pomeroy reported on following:

- The EMB-175 began operations on June 30th. Thus far, the operations have been successful; however, there have been operational challenges regarding the maneuverability of the aircraft on the terminal aircraft parking apron that will take time for the crew of the aircraft to perfect.
- Aspects of Airport Manager Pomeroy's attendance at the Contract Tower Association Workshop in Washington, D.C., his tour of the remote tower center in Leesburg, Virginia, and information related to the Air Traffic Control Corporation.
- Airport Manager Pomeroy's meeting with representatives from the offices of Congressman Simpson and Senator Risch to discuss support for the contract tower program.
- Planning for the July 11-16 Annual Corporate Fly-in Event is complete, noise abatement program outreach is being conducted prior to the event and airport user surveys are now available via survey monkey.
- In general, Airport activity is busy with 7-10 air carrier departures a day, high load factors, and heavy private activity.
- Eclipse planning is being discussed with Atlantic Aviation; however, there are several unknown factors that has made planning for this event difficult.

E. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance (FSVA) representative, Carol Waller, reported that FSVA is excited about the addition of the EMB-175 to United Airlines' fleet. She reported that the booking reports for the summer are looking great and the FSVA is actively pursuing possibilities for FY '18's winter and summer schedules.

Board Member McCleary asked if FSVA is considering the impacts of new service to the limited space on the terminal parking apron.

Ms. Waller answered that FSVA coordinates with Airport Manager Pomeroy when considering the addition of any new service and understands that the terminal apron parking space issue is critical.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

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

C. Airport Commercial Flight Interruptions (See Brief)

Chairman Keirn asked if the Horizon Air flight that was cancelled on June 20th was incoming or outgoing.

Airport Manager Pomeroy answered that the flight was outgoing. He commented that the flight was cancelled and the pilots had timed out due to LAX airspace issues and wind, temperature and weight issues.

D. Review Correspondence (See Brief)

VI. OLD BUSINESS

A. FY '18 DRAFT RATES and CHARGES Presentation (See Brief & PPT)

Airport Manager Pomeroy briefed the Board that no changes have been made to the FY 'Draft Rates and Charges since last month's Board meeting.

B. FY '18 DRAFT BUDGET Presentation (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on the changes made to the FY '18 Draft Budget since last month's Board meeting (See Power Point Presentation).

Vice-Chairman Greenberg commented that most of the increases in expenses are associated with snow removal and deicing, the wildlife assessment, and other operational maintenance activities that have been deferred in past years. He also commented that he does not have a problem with deficit spending in the respect that much of the Airport's investments this year are associated with the Airport's ability to increase revenues in the future by expanding terminal aircraft and passenger vehicle parking facilities, improving reliability, and ensuring that the Airport's Rates & Charges Schedule is competitive with similar-sized airports. He also commented that establishing a reserve that is commensurate with similar-sized airports is also important.

Chairman Keirn agreed with Vice-Chairman Greenberg and commented that reserves are meant to be used for investing in the Airport to ensure future profit growth.

Board Member Fairfax commented that the Board is mandated to invest reserves into the Airport and he does not have a problem with the deficit estimated for next year's budget.

Board Member McCleary asked on behalf of Board Member Schoen if a portion of the operational maintenance and repair expenses can be deferred.

Board Member Fairfax answered that most of the increases in operational maintenance and repair expenses can be attributed to deferred maintenance from past budgets that now must be addressed.

Airport Manager Pomeroy commented that the Airport Fleet Maintenance Specialist, Robert Perry, has put together a preventative and complete maintenance schedule that is critical to implement now in order to get the Airport's winter equipment to perform as it should to meet current demand.

Chairman Keirn commented that deferred maintenance and repairs must be made sooner or later and deferring maintenance this winter has strained the Airport equipment.

Board Member Fairfax commented that a significant portion of the Airport's winter equipment this year was nonoperational which could have been prevented with better maintenance procedures.

Board Member McCleary asked how the amount allocated to reserves was calculated.

Airport Manager Pomeroy answered that he did some research with associates in the airport industry and found that similar-sized airports maintain a reserve amount between \$1 million to \$1.5 million. Another metric some airports use to allocate the reserve amount is six months' worth of operational expenses.

Board Member McCleary commented that she is not concerned with the budget presented tonight as it is much improved from the budget presented last month and she agrees with the Board's statements regarding the Airport reserves. She asked if the cost allocated towards the assistant manager position could be deferred to a future budget.

Board Member Fairfax answered that after spending time with Airport Staff for the past several weeks he has observed that they are overworked and need additional staff to help relieve the increasing workload and stress that has grown with the Airport in size and complexity. He also commented that an assistant manager may have the ability to complete some of the projects in-house that the Board currently has to outsource to consultants.

Chairman Keirn commented that though the Airport has grown and continues to grow, the Airport Staff size has remained the same and the addition of an assistant manager position is warranted.

Board Member McCleary asked if the finance committee has researched whether hiring an assistant manager would reduce consultant contract work.

Board Member Fairfax commented that formal research has not been completed; however, an assistant manager could potentially perform surveys of other airports to find industry standards for similar-sized airports rather than hiring a consultant like Ricondo to perform the analysis.

Chairman Keirn commented that he would prefer to hire Ricondo to perform financial analysis in order to keep a separation between Airport Staff and the airlines.

Chairman Keirn directed Airport Staff to work with Board Member Fairfax on the development of the public hearing notice for the August meeting.

C. CONSTRUCTION and CAPITAL Projects

a. Runway Safety Area Improvements Project – Update (See Brief & PPT)

b. Terminal Air Carrier Apron and Parking Lot Improvements Update (See Brief & PPT)

Airport Engineer Mitchell updated the Board on the rebid process and schedule for the Terminal Air Carrier Apron Improvement project and requested that the Board schedule a special meeting after July 11 to award the bid to the lowest responsive bidder as soon as possible (See Power Point Presentation).

The Board briefly discussed their schedules and directed Airport Staff to continue coordinating a date for the special meeting with the Board once the bids have been opened.

Board Member Cooley asked if there would be disruptions in passenger vehicle parking on or before Labor Day weekend.

Airport Engineer Mitchell answered that construction on the passenger vehicle parking lot would not begin until after Labor Day weekend.

D. AIRPORT PLANNING Projects

a. Environmental Assessment for Runway Protection Zone/Approach Protection Update (See Brief & PPT)

Airport Manager Pomeroy updated the Board on the status of the Environmental Assessment for Runway Protection Zone (RPZ)/Approach Protection (See Power Point Presentation).

Chairman Keirn asked if the trees that are not outlined in Alternative 3 and are not included in the RPZ will still be removed even if that land is not owned by the Board.

Airport Manager Pomeroy answered that the trees not outlined in Alternative 3 or that are not included in the RPZ will still be removed by obtaining an easement or fee simple as they are considered an airspace obstruction. He explained that the RPZ identifies only the ground based protection zone and is separate from the penetrations to the Airport's current federally mandated protected air space.

Vice-Chairman Greenberg commented that the odd shapes of the land outlined for acquisition in Alternatives 2, 3, and 4 will not make sense from a real estate perspective.

Board Member Fairfax commented that the FAA has made known that they are concerned about the trees as well as the house south of the runway.

Board Member Greenberg commented that from the perspective of the safety of the homeowner, the removal of the trees would expose the house and could make it uninhabitable.

Board Member Cooley commented that he would support giving Airport Manager Pomeroy permission to move forward with the EA process as outlined in the power point presentation.

Chairman Keirn agreed with Board Member Cooley.

The Board directed Staff to schedule an open house an hour before next month's board meeting to receive comments on the EA and hold a public comment session about the open house at the beginning of the regular meeting.

VII. NEW BUSINESS

A. Instrument Approach Improvements Presentation (See Brief & PPT)

Global Navigation Sciences & Services Group (GNS&SG) Approach Planner, Matt King, gave the Board a presentation regarding his business, qualifications, how approach planning can help the Airport improve its instrument approach capabilities and the cost breakdown for development of an approach plan (See Power Point Presentation).

Board Member Cooley asked Mr. King how he proposes to gather the information he needs from Airport users.

Mr. King answered that he will utilize email questionnaires to gather information from current Airport users.

Airport Manager Pomeroy commented that he will be working with Atlantic Aviation to collect contact information for the general aviation population.

Dick Fenton commented that it would make the most sense to focus initial efforts on the type of aircraft that uses the Airport the most. He also asked if a procedure will be developed for the CRJ700.

Mr. King answered that there is a significant amount of complexity that would be involved in developing an approach for the CRJ700 if SkyWest is not willing to upgrade their navigation equipment to a Wide Area Augmentation System (WAAS). It may be possible to develop a Barometric Vertical Navigation (Baro-VNAV) procedure for the CRJ700; however, it will take a significant amount of time and funding to do so.

Board Member McCleary asked what kind of action Staff would like from the Board tonight.

Mr. King answered that his goal for this meeting is to provide information to the Board.

Airport Manager Pomeroy asked the Board to consider directing Staff to develop a formal Scope of Work and contract for services with Mr. King and begin discussions with airlines and airport users.

Board Member McCleary asked if this project has been included in this year's budget.

Airport Manager Pomeroy answered that partial completion of the project has been included in this year's budget with the remainder included in next year's budget.

Chairman Keirn commented that he and Airport Manager Pomeroy have had lengthy discussions on this topic he supports moving forward with the development of a SOW and contract.

Mr. King commented that the FAA is inclined to help GNS&SG to develop approach plans for airports.

Board Member Fairfax commented that the WAAS approach should help the EMB-175 and most other general aviation aircraft Airport users and an approach can be developed specifically for the CRJ700.

Dick Fenton asked how long it would take for a WAAS approach to be developed for the EMB-175.

Mr. King answered that it would take approximately 3-4 months to develop the criteria for a WAAS approach for the EMB-175 at the Airport and an additional 9 months to process and get approval from the FAA.

B. Mountain West Bank Savings Account Request (See Brief & PPT)

Airport Manager Pomeroy asked the Board to consider allowing Airport Staff to open a savings account at Mountain West Bank to help effectively manage and segregate employee contributions to flex spending accounts.

Board Member Cooley commented that he supports Airport Manager Pomeroy's request and suggested that the Board move forward with it.

Chairman Keirn opened the discussion for public comment.

No public comment was made.

MOTION:

Made by Board Member Fairfax to approve Staff to open a Mountain West Bank savings account to manage payroll contributions made to flex spending and/or dependent care account plans. Seconded by Board Member McCleary.

PASSED UNANIMOUSLY

C. August Meeting Date Change Request (See Brief & PPT)

Airport Manager Pomeroy asked the Board to consider moving the August meeting date from the 1st to the 8th in order to accommodate his attendance at the American Association of Airport Executives Airport Facilities and Maintenance Conference in Denver, Colorado.

Chairman Keirn directed Staff to tentatively schedule the meeting for August 8th until Board Members Haemmerle and Schoen's attendance can be confirmed at the meeting.

Airport Manager Pomeroy commented that the Board does not formally have to attend the open house for the EA that will be held prior to the Board meeting.

VIII. PUBLIC COMMENT

Glass Cockpit Aviation owner John Strauss commented that although air traffic operations are increasing compared to last year, compared to the historical average the increase is not significant. He also commented that tonight's meeting is Atlantic Aviation General Manager Mike Rasch's last Board meeting before his retirement and thanked him for his service.

IX. ADJOURNMENT

The July 6, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:27 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.