

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

**October 3, 2017
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Don Keirn, Vice-Chairman – Jacob Greenberg, Secretary - Lawrence Schoen, Treasurer – Ron Fairfax, Board - Fritz Haemmerle, 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/Alternate Security Coordinator – Roberta Christensen, Administrative Assistant – Cecilia Vega; Administrative Assistant/IT Systems Maintenance Coordinator – April Matlock
CONSULTANTS: T-O Engineers – Dave Mitchell; Centerlyne – Candace Crew
AIRPORT TENANTS/PUBLIC: Comp Plan – Len Harlig; FHR – Marc Reinemann; FSVA – Carol Waller; Bill Rae, Hailey
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski

CALL TO ORDER:

The meeting was called to order at 5:30 p.m. by Chairman Keirn.

I. APPROVE AGENDA

The agenda was approved as presented.

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

A. September 5, 2017 Regular Meeting (See Brief)

The September 5, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION:

Made by Board Member Haemmerle to approve the September 5, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Cooley.

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 Power Point Presentation)

Airport Manager Pomeroy reported on the following:

- GNS Consultant, Matt King, informed Airport Manager Pomeroy that he would no longer be able to assist the Airport with the instrument approach procedure project as he plans to eventually phase out of this area and focus on different endeavors. Airport Manager Pomeroy voiced his disappointment and commented that he will research options to complete the project.
- A tenant-manager Snow Meeting with primary stakeholders has been scheduled for October 12, 2017.
- Airport Manager Pomeroy was recently contacted by a vendor who is interested in proposing a new remote tower concept technology at FMA
- Airport Manager Pomeroy attended the NWAAAE conference in Eugene, OR and reported that important topics were brought up that will be relayed to Airport Management Staff.
- Financial audit data review is underway in anticipation of the annual financial audit that will occur in mid-November.
- The noise modeling data collection has been completed and will be presented to the Board at the November Board meeting.
- The Rates & Charges draft being prepared by Ricondo & Associates will be presented to the Board at the November Board Meeting.

Board Member Schoen inquired about the topics to be discussed at the Tenant Snow Meeting.

Airport Manager Pomeroy answered that the meeting will include discussion regarding past experiences, improvements, and new operations for snow removal.

Board Member Schoen asked what happens to the current tower protocols and airport tower employees if the Board were to proceed with installing remote tower technology.

Airport Manager Pomeroy answered the FAA's ATCT would remain operational throughout the installation and once the technology is installed and operational, the tower employees would receive training and continue their function.

Board Member Fairfax expressed his support for the remote tower concept since the Airport has limited options to relocate the ATCT.

E. Communications Director Report

No report was given.

F. Fly Sun Valley Alliance Report

Ms. Carol Waller, FSVA Director, reported that preparations for the winter season are well underway. FSVA will begin conducting the passenger survey in November and minor modifications to the questions are anticipated.

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)

D. Review Correspondence (See Brief)

VI. OLD BUSINESS

A. CONSTRUCTION and CAPITAL Projects

a. Runway Pavement Maintenance (See Brief & PPT)

Airport Manager Pomeroy informed the Board that the Runway Pavement Maintenance project had to be rescheduled due to a conflict with the contractor's schedule and weather. The project has been rescheduled for spring, 2018. He expects a one, to two and a half day closure in addition to rolling closures to reduce impact to air carriers and general aviation.

Board Member Schoen requested that the rescheduled closure avoid the week before Memorial Day weekend.

Airport Manager Pomeroy responded that he will seek event information from hotels in the area before scheduling the project to ensure that local events are not impacted.

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

i. Update

Airport Manager Pomeroy reported that the Helena ADO Manager, Chuck Garrison delivered the Grant Agreement for AIP 43 Runway Rehabilitation, Snow Removal Equipment, and Apron Expansion during his visit to the Airport last month. The Grant was accepted, executed and returned to Mr. Garrison the same day. He also reported that the Notice of Award to Idaho Materials and Construction has been issued with a projected commencement date for spring, 2018. He relayed that the utilities were on schedule to be relocated this fall to facilitate the start date in the spring.

ii. Consider Approval of T-O Work Order Bidding and Construction Service

Airport Manager Pomeroy requested the Board's approval for T-O Engineer Work Order 17-07 for Terminal Air Carrier Apron Expansion Bidding and Construction Services that entails the design of the north exit alternative, bidding assistance, construction administration and inspection as well as other related services. Airport Manager Pomeroy commented that upon the Board's approval, the executed work order will be sent to the FAA.

Chairman Keirn opened the discussion for public comment.

No public comment was made.

MOTION:

Made by Board Member McCleary to approve T-O Engineer Work Order 17-07 in the amount not to exceed \$382,443.20 and authorize the Chair to execute the work order. Seconded by Board Member Fairfax.

PASSED UNANIMOUSLY

B. AIRPORT PLANNING Projects

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

Airport Manager Pomeroy briefed the Board on the status of the Environmental Assessment Project and its projected timeline for completion. The Board should expect a draft in November.

C. MISC.

a. Parking Lot Management Contract

Airport Manager Pomeroy briefed the Board on the status of the Parking Lot Management Agreement and informed them that a draft of the Agreement was forthcoming, a Finance Committee meeting has been scheduled for October 11, 2017 to review the agreement.

b. Communications Services RFP

Airport Manager Pomeroy updated the Board on the Communications Services RFQ and informed them that a draft plan outline has been completed and submitted to the FMAA RFP Committee for review. He anticipates a selection timeframe of November or December, pending Airport Staff and Committee coordination.

VII. NEW BUSINESS

A. Disadvantaged Business Enterprise (DBE) Program Policy Statement (49 CFR Part 26 Construction) Consider Execution of Policy

Airport Manager Pomeroy informed the Board that, in accordance with regulation 49 CFR Part 26 of the U.S. Department of Transportation (DOT) DBE Program, Staff has developed a policy statement that ensures that DBEs are provided an equal opportunity for participation in construction opportunities at the Airport. Airport Manager Pomeroy requested that the Board authorize the Policy Statement for execution.

Board Member Schoen commented that the document does not indicate that the policy is for construction.

Airport Manager Pomeroy responded that the complete policy statement document mentions that it is a document that fulfills the DOT49 CFR Part 26 for Construction requirements.

Board Member McCleary commented that the policy statement references Friedman Memorial Airport as a policy holder and should reference Friedman Memorial Airport Authority.

Airport Manager Pomeroy agreed with Board Member McCleary's observation and responded that it will be updated to reflect Friedman Memorial Airport Authority as the policy holder.

B. FMAA Amended Regulation No. 94-1 Revision

Airport Manager Pomeroy informed the Board that Staff will be proposing amendments to the Ground Transportation Service Provider Regulation No. 94-1 in order to address current service providers such as Uber and Lyft. These amendments will be presented at the November or December Board Meeting.

Board Member Schoen commented that this topic had been presented at the County Meeting and the Blaine County Commissioners feel that all ground transportation providers should be given equal opportunities.

C. November Meeting – Consideration of Date Change

Airport Manger Pomeroy requested that the Board disregard his petition for a date change for the November Meeting as he will be available for the regularly scheduled meeting on November 7th.

VIII. PUBLIC COMMENT

No public comment was made.

**IX. EXECUTIVE SESSION –
I.C. §74-206 (a)(c)(f)**

MOTION:

Made by Vice-Chairman Greenberg to enter into executive session pursuant to Idaho Code §74-206 paragraph (c) to acquire an interest in real property and paragraph (f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated. Seconded by Board Member McCleary.

ROLL CALL VOTE:

Chairman Fairfax	Yes
Vice-Chairman Keirn	Yes
Board Member Greenberg	Yes
Board Member Schoen	Yes
Board Member Haemmerle	Yes
Board Member McCleary	Yes
Board Member Cooley	Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The October 3, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:45 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.