

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

**September 5, 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, Pat Cooley, Board – Angenie McCleary via Conference Phone
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, ASC/Special Project 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; Sarah Shepard
AIRPORT TENANTS/PUBLIC: Atlantic Aviation – Brian Blackburn; Comp Plan – Len Harlig; GCA – John Strauss; FSVA – Carol Waller; FHR – Marc Reinemann
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS: Idaho Mountain Express – Joshua Murdock

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Chairman Keirn.

I. APPROVE AGENDA The agenda was approved as presented.

MOTION: *Made by Board Member Fairfax moved to approve the August 8, 2017 FMAA Regular Board Meeting Agenda as presented. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

**II. APPROVE FMAA
MEETING MINUTES**

A. August 8, 2017 Regular Meeting (See Brief)

The August 8, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved as presented.

MOTION: *Made by Board Member Haemmerle to approve the August 8, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as presented. Seconded by Board Member Cooley.*

PASSED UNANIMOUSLY

III. PUBLIC COMMENT

Chairman Keirn opened the discussion for public comment.

No public comment was made.

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:

- The Airport experienced heavy traffic for the eclipse weekend. Governor Otter approved the stationing of two National Guard helicopters at KSUN for this event. Friedman Memorial Airport did extensive coordination with the Federal Aviation Administration (FAA) Salt Lake City Center (SLCC), the airport tenants, and the ATCT to ensure a safe experience for the flying public.
- The Airport Manager will be traveling to Eugene, OR for a Northwest Chapter American Association of Airport Executives (NWAAE) meeting where he has been nominated for the Board of Directors.
- Representatives from the FAA Helena Airport District Office (ADO), Regional Airports Division Manager, Randy Fiertz and the Helena ADO Manager, Chuck Garrison will be visiting FMA on September 18, 2017.
- The smoke in the valley has caused flight interruptions and cancellations due to the poor visibility.

E. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance (FSVA) representative, Carol Waller, reported that the winter flight schedule has been released and flights are being booked. She suggested a winter diversion transportation presentation in October with the airlines and transportation providers for a better understanding of the bussing procedures and to make suggestions for improvement.

Chairman Keirn asked if Sun Valley Company or United was responsible for marketing the Chicago flight.

Ms. Waller responded that marketing efforts were shared between United, Sun Valley Company, Visit Sun Valley, Limelight Hotel, and local advertisements by FSVA.

Board Member Schoen supported Ms. Waller's suggestion to have the airline and bussing operators present to brief the Board on cost and decision making for the diversion program.

Ms. Waller responded that she would work with Airport Manager Pomeroy on scheduling that presentation.

V. AIRPORT STAFF BRIEF

A. Noise Complaints (See Brief)

Board Member Cooley commented that the noise complaints for August were unusually high and asked if these were current or new aviation customers and pilots into the airport.

Airport Manager Pomeroy responded that there was an influx of new pilots for the solar eclipse and some were not familiar with the airport's Voluntary Noise Abatement Program (VNAP) even though information was circulated through the Airport website and Atlantic Aviation.

John Strauss with Glass Cockpit Aviation commented that he received ten calls from pilots who were referred to him from Atlantic Aviation and who were unfamiliar with the VNAP. He concluded that it was a challenge to get the information to the pilots and he complimented Airport Manager Pomeroy and Atlantic Aviation for their continued education effort.

Board Member Schoen asked why Atlantic Aviation was referring pilots to Mr. Strauss and why Atlantic Aviation was unable to advise their own clients on the VNAP rather than referring them to Airport Manager Pomeroy

Brian Blackburn, General Manager of Atlantic Aviation, commented that they do inform pilots of the VNAP and many will oblige; however, since they are a service provider, some pilots, especially repeat clients, will abide only if asked by an authoritative figure such as the Airport Manager.

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

Chairman Keirn proposed that the Board consider including financial attachments 5, 6, and 7 of the Board Packet in future packets to replace the Profit & Loss Budget vs. Actual reports.

Board Member Haemmerle stated that distributing the additional financial information to the Finance Committee with their packet every month would be sufficient. He also suggested that Staff include a Balance Sheet for Board review in the packet on a quarterly basis.

Board Member Cooley agreed with Board Member Haemmerle and suggested that Staff also include the additional financial information in the Board Packet on a quarterly basis.

Board Member Schoen commented that he finds the information useful and would like to have it quarterly; however, the amount of financial information included as attachments 5, 6, and 7 in the packet is unusual for a monthly packet.

Board Member Fairfax agreed with the Board and commented that the Finance Committee found the additional financial information to be useful for this year's budgetary process and the year-end projections were actual numbers.

Vice-Chairman Greenberg agreed with Board Member Fairfax and commented that the additional financial information served as an effective forecasting model that consisted of actual and projected information and was useful to the Finance Committee as it enabled them to advise the Board on which decisions were preferable on specific projects. He also requested that the additional financial information be distributed to the Finance Committee on a monthly basis.

Chairman Keim directed Staff to distribute the additional financial information to the Finance Committee every month and to include the financial information and Airport Balance Sheet in the Board Packet quarterly for the Board to review.

- C. Airport Commercial Flight Interruptions (See Brief)**
- D. Review Correspondence (See Brief)**

VI. OLD BUSINESS

A. CONSTRUCTION and CAPITAL Projects (See PPT)

a.) Runway Pavement Maintenance Update (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on the Runway Pavement Maintenance Project scheduled for September 18-20 that consists of permanent markings required by the Federal Aviation Administration (FAA) Standards and reported that the Airport will implement rolling closures that will permit the contractor to work between scheduled commercial flights and minimize impact on Airport Operations.

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

Airport Manager Pomeroy and Airport Engineer Mitchell updated the Board on the Terminal Air Carrier Apron and Parking Lot Improvements. (See Power Point Presentation).

Board Member Haemmerle asked if the projected \$900,000 in discretionary funds was the actual number that the FAA would be awarding. He also inquired about the consequences if the project was awarded and the funds were not available and how would the Board proceed.

Airport Manager Pomeroy responded that he spoke with the FAA Civil Engineer/Compliance Specialist, Mr. Steve Engebrecht and while it was not a guarantee there was a high probability of obtaining the funds. He also stated that the award of the contract would be contingent upon receipt of the discretionary funds.

Board Member Fairfax asked if Schedule C could be eliminated as that amount could be used to remove the overall deficit in capital projects.

Airport Engineer Mitchell responded that Schedule C is not a required portion of the project; however, it would make sense to complete it as it will offer better utilization as well as easier snow removal operations for the sidewalk next to the parking lot that will be graded down for other parts of the project.

The Board discussed the financial aspects of Airport Engineer Mitchell's presentation including:

- Providing the Board with a project timeline and priority list of projects.
- The Finance Committee's confidence that the FMAA can be financially prudent even with the projected \$180,789 shortfall estimated for when capital projects are completed.
- The current status of the reserve funds using the cash summary projection included in Attachment #5 of the Board Packet.

Vice-Chairman Greenberg asked Airport Consultant Mitchell to clarify a statement made earlier regarding the fund availability for the RPZ project and the completion timeline. He asked what the impact of FAA funding is and if the Board will need to delay the project or finance it with Airport funds. He also asked if it was possible to negotiate the price with the contractor or if it was contractually tied.

Airport Consultant Mitchell responded that the Board may develop a cash flow issue if they commence with the RPZ negotiations since there are upfront costs that may need to be paid by the airport and reimbursed with a future grant if the current grant is expended. He also responded that it would be difficult to negotiate a price reduction since the contractor is projecting future cost.

Board Member Schoen inquired on the validity of the terminal apron/parking lot contract time frame between the award of the project and when construction begins.

Airport Consultant Mitchell responded that the project bids are valid until the end of September.

Board Member Cooley commented that he felt comfortable accepting the bid from Idaho Materials and Construction for this project at the current price for future work.

Board Member Haemmerle commented on the ongoing projects at the Airport and asked Airport Manager Pomeroy if there would be a project hiatus.

Airport Manager Pomeroy responded that at the end of September, Staff will present to the Board a 5-year capital improvement program that will delineate future projects and timelines.

MOTION:

Made by Board Member Fairfax to award Schedules A, B, C, to Idaho Materials and Construction, Inc. in the amount of \$3,060,725.70 subject to FAA approval and availability of no less than \$900,000 FAA discretionary funding. Seconded by Board Member Haemmerle.

PASSED UNANIMOUSLY

B AIRPORT PLANNING Projects (See Brief & PPT)

a.) Environmental Assessment Runway Protection Zone/Approach Protection Update and Review of Draft Preferred Alternative (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on the status of the Environmental Assessment Runway Protection Zone and Approach Protection and asked the Board to consider adopting the presented Preferred Alternative.

The Board agreed to approve the Preferred Alternative and move forward with the project.

C MISC.

a.) Parking Lot Management Services RFP Update – Approve Recommendations and Contract Negotiation

Airport Manager Pomeroy briefed the Board on the Parking Lot Management Services RFP Update and relayed to the Board that three proposals have been received and interviews have been completed. Following discussions with Staff and Mr. Chris Johnson from C.A. Johnson Consultants, the Financial Committee is recommending that the Board enter into a contract for Management Parking Lot Services with The Car Park.

Board Member Fairfax commented that entering into a Management Agreement rather than a concession agreement enables the Airport to establish more control over the parking lot employees and operations.

Chairman Keirn commended The Car Park on their interview presentation and opened the discussion for public comment.

No public comment was made.

MOTION:

Made by Board Member Cooley to accept the recommendation made by the Finance Committee to enter into contract negotiations with The Car Park for Parking Lot Management Services. Seconded by Vice-Chairman Greenberg.

PASSED UNANIMOUSLY

b.) Audit Services RFP Update – Approve Recommendations and Execute Engagement Letter

Airport Manager Pomeroy briefed the Board on the Audit Services RFP Update and relayed to the Board that four proposals have been received and the interviews have been completed. Following discussions with Staff and Ms. Laurie Harberd, CPA, Rexroat, Harberd & Associates, the Financial Committee is recommending that the Board execute an engagement letter with Harris & Company.

Vice-Chairman Greenberg explained the process that the Finance Committee assumed in order to be able to bring these recommendations to the Board. He stated that Mr. Chris Johnson was engaged to consult on the parking lot management services and Ms. Laurie Harberd, CPA assisted with the audit services. The discussion and interviews had spanned a couple of days for a few hours each day and he believes that the best candidates were chosen.

Chairman Keirn opened the discussion for public comment.

No public comment was made.

MOTION:

Made by Vice-Chairman Greenberg to enter into contract negotiations with Harris & Co. for Audit Services and allow the Chairman to execute the Engagement Letter in the amount of \$21,500. Seconded by Board Member Fairfax.

PASSED UNANIMOUSLY

VII. NEW BUSINESS

A. Communications RFP Process

Airport Manager Pomeroy briefed the Board on the current service status with the communications firm, Centerlyne, and suggested that the Board appoint a selection committee comprised of Staff, City and County representatives to aid in the Request for Qualifications (RFQ) and selection process.

Board Member Schoen recalls being on the Selection Committee when Centerlyne was chosen as the Board's Communications Director and has reservations about seeking proposals so soon after the last RFQ process. He suggested that a communications plan that includes the Board's expectations and outcomes be drafted and executed.

Vice-Chairman Greenberg commented that the Airport Manager is guided by the Board and therefore the Board should decide what messages need to be circulated throughout the community as well as which methods to use to disseminate the information.

Board Member Fairfax recalled that previous communication directors had dispersed information to State Representatives and Congress and had targeted local users. At that time, the message to bring people to the Airport had been different. He commented that the firm needs to have the incentive to be able to guide the Board on effective marketing methods.

Board Member Haemmerle stated that informing the public should not include divulging an interpretation of disagreements between the City and County.

Board Member Cooley suggested that the Board establish a selection committee and create a communications plan outline as suggested by Board Member Schoen.

Chairman Keirn instructed Airport Manager Pomeroy to create a Communication Plan as well as an RFQ and appointed Board Member Schoen and Board Member Cooley to the Selection Committee.

B. Airport Concession Disadvantaged Business Enterprise (ACDBE) Program Policy Statement – Consider Execution of Policy

Airport Manager Pomeroy informed the Board that the ACDBE Policy Statement is required in accordance with the regulations of the U.S. Department of Transportation, 49 CFR Part 23 and that the policy ensures that ACDBEs have an equal opportunity to receive and participate in concession opportunities at the Airport. Airport Manager Pomeroy requested authorization to execute and distribute the Policy Statement.

Board Member Schoen requested that the policy be updated to include him in the organizational chart.

Chairman Keirn opened the discussion for public comment.

No public comment was made.

MOTION: *Made by Board Member Schoen to authorize Airport Manager Pomeroy to execute the ACDBE Policy Statement as amended and distribute the Policy Statement. Seconded by Vice-Chairman Greenberg.*

PASSED UNANIMOUSLY

VIII. PUBLIC COMMENT

Mr. Len Harlig, asked if The Car Park will have a capital improvement responsibility.

Vice-Chairman Greenberg answered that the Parking Lot Management Agreement does not have a capital improvement responsibility; however, they do manage payroll per employee, signage, and ticketing supplies.

Board Member Fairfax added that this was a full management contract and The Car Park may provide equipment to the Airport through a capital lease.

Glass Cockpit Aviation owner, John Strauss, thanked the Finance Committee on their efforts and recommendations. He also commended the Board on their transparency and informed discussions.

IX. EXECUTIVE SESSION

I.C. §74-206 (a)(c)(f)

MOTION: *Made by Board Member Haemmerle to enter into Executive Session pursuant to Idaho Code §74-206 paragraph (a) to consider action regarding Airport Manager position, 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 Fairfax.*

ROLL CALL VOTE:

<i>Chairman Keim</i>	Yes
<i>Vice-Chairman Greenberg</i>	Yes
<i>Board Member Fairfax</i>	Yes
<i>Board Member Schoen</i>	Yes
<i>Board Member Haemmerle</i>	Yes
<i>Board Member Cooley</i>	Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The September 5, 2017 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 7:45 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.