

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

**January 9, 2018
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
CONSULTANTS: T-O Engineers – Dave Mitchell; Centerlyne – Candace Crew, Sarah Shepard; Harrison & Co. CPA, - Josh Tyree, CPA; Rexroat, Harberd & Co., - Laurie Harberd, CPA; Ricondo & Associates – Geoff Wheeler
AIRPORT TENANTS/PUBLIC: Comp Plan – Len Harlig; GCA – John Strauss; Fly Sun Valley Alliance – Carol Waller
AIRPORT LEGAL COUNSEL: Lawson Laski Clark & Pogue, PLLC – Jim Laski
PRESS:

CALL TO ORDER:

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

I. APPROVE AGENDA

Airport Manager Pomeroy requested that the Board discuss rescheduling the February meeting date.

The agenda was approved with the following changes:

VI. NEW BUSINESS

C. February Meeting Date

DISCUSSION

MOTION:

Made by Vice-Chairman Greenberg to approve the agenda with the addition of a discussion of the February Meeting Date under New Business. Seconded by Board Member McCleary.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

No public comment was made.

**III. APPROVE FMAA
MEETING MINUTES**

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

The December 5, 2017 Friedman Memorial Airport Authority Meeting Minutes were approved with the following changes:

VI. CONTINUING BUSINESS

B. Airport Planning Projects (See Power Point Presentation)

- a. **ACTION and Public Comment**
 - i. **NONE**
- b. **Updates and Discussion**

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal (See Brief & PPT)

Vice Chairman Greenberg asked if the analysis of historic places near the Airport had ~~miss-identified~~ ~~misidentified~~ the Pound Homer residence as that of Ezra Pound. He also inquired about the ranking system for the Whitebark Pine species that are listed as numbers 1 and 3 in the table.

Airport Consultant Guenther responded that the Pound Homer residence was ~~miss-identified~~ ~~misidentified~~ as the Pound Homer house and should be identified as the Ezra Pound house. He also commented that the species ranking system is specific to Blaine County; the County has both highly protected and unprotected species of plants and animals; and, highly protected species do not occur on the project site.

MOTION:

Made by Vice-Chairman Greenberg to approve the December 5, 2017 Friedman Memorial Airport Authority Regular Meeting Minutes as amended. Seconded by Board Member Fairfax.

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. Fly Sun Valley Alliance Report

Fly Sun Valley Alliance (FSVA) Director, Carol Waller, briefed the Board that the final December enplanement numbers have been received and she is pleased to see a 10% year-to-date increase. She also reported that FSVA is working to finalize the summer flight schedule.

E. Airport Manager Report (See Power Point Presentation)

Airport Manager Pomeroy briefed the Board on the following:

- The Airport experienced limited flight interruptions and had a successful holiday season due to favorable weather and coordination efforts with the FAA Air Route Traffic Control Center (ZLC) in Salt Lake City.
- Final year-end flight operations numbers were comparable to last year.
- The new Snow Removal Equipment (SRE) has been delivered to the Airport.
- The inaugural Chicago (ORD) flight reception was well attended. The outbound ORD flight on January 6th was cancelled due to weather.
- A Performance-Based Navigation (PBN) Approach Request has been submitted to the Federal Aviation Administration (FAA) for the Instrument Approach Improvements Project. It is uncertain when a response will be forthcoming.
- Airport Manager Pomeroy will be attending the Contract Tower Association Policy Board Meeting in San Antonio, Texas on January 24 -27.
- An equipment cost estimate has been received by The Car Park and is under review by Staff and the Airport Parking Lot Consultant, Mr. Chris Johnson from C.A. Johnson Consultants. Airport Manager Pomeroy has directed the consultant to refine the cost estimate with The Car Park for the Finance Committee and the Board to review.

- Airport Manager Pomeroy and Chairman Keirn will review and approve a Scope of Work and conduct Fee Negotiation with Aviation for the Air Traffic Control Tower replacement options.
- In the February meeting the Board should anticipate the first public reading of the revised Ground Transportation Service Provider (GTSP) Regulation 94-1 and a presentation from Landrum & Brown on the results of the Noise Modeling Project.

Board Member Schoen asked how passengers were rerouted to Chicago on January 6th since this flight only occurs once a week.

Airport Manager Pomeroy responded that passengers were booked on the next available outbound flights with Delta, United, and Horizon.

FSVA Director Waller, commented that this event was an unplanned diversion and the airline was unable to bus the outgoing passengers in time to Twin Falls.

Glass Cockpit Aviation Pilot, John Strauss commented that because of the flight cancellation, he obtained an outbound charter flight and attributed the cancellation to limited turnaround time for the aircraft.

Airport Manager Pomeroy asked the Board if they found the flight diversion statistics information useful and if they would like Staff to continue to include this information in the Board Packet.

After Board Discussion Chairman Keirn directed Airport Manager Pomeroy to continue to include the diversion statistics in the Board Packet and place the topic on the agenda in March.

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)**
- E. **Review Correspondence (See Brief)**

VI. NEW BUSINESS

A. ACTION

- a. **Consideration of Acceptance of FMAA Financial Statements & Other Financial Information Year Ended September 30, 2017 (See Brief)**
Rexroat, Harberd & Associates CPA, Laurie Harberd, presented the FMAA Management's Discussion and Analysis, the FMAA Financial Statements, the Notes to the Financial Statements and the Financial Statement Supplementary Information for Fiscal Year 2017.

The Board discussed and clarified aspects of Ms. Harberd's presentation, including the change to accumulated depreciation pertaining to disposal of equipment and the differences between the Statement of Cash Flows for FY '17.

Harris & Co. CPA, Josh Tyree, presented the FMAA audit process and the final issue of an unqualified, clean opinion for Fiscal Year 2017.

MOTION:

Made by Board Member Haemmerle to approve the FMAA Financial Statements for the Year Ended September 30, 2017 as presented and direct Staff to distribute to the appropriate government agencies. Seconded by Board Member Fairfax.

PASSED UNANIMOUSLY

b. Consideration of FMAA Resolution Regarding Contracting Authority (See Brief)

Chairman Keirn briefed the Board that the proposed Resolution, composed by Airport Attorney Laski, was an attempt to streamline the contracting function of the Airport and give the Board and Staff clear guidance on procurements.

The Board discussed technical aspects of the proposed Resolution including the contracting authority, monetary limits on expenditures that require a contract, as well as approval and signatory authority for contracts.

MOTION:

Made by Board Member Haemmerle to approve the Contracting Authority Protocols as presented. Seconded by Board Member Cooley.

MOTION WITHDRAWN

Based on guidance provided, the Board agreed that the monetary limits on expenditures needed more clarification and instructed Airport Attorney Laski to revise the document with the prescribed edits and present to the Board at the February meeting.

c. Consideration of Mountain West Bank Account for Health and/or Dependent Care Flex Spending Accounts (See Brief & PPT)

Airport Manager Pomeroy briefed the Board on the Airport Staff Health/Dependent Care Flex Spending Accounts and requested their approval to open a new account that will allow for multiple transactions in order to manage payroll contributions made to the Flex Spending Plan as the current savings account is too restrictive with the current volume of transactions.

MOTION:

Made by Vice-Chairman Greenberg to authorize Staff to close the Mountain West Bank Savings Account utilized for Flex Spending and/or Dependent Care Account Plans and open an account that will better fit the needs of the program. Seconded by Board Member Haemmerle.

PASSED UNANIMOUSLY

B. Updates and Discussion

a. Procedures for Enacting Airport Regulations (See Brief & PPT)

Airport Manager Pomeroy recapped the December meeting discussion regarding the FMAA's Regulation that defines the procedure for enacting airport regulations and the Board's request to review the Regulation.

Airport Attorney Laski commented that the Airport's Regulations are enforced by Ordinances adopted by the City of Hailey.

Board Member Haemmerle explained the importance of having a similar if not identical policy of adoption of Regulations as the City of Hailey has for Ordinances due to the City's obligation to enforce the Airport's Regulations.

Vice-Chairman Greenberg commented that the document needs to be updated to reflect seven Board Members.

Board Member Schoen commented that based on last month's discussion, he understood that it was necessary for the Board to host three public readings in order to adopt a new airport regulation; however, the Regulation only references that two readings are necessary.

Chairman Keirn directed Airport Attorney Laski to update the document for review during the February Board meeting.

C. February Meeting Date Change

The Board discussed rescheduling the February meeting date and agreed to reschedule the meeting from February 6, 2018 to Tuesday, February 13, 2018.

MOTION: *Made by Board Vice-Chairman Greenberg to reschedule the February 6, 2018 meeting to February 13, 2018 at the Old County Courthouse at 5:30 p.m. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

VII. CONTINUING BUSINESS

A. Construction and Capital Projects (See Power Point Presentation)

a. ACTION

i. NONE

b. Updates and Discussion (See Brief & PPT)

i. Runway Pavement Maintenance

Airport Manager Pomeroy updated the Board on the Runway Pavement Maintenance project and commented that the closure schedule has been finalized with Delta Airlines. The Airport will be closed on June 5th from 8:15 a.m. to 9 p.m. and June 6th from 8:15 a.m. to 5 p.m. to allow the Delta flight to arrive in the evening and depart the following morning.

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

Airport Manager Pomeroy briefed the Board on the status of the Terminal Air Carrier Apron and Parking Lot Improvement project and commented that based on stakeholder meetings with ground transportation providers, car rental companies, and shuttle services, there will be a major reconfiguration of the parking lot to improve use and traffic flow.

T-O Engineer, Dave Mitchell, briefed the Board on the progress of the Terminal Air Carrier Apron and Parking Lot Improvements.

Board Member Schoen inquired if the car rental agencies could be relocated to the lower parking lot to allow the passengers to utilize the premier upper parking lot spots. He also commented that customers returning rented cars were prone to using public parking spaces and parking would be more enforceable if the lower parking lot were dedicated to rentals.

Airport Manager Pomeroy responded that the convenience of being close to the terminal is preferred by the car rental customers and the tenants as it enables them to give better customer service by efficiently handling returns and staging vehicles.

Airport Attorney Laski commented that the car rental company leases and concession agreements have historically identified specific premier parking spots assigned to the respective rental car companies.

B. Airport Planning Projects

a. ACTION

i. NONE

b. Updates and Discussion

i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

Airport Manager Pomeroy briefed the Board on the status of the Environmental Assessment for Runway Protection Zone and Obstruction Removal (EA) and commented that the consulting team is diligently working with the FAA to complete this task. He reported that the Board should anticipate reviewing the Draft EA at the April meeting.

ii. Airport Noise Modeling

Airport Manager Pomeroy briefed the Board on the status of the noise modeling study and commented that they should expect a presentation at the February or March meeting from Landrum & Brown.

C. Misc.

a. ACTION

i. NONE

b. Updates and Discussion

i. Communications Request for Proposals (RFP)

Airport Manager Pomeroy briefed the Board that he has submitted a Draft Communications RFP to the Board Committee for review. It is anticipated that the Committee will meet within the next few weeks to discuss the Draft RFP and update the Board at the February meeting.

VIII. PUBLIC COMMENT

No public comment.

**IX. EXECUTIVE SESSION –
I.C. §74-206 (c)(e)(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, paragraph (e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations, and paragraph (f) to communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated. Seconded by Board Member Fairfax.

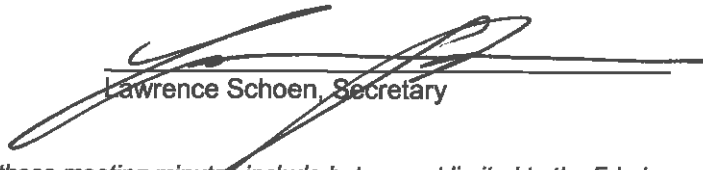
ROLL CALL VOTE:

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

PASSED UNANIMOUSLY

X. ADJOURNMENT

The January 9, 2018 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 8:07 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.