

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

**April 9, 2019  
5:30 P.M.**

**IN ATTENDANCE:**

**BOARD MEMBERS:** Chairman – Jacob Greenberg, Vice-Chairman – Don Keirn, Ron Fairfax – Treasurer, Dick Fosbury – Secretary, 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; Airport Administrative Coordinator – Sue Heaphy  
**CONSULTANTS:** T-O Engineers – Dave Mitchell and Nathan Cuvala; Centerlyne – Sarah Shepard  
**AIRPORT TENANTS/PUBLIC:** Atlantic Aviation – Brian Blackburn  
**AIRPORT LEGAL COUNSEL:** Lawson Laski Clark & Pogue, PLLC – Jim Laski  
**PRESS:** Idaho Mountain Express – Alejandra Buitrago

**CALL TO ORDER:**

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

**I. APPROVE AGENDA**

The agenda was approved as presented.

**II. PUBLIC COMMENT**

No public comment was made.

**III. APPROVE FMAA  
MEETING MINUTES**

March 5, 2019 Regular Meeting Minutes

**MOTION:** *Made by Board Member Haemmerle to approve the March 5, 2019 Regular Meeting Minutes as amended. Seconded by Board Member Fosbury.*

**PASSED UNANIMOUSLY**

**IV. REPORTS**

**A. Chairman Report**

Chairman Greenberg thanked the board for their support in electing him as Chairman.

**B. Blaine County Report**

No report was given.

**C. City of Hailey Report**

No report was given.

**D. Fly Sun Valley Alliance Report**

No report was given. The Board reviewed a report that provided Comparative Ski Resort Air Service Growth 2013-2018. The report was prepared and provided by Fly Sun Valley Alliance.

## E. Airport Manager Report (see Power Point Presentation)

- The Airport Manager recapped winter air service that ended March 30<sup>th</sup>. He reported it was a very good year that resulted in a significant demand on the terminal specifically in TSA security screening and hold room. The month of February was challenging due to weather and flight diversions. An additional capacity issue arose in March, when the parking lot reached maximum capacity. Chairman Greenberg asked if this was due to local residents using the airport. The Airport Manager indicated it is his opinion that this was due to local resident usage during the local school spring break holiday. FMA staff worked with Centerlyne and the parking contractor to advise the public via the airport website, social media and advisory signage. Additional planning efforts will continue as parking capacity issues arise.
- The Airport Manager stated the 2019 summer air service schedule has been confirmed. Mornings will be especially busy due to the departure of four closely scheduled flights. He is working with TSA to address screening capacity and he is considering a joint effort with the TSA to utilize Airport Hosts to assist with passenger flow.
- TSA will be providing a PreCheck Enrollment Center at the airport during the week of June 24<sup>th</sup>. The processing fee will be \$85. FMA/TSA will conduct a joint marketing effort to promote this opportunity.
- Airport Manager provided an update on the remote tower program and his plans to travel with Chairman Greenberg to Washington DC April 14-18 to meet with FAA Airports and NextGen offices. Other meetings are scheduled with congressional delegation and remote tower vendors.
- The Idaho Airport Management Association Conference will be held in Coeur d'Alene Idaho on April 15-16, 2019. Operations Manager Todd Emerick will be attending. This conference will be held in Sun Valley next year.
- Airport Manager Pomeroy would like to start the discussion on conducting an Airport Strategic Plan. T-O Engineer Consultant Dave Mitchell commented that with the changes in the airport he believes it is important to be proactive to these changes and how they affect the airport in terms of operations and staffing, Board Member Fosbury asked when the last strategic plan was completed. The Airport Manager responded, to his knowledge this would be the Board's first strategic plan. The board discussed and agreed with the Airport Manager on the importance of such a plan and agreed to begin the preliminary steps.

## V. AIRPORT STAFF BRIEF

- A. Noise Complaints (See Brief)
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Brief)  
Chairman Greenberg suggested and the Board concurred that a financial report should be presented on a quarterly basis.
- C. Airport Commercial Flight Interruptions (See Brief)
- D. Review Correspondence (See Brief)

## VI. ACTION ITEMS

- A. NEW BUSINESS (See Brief & Power Point)
  1. Consideration and Acceptance of Bid for Tree Removal Services – Attachments 5 & 6 – ACTION ITEM  
Work is pending FAA approval. The Airport Manager stated he received two bids out of four contractors contacted. The bids include a phased project. Phase 1 will include topping the trees. Phase 2 will be completed in the fall and will include the removal of tree root balls and repair of the canal. He advised the Board no work can start until the FAA has issued a determination on the EA. This is prudent to insure the airport is prepared pending a hopeful AE approval by the FAA.

**MOTION:** *Made by Board Member Haemmerle to award Alpine Tree Service the contract for tree removal services. Seconded by Board Member Fosbury.*

**B. CONTINUING BUSINESS**

1. FMAA Board Officer Appointment – Appointment of Secretary – ACTION ITEM  
Board Member Fosbury formally resigned as secretary. Based on the resignation and discussion, Board Member McCleary agreed to serve as Secretary.

**MOTION:** *Made by Board Member Haemmerle to accept Board Member Fosbury's resignation as Board Secretary and to appoint Board Member McCleary as Secretary. Seconded by Board Member Fosbury.*

PASSED UNANIMOUSLY

**VII. DISCUSSION AND UPDATES**

**A. NEW BUSINESS**

1. Revised Employee Handbook

The Airport Manager reported that the airport management team and airport legal counsel have been updating the airport's employee handbook. The Airport Manager indicated the document is ready to be reviewed on a Board level. After Board discussion, Board Members Haemmerle, McCleary and Vice Chairman Keirn were selected to serve on a review committee to conduct the initial review.

2. Five Year Engineering Selection Process

The Airport Manager explained the five-year engineering contract with T-O Engineering has expired. In accordance with the FAA requirements, the Board will need to conduct a consultant selection process. The Board discussed the next steps and selected Board Members Fairfax, Cooley, and Fosbury to serve on a consultant selection committee.

**B. CONTINUING BUSINESS**

1. Construction and Capital Projects

- i. Terminal Improvements

This project continues to be dependent upon FAA proposal acceptance and funding. No word has been received from the FAA regarding our application.

- ii. Air Carrier Apron and Parking Lot Projects

The Airport Manager reported the air carrier and parking lot projects to include landscaping and pavement markings will resume in the next few weeks, weather pending. There are also a few warranty issues the engineer has been addressing with the contractor that include asphalt pavement joint and erosion issues that arose during the winter.

2. Airport Planning Projects

- i. Environmental Assessment for Runway Protection Zone and Obstruction Removal

The EA documents have been distributed for public review comment until May 3, 2019. Printed versions of the documents are available to the public in four locations in Hailey and are also posted on the airport's website.

A Public Hearing is scheduled on April 23, 2019 at the Blaine County Courthouse at 5:30 pm.

- ii. Instrument Approach Development

The Airport Manager explained the next step in the instrument approach feasibility process is a simulator validation. The airport's consultant, is working with Skywest on this process and it is estimated to take 2-3 months. The Airport

Manager expects a full report will be available for Board review in early summer.

3. Miscellaneous
  - i. None.

**VIII. PUBLIC COMMENT**

No public comment

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

None

**X. ADJOURNMENT**

The April 9, 2019 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:24p.m.



Jacob Greenberg, Chairman

*\* 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.*