

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY***
July 2, 2019
5:30 P.M.

IN ATTENDANCE:

BOARD MEMBERS: Chairman – Jacob Greenberg, Ron Fairfax – Treasurer, Angenie McCleary – Secretary, Board - Fritz Haemmerle, Pat Cooley
FRIEDMAN MEMORIAL AIRPORT STAFF: Airport Manager – Chris Pomeroy, Contracts/Finance Administrator – Lisa Emerick, Airport Operations Manager – Todd Emerick; Special Projects Coordinator/Executive Assistant – Steve Guthrie, Airport Administrative Coordinators – Sue Heaphy & Jenna Elliott
CONSULTANTS: T-O Engineers –Dave Mitchell, Centerlyne – Candace Crew
FLY SUN VALLEY ALLIANCE: Carol Waller
AIRPORT TENANTS/PUBLIC: Atlantic Aviation – Brian Blackburn
PRESS: Idaho Mountain Express – Alejandra Buitrago

CALL TO ORDER:

The meeting was called to order at 5:35 p.m. by Chairman Greenberg.

I. APPROVE AGENDA

The agenda was approved as presented.

II. PUBLIC COMMENT

No public comment.

**III. APPROVE FMAA
MEETING MINUTES**

A. June 4, 2019 Regular Meeting Minutes Attachment #1

MOTION: *Made by Board Member Haemmerle to approve the June 4, 2019 Regular Meeting Minutes. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

IV. REPORTS

A. Chairman Report

Chairman Greenberg reported he attended the Fly Sun Valley Alliance Meeting last week. Some strategies discussed at the meeting were scheduling, future planning, airport capacity.

B. Blaine County Report

No report was given.

C. City of Hailey Report

No report was given.

D. Fly Sun Valley Alliance Report

Carol Waller, Sun Valley Alliance, reported they are starting the process of completing a five-year strategic plan. The plan will be a coordinated effort with Visit Sun Valley.

Board Member McCleary asked for clarification regarding the scope of the give-year strategic plan. Carol responded that, at the present time, the scope is to determine the priorities moving forward.

E. Airport Manager Report (see Power Point Presentation)

- Airport Manager Pomeroy reported he attended the American Association of Airport Executives (AAAE) in Boston, MA on June 15-19, 2019. He participated in the airport professional mentor program. He stated he was able to meet with a representative from the Department of Transportation and discuss DOT Grants and other funding alternatives designed for smaller airports.

- Airport Manager Pomeroy reported he is planning to attend the NWAAGE Annual Northwest Chapter American Association of Airport Executives Annual Conference in Fairbanks, Alaska in September 2019.
- Airport Manager Pomeroy reported the FAA Part 139 Inspection performed by the FAA on June 5-7th went very well. SUN received an excellent report. Pomeroy thanked Todd Emerick, Operations Manager and his operations team for their efforts.
- Airport Manager Pomeroy reported the Annual Fly-in Event will be July 9-14, 2019. He is coordinating with FAA Salt Lake Center to make air traffic adjustments for this year's event.
- Airport Manager Pomeroy reported the morning air service departures schedule is going well. TSA has assisted with making some adjustments with the Pre-Check and this has improved the passenger flow thru the TSA checkpoint.
- Airport Manager Pomeroy reported the TSA Pre Check Enrollment Center held at SUN on June 20-24th was a big success. A total of 377 customers were processed far exceeding initial expectations. He thanked Steve Guthrie for coordinating with TSA and all the TSA staff who successfully processed all the scheduled appointments and the additional walk in customers.
- Airport Manager Pomeroy provided photos to the Board of the new airport entry sign. Installation is scheduled for the third week in July.
- Airport Manager Pomeroy reported he is working on the following:
 - The fiscal year 2020 budget.
 - The five-year On-Call Airport Planning Services Discussion/Selection
 - Approach presentation by Flight Tech Engineering
 - Virtual Tower presentation by Bill Payne

V. AIRPORT STAFF BRIEF

- A. Noise Complaints in June
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Attachment #2-#4)
- C. Airport Commercial Flight Interruptions (unofficial)
- D. Review Correspondence

VI. ACTION ITEMS

- A. NEW BUSINESS (See Brief & Power Point)
 1. **Statements of Qualifications for 5-year Airport Engineering Services – Consideration of Selection.**

Airport Manager Pomeroy reported June 20, 2019, was the due date for the Statements of Qualifications (SOQ). FMA received one submittal from T-O Engineers. The Statement of Qualification was provided to the Board Selection Committee, Board Members Fairfax, Cooley and Fosbury for review. It was agreed that T-O Engineers should be selected to provide the five-year airport engineering services.

MOTION: *Made by Board Member Fairfax to approve the reselection of T-O Engineers as the five-year airport engineering service. Seconded by Board Member Haemmerle.*

PASSED UNANIMOUSLY

- B. CONTINUING BUSINESS
 1. None

VII. DISCUSSION AND UPDATES

- A. NEW BUSINESS
 1. None

B. CONTINUING BUSINESS

1. FY/20 Budget Second Draft Presentation – Attachment #5

Airport Manager Pomeroy reported the finance committee has made some minor revisions to draft budget as presented in June. He summarized the various changes from the first draft.

Board Member Haemmerle requested further explanation regarding rental car parking and parking lot space constraints. Pomeroy agreed that this issue needs to be reviewed. Pomeroy believes the best course of action is to work with outside consultant to do a terminal area study. This would include a comprehensive study of the terminal and the parking lot. The cost of this study is included in the 2020 budget.

2. FY ' 20 Rates and Charges Schedule – Attachment #6

Airport Manager Pomeroy reported there are no current proposed changes to the rates and charges schedule in this budget. However, he reminded the Board that the Rates and Charges Schedule can be revised by the Board at any time during the year.

3. Construction and Capital Projects

i. Air Carrier Apron and Parking Lot

Airport Manager Pomeroy reported the air carrier apron project is complete. The apron is providing additional air carrier space, is functioning very well, and there have been four aircraft parked there every morning with the new summer schedule. Completion of landscaping is expected by the end of next week.

ii. Obstruction Removal

Airport Manager Pomeroy reported Phase 1 of the RPZ tree removal has been completed and Phase 2 is scheduled in October 2019. Phase 2 will consist of stump and root removal when the irrigation is off to ensure the canal bank can be properly repaired.

Flight Tech Engineering will be documenting the tree removal for the purpose of updating the FAA Obstruction Database.

4. Airport Planning Projects

i. Instrument Approach Development

Airport Manager Pomeroy reported that Flight Tech Engineering will present Board with a full update at the August meeting.

5. Miscellaneous

i. none

VIII. PUBLIC COMMENT

No public comment was made.

**IX. EXECUTIVE SESSION –
I.C. §74-206 (1)(b), (1)(c),
and (1)(f)**

Executive Session was not held.

X. ADJOURNMENT

The July 2, 2019 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at approximately 6:04 p.m.


Angie McCleary, 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.