

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
June 14th, 2022
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Martha Burke, Board Vice-Chair – Dick Fosbury, Board Members – Muffy Davis, Sam Linnet, Angenie McCleary, John Strauss, Treasurer – Ron Fairfax

FRIEDMAN MEMORIAL AIRPORT STAFF:

Airport Director – Chris Pomeroy, Deputy Director, Finance & Administration – Jenna Elliott, Deputy Director, Operations & Maintenance – Tim Burke, Security Manager – Steve Guthrie, Sr. Airport Administrative Coordinator – Jennifer Lyman, Airport Administrative Coordinator – Anne Bjørke Mason

CONSULTANTS:

T-O Engineers – Nathan Cuvala; Mead & Hunt – Brad Rolf; C.A. Johnson Consulting – Chris Johnson; BD Consulting – Brent Davis; Raytheon – Rachel Jackson, James Johnson, Dieter Eier, Mark DePlasco, Lawrence Major, Chris Rogers

AIRPORT LEGAL COUNSEL:

Lawson Laski Clark, PLLC – Jim Laski

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Board Chair Burke

I. APPROVE AGENDA (00:27)

The agenda was approved as presented.

MOTION: Made by Board Vice-Chair Fosbury to approve the agenda as presented. Seconded by Board Member Strauss.

PASSED UNANIMOUSLY

II. PUBLIC COMMENT (00:51)

No Public Comment

III. APPROVE FMAA MEETING MINUTES (01:44)

A. May 3, 2022 Regular Board Meeting - Attachment #1

MOTION: Made by Board Vice-Chair Fosbury to approve the minutes. Seconded by Board Member Strauss.

PASSED UNANIMOUSLY

IV. REPORTS

A. Chair Report (02:21)

No report given

B. Blaine County Report (02:39)

Vice-Chair Fosbury's reported a resident in Hailey expressed her enjoyment of the lack of flights during the airport construction and the public appreciated the timeliness of the airport reopening.

Board Member McCleary thanked the entire Airport staff for all their efforts during this busy time.

Board Chair Burke thanked the Airport staff for a very successful SUN Airport Art Committee (SAAC) event held on June 9th.

C. City of Hailey Report (03:52)

No report was given

D. Fly Sun Valley Report (04:59)

Carol Waller thanked the Airport construction crew for the great work and timely reopening. Carol reported flight bookings look solid through the summer and she is working on the online survey as well as finalizing the winter flight schedule.

E. Airport Director's Report (see PowerPoint Presentation) (06:02)

Airport Director Pomeroy reported April 2022 Passenger Enplanements were down 35% from 2021 and May 2022 Passenger Enplanements were down 57% from 2021. This decrease can be attributed to the airport closure. 2022 year-to-date Passenger Enplanements were up 24% from 2021. May 2022 Operations were down 59% from 2021 and down 16% year-to-date from 2021.

Airport Director Pomeroy thanked the Western Construction crew, T-O Engineers, and the Airport Operations team for being able to open the airport as scheduled on May 17th despite some bad weather. There was an informal ribbon cutting event on the runway the day of the opening and Deputy Director, Operations & Maintenance Burke took a great photo using his drone. (PowerPoint slide # 9).

Airport Director Pomeroy mentioned the SAAC artist reception was well attended and appreciated by the community.

Airport Director Pomeroy requested that the Board consider moving the July board meeting from July 5th to July 12th due to the annual fly-in event that is starting on July 5th this year. The Board agreed to the date change.

V. AIRPORT STAFF BRIEF

- A. Noise Complaints in May
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (See Attachment #2-#4)
- C. Airport Commercial Flight Interruptions (unofficial)
- D. Review Correspondence (See Attachment #5)

VI. ACTION ITEMS

A. NEW BUSINESS

1. FMAA Board Officer (Treasurer) Appointment (10:08)

Board Chair Burke reported the FMAA Treasurer Officer position has been vacant for over a year since the retirement of Ron Fairfax from the Board in May 2021. Mr. Fairfax served as FMAA Treasurer for many years.

Per legal counsel, the Joint Powers Agreement (JPA) does not require the Treasurer to be a current member of the FMAA Board. Based on the need to fill this position and Mr. Fairfax's financial background and interest in the position, Board Chair Burke expressed her support for reappointing Mr. Fairfax as FMAA Treasurer. The term of the appointment would be through the FMAA meeting in March 2023.

MOTION: Made by Board Member Strauss to appoint Ron Fairfax as FMAA Treasurer with an appointment term running through the FMAA meeting in March 2023. Seconded by Board Member McCleary.
PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. Customer Facility Charge (CFC) Resolution – Attachment #6 (14:10)

Airport Director Pomeroy reported that staff has been coordinating with the rental car agencies regarding a CFC as was discussed in the May meeting. Over the course of the past several months, administrative functions necessary have been developed to move forward with the implementation of a CFC at the airport.

Attached for Board consideration is Resolution #2022-01, which provides the appropriate mechanism to authorize the CFC collection. Resolution #2022-01 was reviewed by legal counsel and is consistent with the terms allowed in the 2021 Rental Car Concession Agreements with the rental agencies, which provides authority to FMAA to collect a CFC.

As an overall reminder, a CFC was recommended in the adopted Airport Master Plan. This CFC at SUN will be applied to rental car transaction days, and the collected fee(s) will be used toward improvements that support rental car activities at the airport such as a Quick Turn Around (QTA) facility and improved rental car storage.

The rental agencies are all supportive of this and the collection will start on October 1, 2022. The charge is \$3.50 per day and will be capped at 14 rental days.

MOTION: *Made by Board Member Strauss to adopt Resolution #2022-01 authorizing the collection of a CFC at SUN. Further, per legal counsel guidance, amend the 2021 Rental Car Concession Agreements as necessary and direct staff to implement the remaining administrative functions to begin CFC collections as of October 1, 2022. Seconded by Board Member McCleary.*

PASSED UNANIMOUSLY

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS

1. First Review – Fiscal Year 2023 DRAFT Budget – Discussion – Attachment # 7 (19:28)

Deputy Director, Finance & Administration Elliott reported the draft budget was reviewed with the Finance Committee last week and refined based on initial committee comments.

As per tradition the first draft is presented in June and will be reviewed again in July if needed. The final public hearing and adoption will be at the August meeting.

Deputy Director Elliott reported the data presented is based on very recent historical data due to COVID and the fact that the past few year's data is skewed. Operational revenues and expenses were reviewed per the presentation slide deck. For more details on the presentation please refer to the audio recording and slides 19-32 of the PowerPoint presentation.

Board Vice-Chair Fosbury mentioned the importance of paying a fair wage for employees to keep up with the cost-of-living increases and inflation. Board Chair Burke agreed and stated this is the direction the City of Hailey is taking as well. Airport Director Pomeroy mentioned last year the airport hired an HR consultant and did an extensive salary survey of the industry and developed a new, more competitive salary schedule.

2. Parking Lot Fees – Discussion (51:30)

Airport Director Pomeroy reported that it has been three years since a parking lot rate increase was discussed. In 2019, the discussion amongst the Board was that a review and periodic incremental increases would be warranted every one to two years. Due to the pandemic, analysis and potential increases were put on hold. With passenger activity exceeding pre-pandemic levels, a review of current rates is in order. As a reminder, the

primary reason rates were being reviewed was to explore additional revenue options to help offset pavement maintenance needs, however no action was needed at that time.

Chris Johnson, with CA Johnson Consulting commended the airport staff with the flawless transition to in-house parking operations. Chris Johnson also stated revenue is up 22% since 2019 and this would be a good time to look at another rate increase. Most other regional airports in the area are considering rate increases as well. The Board agreed that a formal presentation would be in order and will be scheduled for a future meeting. (See PowerPoint slides 34-37 for more information.)

B. CONTINUING BUSINESS

1. Miscellaneous

i. SUN Digital Tower Draft Statement of Work (SOW) – Discussion – Attachment #8 (58:44)

Airport Director Pomeroy reported since the May meeting the airport has continued to work with Raytheon | Frequentis to develop a SOW and Contract for the Sun Digital Tower project. He is seeking the Board's comments and questions regarding the DRAFT SOW and direction to move forward with Contract development and fee negotiation based on the SOW.

Vice-Chair Fosbury inquired about the access and security requirements of the remote tower. Airport Director Pomeroy assured everyone that the remote tower's security and access will function the same as the tower we currently have in place.

Board Chair Burke inquired about the life and horizon of the SOW. Airport Director Pomeroy answered that there may be roadblocks along the way, but ultimately this SOW is what we want to have as a fully representable facility.

Board Member McCleary asked if not getting FAA approval would be one of the roadblocks and Airport Director Pomeroy confirmed this.

Board Member Linnet asked what the contingency plan is if the remote tower is not approved and Airport Director Pomeroy answered that we would then revert back to a sticks and bricks tower.

Board Member Strauss voiced his deep appreciation for Bill Payne's contribution to this project.

2. Construction and Capital Projects

i. Runway Rehabilitation and Parking Lot Project – Update (1:07:13)

Airport Director Pomeroy reported that the airfield rehabilitation project was successfully completed, and the airport reopened on schedule at 8pm on May 17th. He noted there are still a few expected elements of the project that will need to be completed in the fall including runway grooving, installation of the runway weather sensor system, and application of final markings. Additionally, the runway weather information system will need to be installed after the grooving is completed.

Airport Director Pomeroy reported the lower parking lot construction project began on Tuesday, May 31st. The contractor has set a goal to have the project complete before the July 4th holiday weekend.

3. Airport Planning Projects

i. Environmental Assessment (Land Acquisition) – Update (1:09:10)

The 30-day public comment period for the Environmental Assessment opened on May 11th and closed on June 10th. Brad Rolf with Mead & Hunt reported they have received

six comments from the public. Those comments will be reviewed with the FAA, and he hopes the FAA will begin the process of issuing their decision soon.

VIII. PUBLIC COMMENT (1:11:35)

No Public Comment

IX. EXECUTIVE SESSION (1:12:10)

MOTION: *Made by Board Vice Chair Fosbury to enter into executive session pursuant to Idaho Code §74-206 paragraph 1(c) to acquire an interest in real property which is not owned by a public agency. Seconded by Board Member McCleary*


Roll Call Vote:

Board Member McCleary	Yes
Board Vice-Chair Fosbury	Yes
Board Member Davis	Yes
Board Member Strauss	Yes
Board Member Linnet	Yes

PASSED UNANIMOUSLY

X. ADJOURNMENT

The June 14th, 2022 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:54 p.m.

DocuSigned by:

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 Angenie 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.*