

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
January 3, 2023
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Martha Burke, Secretary – Angenie McCleary, Board Members - Muffy Davis, Dick Fosbury, John Strauss, Sam Linnet, Jacob Greenberg, 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, Business Operations Coordinator – Becca Lynn, Administrative Coordinator II – Janice Hicks

CONSULTANTS:

Harris CPAs – Troy Earl; Rexroat, Harberd & Associates – Laurie Harberd; Mead & Hunt – Brad Rolf

AIRPORT LEGAL COUNSEL:

Lawson Laski Clark, PLLC – Jim Laski

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Board Chair Burke

I. APPROVE AGENDA (02:30)

The agenda was approved as presented.

MOTION: *Made by Secretary McCleary to approve the agenda as presented.
Seconded by Board Member Linnet.*

PASSED UNANIMOUSLY

II. PUBLIC COMMENT (2:40)

No Public Comment

III. APPROVE FMAA MEETING MINUTES (3:00)

A. December 6, 2022 Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

MOTION: *Made by Board Member Greenberg to approve minutes. Seconded by Board Member Linnet.*

PASSED UNANIMOUSLY

IV. REPORTS

A. Chair Report

No report given.

B. Blaine County Report

No report given.

C. City of Hailey Report

No report given.

D. Fly Sun Valley Report (5:00)

Airport Director Pomeroy reported on Carol Waller's behalf that flight loads were full over the holiday season. With the exception of a few weather disruptions, flights went well due to the assistance of the new approach and the outstanding efforts of the airport operations team to keep the airport open and operating.

E. Airport Director's Report (see PowerPoint Presentation) (6:18)

Deputy Director Elliott introduced Janice Hicks, who is the new Administrative Coordinator/Accounts Receivable Clerk for the airport authority.

Airport Director Pomeroy reported November 2022 Passenger Enplanements were down 11% from November 2021, and 2022 year-to-date Passenger Enplanements were up 6% from 2021. November 2022 Operations were down 18% from November 2021 and 2022 year-to-date is down 10% from 2021. December operations were down 8% from 2021. The 10-year average has been approximately 26,400 enplanements.

V. AIRPORT STAFF BRIEF

- A. Noise Complaints in December
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (**See Attachment #2-#4**)
- C. Airport Commercial Flight Interruptions (unofficial)
- D. Review Correspondence – **Attachment #5 - #6**

VI. ACTION ITEMS

A. NEW BUSINESS (09:49)

1. Annual Audit of Acceptance of FMAA Financial Statements and Other Financial Information – Year Ended September 30, 2022 – Consideration of Acceptance

Deputy Director Elliott stated in November the airport had Harris CPAs complete an annual audit of the Airport Authority. She introduced Troy Earl to present the audit overview and objective.

Troy stated the objective was to provide an opinion as to whether the financial statements are fairly presented in regard to the following topics: Government Auditing Standards, Government Accounting Standards Board, Uniform Guidance Reporting, PFC Program Reporting & Review the MD&A and budgetary comparison schedule for consistency.

The auditing timeline was as follows: planning began October 2022, with fieldwork being performed November 14th through 17th and reporting completed on January 3, 2023. The audit process, using a risk-based methodology, is divided into three areas: planning, fieldwork & reporting.

The significant audit items are Grants & Federal Awards, CARES Act, PFC Program, Cash and Cash Equivalents and Capital Assets, Salaries, Wages and Related Benefits, Other Expenditures and Accounts Payable, Net Position Classification, Management Turnover and Fraud Considerations.

He stated in addition to the audit report there is communication with those in charge with governance as well as significant deficiencies and material weaknesses, which were not identified during the audit.

The biggest accounting change was the GASB Statement 87 in regard to leases. Now they are on the balance sheet.

He stated the airport received a clean opinion, or an unmodified position, so there are no issues with the financial statements of which they are aware.

Laurie Harberd with Rexroat, Harberd & Associates, presented the financial statements for fiscal year ending September 30, 2022. She stated year-end adjustments are necessary due to monthly financial statements being prepared through QuickBooks on a modified accrual basis and full accrual accounting in accordance with governmental accounting standards is required for the audited financial statements at year-end. See PowerPoint for more specific information.

MOTION: *Made by Board Member McCleary to approve Draft Financial Statements and direct Staff/Auditor to finalize for distribution to appropriate government agencies. Seconded by Board Member Davis.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS

(30:05)

Board Member McCleary proposed moving the monthly FMAA Board meetings to another night of the week. She requested there be discussion for consideration.

Board Member Linnet pointed out Mondays would not work due to do a conflict with Hailey City Council meetings.

Airport Director Pomeroy stated that due to the airport staffing schedule, Tuesdays work best for both preparation of the materials for each board meeting. Additionally, he stated tenant meetings are purposely set on Wednesday mornings after the board meetings.

The Board determined they would discuss this topic formally at the February meeting.

1. New SRE Acquisition – Discussion (37:00)

Airport Director Pomeroy presented the need/request to procure another MB5 to the airport operations fleet for snow removal purposes. There is a 1-year lead time to place the order with M-B Companies. The cost to procure is approximately \$1.1 million, which would come from airport funds and no FAA AIP grant assistance and is already in the 2024 funding plan. He did not ask for immediate action, rather concurrence by the Board to move forward with the process and hold a place in the order line. Action will come with a Notice of Award.

Deputy Director Burke pointed out the other reason for another MB5 other than efficiency, is redundancy. This will help to ensure that we can maintain adequate air service.

All Board Members present gave approval to move forward with placing the order to hold our place in line.

2. Future Aeronautical Development – Update and Discussion (45:12)

Airport Director Pomeroy stated the committee that was established for the RFP process for the future aeronautical development had their first meeting on December 28, 2022. Their next steps are to work with legal counsel regarding the first draft RFP.

Board Member Greenberg stated the concept of the land being developed into leased space for aircraft and the potential for another Fixed Base Operator were discussed at the initial meeting.

Board Member Strauss was pleased with the developments of the first meeting. He feels there is still a need for interest and types of interests expressed from any respondents.

Board Member Fairfax echoed that there was a decision made to only have one RFP rather than two. He stated in addition to another FBO, there would also be a need to have some more hangars.

Board Chair Burke reminded all that we need to stress the goals of this airport and one of them being safety. She stated she had just received a phone call prior to the meeting regarding flight school noise.

Board Member Greenberg reiterated that a number of years ago there was a voluntary noise abatement program/committee that discussed what the airport can and cannot control. FMA cannot require a noise abatement policy because that is fully governed and controlled by the FAA.

Airport Director Pomeroy stated the noise abatement has been revisited. One change he would like to look at is the hours listed in the program. FMA cannot implement a strict curfew, however he would like it to state the voluntary curfew is between 23:00-07:00 when there is presence in the control tower.

B. CONTINUING BUSINESS

1. Miscellaneous (54:34)

i. Air Traffic Control Replacement Project – Update and Discussion

Airport Director Pomeroy stated the next steps to the replacement of the air traffic control tower are the siting study, environmental analysis, and design process. He has a meeting with the FAA regarding the siting later this week. He believes this process will be approximately a 6-month timeframe.

2. Construction and Capital Projects

i. None

3. Airport Planning Projects

i. None

VIII. PUBLIC COMMENT (56:18)

No Public Comment

IX. ADJOURNMENT (56:30)

The January 3, 2023 Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:26 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.*