

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
May 2, 2023
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Martha Burke, Vice Chair – Muffy Davis, Secretary – Angenie McCleary, Board Members - 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

AIRPORT LEGAL COUNSEL:

Lawson Laski Clark, PLLC – Jim Laski

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Board Chair Burke

I. APPROVE AGENDA (0:15)

A motion to approve the agenda as presented.

MOTION: *Made by Board Member Greenberg to approve the agenda as presented. Seconded by Board Member Strauss.*
PASSED UNANIMOUSLY

II. PUBLIC COMMENT (0:37)

None

III. APPROVE FMAA MEETING MINUTES (2:08)

A. April 4, 2023, Regular Meeting – Motion to Approve – Attachment #1 ACTION ITEM

Airport Business Operations Coordinator Lynn stated there was an error in the minutes from the April 4th meeting. Two of the motions were missing the notation of “PASSED UNANIMOUSLY” which will need to be amended.

MOTION: *Made by Board Member Greenberg to approve the minutes as amended. Seconded by Vice Chair Davis.*
PASSED UNANIMOUSLY

IV. REPORTS (3:25)

A. Chair Report

Board Chair Burke welcomed Lindsay Mollineaux into her new role as a Blaine County Commissioner.

B. Blaine County Report

Vice Chair Davis stated the county will hold a special meeting on 5/4/2023 to declare a flooding disaster to start the process preemptively.

C. City of Hailey Report

No report given.

D. Fly Sun Valley Report (4:52)

No report given.

E. Airport Director's Report (see PowerPoint Presentation) (5:02)

Airport Director Pomeroy reported April passenger enplanements were up 142% from April 2022. (Airport closure 4/18/22 – 5/17/22) Year-to-date enplanements were up 17% versus 2022.

Operations data for April 2022 were up 107% from April 2022. Overall operations are up 0.1% year-to-date from 2022. 2023 YTD = 7,745 vs 2022 YTD = 7,736.

Airport Director Pomeroy stated going forward he would be having each department head speak to the updates for their respective departments.

Deputy Director of Finance and Administration Elliott stated FMA had the 1st meeting with the airlines and Ricoondo regarding the new airline lease agreement on 3/30 and the 2nd meeting is scheduled for 5/8.

The 1st finance committee review meeting for the FY2024 budget cycle was 4/26 with the 2nd coming up the end of May.

Airport Director Pomeroy reiterated with regards to the budget, typically the first draft of the budget is presented to the Board in June, with a second review in July and the public hearing and adoption of the budget takes place in August.

Deputy Director of Operations and Maintenance Burke stated his enthusiasm for the warmer weather. He stated 163.5" of snow fell this season, and this was the 3rd year in a row the commercial airlines experienced zero cancelations or diversions due to snow removal challenges.

Deputy Director Burke announced the airport was approached by Laura Lewis who is starting a summer camp for high school aged students in the valley who have an interest in technical careers in aviation. The airport is going to play a part in aviation career education and host 12 students for 2 days, to include airport tours, a panel of local pilots and get them in flight with the help of a local flight instructor. There will also be representatives from Atlantic Aviation, airport operations employees and first responders such as police and fire. The dates are currently tentative but looking at June 19th & 20th.

Airport Director Pomeroy stated the "I Have a Dream Foundation" is the organization spearheading this effort.

Security Manager Guthrie reminded the Board the busy season is coming up along with the annual corporate airport fly-in event. Initial meetings related to the event have taken place.

He stated about a year and a half ago the airport started a restructuring of Information Technology environment due to the Department of Homeland Security and the Transportation Security Administration regulating airports regarding cybercrimes and security. Senior level consultants have been hired to take on that work. He stated Friedman Memorial is a Category 3 airport and is required to have these plans in place within 3-4 years, however management has decided to make it a priority in the next 36 months.

Airport Director Pomeroy stated there will be items in the new budget which will reflect these expenses and upgrades.

V. AIRPORT STAFF BRIEF

- A. Noise Complaints in April
- 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**

(18:18)

1. Terminal Boiler Replacement - Attachment #5 ACTION ITEM

Airport Director Pomeroy stated the boilers which provide heat to the terminal need emergency replacement. As summarized in the email sent by Deano Miller in the Airport Operations Department (**Attachment #5**), the boilers have been causing issues for some time. Due to lack of reliability, lack of availability of technicians and parts, and rising cost to fix the boilers, replacement is justified and warranted.

The cost of the replacement is anticipated to be up to \$200,000.

With supply chain shortages, lead time for delivery, and installation, there is an urgency to get the replacement process underway immediately. As such, staff is requesting the Board declare this an emergency, allowing us to save time and expense by bypassing the formal bidding process. As a matter of due diligence and transparency, Airport Operations staff will seek numerous quotes from potential vendors in lieu of formal bids. Budgetarily, the current budget includes a \$1,000,000 contingency for capital expenditures for which this expense qualifies. This issue and expense are a perfect example of the purpose of the contingency line item in the budget.

This issue has been coordinated with, and the proposed approach supported by legal counsel.

Airport legal counsel Jim Laski stated, per Idaho Code 672808A, the airport can bypass state procurement statutes requiring a formal bidding process for this type of expense by the governing board declaring that an emergency exists, and that public interest and necessity demand the immediate expenditure of money to do work necessary to safeguard life, health, or property.

Board Member Strauss thanked the staff and Deano personally for nursing the system through the winter so the system wouldn't go down in the peak of the cold season. He stated he supported the emergency approval.

ACTION REQUESTED: Motion to declare that, because of the current state of the Airport boiler system, an emergency exists, and that public interest and necessity demand the immediate expenditure of money to do work necessary to safeguard life, health or property, particularly the airport terminal. Further move to approve up to \$200,000 from the FY23 capital contingency budget to immediately replace the terminal boilers, bypassing a formal bidding process.

MOTION: *Made by Board Member Strauss to declare that, because of the current state of the Airport boiler system, an emergency exists, and that public interest and necessity demand the immediate expenditure of money to do work necessary to safeguard life, health or property, particularly the airport terminal. Further move to approve up to \$200,000 from the FY23 capital contingency budget to*

immediately replace the terminal boilers, bypassing a formal bidding process. Seconded by Vice Chair Davis.

PASSED UNANIMOUSLY

2. Consideration of Runway Broom Donation - Discussion - **Attachment #6 ACTION ITEM**

Airport Director Pomeroy stated, as discussed with the Board on numerous occasions, the improved instrument approach combined with the airport's aging snow removal equipment fleet has resulted in the need to evolve and modernize. With the two MB5 multi-task units currently in our fleet and a third on its way, the need for us to use our independent runway brooms has drastically decreased as the MB5 units provide brooming capability (and more).

In 2018, the airport took delivery of an Oshkosh Series H runway broom which is now seeing limited use. This unit was purchased for \$545,000 via our AIP entitlement funds with a \$34,000 local match. Since the unit is seeing limited use, staff has been looking at options to get the unit to another airport with a need for an independent runway broom.

The FAA requires that airport sponsors looking to dispose of FAA AIP acquired equipment follow very stringent guidelines. There are basically two means of disposal.

One, if the airport sponsor intends to sell the equipment, Fair Market Value must be determined and when sold, the airport sponsor must repay the FAA the federal share of the sale price (93.75% for FMAA).

The second method, and the method preferred by the FAA, is the airport sponsor donates the equipment to another airport. Considering the cumbersome and costly process of disposing using the Fair Market Value process and limited financial return to the airport, it is the staff's recommendation to donate the broom, as is, to another airport.

With the help of the FAA, we have located a commercial service airport in Colorado who desperately needs a broom – the Northern Colorado Regional Airport (FNL) in Loveland, CO. Staff would like to discuss this disposal option with the Board and answer questions and address any concerns. Should the Board support this action, the following motion is recommended:

ACTION REQUESTED: Motion to approve disposal of the airport's Oshkosh Series H runway broom. Following FAA's preferred disposal method, FMAA will donate this unit to another airport. A candidate airport for donation is the Northern Colorado Regional Airport (FNL) in Loveland, CO. The donation to FNL, or any other airport, will be subject to FAA and FMAA legal counsel review and support/approval.

MOTION: *Made by Board Member Strauss to approve disposal of the airport's Oshkosh Series H runway broom. Following FAA's preferred disposal method, FMAA will donate this unit to another airport. A candidate airport for donation is the Northern Colorado Regional Airport (FNL) in Loveland, CO. The donation to FNL, or any other airport, will be subject to FAA and FMAA legal counsel review and support/approval. Seconded by Vice Chair Davis.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

(31:30)

1. None

VII. DISCUSSION AND UPDATES

A. NEW BUSINESS

1. Ranch Management – Update and Discussion

Airport Director Pomeroy stated the purchase and sales agreement for the recent purchase of the Flying Hat Ranch included a term that provided the option for the former owner/agricultural lessee(s) to continue agricultural operations on the ranch via a lease through March 31, 2023, with an option to extend through 2024. The former landowner has advised airport staff and legal counsel they will not exercise the option to extend the agricultural lease through 2024, thereby ending the lease arrangement for agricultural operations effective, March 31, 2023. Airport staff is considering options for ranch management moving forward.

With the snow melting and the irrigation season upon us, immediate focus is learning the irrigation system and water management responsibilities. Assistance has been provided by the former ranch management team in this regard for this season, and discussions have been held with the former ranch management team to potentially assist the airport operations staff with learning the tricks of managing the ranch for this full season. Whether that is a viable option is still being considered but staff would at least like to keep them on board for the next month or so. A longer-term goal remains to develop a formal Request for Proposal by the fall to select a qualified proposer for a longer-term ranch management arrangement.

Airport Director Pomeroy stated it may be advantageous to keep the current lessee, who has cattle on the ranch, in place to help with the agricultural crop and keeping maintenance of fencing etc. He believes a good strategy is to keep this lessee on through the summer.

Staff felt it was appropriate to update the Board and have further discussion as the Board feels appropriate.

B. CONTINUING BUSINESS

1. Miscellaneous (37:18)

i. Future Aeronautical Development – Update and Discussion

The RFP committee met on April 12th to review a new draft. Significant progress has been made towards a draft RFP for Board and stakeholder review. A revised draft from legal counsel is expected within the next week or so. This will go to the committee one more time for review and then pending any additional comments or feedback, the Board will get an advanced version for review through June. The stakeholders and those with an interest in the process can see that draft at the June meeting.

Per Board Chair Burke, there will be an opportunity for Board members to meet with Airport Director Pomeroy to talk through the reasoning behind how the RFP has been developed.

Board Member Strauss stated there will be a large need for discussion as to the selection committee and the scoring of it. He stated outreach to those who have submitted inquiries or those potentially submitting would be helpful to understand what they may be offering. The timetable of when it comes out and how many times it is in front of the Board and scheduling the public comment section dedicated to that program would be beneficial to those who have expressed interest.

2. Construction and Capital Projects

(40:16)

i. Spring/Summer Construction – Update and Discussion

Airport Director Pomeroy stated as previously discussed, the final phase of the runway, taxiway, and apron project, from last spring, is the application of final markings to the runway and reapplication of markings on the taxiway this late spring/early summer. A request will be made to Lisa Horowitz at the City of Hailey asking approval for some of the night work required.

Board Chair Burke wanted to thank the operations crew for their heroic winter/snow removal and efforts and the BBQ to celebrate that accomplishment.

3. Airport Planning Projects

i. None

VIII. PUBLIC COMMENT

(41:37)

None

IX. Adjournment

The May 2, 2023, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:12 p.m.

DocuSigned by:



E759543F3D014D4... 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.*