

**MINUTES OF A REGULAR MEETING  
OF THE  
FRIEDMAN MEMORIAL AIRPORT AUTHORITY  
June 6, 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, Lindsay Mollineaux, 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, Kaplan Kirsch Rockwell – Peter Kirsch

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

**I. APPROVE AGENDA (0:48)**

A motion to approve the agenda as presented.

**MOTION: Made by Board Member Greenberg to approve the agenda as presented.  
Seconded by Vice Chair Davis.**

**PASSED UNANIMOUSLY**

**II. PUBLIC COMMENT (1:05)**

None

**III. APPROVE FMAA MEETING MINUTES (2:10)**

A. May 2, 2023, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

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

**PASSED UNANIMOUSLY**

**IV. REPORTS (2:30)**

A. Chair Report

Board Chair Burke thanked the staff for all their winter efforts.

B. Blaine County Report

No report given.

C. City of Hailey Report

No report given.

D. Fly Sun Valley Report (3:11)

On behalf of Carol Waller, Airport Director Pomeroy said United has expanded San Francisco in the shoulder season to 2 flights per day.

E. Airport Team Reports (see PowerPoint Presentation) (3:35)

Airport Director Pomeroy reported April passenger enplanements were up 173% from May 2022. (Airport closure 4/18/22 – 5/17/22) Year-to-date enplanements were up 24% versus 2022.

Operations data for May were up 85% from May 2022. Overall operations were up 8% year-to-date from 2022.

As of 3:15pm today, Director Pomeroy, Airport Attorney Jim Laski and Airport Consultant Nathan Cavala met with county commissioners as it relates to airport zoning overlay efforts. The discussions were productive. There will be a few changes to the draft document, and it's then scheduled to go in front of the commissioners for another review on June 27<sup>th</sup>.

Deputy Director of Operations and Maintenance Burke stated the airport is holding the federally required emergency tabletop exercise on June 7<sup>th</sup>. The aviation camp is coming up the following week to help encourage students who are interested in aviation careers. On June 28/29/30<sup>th</sup> the annual FAA inspection will take place.

In preparation, the airport will be temporarily closed this week between 5 pm-9 pm for grading and smoothing of the dirt on the side of the runway in preparation for the inspection. This will not affect commercial airline schedules.

Deputy of Finance & Administration Elliott stated the airport and Ricondo had their 1<sup>st</sup> meeting with the airlines to renegotiate their lease agreements on 3/30. The second meeting was 5/8 and there is a 3<sup>rd</sup> meeting scheduled for 6/27. The final version will be in front of the Board in August.

The budget is underway for FY2024 which will be present in more detail later.

Security Manager Guthrie stated TSA completed the comprehensive 6-week audit which was a successful result for the airport. Teresa McGoffin, airport IT consultant, will be in Boise June 14/15<sup>th</sup> for an aviation cyber security conference. The tabletop that takes place on June 7<sup>th</sup> will also allow the security side of the operation to meet their requirements.

Airport Director Pomeroy stated that the next board meeting conflicts with the Independence holiday. He stated the options were July 5<sup>th</sup>, July 11<sup>th</sup> or July 18<sup>th</sup>. His preference would be for the July 11<sup>th</sup> date. The Board consensus was to hold it July 11<sup>th</sup>.

**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 - **Attachment #5**

**VI. ACTION ITEMS**

A. NEW BUSINESS (14:55)

- 1. None

## B. CONTINUING BUSINESS

(14:58)

1. None

## VII. DISCUSSION AND UPDATES

## A. NEW BUSINESS

(15:00)

1. First Review – Fiscal Year 2024 DRAFT Budget – Discussion – **Attachment #6**

Deputy Director of Finance & Administration Elliott referred to and presented PowerPoint slides 15-28. **Attachment #6** represents the first version of the DRAFT FY 2024 Budget. This DRAFT budget has been coordinated with and reviewed by the Finance Committee and refined based on initial committee comments. Refer to PowerPoint for specifics.

The Draft FY 2024 Budget is based on the most current assumptions and information available. We have seen growth since the pandemic, but things seem to be equalizing and returning to normal levels.

As a reminder, this is the first review of the DRAFT FY 2024 budget by the Board. The Board will have another opportunity for review and comment at the July meeting, with the final public hearing and consideration of approval of the budget at the August meeting.

## B. CONTINUING BUSINESS

1. Miscellaneous

(40:30)

- i. Ranch Management – Update and Discussion

As previously discussed, 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 March of 2024. The former landowner has advised airport staff and legal counsel they will not exercise the option to extend the agricultural lease for an additional season, thereby ending the lease arrangement for agricultural operations effective, March 31, 2023.

Assistance related to immediate ranch management responsibilities has been provided by the former ranch management team, with this assistance ending May 31, 2023. As of June 1, the airport assumes full management responsibility. As discussed at the last meeting, the current tenant grazing cattle will remain on the ranch offering necessary assistance in management responsibilities through the rest of this agricultural season. The longer-term goal remains to develop a formal Request for Proposals by this Fall to select a qualified proposer for a longer-term ranch management arrangement commencing in the spring of 2024.

Operations Supervisor Carnes is working with Idaho Power on some cost savings options of up to 20% in power usage at the ranch.

- ii. Future Aeronautical Development – Update and Discussion – **Attachment #7** (44:23)

Airport Director Pomeroy stated a draft RFP for initial review by the full Board and public is included as **Attachment #7**. This is the first time the draft RFP is being presented to the Board. He stated the committee involved in the development of the RFP consists of Martha Burke, Jacob Greenberg, John Strauss, Ron Fairfax, Jim Laski & Peter Kirsch. Airport Director Pomeroy has been involved as a technical expert.

Board Chair Burke believes the committee brought forth a fair and thoughtful request for proposal, serving the community and airport. She reiterated tiedown space was lost

when reconfiguring the expanded runway separation, so there is considerable interest in more tiedowns as well as possibly another FBO and fuel farm.

Peter Kirsch provided an overview of the RFP. He stated the committee addressed the issue of hangar development versus Fixed Based Operator. For legal reasons, the authority cannot foreclose the idea of another FBO because there is interest from proposers, and since there is currently only one FBO, the authority is obligated to consider competition. There is interest in both hangar development and tiedowns. Therefore, the committee decided the RFP could allow for proposals of either hangar development and an FBO or just one or the other. This allows for more flexibility for both the proposers and the Board regarding how to best use the site.

He also stated there are 2 different philosophies in drafting RFPs. One is to make them very general & short to allow the market to dictate what the proposals will look like. The committee rejected this in favor of one that is more specific in requirements because they felt it important to get information from prospective proposers that is very specific to this airport and community.

The committee also proposed to attach a form of lease to the RFP. This is to shorten and simplify the negotiation process once one is accepted. There was also considerable time spent on pages 19 & 20 of the draft RFP going through the criteria to evaluate proposals.

Board Member Strauss stated that there was an intent to avoid the word "bidder" in the RFP as this is not a traditional proposal where the high bidder is automatically awarded. The ultimate term that will be used is a "proposer".

He also asked for an estimate of timeframe as to when it may be proposed, seeking guidance from the Chairperson. Board Chair Burke deferred to legal counsel and Peter Kirsch offered the RFP should be open for roughly 90 days, which is reasonable in the industry. There will be a mandatory pre-proposal meeting on site. Following the 90 days, the Board will appoint an evaluation committee for evaluating the proposals. He stated it is realistic to expect a 180-day timeframe from the point the RFP is open to when a proposal is chosen.

Board Member Strauss noted there is a 30-day window for execution of the lease contract after the award is announced. In addition, there is open discussion between now and when the RFP is officially published. Once it is published, there are strict guidelines that all communication must be directed to the designated person within the protocol. There is no provision for any dollar amount specified for the basic infrastructure provided by the airport, which was chosen so it could allow for better input from proposers.

Peter Kirsch emphasized the committee discussed whether there would be a minimum financial commitment to be part considered. The committee decided they wanted to make a much more qualitative judgement about proposals. This allows for the proposals to be viewed overall, versus just on a dollar amount basis.

Peter also addressed why Atlantic Aviation was excluded from participating. He stated there is a legal principle in federal law called prohibition of exclusive rights. This means it is permissible for an airport to have a single supplier of an aeronautical service, however the airport must not take any action to perpetuate that exclusive right. Therefore, it would be impermissible for the authority to select Atlantic as that would prevent the potential for competition.

Board Member Strauss stated the committee will rank and score the proposals and make recommendations to the Board, but the final selection rests with the Board. He also referenced minimum standards which are the controlling document for FBO proposers. The minimum standards are not as explicit for potential hangar development. This allows for an FBO developer to also provide hangars whereas

others may only want to develop an FBO. In closing he re-emphasized there is no obligation to accept any of the proposals, except to give fair consideration to all.

Jim Laski added this was a thorough overview between Peter Kirsch and Board Member Strauss.

Board Chair Burke stated the review committee will not be comprised of the same group that developed the RFP. There will be advisors from other resources, which may also include some of the original members.

Airport Director Pomeroy stated the mandatory pre-proposal meeting will be a key mechanism in this process, which will allow everyone to get access to the same information at the same time. Once the RFP is released, the contact for handling information and additional requests will be handled through the Business Operations Coordinator, Becca Lynn.

Peter Kirsch stated there will be two places where responders can ask questions, which will be at the pre-proposal meeting or with written questions where the responses will be posted for everyone to see.

2. Construction and Capital Projects (43:38)

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, was the application of final markings to the runway and reapplication of markings on the taxiway this late spring/early summer. We are happy to report the project was complete on schedule the week of May 21<sup>st</sup> without any major surprises or challenges.

3. Airport Planning Projects

i. None

**VIII. PUBLIC COMMENT** (1:11:20)

Reed Sanborn, as a local pilot thanked the Board and committee for putting this together and stated that our community has a gold standard airport to follow. As far as the RFP and the required information on pages 14, items 3 and 4 are geared for larger corporate entities for development. He felt this may hinder local opportunities for those that know it best. Specifically, audited corporate statements/Dunns credit rating etcetera may limit entities that don't operate in that fashion.


Peter Kirsch responded there are no criteria in the RFP as to how wealthy a company must be. The principle is to ensure the entity has financial responsibility to accomplish what they proposed. The interest of the authority is to ensure they don't award a contract to a firm that doesn't have the capability to carry out its promise. So as drafted, the RFP states the weight of financial capabilities.

Jim Laski noted there is an option for unaudited financial statements so as they are signed by a corporate officer.

Lindsey Mollineaux introduced herself as the new Blaine County Commissioner representing District 1. She is excited to join a group of dedicated public servants.

**IX. Adjournment**

The June 6, 2023, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:48 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.*