

**NOTICE OF A REGULAR MEETING OF
THE FRIEDMAN MEMORIAL AIRPORT AUTHORITY**

PLEASE TAKE NOTICE that a regular meeting of the Friedman Memorial Airport Authority shall be held Tuesday, October 3, 2023 at 5:30 p.m. at the Old Blaine County Courthouse Meeting Room Hailey, Idaho.

This meeting is open to the public and attendees are able to attend in person or by web access. Web access instructions below:

Please join the meeting from your computer, tablet, or smartphone.

<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 241 310 773 002

Meeting Passcode: TSKRDd

You can also dial in using your phone.

United States: 1 (208) 996-1013

Dial In Conference ID: 436 433 38#

The proposed Agenda for the meeting is as follows:

**AGENDA
October 3, 2023**

- I. APPROVE AGENDA – ACTION ITEM**
- II. PUBLIC COMMENT (10 Minutes Allotted)**
- III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:**
 - A. September 5, 2023 Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**
- IV. REPORTS**
 - A. Chair Report
 - B. Blaine County Report
 - C. City of Hailey Report
 - D. Fly Sun Valley Alliance Report
 - E. Airport Team Report
- V. AIRPORT STAFF BRIEF (5 Minutes Allotted)**
 - A. Noise Complaints in September
 - B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data – **Attachment #2 – #4**
 - C. Airport Commercial Flight Interruptions (unofficial)
 - D. Review Correspondence
- VI. ACTION ITEMS (a vote may occur but is not required to be taken)**
 - A. NEW BUSINESS
 - 1. Ranch Management RFP – **ACTION ITEM Attachment #5**
 - 2. Consideration of High Speed Rotary Broom/Snow Plow Donation – Discussion **ACTION ITEM**
 - B. CONTINUING BUSINESS
 - 1. None
- VII. UPDATES AND DISCUSSION**
 - A. NEW BUSINESS
 - 1. None
 - B. CONTINUING BUSINESS
 - 1. Miscellaneous
 - i. Future Aeronautical Development RFP – Update **Attachment #6**
 - 2. Construction and Capital Projects
 - i. None
 - 3. Airport Planning Projects
 - i. None
- VIII. PUBLIC COMMENT**
- IX. ADJOURNMENT**

FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETINGS ARE OPEN TO ALL INTERESTED PARTIES. SHOULD YOU DESIRE TO ATTEND A BOARD MEETING AND NEED A REASONABLE ACCOMMODATION TO DO SO, PLEASE CONTACT THE AIRPORT MANAGER'S OFFICE AT LEAST ONE WEEK IN ADVANCE BY CALLING 208-788-4956 OR WRITING TO 1616 AIRPORT CIRCLE, HAILEY, IDAHO 83333.

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III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

- A. September 5, 2023 Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

IV. REPORTS

- A. Chair Report

This item is on the agenda to permit a Chair report if appropriate.

- B. Blaine County Report

This item is on the agenda to permit a County report if appropriate.

- C. City of Hailey Report

This item is on the agenda to permit a City report if appropriate.

- D. Fly Sun Valley Alliance Report

This item is on the agenda to permit a report if appropriate.

- E. Staff Team Report

This item is on the agenda to permit a Staff Team's report if appropriate.

V. AIRPORT STAFF BRIEF – (5 Minutes Allotted)

- A. Noise Complaints in September - NONE

LOCATION	DATE	TIME	AIRCRAFT TYPE	INCIDENT	ACTION/RESPONSE

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B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data - **Attachments #2 - #4**

Attachment #2 is Friedman Memorial Airport Profit & Loss Budget vs. Actual (unaudited)

Attachment #3 is ATCT Traffic Operations Record comparison by month.

Attachment #4 is Enplanements, Deplanements and Seat Occupancy data.

The following revenue and expense analysis is provided for Board information and review:

August 2023

Total Non-Federal Revenue	August, 2023	\$2,067,513
Total Non-Federal Revenue	August, 2022	\$531,821
Total Non-Federal Revenue	FY '23 thru August	\$9,076,124
Total Non-Federal Revenue	FY '22 thru August	\$6,842,817
Total Non-Federal Expenses	August, 2023	\$254,174
Total Non-Federal Expenses	August, 2022	\$286,670
Total Non-Federal Expenses	FY '23 thru August	\$4,151,181
Total Non-Federal Expenses	FY '22 thru August	\$3,336,592
Net Income excluding Federal Programs	FY '23 thru August	\$4,924,943
Net Income excluding Federal Programs	FY '22 thru August	\$3,506,225
Net Income to include Federal Programs	FY '23 thru August	\$3,553,840
Net Income to include Federal Programs	FY '22 thru August	\$1,645,136

C. Airport Commercial Inbound Flight Interruptions (unofficial):

AIRLINE	FLIGHT CANCELLATIONS	FLIGHT DIVERSIONS
	August 2023	August 2023
Alaska Airlines	0	0
Delta	0	0
United	0	0

D. Review Correspondence

VI. ACTION ITEMS (a vote may occur but is not required to be taken)

A. NEW BUSINESS

1. Ranch Management RFP – ACTION ITEM Attachment #5

Staff has developed a draft Ranch Management RFP for ranch management activities beginning spring of 2024. The draft RFP for initial review by the full Board and public was introduced at the August meeting and is included as **Attachment #5**. This is the third presentation of the draft for review and comment by the Board. No material changes were made to the draft RFP since it was introduced in August.

This agenda item is once again for the Board to have additional discussion about the draft RFP as deemed appropriate and allow for any additional public comment.

As discussed at the September meeting, release of the draft soon will be in the best interest of the airport to ensure a new ranch management structure is in place by March 2024, and the next irrigation/agricultural season.

Action requested: Motion to approve the RFP for ranch management services for the next irrigation/agricultural season beginning March 2024.

2. Consideration of High Speed Rotary Broom/Snow Plow Donation – Discussion ACTION ITEM

As staff has 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 our fleet. 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 2010, the airport took delivery of a Wausau High Speed Rotary Snow Plow which is seeing limited use. This unit was purchased for \$563,230 via our AIP entitlement funds with a \$28,162 (5%) 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.

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 (95% 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 staff's recommendation to donate the broom, as is, to another airport. We have located a general aviation airport in Idaho who desperately needs a broom – the McCall Municipal Airport (MYL) in McCall, ID.

As a reminder, the Board recently approved a similar donation of another limited use unit to the Northern Colorado Regional Airport. This would be the same process. Staff would like

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to discuss this new 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 Wausau High Speed Rotary Broom/Snow Plow. A candidate airport for donation is the McCall Municipal Airport (MYL) in McCall, ID. The donation to MYL, or any other airport, will be subject to FAA and FMAA legal counsel review and support/approval.

B. CONTINUING BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

1. Miscellaneous

- i. Future Aeronautical Development RFP - Update **Attachment #6**

The final RFP as approved by the Board for public distribution is included as **Attachment #6**.

The RFP now out on the street, the “cone of silence” for the Board and selection committee as directed by legal counsel is in place. For this meeting, staff and legal counsel will provide a brief update to the Board regarding important dates and next milestones in the process.

2. Construction and Capital Projects

- i. None

3. Airport Planning Projects

- i. None

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
September 5, 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 (0:35)

A motion to approve the agenda as presented.

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

PASSED UNANIMOUSLY

II. PUBLIC COMMENT (1:16)

None

III. APPROVE FMAA MEETING MINUTES (1:45)

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

MOTION: *Made by Secretary McCleary to approve the minutes as amended to correct Larry Schoen as a Blaine County resident. Seconded by Vice Chair Davis.*

PASSED UNANIMOUSLY

IV. REPORTS (2:38)

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

No report given.

E. Airport Team Reports (see PowerPoint Presentation)

(03:20)

Airport Director Pomeroy reported August passenger enplanements were up 4% from August 2022. Year-to-date enplanements were up 15% versus 2022.

Operations for August were down 19% from August 2022. Overall operations were down 4% year-to-date from 2022.

Airport Director Pomeroy stated a year has passed in his role as the chapter President of the NWAAAE. He will be attending the national conference in a couple of weeks to pass the responsibilities over to the incoming President. He will remain on the Board for the NW chapter for one more year.

He attended a meeting a couple weeks ago with other Idaho Commercial Airport Managers, the Idaho Division of Aeronautics Administrator, and senior level representatives from the Idaho Transportation Department. Earlier this year, the Governor announced about \$30 million is for Idaho First Funds for Idaho airports. He is happy to report it appears commercial service airports for the next fiscal year will be getting a grant from the Idaho First Funds in the amount of about \$1 million each. The Idaho Transportation Board will determine how the funds get allocated in their September meeting.

Deputy Director, Operations and Maintenance Burke gave a reminder that on September 26th, 2023, in partnership with all of our mutual aid partners, we will be hosting our FAA mandated full scale emergency exercise. This will be a simulated mass casualty incident, regulated by the FAA for all commercial service airports. He is still looking for volunteers. The event will start at 5pm and there will be staging ahead of time. There will be simulated smoke and flames.

On September 30th, 2023, from 11am-3pm, the airport will be holding the "Meet the Fleet" event, which was canceled last year due to the wildfires. The airport will be teaming up with the Hailey Fire Department and Chamber of Commerce for a chili cook off.

He is pleased to announce the vacancy in the airport operations team has been filled and the new employee will be starting at the beginning of October.

V. AIRPORT STAFF BRIEF

A. Noise Complaints in July.

B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data (**See Attachment #4-#6**)

C. Airport Commercial Flight Interruptions (unofficial)

D. Review Correspondence

VI. ACTION ITEMS

A. NEW BUSINESS

(10:20)

1. SUN Accounting Policies and Procedures Manual – Consideration of Acceptance – **Attachment #6 ACTION ITEM**

Deputy Director, Finance & Administration Elliott stated last year the auditors recommended the airport create an Accounting Policies and Procedures Manual. She drafted a rough draft last year for the auditors and has made refinements. The airport is seeking acceptance and approval of the document by the Board. It has been reviewed by airport attorney, Jim Laski, as well as the finance committee.

Board Member Greenberg reiterated the importance of ensuring there is acknowledgement that the reviewer of various documents have indeed reviewed the documents (for example a signature on the documents), which show the policies and procedures and have been followed.

MOTION: *Made by Board Member Greenberg to accept the SUN Accounting Policies and Procedures document as presented. Seconded by Board Member Mollineaux.*

PASSED UNANIMOUSLY

2. Consideration of Notice of Award to Oshkosh Procurement of new Striker 6x6 ARFF vehicle – **Attachment #7-#8 ACTION ITEM**

Airport Director Pomeroy presented the consideration of notice of award for the procurement of an ARFF Oshkosh Striker 6x6 vehicle. The purpose is for redundancy in the operations fleet. This was in the approved budget for 2024. There is a 14-month lead time. The cost locally is \$1,217,310 from airport funds while utilizing the Cooperative Purchasing Venture (CPV) of Sourcewell.

MOTION: *Made by Board Member Linnet to approve Notice of Award to Oshkosh Airport Products in the amount of \$1,217,310 and execution of the Procurement Agreement for the order and acquisition of a new Striker 6x6 ARFF vehicle. Seconded by Board Member Strauss.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

(17:28)

1. Future Aeronautical Development RFP – Discussion and Consideration of Acceptance – **Attachment #9 ACTION ITEM**

Airport Director Pomeroy gave an overview of the timeline of the RFP. The RFP development committee commenced in December 2022. The first draft was made available for Board review and public comment in June of 2023. There has been additional discussion in July and August of 2023. Last month's meeting included discussions regarding Atlantic Aviation's participation, which was discussed in this meeting. There was also to be discussion about the selection committee.

Peter Kirsch addressed the topic from last month's meeting regarding Atlantic Aviation's participation. He reiterated the FMAA must act in a not unjustly discriminatory manner. When an airport has an opportunity to do so, they must prevent perpetuation of an exclusive right. If the public expresses interest, the airport must offer the opportunity of

competition. He stated having one FBO is not a violation of the prohibition of exclusive rights but the authority must not take action that would have an effect of continuing an exclusive right when it has an opportunity to do so. Definition of "exclusive rights" and obligations for a sponsor are further explained in the Power Point presentation on slides 25 and 26. The Board has expressed one of their objectives is to have competition and they are indeed required to comply to federal obligations and requirements by denying the incumbent to participate.

Board Member Strauss asked if the Board "must" exclude the incumbent, or if they "can" exclude them.

Peter Kirsch explained when you only have one incumbent the chance of an exclusive rights problem is very great, if you don't exclude them. If you allow the incumbent to participate, you have to treat the incumbent fairly, not unjustly or discriminatorily, with respect to all the others. But they cannot be selected, because if selected you are foreclosing any other competition. He stated this airport is in a unique situation with one current FBO and limited property and there is not an option in any circumstance to award an RFP contract to the incumbent. It is a matter of law and a waste of the incumbent's time and money.

Board Member Strauss stated he understood if the whole 10+ acres was awarded to the incumbent. He inquired as to whether or not there was something less drastic.

Peter Kirsch stated the way the committee drafted the RFP, it is an either/or or both situation; meaning that you may propose an FBO, a hangar development, or both. There are limited circumstances in which Atlantic could propose something that would not pose an exclusive rights problem. The only way to avoid that is to exclude them from proposing.

Board Member Greenberg stated when the process started, he recommended that a member of the county commission be on the draft committee. He stated it was the duty and responsibility to do the due diligence and come to the Board with the best possible scenario. He believes that was achieved. He is in full support of the document "as is". He believes there has been good argument about rationale for excluding Atlantic Aviation. He pointed out there has been public comment about increased air traffic, however he believes the airport lost a lot of the space with construction and changes and even with the RFP, are not gaining back what was lost.

Board Member Linnet stated we are actually doubling the landings and the amount of fuel that's being used because of current limitations to aircraft parking spaces. He stated having more parking area for aircraft ultimately could decrease some of the traffic of planes needing to come and drop off their passengers, only to fly back in again to pick them up.

Board Chair Burke asked if she is correct in assuming that the Board is in support and favor of competition. She stated she can't see why they wouldn't choose not to have a competitive process.

Secretary McCleary stated Peter Kirsch's comments were very helpful during this meeting, and that she is in favor of competition and excluding Atlantic Aviation.

Peter Kirsch described the process going forward. The RFP drafting committee selected a process wanting to ensure that Board members were on the selection committee to make the selection. The selection committee will come back to the Board with their findings. Once the RFP is released, there is a "cone of silence", meaning nobody is permitted to talk about the RFP except in a very formal way. This means prospective bidders may submit questions/comments to a designated email address and then the committee decides which ones will be responded to. No one is allowed to contact members of the committee outside of that process. It would also be inappropriate for committee members to read any public comment.

Board Chair Burke felt it important because of joint sponsorship to have representatives from the city/county and the team/staff on the committee. There also needed to be a financial advisor as well as other outside consultants and specialists.

Peter Kirsch stated confidential financial information regarding proposers will not be made public to the Board and only to the selection committee.

Secretary McCleary commented regarding the selection committee, in the past it hasn't always been the responsibility of the Board Chair to choose the members. She stated she was disappointed and displeased that she wasn't chosen or given an opportunity to express she wanted to be on it. She wanted this noted in a public setting.

Jim Laski stated this would be a good time to take public comment, which would be limited to comments directly related to the RFP consideration. There will not be a response from the Board.

Public Comment regarding the RFP:

Reed Sanborn, local pilot, thanked staff, Board members and the Chair for their work on the RFP. First, in Section 4 of the financial information bullet point 7, there is a minimum FBO requirement of anyone submitting a proposal. He asked that the Board consider removing or reducing that requirement. Secondly, he stated there was still some highlighted areas in the RFP with regards to the timing and how it progresses. He was curious to know how and when those will get posted.

Carlton Green, local pilot, provided an anecdote regarding competition. He referred to the price of gas and gave the example if he gets into his plane and flies to another city to get gas at an FBO or self-serve, the price will be different. At this airport, it's \$8.21/gallon if you go the FBO or \$5.98/gallon for self-serve. The point is you make the decision by looking at the sign and here there is no sign or no price. He hopes there will be competition in order to be informed on what the prices are.

Kyle Schultz, Regional Vice President of Atlantic Aviation, stated that Atlantic would like to be able to submit as a proposer in the RFP. He pointed out they 100% support competition. In the majority of their bases, they have competition. Their ask is to participate and they will limit their response to approximately 2.5 acres for hangar development to support the local GA community. Atlantic currently occupies 3.2 acres and the RFP is written that a proposer could be awarded space 3 times larger than what Atlantic currently has. He reiterated they believe in competition but this doesn't seem fair. He asked they be allowed to participate in a limited basis and that if another FBO were chosen, they be confined to the same amount of space as what Atlantic is currently operating on for a level playing field.

Blaine County resident Larry Schoen wondered if it's not possible for Atlantic's lease to be extended to encompass more acreage and the RFP modified so they could lease a portion of the 10 acres in which each operator would have similar amount of land to operate.

Board Chair Burke closed public comment and brought it back to the Authority. (52:20)

Board Member Strauss added the necessity in not allowing Atlantic to remain "the exclusive" is acknowledged. He stated the counter argument to that is if you say you're in favor of competition, that excludes Atlantic from doing anything and he is looking for the balance between the two extremes. He stands by the proposition that says there might be an opportunity for Atlantic to be involved at some level. He stated the committee drafted the RFP open ended to get all available proposals. Without knowing the limit of what Atlantic can do, he can foresee a concern being another FBO comes in and they want all 10 acres so as to drive out Atlantic from their existing business. That is why he is

concerned about the unfairness. He states there should be fair consideration to competition.

Board Member Linnet believes excluding Atlantic Aviation is the best way to proceed. He understands Atlantic's position in feeling they should have an opportunity to propose, but with all of the information and rationale Peter Kirsch provided, he agrees they should be excluded.

Vice Chair Davis echoes Board Member Linnet's comments.

Board Member Mollineaux thanked the Board and the Chair for allowing additional time for due diligence and research. She also believes that the best practices laid out by Peter Kirsch in regard to excluding Atlantic Aviation is the best way forward.

Board Member Strauss asked if the Board would consider an amendment so that the acreage available to another FBO would not exceed Atlantic's current acreage.

Board Chair Burke stated she does not support any changes to the RFP and asked Peter Kirsch if that should be a consideration.

Peter Kirsch responded when the drafting committee was considering how to write the RFP, they looked at 2 approaches. The first was an objective, by the book approach, but the committee decided they wanted a much more qualitative process. He referenced Board Member Strauss' comment and as an example, if an FBO proposer comes in and proposes to use the full 10 acres, the committee will have to decide whether that is fair. This is why some members of the Board have been appointed to the selection committee.

Airport Director Pomeroy stated that if the Board was ready to approve the release of the RFP in this meeting, he would work with Peter Kirsch to get all of the dates and specifics that were still outstanding in the RFP, laid out and defined, therefore being transparent for proposers.

MOTION: Made by Board Member Greenberg to approve the RFP for future aeronautical development as presented with the exclusion of Atlantic Aviation as a proposer and direct staff to fill in the remaining dates and information required. Seconded by Vice Chair Davis.

Roll Call Vote:

Board Member Davis	Yes
Board Member Mollineaux	Yes
Board Member Greenberg	Yes
Board Member McCleary	Yes
Board Member Linnet	Yes
Board Chair Burke	Yes
Board Member Strauss	No

PASSED

Board Member Strauss stated with reference to the sterilization of communication, that it isn't limited to committee members but also inclusive of Board members and all staff so that there is no direct communication other than through the committee comprehensively.

Airport Director Pomeroy stated the exception to that would be a designated staff individual who will be responsible for managing the process and questions as they come in and this will be Becca Lynn, who will be identified in the proposal.

Board Chair Burke restated that the concern of the public is well received and acknowledged. She stated she would not sit on the Authority if she did not consider the basic necessity of transportation in and out of our valley. It is her hope that there will be a solution for local pilots where they can get a tie down or a hangar and visitors to the airport will not have to drop and go or purchase fuel elsewhere. She hopes with a successful process the airport can regain what was lost in the runway/taxiway separation. The goal for her and the Board is to provide for the future of the airport, be sensitive to the community, and make it as friendly as an airport can be.

Board Member Strauss asked if there would be discussion regarding the selection committee.

Board Chair Burke stated the members would be; Muffy Davis from Blaine County, Jacob Greenberg from the City of Hailey, Brent Davis for financial guidance, Airport Director Pomeroy and additional advisors including TO, Peter Kirsch, Jim Laski, Ron Fairfax and others as needed.

Board Member Strauss clarified this meant he was not chosen to be on the committee to which Board Chair Burke confirmed. He inquired as to the reasoning and stated publicly that he was disappointed in the decision.

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

(01:13:20)

1. Ranch Management RFP – Discussion – Attachment #10

Airport Director Pomeroy supplied the Board with a copy of the Ranch Management draft RFP the previous month. He stated this was an opportunity for more discussion and to bring up any additional questions. Also, he mentioned that next month's meeting (October) would be the preferred deadline for RFP approval in order to get the proposals in and ready to make a selection for the next ranching season starting in March 2024.

B. CONTINUING BUSINESS

1. Miscellaneous

- i. None

2. Construction and Capital Projects

- i. None

3. Airport Planning Projects

- i. None

VIII. PUBLIC COMMENT

(01:14:30)

Board Member Greenberg mentioned there had been some public comment that the ranch be transferred to a local nonprofit. It was reiterated by members of the Board and Airport Director Pomeroy that the airport is unable to transfer ownership. It was purchased through an Airport Improvement Program (AIP) grant from the FAA and therefore it was granted to FMAA and it must remain so.

Larry Schoen, a Blaine County resident, stated he would like to hear the Board's discussion of the RFP before making public comment. He was assured it would be presented again.

IX. ADJOURNMENT

The August 1, 2023, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:48 p.m.

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.*

Public Comment Session FMAA Regular Board Meeting

August 1, 2023

Comments by Richard Paris MD

I am a local resident and airport user since 1979, a hangar owner since 1983, and currently Vice President of Hangars West Condominium Association. Since 1999 I have flown to and from Hailey on a nearly weekly basis for work in two rural health clinics in Challis and Stanley Idaho.

On behalf of my fellow local pilots, hangar owners, and visiting general aviation pilots, I would like to make the following suggestions and requests regarding the Future Aeronautical Development RFP.

While it seems there is a great deal of interest for the board to find proposals that bring in the most financial return to the airport authority, I feel it is important to not forget about the local pilots that have supported the airport for many years. While we have a great airport, FMAA has the opportunity to provide much better customer service to the small general aviation pilots who have been significantly affected by the reductions in hangar space and ramp space over the past few years. In addition, with significant population growth comes the need for more hangars.

In your proposal review, I would ask that you give significant attention to these considerations and not just focus on recruiting a large Jet Service type FBO.

In this spirit I would like to request that you make sure that any approved proposal would include:

- 1) Bathroom and Shower Facility
- 2) A small pilot lounge with Wi-Fi capability for flight planning
- 3) A transient pilot gate capability
- 4) An aircraft wash rack facility (local pilots currently have no access to running water)

I feel that these items are essential additions to be included in the development of the new 10-acre addition to airport facilities.

My next consideration may not be essential but would be highly desired by visiting pilots. There is no doubt that the entire 10 acres will be covered in concrete with permanent structures but there is considerable neighboring land next to this space that could be put to very good use with no additional cost or development. This would involve moving the west side fence there back forty feet and mowing the grass every two weeks during the summer to create a transient airplane camping area. Pilots would camp under the wing and bring their own tiedowns. Since Idaho is more and more becoming a favored destination for backcountry pilots from other states, Friedman Airport could become a very favorable staging area where pilots could buy fuel and food supplies before embarking on their wilderness adventures. Other airports with significant commercial airport operations (ie. Bozeman MT and Fairbanks AK) have found this to be a very nice addition to their usual airport services.

Thank you for your consideration.

Rich Paris

Friedman Memorial Airport

Profit & Loss Budget vs. Actual (COMBINED '23)

12:23 PM

09/28/2023

Accrual Basis

Ordinary Income/Expense

Income

4000-00 · AIRCARRIER

4000-01 · Aircarrier - Lease Space	185,636.99	474,004.00	-288,367.01	39.16%
4000-02 · Aircarrier - Landing Fees	235,960.28	260,000.00	-24,039.72	90.75%
4000-04 · Aircarrier - Utility Fees	330.00	360.00	-30.00	91.67%
4010-07 · Aircarrier - '14 PFC App	407,428.64	447,780.00	-40,351.36	90.99%

Total 4000-00 · AIRCARRIER	829,355.91	1,182,144.00	-352,788.09	70.16%
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4020-00 · TERMINAL AUTO PARKING REVENUE

4020-01 · Automobile Parking - Terminal	765,699.33	576,250.00	189,449.33	132.88%
4020-02 · Automobile Parking - Passes	1,020.00	250.00	770.00	408.0%

Total 4020-00 · TERMINAL AUTO PARKING REVENUE	766,719.33	576,500.00	190,219.33	133.0%
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4030-00 · AUTO RENTAL REVENUE

4030-01 · Automobile Rental - Commission	748,051.13	654,000.00	94,051.13	114.38%
4030-02 · Automobile Rental - Lease Space	30,407.52	29,000.00	1,407.52	104.85%
4030-03 · Automobile Rental - Auto Prkng	75,199.27	65,000.00	10,199.27	115.69%
4030-04 · Automobile Rental - Utilities	1,893.74	2,000.00	-106.26	94.69%

Total 4030-00 · AUTO RENTAL REVENUE	855,551.66	750,000.00	105,551.66	114.07%
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4040-00 · TERMINAL CONCESSION REVENUE

4040-01 · Terminal Shops - Commission	27,647.70	12,000.00	15,647.70	230.4%
4040-03 · Terminal Shops - Utility Fees	1,893.57	2,000.00	-106.43	94.68%
4040-10 · Advertising - Commission	47,842.55	45,000.00	2,842.55	106.32%
4040-11 · Vending Machines - Commission	8,067.72	7,350.00	717.72	109.77%
4040-12 · Terminal ATM	550.00	600.00	-50.00	91.67%

Total 4040-00 · TERMINAL CONCESSION REVENUE	86,001.54	66,950.00	19,051.54	128.46%
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4050-00 · FBO REVENUE

4050-01 · FBO - Lease Space	187,935.72	168,998.00	18,937.72	111.21%
4050-02 · FBO - Overnight Parking Fees	343,122.75	417,000.00	-73,877.25	82.28%
4050-04 · FBO - Commission	47,794.12	34,002.00	13,792.12	140.56%

Total 4050-00 · FBO REVENUE	578,852.59	620,000.00	-41,147.41	93.36%
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4060-00 · FUEL FLOWAGE REVENUE

4060-01 · Fuel Flowage - FBO	433,022.82	440,000.00	-6,977.18	98.41%
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Total 4060-00 · FUEL FLOWAGE REVENUE	433,022.82	440,000.00	-6,977.18	98.41%
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4070-00 · TRANSIENT LANDING FEES REVENUE

4070-02 · Landing Fees - Non-Comm./Gov't	573,153.35	669,500.00	-96,346.65	85.61%
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Total 4070-00 · TRANSIENT LANDING FEES REVENUE	573,153.35	669,500.00	-96,346.65	85.61%
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4080-00 · HANGAR REVENUE

4080-01 · Land Lease - Hangar	718,097.59	658,837.00	59,260.59	109.0%
4080-02 · Land Lease - Hangar/Trans. Fee	231,068.75	23,345.00	207,723.75	989.8%
4080-03 · Hangar/Utilities (E8,11,24)	1,268.89			
4080-05 · Land Lease - FMA Hangar Rentals	33,697.52	33,454.00	243.52	100.73%

Total 4080-00 · HANGAR REVENUE	984,132.75	715,636.00	268,496.75	137.52%
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4090-00 · TIEDOWN PERMIT FEES REVENUE

4090-01 · Tiedown Permit Fees (FMA)	37,018.00	31,465.00	5,553.00	117.65%
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Total 4090-00 · TIEDOWN PERMIT FEES REVENUE	37,018.00	31,465.00	5,553.00	117.65%
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4100-00 · CARGO CARRIERS REVENUE

4100-02 · Cargo Carriers - Tiedown	5,472.00	5,500.00	-28.00	99.49%
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Total 4100-00 · CARGO CARRIERS REVENUE	5,472.00	5,500.00	-28.00	99.49%
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4110-00 · MISCELLANEOUS REVENUE

4110-01 · Misc. Revenue	13,650.79	5,000.00	8,650.79	273.02%
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Total 4110-00 · MISCELLANEOUS REVENUE	13,650.79	5,000.00	8,650.79	273.02%
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4120-00 · GROUND TRANSP. PERMIT REVENUE

	Oct '22 - Aug 23	Budget	\$ Over Budget	% of Budget
4120-01 · Ground Transportation Permit	23,336.66	24,000.00	-663.34	97.24%
4120-02 · GTSP - Trip Fee	5,220.00	5,000.00	220.00	104.4%
Total 4120-00 · GROUND TRANSP. PERMIT REVENUE	28,556.66	29,000.00	-443.34	98.47%
4400-00 · TSA/SECURITY				
4400-02 · Terminal Lease	38,889.62	41,910.00	-3,020.38	92.79%
4400-03 · Security Prox. Cards	37,150.00	33,540.00	3,610.00	110.76%
Total 4400-00 · TSA/SECURITY	76,039.62	75,450.00	589.62	100.78%
4450-00 · RANCH REVENUE				
4450-01 · Ranch House Rent	1,200.00			
4450-02 · Ranch Lease	13,500.00			
Total 4450-00 · RANCH REVENUE	14,700.00			
4500-00 · IDAHO STATE GRANT PROGRAM REV.				
4500-23 · SUN-23	15,000.00			
Total 4500-00 · IDAHO STATE GRANT PROGRAM REV.	15,000.00			
4520-00 · INTEREST REVENUE				
4520-01 · Interest Revenue - General	239,626.87	15,000.00	224,626.87	1,597.51%
4520-07 · Interest Revenue - '14 PFC	248.93			
4520-12 · Interest Revenue - CFC	374.75			
Total 4520-00 · INTEREST REVENUE	240,250.55	15,000.00	225,250.55	1,601.67%
4600-00 · Coronavirus Relief Grants Oper.				
4600-01 · Coronavirus Relief Grants Oper.	3,553,646.05	2,000,000.00	1,553,646.05	177.68%
Total 4600-00 · Coronavirus Relief Grants Oper.	3,553,646.05	2,000,000.00	1,553,646.05	177.68%
4749-00 · AIP '49 - Acq. SRE/Pavement Mai				
4749-01 · AIP '49 - Acq. SRE/Pavement Mai	8,258.03			
Total 4749-00 · AIP '49 - Acq. SRE/Pavement Mai	8,258.03			
4750-00 · Terminal Area Plan (TAP)				
4750-01 · Terminal Area Plan	-13,369.35			
Total 4750-00 · Terminal Area Plan (TAP)	-13,369.35			
4752-00 · CARES Act				
4752-01 · CARES Act	-740,539.46	3,905,383.00	-4,645,922.46	-18.96%
Total 4752-00 · CARES Act	-740,539.46	3,905,383.00	-4,645,922.46	-18.96%
4753-00 · AIP '53 - Rehabilitate Runway				
4753-01 · AIP '53 - Rehabilitate Runway	-84,602.36	65,000.00	-149,602.36	-130.16%
Total 4753-00 · AIP '53 - Rehabilitate Runway	-84,602.36	65,000.00	-149,602.36	-130.16%
4756-00 · AIP '56 - Rehab Runway Phase 2				
4756-01 · AIP '56 - Rehab Runway Phase 2	28,898.19			
Total 4756-00 · AIP '56 - Rehab Runway Phase 2	28,898.19			
4758-00 · AIP '58 - Rehab Runway Phase 3				
4758-01 · AIP '58 - Rehab Runway Phase 3	55,137.55	365,000.00	-309,862.45	15.11%
Total 4758-00 · AIP '58 - Rehab Runway Phase 3	55,137.55	365,000.00	-309,862.45	15.11%
4800-00 · Current Year AIP	0.00	4,198,000.00	-4,198,000.00	0.0%
4850-00 · CFC Pass-through Revenue	254,051.01	210,000.00	44,051.01	120.98%
Total Income	8,598,957.23	15,925,528.00	-7,326,570.77	54.0%
Gross Profit	8,598,957.23	15,925,528.00	-7,326,570.77	54.0%
Expense				
5000 · EXPENDITURES				
5000-00 · "A" EXPENSES				
5000-01 · Salaries - Airport Director	160,053.95	166,290.00	-6,236.05	96.25%
5010-00 · Salaries - Deputy Director F&A	101,645.16	101,048.00	597.16	100.59%
5010-01 · Salaries - Admin Coordinator	42,810.96	122,200.00	-79,389.04	35.03%
5010-03 · Salaries - Sr Admin Coordinator	0.00	69,000.00	-69,000.00	0.0%
5010-04 · Salaries - Business Ops Coord	63,743.98			
5020-00 · Salaries - Deputy Director O&M	123,648.64	127,200.00	-3,551.36	97.21%
5030-00 · Salaries - ARFF/OPS Specialist	517,635.89	547,618.00	-29,982.11	94.53%
5030-01 · Salaries - Parking Specialists	85,727.76	107,000.00	-21,272.24	80.12%

	Oct '22 - Aug 23	Budget	\$ Over Budget	% of Budget
5040-00 · Salaries - Security Manager	92,541.03	96,146.00	-3,604.97	96.25%
5050-00 · Salaries- Seasonal-Snow Removal	37,814.25	70,000.00	-32,185.75	54.02%
5050-01 · Salaries - Seasonal - Arpt Host	2,707.25	5,000.00	-2,292.75	54.15%
5050-02 · Salaries - Merit Increase	21,250.00	84,975.00	-63,725.00	25.01%
5050-03 · Salaries - One-time Pay	1,500.00	5,000.00	-3,500.00	30.0%
5050-04 · Salaries - ARFF Coverage	0.00	9,600.00	-9,600.00	0.0%
5060-01 · Overtime - General	8,361.44	2,000.00	6,361.44	418.07%
5060-02 · Overtime - Snow Removal	18,090.13	45,000.00	-26,909.87	40.2%
5100-00 · Retirement	138,980.92	169,298.00	-30,317.08	82.09%
5110-00 · Social Security/Medicare	93,414.06	119,249.00	-25,834.94	78.34%
5120-00 · Life Insurance	0.00	2,000.00	-2,000.00	0.0%
5130-00 · Medical Insurance	232,446.77	255,000.00	-22,553.23	91.16%
5160-00 · Workman's Compensation	22,898.00	20,000.00	2,898.00	114.49%
5170-00 · Unemployment Claims	405.70			
Total 5000-00 · "A" EXPENSES	1,765,675.89	2,123,624.00	-357,948.11	83.14%
6000 · "B" EXPENDITURES				
6000-0 · "B" EXPENSES - ADMINISTRATIVE				
6000-00 · TRAVEL EXPENSE				
6000-01 · Travel	25,423.67	40,000.00	-14,576.33	63.56%
Total 6000-00 · TRAVEL EXPENSE	25,423.67	40,000.00	-14,576.33	63.56%
6010-00 · SUPPLIES/EQUIPMENT EXPENSE				
6010-01 · Supplies/Equipment - Office	7,678.34	8,000.00	-321.66	95.98%
6010-02 · Supplies/Equipment - Parking	978.06	1,000.00	-21.94	97.81%
6010-03 · Supplies/Equipment - Computer	19,632.51	25,000.00	-5,367.49	78.53%
Total 6010-00 · SUPPLIES/EQUIPMENT EXPENSE	28,288.91	34,000.00	-5,711.09	83.2%
6020-00 · INSURANCE				
6020-01 · Insurance	55,029.00	55,100.00	-71.00	99.87%
Total 6020-00 · INSURANCE	55,029.00	55,100.00	-71.00	99.87%
6030-00 · UTILITIES				
6030-01 · Utilities - Gas/Terminal	18,798.14	14,000.00	4,798.14	134.27%
6030-02 · Utilities - Gas/AOB & Cold Stor	8,040.00	5,500.00	2,540.00	146.18%
6030-03 · Utilities - Elect./Runway&PAPI	4,379.49	6,000.00	-1,620.51	72.99%
6030-04 · Utilities - Elec./AOB & Cold St	9,527.93	8,100.00	1,427.93	117.63%
6030-05 · Utilities - Electric/Terminal	63,914.93	56,000.00	7,914.93	114.13%
6030-06 · Utilities - Telephone	18,889.13	17,200.00	1,689.13	109.82%
6030-07 · Utilities - Water	11,546.90	11,000.00	546.90	104.97%
6030-08 · Utilities - Garbage Removal	15,369.58	14,500.00	869.58	106.0%
6030-09 · Utilities - Sewer	6,498.96	4,800.00	1,698.96	135.4%
6030-11 · Utilities - Electric/Tower	6,820.33	7,000.00	-179.67	97.43%
6030-12 · Utilities - Elec./Brdfld.Hghl	792.01	500.00	292.01	158.4%
6030-13 · Utilities - Elec. Exit Booth	1,389.58	2,200.00	-810.42	63.16%
6030-15 · Utilities - Elec/AWOS	3,234.62	3,800.00	-565.38	85.12%
6030-16 · Utilities - Elec. Wind Cone	69.51	150.00	-80.49	46.34%
6030-17 · Utilities - Elec./Gas- Hangar	6,553.35	5,000.00	1,553.35	131.07%
6030-18 · Utilities - Lubricant Wst. Dspl	0.00	300.00	-300.00	0.0%
6030-20 · Utilities - Ranch	14,479.10			
Total 6030-00 · UTILITIES	190,303.56	156,050.00	34,253.56	121.95%
6040-00 · SERVICE PROVIDER				
6040-02 · Service Provider - Term. Serv.	6,774.73	8,900.00	-2,125.27	76.12%
6040-03 · Service Provider - AOB Services	44,549.29	52,000.00	-7,450.71	85.67%
6040-04 · Service Provider-Ops./Airfield	14,740.00	16,000.00	-1,260.00	92.13%
6040-13 · Service Provider-Parking Lot	39,349.99	8,100.00	31,249.99	485.8%
Total 6040-00 · SERVICE PROVIDER	105,414.01	85,000.00	20,414.01	124.02%
6050-00 · PROFESSIONAL SERVICES				
6050-01 · Professional Services - Legal	113,403.71	100,000.00	13,403.71	113.4%
6050-02 · Professional Serv. - Audit/Fina	101,262.83	93,200.00	8,062.83	108.65%

	Oct '22 - Aug 23	Budget	\$ Over Budget	% of Budget
6050-03 · Professional Services - Engineer	32,013.82	26,500.00	5,513.82	120.81%
6050-04 · Professional Services - HR	20,494.97	15,000.00	5,494.97	136.63%
6050-05 · Professional Services - Gen.	17,384.25	20,000.00	-2,615.75	86.92%
6050-10 · Prof. Svcs.-IT/Comp. Support	126,329.60	132,000.00	-5,670.40	95.7%
6050-12 · Prof. Serv.- Planning Air Serv.	410.00	8,000.00	-7,590.00	5.13%
6050-13 · Prof. Serv.-Website Hosting	809.00	10,000.00	-9,191.00	8.09%
6050-15 · Prof. Serv.-Web Maint-Outreach	14,995.38	25,000.00	-10,004.62	59.98%
6050-17 · Prof. Serv. - Airspace Consult.	0.00	35,000.00	-35,000.00	0.0%
6050-18 · Prof. Services - Approach Maint	3,535.00	35,000.00	-31,465.00	10.1%
6050-19 · Prof. Serv.-ATCT Relocation	5,280.00	60,000.00	-54,720.00	8.8%
6050-20 · Prof Services - New Approach	4,466.50	0.00	4,466.50	100.0%
6050-21 · Professional Services - Other	6,460.00	35,000.00	-28,540.00	18.46%
Total 6050-00 · PROFESSIONAL SERVICES	446,845.06	594,700.00	-147,854.94	75.14%
6060-00 · MAINTENANCE-OFFICE EQUIPMENT				
6060-04 · Maintenance - Copier	1,017.15	2,000.00	-982.85	50.86%
6060-05 · Maintenance - Phone	1,249.00	1,215.00	34.00	102.8%
Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT	2,266.15	3,215.00	-948.85	70.49%
6070-00 · RENT/LEASE OFFICE EQUIPMENT				
6070-02 · Rent/Lease - Postage Meter	877.95	1,171.00	-293.05	74.97%
Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT	877.95	1,171.00	-293.05	74.97%
6080-00 · DUES/MEMBERSHIPS				
6080-01 · Dues/Memberships	6,480.00	6,000.00	480.00	108.0%
6080-04 · Publications	0.00	3,500.00	-3,500.00	0.0%
6080-07 · Cove Canal Assoc Dues - Ranch	2,085.72			
Total 6080-00 · DUES/MEMBERSHIPS	8,565.72	9,500.00	-934.28	90.17%
6090-00 · POSTAGE				
6090-01 · Postage/Courier Service	1,021.20	1,000.00	21.20	102.12%
Total 6090-00 · POSTAGE	1,021.20	1,000.00	21.20	102.12%
6100-00 · EDUCATION/TRAINING				
6100-01 · Education/Training - Admin.	6,564.00	10,000.00	-3,436.00	65.64%
6100-02 · Education/Training - OPS	3,695.41	14,000.00	-10,304.59	26.4%
6100-03 · Education/Training - ARFF	1,317.90	20,000.00	-18,682.10	6.59%
6100-04 · Ed/Train. - ARFF Trienn. Drill	3,013.96	4,000.00	-986.04	75.35%
6100-06 · Education - Security	648.00	2,500.00	-1,852.00	25.92%
6100-08 · Education/Training - HFD	0.00	0.00	0.00	0.0%
Total 6100-00 · EDUCATION/TRAINING	15,239.27	50,500.00	-35,260.73	30.18%
6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI				
6101-01 · Advertising/Social Media/Sponso	24,479.53	35,000.00	-10,520.47	69.94%
6101-02 · Public Outr/Comm - Noise Abatem	0.00	500.00	-500.00	0.0%
6101-03 · Public Outr/Comm - SAAC	9,566.87	10,000.00	-433.13	95.67%
Total 6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI	34,046.40	45,500.00	-11,453.60	74.83%
6110-00 · CONTRACTS				
6110-02 · Contracts - FMAA	64,627.00	42,000.00	22,627.00	153.87%
6110-16 · Contracts - Prkg Mngt Fee/Ops	2,858.00	50,000.00	-47,142.00	5.72%
6110-17 · Contracts - Landing Fee Equip.	15,992.82	16,000.00	-7.18	99.96%
6110-18 · Contracts - Vector Commissions	74,509.92	100,000.00	-25,490.08	74.51%
Total 6110-00 · CONTRACTS	157,987.74	208,000.00	-50,012.26	75.96%
6130-00 · MISCELLANEOUS EXPENSES				
6130-01 · Misc. - General	526,226.37	15,000.00	511,226.37	3,508.18%
6140-01 · Merchant Fees	18,983.91	22,000.00	-3,016.09	86.29%
Total 6130-00 · MISCELLANEOUS EXPENSES	545,210.28	37,000.00	508,210.28	1,473.54%
Total 6000-0 · "B" EXPENSES - ADMINISTRATIVE	1,616,518.92	1,320,736.00	295,782.92	122.4%
6001 · "B" EXPENSES - OPERATIONAL				
6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS				
6500-01 · Supplies/Equipment - General	8,622.86	13,500.00	-4,877.14	63.87%

	Oct '22 - Aug 23	Budget	\$ Over Budget	% of Budget
6500-02 · Supplies/Equipment - Tools	7,692.20	20,000.00	-12,307.80	38.46%
6500-03 · Supplies/Equipment-ClothingOps	1,955.88	4,000.00	-2,044.12	48.9%
6500-04 · Supplies/Equipment - Janitorial	34,600.68	22,000.00	12,600.68	157.28%
6500-07 · Supplies/Equipment-ClothingPark	300.32	2,000.00	-1,699.68	15.02%
Total 6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS	53,171.94	61,500.00	-8,328.06	86.46%
6505-00 · EQUIP/VEHICLE - LEASE/RENTAL				
6505-01 · Eq./Vehi Lease/Rental - General	87,942.10	88,000.00	-57.90	99.93%
Total 6505-00 · EQUIP/VEHICLE - LEASE/RENTAL	87,942.10	88,000.00	-57.90	99.93%
6510-00 · FUEL/LUBRICANTS				
6510-02 · Fuel	79,335.41	50,000.00	29,335.41	158.67%
6510-03 · Lubricants	5,052.63	8,000.00	-2,947.37	63.16%
Total 6510-00 · FUEL/LUBRICANTS	84,388.04	58,000.00	26,388.04	145.5%
6520-00 · VEHICLES/MAINTENANCE				
6520-01 · R/M Equipment - General	34,360.01	50,000.00	-15,639.99	68.72%
6520-06 · R/M Equip. - '85 Ford Dump	549.01	6,000.00	-5,450.99	9.15%
6520-08 · R/M Equip. - '96 Tiger Tractor	0.00	1,000.00	-1,000.00	0.0%
6520-17 · R/M Equip. '01 Case 921 Ldr.	0.00	500.00	-500.00	0.0%
6520-20 · R/M Equip. - '02 Kodiak Blower	392.90	750.00	-357.10	52.39%
6520-25 · R/M Equip. - '04 Batts De-Ice	0.00	500.00	-500.00	0.0%
6520-28 · R/M Equip.-'06 Case 621 Loader	3,483.52	1,000.00	2,483.52	348.35%
6520-29 · R/M Equip.- '10 Waus Broom/Plow	0.00	1,100.00	-1,100.00	0.0%
6520-30 · R/M Equip.-'05 Ford F-350	938.07	500.00	438.07	187.61%
6520-31 · R/M Equip. - '10 Oshkosh Blower	843.21	9,000.00	-8,156.79	9.37%
6520-32 · R/M Equip. - '09 Mini Truck	26.97	350.00	-323.03	7.71%
6520-34 · R/M Equip. - '12 Case 921F Load	824.95	1,000.00	-175.05	82.5%
6520-35 · R/M Equip. - '14 Ford Explorer	0.00	500.00	-500.00	0.0%
6520-36 · R/M Equip. - '10 Toyota Forklif	685.23	250.00	435.23	274.09%
6520-37 · R/M Equip. - '15 Tool Cat	4,844.42	3,000.00	1,844.42	161.48%
6520-38 · R/M Equip. - '15 Wausau Broom	1,850.32	6,000.00	-4,149.68	30.84%
6520-39 · R/M Equip. - Boss Spreader	0.00	250.00	-250.00	0.0%
6520-40 · R/M Equip. - '17 Ford-350 Super	1,163.00	1,000.00	163.00	116.3%
6520-41 · R/M Equip. - '17 Kodiak Blower	618.27	1,500.00	-881.73	41.22%
6520-43 · R/M Equip. - '18 279D Skid St.	327.09	4,500.00	-4,172.91	7.27%
6520-44 · R/M Equip. - '18 Cat 972M Ldr	1,000.39	1,000.00	0.39	100.04%
6520-45 · R/M Equip. - '19 Oshkosh Broom	383.50	6,000.00	-5,616.50	6.39%
6520-46 · R/M Equip. - '20 Chev. 1500 PU	4,697.54	1,900.00	2,797.54	247.24%
6520-47 · R/M Equip. - '19 Cat 972M Ldr	3,006.98	1,000.00	2,006.98	300.7%
6520-48 · R/M Equip.-'18 New Holland Trac	0.00	1,000.00	-1,000.00	0.0%
6520-49 · R/M Equip. - '21 MB Combo	16,343.45	14,000.00	2,343.45	116.74%
6520-50 · R/M Equip. - '22 MB Combo	16,827.35	14,000.00	2,827.35	120.2%
6520-51 · R/M Equip. - '22 MB Deice Truck	4,073.82	3,000.00	1,073.82	135.79%
6520-52 · R/M Equip. - '22 MB4 Blower	1,033.21	2,000.00	-966.79	51.66%
6520-53 · R/M Equip. - '22 F-350	2,433.99	3,500.00	-1,066.01	69.54%
6520-54 · R/M Equip. - '23 Expedition	5,445.71			
6520-55 · R/M Equip. - '23 Ford Maverick	1,172.32			
Total 6520-00 · VEHICLES/MAINTENANCE	107,325.23	136,100.00	-28,774.77	78.86%
6530-00 · ARFF MAINTENANCE				
6530-01 · ARFF Maint. Gen/Supplies	3,503.96	10,000.00	-6,496.04	35.04%
6530-04 · ARFF Maint. - Radios	1,371.54	6,000.00	-4,628.46	22.86%
6530-05 · ARFF MAint. - '03 E-One	638.67	2,500.00	-1,861.33	25.55%
6530-06 · ARFF Maint. - '20 Oshkosh Strik	0.00	1,000.00	-1,000.00	0.0%
Total 6530-00 · ARFF MAINTENANCE	5,514.17	19,500.00	-13,985.83	28.28%
6540-00 · REPAIRS/MAINTENANCE - BUILDING				
6540-01 · R/M Bldg. - General	377.33	1,500.00	-1,122.67	25.16%
6540-02 · R/M Bldg. - Terminal	135,162.80	120,000.00	15,162.80	112.64%
6540-03 · R/M Bldg. - Terminal Concession	3,596.80	6,000.00	-2,403.20	59.95%

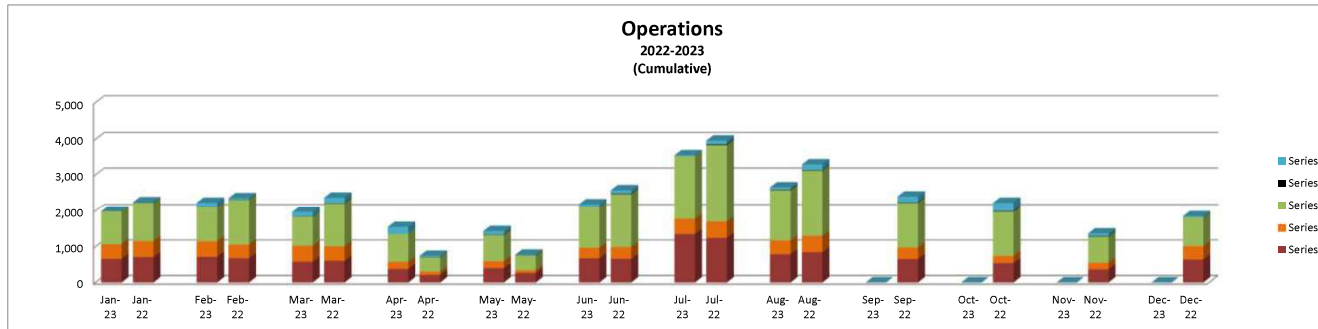
	Oct '22 - Aug 23	Budget	\$ Over Budget	% of Budget
6540-04 · R/M Bldg. - Cold Storage	1,596.27	1,500.00	96.27	106.42%
6540-05 · R/M Bldg. - AOB/SHOP	23,126.50	29,300.00	-6,173.50	78.93%
6540-06 · R/M Bldg. - Hangars	27.98	5,000.00	-4,972.02	0.56%
6540-07 · R/M Bldg. - Tower	15,623.29	7,000.00	8,623.29	223.19%
6540-08 · R/M Bldg. - Parking Booth	0.00	1,000.00	-1,000.00	0.0%
6540-10 · R/M Bldg. - Ranch	1,811.60			
Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING	181,322.57	171,300.00	10,022.57	105.85%
6550-00 · REPAIRS/MAINTENANCE - AIRSIDE				
6550-01 · R/M - General	2,076.52	8,000.00	-5,923.48	25.96%
6550-02 · R/M - Airfield/Runway	13,640.40	60,000.00	-46,359.60	22.73%
6550-03 · R/M - Airfield/Runway - Deice	78,804.10	120,000.00	-41,195.90	65.67%
6550-04 · R/M - Lights	10,795.87	15,000.00	-4,204.13	71.97%
Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE	105,316.89	203,000.00	-97,683.11	51.88%
6551-00 · REPAIRS/MAINTENANCE - LANDSIDE				
6551-01 · RM - General	319.99	1,000.00	-680.01	32.0%
6551-02 · R/M - Parking Lot	7,662.86	10,000.00	-2,337.14	76.63%
6551-03 · R/M - Landscaping	8,443.25	10,000.00	-1,556.75	84.43%
6551-04 · R/M - Ranch	8,132.02			
Total 6551-00 · REPAIRS/MAINTENANCE - LANDSIDE	24,558.12	21,000.00	3,558.12	116.94%
6560-00 · SECURITY EXPENSE				
6560-01 · Security - General	12,857.17	12,000.00	857.17	107.14%
6560-02 · Security - Law Enf. Offi. (LEO)	3,572.66	10,000.00	-6,427.34	35.73%
6560-03 · Security - Subscription Licen.	55,322.88	62,565.00	-7,242.12	88.43%
6560-04 · Security - Perim./Access/CCTV	21,152.38	25,500.00	-4,347.62	82.95%
6560-05 · Security - Professional Serv.	5,250.00	19,000.00	-13,750.00	27.63%
Total 6560-00 · SECURITY EXPENSE	98,155.09	129,065.00	-30,909.91	76.05%
6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU				
6570-01 · R/M Aeronautical Equip - NDB/DME	8,516.80	10,000.00	-1,483.20	85.17%
6570-02 · R/M Aeronautical Equip. - Tower	4,258.40	8,000.00	-3,741.60	53.23%
6570-04 · R/M Aeron. Equip. - AWOS/ATIS	8,516.80	8,500.00	16.80	100.2%
Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU	21,292.00	26,500.00	-5,208.00	80.35%
Total 6001 · "B" EXPENSES - OPERATIONAL	768,986.15	913,965.00	-144,978.85	84.14%
Total 6000 · "B" EXPENDITURES	2,385,505.07	2,234,701.00	150,804.07	106.75%
7000 · "C" EXPENSES				
7001-00 · CAPITAL EXPENDITURES				
7001-01 · Land	102.25			
7001-02 · Buildings and Improvements	261,924.34	15,468,952.00	-15,207,027.66	1.69%
7001-03 · Airfield & General Improvements	112,020.34	425,000.00	-312,979.66	26.36%
7001-04 · Office Equipment	6,092.88	12,000.00	-5,907.12	50.77%
7001-05 · Maintenance Equipment /Vehicle	80,148.00	80,000.00	148.00	100.19%
7001-06 · Assessments/Plans/Studies	0.00	75,000.00	-75,000.00	0.0%
7001-09 · Security Equipment	42,445.98	40,000.00	2,445.98	106.12%
7001-10 · SRE Aquisition Non-AIP	80,228.78	80,000.00	228.78	100.29%
7001-12 · Network Equipment	23,629.84	47,300.00	-23,670.16	49.96%
7001-99 · CONTINGENCY	0.00	1,000,000.00	-1,000,000.00	0.0%
Total 7001-00 · CAPITAL EXPENDITURES	606,592.41	17,228,252.00	-16,621,659.59	3.52%
7549-00 · AIP '49 - SRE Aqu., Pavement Ma				
7549-01 · AIP '49 - Eligible	10,555.95			
Total 7549-00 · AIP '49 - SRE Aqu., Pavement Ma	10,555.95			
7553-00 · AIP '53 - Rehab RW, TW & Apron				
7553-01 · AIP '53 - Eligible	73,003.95			
Total 7553-00 · AIP '53 - Rehab RW, TW & Apron	73,003.95			
7556-00 · AIP '56 - Rehab Runway Phase 2				
7556-01 · AIP '56 - Eligible	72,096.11			
Total 7556-00 · AIP '56 - Rehab Runway Phase 2	72,096.11			

	Oct '22 - Aug 23	Budget	\$ Over Budget	% of Budget
7558-00 · AIP '58 - Rehab Runway Phase 3				
7558-01 · AIP '58 - Eligible	107,188.89			
Total 7558-00 · AIP '58 - Rehab Runway Phase 3	107,188.89			
7559-00 · AIP '59 - Acquire Land				
7559-01 · AIP '59 - Eligible	24,499.37			
Total 7559-00 · AIP '59 - Acquire Land	24,499.37			
8500-00 · Capital Imp. Program (CIP)				
8501-00 · CIP - General				
8501-01 · General	0.00	430,000.00	-430,000.00	0.0%
Total 8501-00 · CIP - General	0.00	430,000.00	-430,000.00	0.0%
Total 8500-00 · Capital Imp. Program (CIP)	0.00	430,000.00	-430,000.00	0.0%
Total 7000 · "C" EXPENSES	893,936.68	17,658,252.00	-16,764,315.32	5.06%
Total 5000 · EXPENDITURES	5,045,117.64	22,016,577.00	-16,971,459.36	22.92%
Total Expense	5,045,117.64	22,016,577.00	-16,971,459.36	22.92%
Net Ordinary Income	3,553,839.59	-6,091,049.00	9,644,888.59	-58.35%
Net Income	3,553,839.59	-6,091,049.00	9,644,888.59	-58.35%

Friedman Memorial Airport
August 2023

Attachment 3

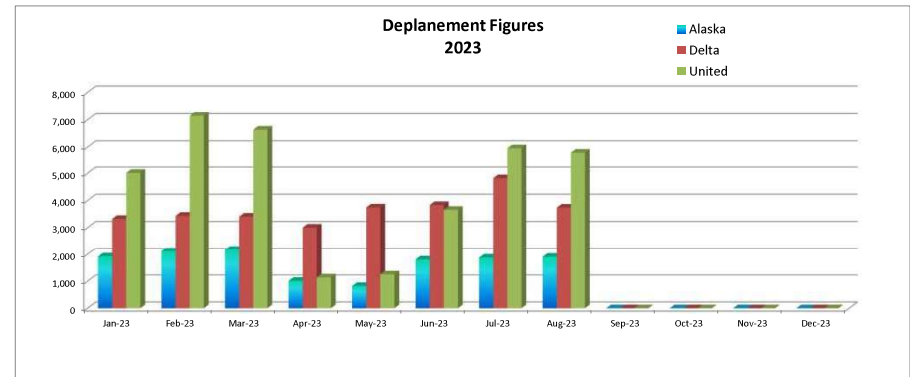
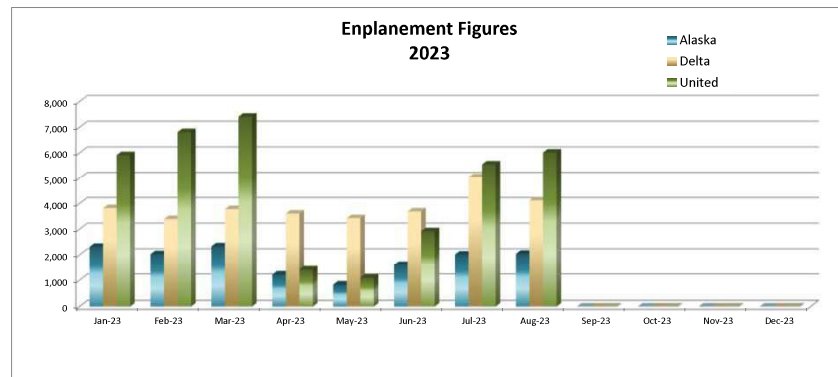
ATCT Traffic Operations Record																							
Month	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
January	3,622	3,893	3,912	2,600	3,028	2,787	4,547	2,520	2,070	2,379	2,408	2,098	2,454	2,128	2,249	1,842	1,665	2,019	2,172	1,987	2,001	2,250	1,986
February	4,027	4,498	3,073	3,122	3,789	3,597	3,548	2,857	2,244	2,647	2,117	2,205	2,612	1,417	2,268	2,533	1,629	1,914	1,187	2,253	2,185	2,362	2,237
March	4,952	5,126	3,086	4,097	3,618	2,918	4,677	3,097	2,145	2,709	1,813	1,921	2,753	1,924	2,023	1,917	1,895	1,860	2,016	1,480	2,512	2,376	1,971
April	2,494	3,649	2,213	2,840	2,462	2,047	2,581	2,113	1,724	1,735	1,604	1,513	1,509	1,210	1,337	1,380	1,426	1,257	1,116	616	1,590	748	1,551
May	3,905	4,184	2,654	3,282	2,729	2,134	1,579	2,293	2,280	1,891	1,533	1,693	1,852	555	668	1,501	1,802	1,442	1,174	1,127	1,894	779	1,437
June	4,787	5,039	4,737	4,438	3,674	3,656	5,181	3,334	2,503	3,019	2,898	2,761	3,203	2,164	2,387	2,475	2,502	2,552	2,292	2,069	2,931	2,580	2,193
July	6,359	8,796	6,117	5,910	5,424	5,931	7,398	4,704	4,551	5,005	5,004	4,810	5,345	4,345	4,159	4,562	4,573	5,033	4,266	3,356	4,005	3,965	3,535
August	6,479	6,917	5,513	5,707	5,722	6,087	8,196	4,570	4,488	4,705	4,326	3,823	4,644	3,114	2,932	3,719	3,873	3,175	3,260	2,859	3,289	3,286	2,659
September	3,871	4,636	4,162	4,124	4,609	3,760	4,311	2,696	3,376	3,128	3,359	2,396	2,403	2,237	2,292	2,379	2,036	2,224	2,235	2,692	2,884	2,408	0
October	3,879	3,656	3,426	2,936	3,570	3,339	3,103	2,134	2,145	2,012	1,886	1,658	1,874	1,760	1,789	1,377	1,939	1,670	1,571	2,212	2,128	2,236	0
November	3,082	2,698	2,599	2,749	2,260	2,912	2,892	1,670	1,901	1,309	1,114	1,325	1,475	908	1,229	1,314	1,135	1,392	1,328	1,365	1,665	1,370	0
December	3,401	2,805	3,247	3,227	2,722	3,834	2,699	1,848	2,272	1,811	2,493	2,066	2,016	1,545	1,482	1,717	2,217	2,033	1,960	2,051	2,018	1,851	0
Totals	50,858	55,897	44,739	45,032	43,607	43,002	50,712	33,836	31,699	32,350	30,555	28,269	32,140	23,307	24,815	26,716	26,692	26,571	24,577	24,067	29,102	26,211	17,569



ATCT Operations Change (August 2023 vs. August 2022)			
	2023	2022	% Change
Air Taxi	792	846	-6.4%
Air Carrier	386	456	-15.4%
General Aviation	1,401	1,818	-22.9%
Military	13	12	8.3%
Civil	67	154	-56.5%
Total	2,659	3,286	-19.1%
YTD Total	17,569	18,346	-4.2%

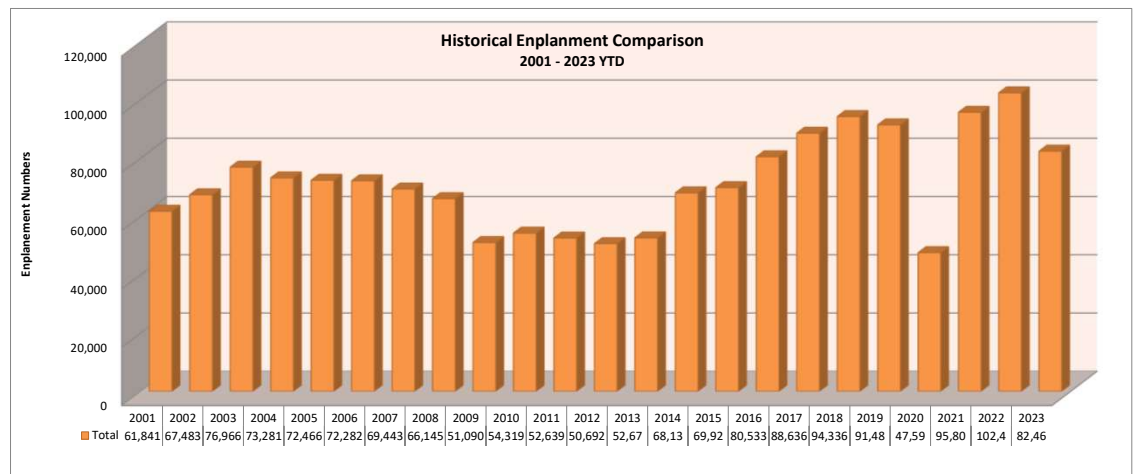
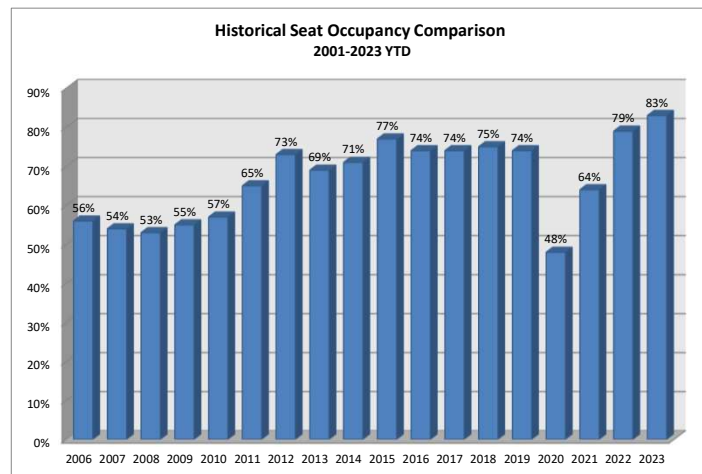
2023 Enplanements																		
Date	Alaska Airlines					Delta Airlines					United Airlines					Total Enp.	Prior Year Total Enp.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change			
Jan-23	2,248	68	2,316	1,696	37%	3,782	43	3,825	4,836	-21%	5,856	63	5,919	5,413	9%	12,060	11,945	1.0%
Feb-23	1,959	70	2,029	1,793	13%	3,344	55	3,399	3,605	-6%	6,739	75	6,814	6,085	12%	12,242	11,483	6.6%
Mar-23	2,288	46	2,334	1,738	34%	3,720	66	3,786	3,897	-3%	7,304	109	7,413	6,761	10%	13,533	12,396	9.2%
Apr-23	1,166	47	1,213	309	293%	3,549	62	3,611	2,082	73%	1,360	51	1,411	268	426%	6,235	2,659	134.5%
May-23	784	49	833	296	181%	3,371	62	3,433	1,734	98%	1,068	26	1,094	0	100%	5,360	2,030	164.0%
Jun-23	1,533	73	1,606	1,208	33%	3,634	60	3,694	4,616	-20%	2,854	71	2,925	2,266	29%	8,225	8,090	1.7%
Jul-23	1,941	77	2,018	1,947	4%	4,963	86	5,049	4,942	2%	5,470	86	5,556	5,423	2%	12,623	12,312	2.5%
Aug-23	1,981	64	2,045	1,989	3%	4,111	14	4,125	4,928	-16%	5,947	72	6,019	5,511	9%	12,189	12,428	-1.9%
Totals	13,900	494	14,394	10,976	31%	30,474	448	30,922	30,640	1%	36,598	553	37,151	31,727	17%	82,467	73,343	12.4%

2023 Deplanements																		
Date	Alaska Airlines					Delta Airlines					United Airlines					Total Dep.	Prior Year Total Dep.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change			
Jan-23	1,874	49	1,923	1,457	32%	3,278	52	3,330	4,188	-20%	4,950	70	5,020	4,589	9%	10,273	10,234	0.4%
Feb-23	2,079	49	2,128	1,937	10%	3,399	46	3,445	3,521	-2%	7,071	80	7,151	6,226	15%	12,724	11,684	8.9%
Mar-23	2,120	65	2,185	1,688	29%	3,367	45	3,412	3,590	-5%	6,532	110	6,642	5,816	14%	12,239	11,094	10.3%
Apr-23	973	43	1,016	252	100%	2,941	69	3,010	1,881	60%	1,098	45	1,143	214	434%	5,169	2,347	120.2%
May-23	793	32	825	277	198%	3,690	60	3,750	1,785	110%	1,198	58	1,256	0	100%	5,831	2,062	182.8%
Jun-23	1,722	89	1,811	1,326	37%	3,807	33	3,840	5,009	-23%	3,587	75	3,662	2,855	28%	9,313	9,190	1.3%
Jul-23	1,829	51	1,880	1,806	4%	4,738	86	4,824	5,001	-4%	5,863	96	5,959	5,468	9%	12,663	12,275	3.2%
Aug-23	1,839	69	1,908	1,880	1%	3,707	36	3,743	4,874	-23%	5,730	68	5,798	5,098	14%	11,449	11,852	-3.4%
Totals	13,229	447	13,676	10,623	29%	28,927	427	29,354	29,849	-2%	36,029	602	36,631	30,266	21%	79,661	70,738	12.6%



**Friedman Memorial Airport
August 2023**

2023 Seat Occupancy																		
Date	Alaska Airlines				Delta Airlines				United Airlines				Seat Occupancy Totals			Seat Occupancy Totals Prior Year Comparison		
	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Total Seats Available	Total Seats Occupied	Total Percent Occupied	% Change Total Seats Available	% Change Total Seats Occupied	Change in Load Factor %
Jan-23	38	2,888	2,316	80%	59	4,136	3,825	92%	97	6,790	5,919	87%	13,814	12,060	87%	-11%	1%	10%
Feb-23	34	2,584	2,029	79%	57	3,990	3,399	85%	119	8,336	6,814	82%	14,910	12,242	82%	13%	7%	-5%
Mar-23	34	2,584	2,334	90%	61	4,270	3,786	89%	129	9,030	7,413	82%	15,884	13,533	85%	13%	9%	-3%
Apr-23	20	1,520	1,213	80%	61	4,270	3,611	85%	30	2,112	1,411	67%	7,902	6,235	79%	154%	134%	-6%
May-23	18	1,368	833	61%	62	4,340	3,433	79%	30	2,100	1,094	52%	7,808	5,360	69%	213%	164%	-12%
Jun-23	31	2,356	1,606	68%	60	4,200	3,694	88%	59	4,130	2,925	71%	10,686	8,225	77%	-6%	2%	6%
Jul-23	31	2,356	2,018	86%	84	5,880	5,049	86%	100	7,006	5,556	79%	15,242	12,623	83%	-4%	3%	6%
Aug-23	30	2,280	2,045	90%	62	4,340	4,125	95%	99	6,936	6,019	87%	13,556	12,189	90%	-15%	-2%	12%
Totals	236	17,936	14,394	80%	506	35,426	30,922	87%	663	46,440	37,151	80%	99,802	82,467	83%	9%	12%	3%
Note: *Preliminary available seat calculations based on scheduled flights. Actual available seat calculations will be updated periodically when official DOT numbers are obtained.																		





Friedman Memorial Airport Authority: Request for Proposals

Ranch Management – Flying Hat Ranch
DATE TBD, 2023

DRAFT V3 7/25/2013

1. Overview

The Freidman Memorial Airport Authority (referred to herein as “the Authority” or “FMAA”) is seeking proposals from qualified and experienced agricultural operators to lease, manage, and maintain the approximate 451 acres of the Flying Hat Ranch (“the Ranch”). The Ranch is shown with blue shading in **Figure 1** below.

Figure 1 – Flying Hat Ranch



Source: Google Earth/FMAA

In 2018, an approximate 65-acre portion of the Ranch was acquired by the Authority for Runway Protection Zone and obstruction removal (trees). In September of 2022, an additional approximate 386 acres of the Ranch was acquired by the Authority for the further purpose of protecting the airport’s approach and departure surfaces from development of incompatible land uses including structures, towers, or vegetation that would potentially penetrate these surfaces and be an obstruction to aircraft operations. Airport ownership of this property also prevents future development of noise sensitive land uses.

Of the approximate 386 acres of the Ranch purchase in 2022, an approximate 10.4 acres of land immediately adjacent to Taxiway B at the south end of the Airport, has been identified for construction of aircraft parking apron and aircraft hangars. This area is highlighted in yellow in **Figure 1**. Timing of this potential development is uncertain at this time; however proposers should expect to include this

land as part of the proposed agricultural operations until such time the land is removed from agricultural land inventory to accommodate the aeronautical activity.

Per the Purpose and Need and associated Finding of No Significant Impact from the Federal Aviation Administration's Environmental Assessments associated with the property acquisition, except for the approximate 10.4 acres, the Authority is to continue to operate this land for agricultural purposes ensuring protection of the airport's Runway Protection Zone and approach and departure surfaces, and the airport from future incompatible and noise sensitive land uses.

Lastly, the Ranch features various historical structures, including a farmhouse, two barns, and several other outbuildings. All structures will remain on the property, to either continue their use for agricultural purposes or be used for Airport purposes.

2. Ranch Management Goal and Outcomes

The Authority's overall goal for the Ranch is to apply resilient and sustainable land management practices with the following desired outcomes:

- A. Protect the Ranch's natural and cultural resources through education and the implementation of best practices.
- B. Put the Authority's water rights to full beneficial use while encouraging and implementing applicable ranch-wide water conservation strategies.
- C. Implement soil conservation practices that maintain and improve the health of soil resources.
- D. Reduce occurrences of noxious weeds and invasive species.
- E. Protect and enhance the natural values of the Ranch through sound stewardship.
- F. Preservation and protection of the historical values of the ranch and its structures including potential partnerships with conservation organizations to preserve and protect these assets.
- G. Maintain and improve habitat for the dual benefit of livestock and wildlife while reducing potential for wildfire hazards that may impact aviation safety.
- H. Derive a competitive financial return for the Authority.

The successful proposer will possess proven operational and financial capacity to manage an integrated, resilient and sustainable ranch. The lessee will also possess proven capacity for working and communicating effectively with partners and will demonstrate openness to integrating and improving innovative ranch management techniques and education into their operational plans.

3. Submission Information

Sealed proposals will be accepted until **Thursday DATE TBD, 6 pm**. Any proposal received after that time will not be considered. Proposals must be submitted by mail or hand delivered to:

Friedman Memorial Airport
1616 Airport Circle
Hailey, ID 83333

Faxed or emailed proposals will not be accepted. Interested parties shall submit their proposals in hardcopy and in PDF Format on a flash drive. Proposals must be typed and legible. Proposals must be

submitted in a sealed envelope and clearly identified on the envelope as “Flying Hat Ranch Management Proposal”.

4. Questions

Procedural and technical questions are to be submitted in writing/email to Nick Carnes at Nick@iflysun.com.

Questions will be accepted until **TBD** at 6PM MT. Interested parties may not contact any other Airport Staff or Airport Officials on this matter.

5. Requirements

The selected party will enter into a negotiated lease agreement with the Authority for an initial term ending **TBD**. The Authority has the following requirements for said agreement.

- A. The Ranch must be managed by the selected party. No part of the agricultural operation may be sublet without the expressed approval by the Authority.
- B. Selected party must fix and maintain fences, ditches, and irrigation structures on the Ranch.
- C. Selected party must accept the Ranch “as is, where is” and indemnify, defend, and hold harmless the Authority for any and all claims, liabilities, losses, demands, damages, expenses due to or arising out of any use by the selected party. The selected party will be required to carry both comprehensive automobile and vehicle liability insurance and broad form comprehensive general liability insurance.
- D. Selected party must coordinate with and receive approval from the Authority regarding desired major capital improvements, upgrades, and other projects on the Ranch.
- E. The Authority intends to develop approximately 10.4 acres of ranch property for aeronautical purposes as specified above during the term of the lease. The Authority will coordinate with the selected party accordingly and as appropriate.
- F. The Authority has the authority to access the property at any time and will coordinate such access to the extent possible.
- G. Selected party may not live on the property unless an appropriate arrangement is made with the Authority.

6. Contents of Proposal:

Interested parties must submit a formal proposal, not to exceed 20 pages, that includes the following information:

- A. Cover letter, including name, daytime phone number, and email address for the primary point of contact.
- B. A description of the proposer’s agricultural background.
- C. A description of the proposed management and operation of the Ranch to meet the goal and outcomes specified in page 2, Section 2. Provide as much detail as possible.
- D. If currently involved in other agricultural enterprises, briefly describe the operation(s) and include general locations and include a statement as to how the Ranch will fit in with the

rest of the proposer's operation.

E. Include three references or letters of reference (do not count toward 20-page maximum).

Selection Process

The process for selection and award of the ranch management lease agreement will consist of four steps and be organized as follows:

Step 1: Review and scoring by Authority appointed selection committee of submitted proposals

Step 2: Interviews (if deemed necessary)

Step 3: Selection of successful proposer and initiation of negotiations of ranch management lease agreement

Step 4: Authority approval of management lease agreement

Anticipated Timeline

Dates are approximate and are subject to change.

Step 1	TBD:2023	Request for Proposals issued
	TBD:2023	Questions may be presented prior to 6PM on this date
	TBD:2023	Sealed Proposals due at 6PM, Mountain Time.
	TBD:2023	Notifications of Interviews (if deemed necessary)
Step 2	TBD:2023	Interviews conducted
Step 3	TBD:2023	Authority notifies successful proposer/begin lease agreement negotiations
Step 4	TBD:2024	Ranch management lease agreement executed

Step 1: Review of Proposals

Following an initial screening of the proposals, the selection committee will rank proposals based on the highest to lowest score. The following selection criteria will be the basis for ranking proposals:

Criteria Points

Experience, reputation, and competence of proposer	25 points
Familiarity with the airport and community	15 Points
Approach to agricultural operations including sustainability and resiliency	40 Points
Financial capability and plan of proposer	20 Points

Total

100 Points

Step Two: Interviews (if deemed necessary)

1. Interviews may be conducted by the selection committee for the purpose of assisting the committee in ensuring the most qualified proposer is selected.
2. Key personnel from interested party are required to be present and participate in the interview.
3. Respondents are asked to give a presentation on their organization and proposal. The selection committee may then ask any follow-up questions they have of the proposer.

Step Three: Selection of Successful Proposer and Negotiation of Ranch Management Lease Agreement

After the successful respondent is selected, the Authority will negotiate a ranch management lease agreement.

Step Four: Authority Approval of Ranch Management Lease Agreement

1. It is expected the Authority will formally select the successful proposer based on a recommendation of the selection committee at a regularly scheduled Airport Board meeting to be determined by the Board Chair. All proposers are encouraged to attend the Airport Board meetings to hear discussion of the selection process.
2. The Authority reserves the right to undertake or award supplemental or successor agreements for work related to this agreement.
3. This solicitation shall not be binding upon the Authority and respondent, and no services shall be performed under the terms of the proposal or the ranch management agreement until agreement has been approved by the Authority.

Selection and Contracting Provisions

Notifications

The Authority will provide timely notifications in writing (letters and/or emails) of the following actions to individuals or firms responding to the Request for Proposal as follows:

1. Selection of short-listed respondents for interviews (if deemed necessary).
2. Interested Parties not short-listed.
3. Selection of recommended individual or firm; and Authority approval.

Right to Reject

The Authority reserves the right to waive informalities in the proposals or fees and to reject any and all proposals and re-advertise this solicitation at any time prior to Authority approval of the recommended propose and the negotiated ranch management lease agreement if doing so would be in the Authority's best interest, as determined by the Authority in its sole discretion. The Authority reserves the right to award this solicitation to the individual or firm that best fits the requirements outlined in the request for proposals.

The Authority reserves the right to waive any informality in any submittal and/or reject all proposals, and to accept the proposal that is in the best interest of the Authority. The Authority further reserves the right to:

1. Negotiate a final ranch management lease agreement that is in the best interests of the Authority; and
2. Request any additional information the Authority deems reasonably necessary to allow the Authority to evaluate, rank and select the most qualified respondent to perform the services described in this solicitation.

If the Authority and the selected respondent cannot agree on the contract, the negotiations will be terminated, and the Authority reserves the right to begin negotiations with the next highest ranked respondent.

Procedure Requirements

1. Any individual or firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
2. All costs incurred by individuals or firms choosing to participate in this process shall be borne by the proposing individual or firm.
3. All proposals submitted regarding this solicitation are the property of the Authority and will only be returned to the individual or firms if requested in writing to the Authority at the sole discretion of the Authority.
4. Late submittals shall not be accepted. It is the responsibility of the individual or firms to ensure that the proposal arrives at the Airport Operations Building, prior to the date and time stated in this solicitation.

Conflicts of Interest

Any conflicts of interest whether real or perceived by the individual or firm submitting a proposal should be fully disclosed and explained within the proposal.

REQUEST FOR PROPOSALS

**to Enter into Contracts for Exclusive Right
to Negotiate Leases for**

**HANGAR DEVELOPMENT or FIXED BASE OPERATOR
at
FRIEDMAN MEMORIAL AIRPORT (SUN)**

Published Date: **9/14/2023**

Pre-Submittal Meeting: **10/26/2023**
(Participation is mandatory)

Deadline to Submit Questions: **11/9/2023**

Proposal Due Date: **1/31/2024**

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1. Introduction

As used in this RFP, the following terms have the following meaning.

SUN or Airport means the Friedman Memorial Airport

Authority means the Friedman Memorial Airport Authority

City means City of Hailey

County means Blaine County

All Proposers are alerted to read this RFP carefully and to note where information is required to be included in a Proposal and where information is optional. The Authority has carefully used the words “will” or “shall” or “must” to indicate where certain obligations, information or submittal provisions are mandatory. Other language such as “may” or “should” or “consider” is used where the provisions are optional.

2. Background and Summary

A. Overview

SUN is a publicly owned airport, jointly owned by the City of Hailey and Blaine County through the Friedman Memorial Airport Authority, a joint powers agency. The Airport is located in southcentral Idaho in the Wood River Valley and serves the Sun Valley resort and also provides critical transportation connectivity for residents of the greater Wood River Valley including Hailey, Bellevue, Ketchum, Sun Valley, and Carey.

The Airport is operated by the Authority. The Authority is comprised of three representatives appointed by the City of Hailey, three appointed by Blaine County, and a seventh member agreed upon by the six appointed members. The Airport Director provides the primary staff support to the Authority, managing and supervising airport personnel, and maintaining a safe, legal, efficient, and profitable operation.

The Airport encompasses approximately 594 acres and is located 5,320 feet above mean sea level. The FAA categorizes the Airport as a non-hub commercial service airport. SUN is also part of and classified by the Idaho Airport System Plan (IASP) as a Commercial Service Airport. According to the 2020 Economic Impact of Idaho Airports commissioned by the Idaho Transportation Department, Division of Aeronautics, SUN contributes nearly \$300 million annually to the local and state economy.

The Airport has one runway, Runway 13/31 which is 7,750 ft. x 100 ft. and one full length parallel taxiway, Taxiway Bravo, which is 50 ft. wide.

The Airport is surrounded by rising terrain to the north, east, and west. As a result, a majority of operations are opposite direction operations, meaning that most departures are southbound on Runway 13, while most arrivals are northbound on Runway 31. Not all operations are conducted in this fashion, as occasionally aircraft land from and depart to the north. All operations are coordinated by Air Traffic Control Tower (ATCT) personnel while the tower is open.

The Airport is currently served by three air carriers including Alaska, Delta and United Airlines. These three airlines currently provide non-stop flights to Chicago, Denver, Los Angeles, Seattle, San Francisco, and Salt Lake City. In addition to commercial service activity, the airport sees a significant amount of general aviation activity, including sophisticated, high-performance turboprop and jet aircraft.

In calendar years 2021 and 2022, airport operation and fuel flowage were as follow:

Airport Operations

CY 2021 = 29,102

CY 2022 = 26,211

AV Gas

CY 2021 = 50,476

CY 2022 = 42,081

Jet A

CY 2021 = 2,916,685

CY 2022 = 2,890,716

In September 2022, the Authority took possession of +/-386 acres of the Eccles Flying Hat Ranch west of Highway 75 and south of the Airport.

Prior to purchasing and acquiring the property, a critical step was the completion of an Environmental Assessment (EA) by the FAA. The transaction was approved based on a Finding of No Significant Impact – Record of Decisions (FONSI-ROD) issued by the FAA on July 27, 2022. This document was a predicate to FAA funding for the acquisition and sets forth important conditions that FAA imposed on the purchase.

As described in the EA, the primary purpose for most of the acquired property is approach/departure protection and land use compatibility as the property is located on the south end of the airport under the highly traversed approach and departures paths from the airport's only runway, Runway 13/31. This area is especially impacted by approach and departure overflights a majority of the take-offs from the airport are to the south (Runway 13) and a majority of landings at the airport are to the north (Runway 31).



For the past several years, growth in commercial aeronautical activity at the airport has been limited by a lack of space for new aeronautical development due to the airport's geographically constrained footprint in the south Wood River Valley. Available space for basic airport facilities including hangars and aircraft parking apron was further reduced as a result of projects to bring the airport facility into compliance with airport design standards from 2000-2005 and a major Runway Safety Area (RSA) compliance project from 2013-2015. The main focus of the RSA project was increasing the separation distance between Runway 13/31 and the airport's only parallel taxiway, Taxiway B. The increased runway/taxiway separation resulted in the need to remove then existing hangars and reduced the amount of available airport parking apron. Approximately 22,600 square feet (sf) of hangar space and 181,300 sf of aircraft parking was lost.

While a majority of the property was purchased and is intended to be preserved for the purpose of approach/departure protection and land use compatibility, the FAA's EA analyzed the potential use of 10 acres of the property to provide a site for new aeronautical development at SUN. The 10-acre parcel is located adjacent to and south of the current Fixed Base Operator (FBO) at the south end of the airport. The potential for this new aeronautical development is consistent with the current, Board-adopted airport master plan (2018) and is shown on the airport's current, FAA-approved Airport Layout Plan (ALP) and is the impetus behind this Request for Proposals.

Demand for hangars at SUN has far surpassed supply over the past 2-3 years. Development of new hangars remains a top request by airport users. While hangars of all sizes are in demand, "T hangar" type hangars of 1600-2500 sf (40 ft. x 40 ft. – 50 ft. x 50 ft.) in size are most requested but demand also exists for larger "box" hangars 10,000-12,000 sf (100 ft. x 100 ft. – 100 ft. x 120 ft.) in size. Both hangar sizes were considered as part of the conceptual alternatives developed as part of the minimum standards project. See Exhibits 3 and 4 below.

SUN users have also expressed interest in the establishment of a second FBO to increase competition. Currently SUN has one FBO on the field. Historically, lack of space on the airport has been the primary impediment to supporting a second FBO.

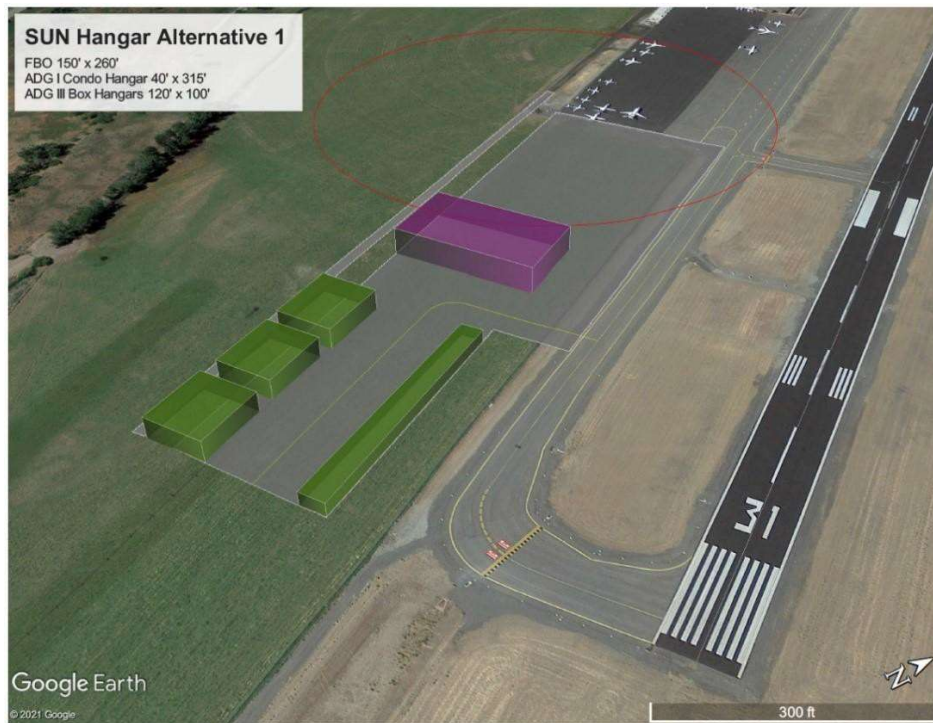
B. 2018 Airport Master Plan

The Authority initiated an Airport Master Plan Update in 2014. The planning process took several years. The new master plan was adopted by the Board and the ALP approved by the FAA in 2018. One of the elements discussed and included in the final master plan document was the inclusion of the new 10-acre aeronautical development area (the same site analyzed in the EA). The Authority decided that the primary purpose of this parcel would be to recover the hangar and apron space lost as a result of the 2005 and 2013-2015 RSA project as well as to provide additional space and ability to support some of the forecast increase in aviation demand identified in the master planning process. As discussed in the master plan, while the need for this space and facilities were identified and justified, future development was contingent upon future acquisition of the additional land, which was far from a certainty at the time the master plan was adopted.

C. Amended Minimum Standards for Commercial Aeronautical Activity (2022)

In 2021, the Authority initiated an update to its outdated Minimum Standards for Commercial Aeronautical activity, last updated in 1997. While the updating of the minimum standards was not undertaken because of the on-going land acquisition effort, the Authority was proactive in addressing the potential use of the new land. As a result, planning level conceptual alternatives were developed that address potential new hangar development, additional apron space, and the possibility of second FBO. Exhibits 3 and 4 present conceptual alternatives that were developed as part of the minimum standards project. *Proposers are not bound by these conceptual drawings; they are provided as illustrations of how either or both hangars and an FBO could be accommodated on the site.*

Exhibit 3 – Hangar/FBO Alternative 1



Source: 2022 Minimum Standards for Commercial Aeronautical Activity

Exhibit 4 – Hangar/FBO Alternative 2



Source: 2022 Minimum Standards for Commercial Aeronautical Activity

2018 Airport Master Plan versus Minimum Standards Conceptual Alternatives

While there is a difference in layout of space and proposed new facilities in the conceptual alternatives presented in the 2018 airport master plan and the 2022 minimum standards project, both are considered high level conceptual planning alternatives and are not intended to be binding land use plans for purposes of this RFP. Even at the highly conceptual level, the highest and best use of the available space is for hangars, aircraft parking, and a potential second FBO. Within those broad categories, actual space layout is expected to be refined by the Authority and/or by a potential developer.

D. Dual Path for New Airport Site

The Authority's adopted Airport Master Plan and FAA approved Airport Layout Plan (ALP), as the same may be amended or replaced, from time to time, represents the Authority's vision for long-term development of the Airport including the necessary facilities at the present Airport site. Proposers should note that the Airport Authority through the current Second Amended and Restated Joint Powers Agreement, maintains thresholds for considering a Replacement Airport under a "Dual Path Forward" approach which is focused on satisfying the operational requirements of existing and potential future airport users, whether at the existing Airport site or at a replacement site.

Proposers should be aware of the history of potential airport relocation to address FAA Modifications to Design Standards and/or other potential aviation demand-based needs unable to be accommodated at the existing airport site during the term of a potential lease with the Authority. While the likelihood, timing and details of any potential airport relocation are completely uncertain, Proposers should assume that any active business enterprise at the existing airport will be appropriately accommodated or compensated in the event of a relocation.

Please review the current Airport Master Plan and other documents regarding relocation posted on the Airport's website at www.iflysun.com.

3. RFP Process and Protocols

A. Procedures

Proposers must follow the procedures described below and may be disqualified from the procurement without further consideration if any of the following procedures are not followed:

After issuance of RFP but prior to the submission deadline for RFP:

- All contact between prospective respondents Authority Board or staff must be directed to the procurement contact designated in this RFP. Authority staff, elected officials, and consultants will refer all inquiries to the procurement contact.

- All requests for clarification, objections to the structure, content, or distribution of this solicitation, or any other inquiries, must be made in writing via e-mail to **Becca Lynn at SUN_GARFP23@iflysun.com**, the procurement contact, prior to the deadline for questions listed in Section 6.D. and the Authority shall answer the requests for clarifications, objections, and inquiries in writing via addenda to this solicitation.

After the submission deadline of the RFP but prior to issuance of a notice of intended award:

- All contact regarding the procurement between Proposers and the Authority, including any participants in the evaluation process who are not Authority employees, must be directed to the procurement contact designated in the solicitation. Authority staff, elected officials, and consultants will refer all inquiries to the procurement contact. Proposers may not contact any Authority staff or anyone involved in the selection process, except the designated procurement contact.

After review by the Authority's evaluation committee:

- The Authority will issue a notice of intended award to all respondents, which will include the basis for the Authority's selection.

Proposers may be disqualified from the procurement without further consideration if any of the following occur:

- Evidence of formal affiliation, ownership, common control or other legal, financial, or operational influence by the incumbent FBO;
- Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms, or conditions of this RFP (with the exception of firms submitting a joint proposal as a team or joint venture);
- Proposers conduct or arrange for any communication not provided for in this RFP including any Authority officials, employees, **agents, consultants, or contractors**, or with any member of the evaluation committee; Failure to direct all questions/inquiries through the procurement contact identified in this RFP;
- Any attempt to improperly influence any Authority official and/or the evaluation committee;
- Existence of any lawsuit, unresolved contractual claim, or dispute between Proposer and the Authority and/or the City or the County;
- Evidence of incorrect, incomplete, or misleading information submitted as part of the proposal;

- Evidence of Proposers inability to successfully complete the responsibilities and obligations of the proposal; and
- Proposers prior default under any agreement which resulted in termination of such agreement.

B. Nondiscrimination

By submitting a proposal to this RFP, Proposer certifies that they will fully comply with all federal, State of Idaho, and local laws pertaining to nondiscrimination, and certifies that they will not discriminate against or grant preferential treatment to any party on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin in the performance of Authority contracts or agreements.

In addition, this RFP is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23. The Proposer agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement, management contract, or subcontract, purchase or lease agreement, or other agreement covered by 49 CFR Part 23. The Proposer agrees to include the above statements in any subsequent concession agreement or contract covered by 49 CFR Part 23, that it enters and cause those businesses to similarly include the statements in further agreements.

4. Procurement

A. Request for Proposals

This Request for Proposals is for two facilities. ***Proposers may submit a proposal for one or both of the facilities.*** The Authority seeks proposals from Proposers that have demonstrated expertise in either or both new hangar development and/or operation of a full-service fixed base operation (FBO) facility to serve general aviation (GA) activities at the Airport. The selected Proposer(s) will be authorized and required to design, develop, finance, construct and operate one or both facilities at the Airport consistent with all applicable Authority rules, regulations, Minimum Standards, and applicable City of Hailey, Blaine County, State of Idaho and federal regulations. The selected Proposer(s) will be required to construct all components of the hangars or the FBO including the facilities and infrastructure necessary for its operation.

B. Proposer's Duty to Execute Lease Contract

Within thirty (30) days of the offer of award of the lease contract for the right to enter into lease negotiations to construct and operate either or both hangars and/or FBO facilities at the Airport, the successful Proposer(s) shall execute and return the lease contract(s) and all required documentation to the Authority. If the successful Proposer(s) is unable to execute the lease contract within this timeframe, the Authority reserves the right to revoke the award and offer

the lease contract to the next-highest ranked Proposer(s) or to terminate this procurement entirely.

C. Conditions of Approval

Proposers should be aware that any lease(s) for the site will include at least the following requirements and are strongly urged to address in their proposal how the Proposer will comply with these requirements.

- If the proposal is for use of only a portion of the property, the Proposer must demonstrate a willingness and readiness to coordinate its development with the user of the remainder of the site.
- While not required, if a Proposer contemplates both hangar and FBO development, the proposal should explain the organization structure of their team.
- Any development will comply with the Minimum Standards and Rules and Regulations (as amended from time to time).
- The Wood River Valley and the nearby communities are highly noise sensitive. Proposers should demonstrate an understanding of the Authority's voluntary noise abatement program and be prepared to explain how their operations will be consistent with that program.

D. Design Guidelines

All buildings proposed for development on the Airport should fit within the design aesthetic that characterizes the Wood River Valley and the natural environment. Proposers should indicate whether they are willing to make commitments such as sustainable construction and structures, LEED compliance, reduced carbon footprint, solar generation, etc; such commitments will be favorably considered. It is recommended that Proposers present conceptual layout drawings and/or renderings of their proposed development.

E. Other Considerations

The Authority will not favorably consider proposals which fail to demonstrate an understanding of the unique characteristics of this Airport and this community. While this Request for Proposals does not intend to provide an exhaustive or comprehensive list of issues that Proposers might consider in making such a demonstration, the following illustrate topics that Proposers may want to consider addressing in their proposals.

- Some Proposers may contemplate investments by the Authority in basic infrastructure including utilities, aircraft parking apron, access roads, and vehicle parking to support the proposal. Proposers may want to address whether any Authority investment is contemplated.

- This community values the Airport as a good neighbor and a respectful member of the community. Proposers may want to explain how their proposal would be consistent with, or enhance, this long-standing relationship.
- The Authority has a voluntary curfew on nighttime operations. While federal law prohibits enforcement of the curfew, the Authority is proud of, and the community expects, widespread respect for the underlying policies. Proposers may want to address their view on these policies and how their operations will respect the long-standing community expectations regarding nighttime operations.

F. Applicable Grant Assurances

For many decades, there has been a single FBO operating at the Airport. Until recently (as explained above), the site constraints of the Airport made it practically impossible for the Authority to accommodate a second FBO. The recent land acquisition described above now makes it possible to accommodate a second FBO.

The Authority is subject to the FAA Grant Assurances, including Grant Assurance 22 (Economic Non-Discrimination) and Grant Assurance 23 (Exclusive Rights), both of which pertain to FBO operations. The FAA has advised that airport sponsors can maintain compliance with these assurances by maintaining and implementing reasonable minimum standards and by negotiating in good faith for the lease of suitable space with those who are willing and qualified to provide commercial aeronautical products and services. That obligation has now ripened since the Authority now has sufficient property to accommodate a second FBO. Finally, while the FAA does not require airport sponsors to conduct a public solicitation such as this one prior to leasing airport property, the Authority has determined that this RFP process will contribute to compliance with the Authority's satisfaction of its Grant Assurance obligations.

5. Proposals

All proposals are required to follow the format and process specified below. Each Proposer shall provide detailed evidence of its competency, capability, and expertise to develop and operate commercial aeronautical facilities at the Airport consistent with the Authority's goals of providing safe, efficient, and environmentally responsible services and facilities that meet the community's and users' expectations. ***A Proposer who proposes to develop both hangars and an FBO may either submit one proposal for an integrated development or one proposal for each component, in which case the two proposals will be considered separately.*** Proposers who are proposing for both facilities must be clear whether they want the components to be considered only as an integrated whole or as separate components.

The Authority desires succinct proposals that address the specific content requirements. To facilitate the review of all submittals, each proposal shall meet the following format requirements.

- No more than 50 pages (not including the cover letter and appendix materials). Boilerplate or generic marketing materials should be referenced with citation to promotional materials available on the Proposer's website if necessary.
- Typewritten, with a minimum font size of 11 point for narrative text, on 8-1/2" X 11" sheet size (but folded 11" X 17" exhibits are acceptable).
- Submitted as (a) as a single PDF-format document (with each section bookmarked) and (b) 5 hard copies bound with tabbed dividers labeled by section.

Each proposal shall consist of the following elements in the prescribed order.

A. Cover Letter

The Cover Letter shall not exceed two (2) pages and shall include the following:

- The name, address, e-mail address, and telephone number of the primary contact person of the Proposer's business organization entity;
- A brief statement indicating Proposer's clear understanding of and commitment to the provision of services specified in this RFP;
- A statement as to whether Proposer and/or Proposer's partners, subcontractor(s), joint venture associates or any other individual or entity of Proposer's team (including any third parties Proposer intends to rely upon for financing) has *any potential conflicts* that may arise in the performance of the services requested in this RFP, performing the work, or operating the facility contemplated within this RFP;
- A statement that the signatory is an officer or principal of the Proposer and has the authority to submit the proposal on behalf of, and to bind, the Proposer;
- A statement that the Proposer has *no* affiliation, formal or informal, with the incumbent FBO, and a statement indicating the nature of any affiliation, formal or informal, with any other business operating at the Airport.
- An acknowledgement of receipt of amendments to the RFP (if any).

B. Qualifications

1. Identification of Proposed Team

The Proposer shall provide at least the following information in the section concerning the project team.

- (1) The name, address, telephone number and primary contact person of the business organization entity of the Proposer and the names and addresses of all management and supervisory personnel, all officers and directors (if a corporation) and all persons owning, holding and/or controlling any equity interest, voting rights or debt.
- (2) Description of the proposed team and reporting authorities contemplated for (1) completion of design, financing and construction of the new facility; and (2) operation of the newly constructed facility once it is open.
- (3) Identify the individuals who would serve as the key team members of Proposer's organization (including any sub-consultants), indicate their roles and responsibilities, and summarize the reasons why the key team members are particularly qualified to develop and operate this facility, with particular attention to work experience. The Authority desires, but does not specifically require, that the facility manager have a minimum of ten years of experience, which should include both hands-on experience and progressive project management experience. Also include a profile of the support staff members.
- (4) Any other information that Proposer deems relevant for evaluation of the team. In particular, Proposer is invited to describe any particular aspects of its organization which, by way of background, experience, unique qualifications, or other bases, sets its team apart from the competition. The Authority recognizes that a Proposer cannot guarantee the employment of any members of the team but would treat as a positive attribute any verifiable statements concerning the long-term availability of key team members. The experience of key team members is much more important than the experience of a company whose personnel will not be available for the facility at the Airport. Do not repeat information that appears elsewhere in the proposal.
- (5) Resumes or other relevant material may be included in an appropriately labeled appendix.

2. Demonstrated Experience

The proposal shall include a statement of the Proposer's past experience, including resumes of management and supervisory personnel who would be responsible for the proposed operation, together with business, financial and managerial references. Proposer shall also provide a description of its business organization and history, including a listing of all persons holding ownership, control, management, or supervisory interest. If specifically requested (by an appropriate notation in the text of the proposal), this information will be kept confidential by the Authority to the extent provided by law.

In this section, Proposers shall discuss and elaborate on their experience and qualifications to design, finance, construct, operate, maintain and repair the proposed facilities. The Proposer

should exercise care not to repeat information provided in earlier sections of the proposal. This section must include the following information.

- (1) List all facilities currently being operated by Proposer and a brief description of each. Specifically include fuel volumes and aircraft operations handled at each facility. Please indicate whether the applicable Airport in each instance has a Part 139 certificate and whether it has a Transportation Security Administration- approved Airport Security Program.
- (2) Identify and explain Proposer's experience (including specific examples) working with airport operators and proprietors on compliance with airport regulations and operational activities (*e.g.*, cooperation with airport emergency plans; disaster exercise and events; disabled aircraft recovery; fueling standards; landing and fuel flowage fee collections; and accommodating major events within the region).
- (3) Identify and discuss its experience designing, financing, constructing and operating airport facilities. The focus should be on similar facilities at similar airports where the Proposer was engaged in the design, finance, construction and operation of the facility.

Recognizing that professionals change their firm affiliation during their careers, the experience of key personnel is more important than a particular company's collective experience.

3. Project Understanding and Unique Airport Attributes

Proposer must have reviewed the Minimum Standards and must assume that it will be required to prove compliance with those standards unless a specific and precise exception is called out and requested in this section. The text for any requested exception request shall be bolded.

In this section, Proposer is asked to respond to specific questions about its proposal that will help the Authority evaluate among proposals from comparable companies. Precise responses that demonstrate an understanding of the Airport and the Wood River Valley are especially important. There is no 'correct' answer and the Proposer's sensitive responses will be more important than boilerplate language that could be included in any proposal. Brevity is always preferred.

- (1) *Customer Satisfaction.* How does your project and service meet expected high level of customer service and professionalism and need for the Airport?
- (2) *Environmental and Sustainability.* Do you intend for your project to incorporate LEED compliant structures, solar power, measures to reduce your carbon footprint or other sustainability measures?
- (3) *Community Values.* It is important to the Authority and the community that all Airport tenants be members of our community. What measures (both in construction and in

operations) do you intend to implement to demonstrate that you are good neighbor, that you and your customers will comply with the voluntary noise abatement policies and procedures, and that, more generally, you will contribute to the community?

- (4) *Conflicts*. After decades without new commercial enterprises at the Airport, this project has the potential to create conflict with existing users and tenants. What has been your experience, and what do you intend to do to reduce the potential for conflict with existing enterprises at the Airport?

4. Financial Information

Proposer shall provide a brief narrative discussion of its financial responsibility and capability to fulfill the proposal. The narrative should discuss how its development/operational plan presents a strong business opportunity, especially in light of the particular nature of this community and the Airport.

The following information must be provided, either as part of the narrative or as an appendix.

- (1) Evidence of the Proposer's financial responsibility, from a bank or such other source that may be readily verified through normal banking channels.
- (2) A detailed pro forma cash flow and a profit and loss for the first five years of projected operations. The required financial pro forma must include, at a minimum, detailed projections of revenues by category, operating expenses by category, payments to the Authority, capital expenditures, financing costs (principal and interest) and return on equity. Assumptions for each projection should be disclosed, including traffic and operating assumptions, fuel sales and other revenue sources used to calculate the financial estimates.
- (3) Proposer's audited financial statements for the past three years, including balance sheets and income statements and a current (within sixty days) balance sheet, all compiled by a Certified Public Accountant. If Proposer is not able to provide an audited statement, the statements must be signed by a corporate officer attesting to the financial statement's accuracy. The most recent unaudited quarterly statement must also be included.
- (4) Proposer's Dunn and Bradstreet credit rating (including its D-U-N-S #) and any other credit ratings, if applicable.
- (5) Estimated total initial capital investment required to accomplish the proposed FBO facility at the Airport and anticipated additional capital investment required to maintain and upgrade facilities over the lease term included in the proposal.
- (6) All sources of capital must be identified. If third-party financing is contemplated

(whether it be individuals, related entities, banks or other institutions) a letter from each third party is required indicating it has been briefed regarding the proposal and believes it is feasible to provide financing for its portion of the proposed project. If the third-party providing financing is not an established Idaho, national or international financial institution, the Proposer should explain in detail how the third party will obtain funds to provide financing.

- (7) Data that demonstrates the Proposer's previous successful operation of an FBO with financial operating results for FBO facilities at least three other airports with comparable levels of corporate and general aviation activity and fuel sales volumes (separating commercial airline versus GA fuel). Such data may, but is not required to include (a) three years of financial operating results including detailed P&L statements; (b) three years of cash flow statements, which statements identify the categories of services provided, and detailed line item by line item fee structures for items similar to those expected to be imposed on FBO customers at the Airport.

The Authority may, at its discretion, request that a Proposer provide additional documentation and/or answer targeted questions about its financial capability and/or financial projections, for itself and/or any proposed third party or sub-lessee. The Authority may conduct its own research of the Proposer's financial condition.

The Authority is concerned to avoid accepting a Proposal in which the Proposer contemplates an immediate sale, assignment, or transfer of the lease. Proposers must include a statement that the Proposer agrees not to engage in any sale, assignment, or transfer that could result in an exclusive right, as that term has been interpreted by the FAA. While the Proposal need not contain any specific information about the Proposer's plans with regard to future sale, assignment, or transfer beyond such a statement, any commitments that the Proposer wishes to make regarding the terms and conditions of, timing for, or restrictions it proposes on sale, assignment, or transfer will be favorably regarded. If the Proposer proposes any profit or revenue share (either on a regular recurring basis or upon transfer of control of the enterprise), the Proposer should provide sufficient detail for the Authority to evaluate the financial implications of such a proposal.

The Proposer shall indicate its acceptance that the following fees are the *minimum* that will be acceptable in connection with a sale, assignment, or transfer of the lease:

Years 1-5 – no sale, assignment or transfer permitted

Years 6-10 – fee of 30% of gross sale/transfer price upon sale, assignment or transfer

Year 11 and subsequent years – fee of 10% of gross sale/transfer price upon sale, assignment or transfer.

5. Bonding and Insurance Capability

Proposer shall provide evidence in the form of a Bid Bond issued by a bonding company licensed in the State of Idaho, of Proposer's ability to supply a performance bond in the amount equal to ten (10) percent of the annual rental and/or fees established and agreed upon, for conducting the services to be provided (cash may be deposited in lieu of a performance bond).

6. References

Proposer shall provide letters of reference (preferably as an appendix to the proposal) including at least the following.

- (1) Proposer shall provide at least two letters of reference from separate airport governing authorities with knowledge of the Proposer's ability to design, construct, and operate an FBO facility. These references must include a description of the project and the subsequent services provided at that airport. Each letter must include a contact name, title, address, phone, and e-mail address for the individual signing the letter.
- (2) Proposer shall provide a statement from an Idaho bank or trust company or from a nationally recognized bank or trust company and readily verifiable through normal banking channels regarding Proposer's financial responsibility. The letter of reference must include a description of one or more development project(s) with which the financial institution is familiar. Also, the letter must include a contact name, title, address, phone, and e-mail address for the individual signing the letter.

Proposer should be aware that the Authority may request information from additional sources such as, for example, Proposer's clients, government agencies, and any other available sources while investigating Proposer's experience and qualifications. *Submission of a proposal constitutes consent to the Authority making such inquiries.* If the Proposer wants to limit such inquiries, the proposal must clearly indicate requested limitations on the Authority's contacts.

C. Technical Proposal

Proposers shall provide a narrative fully describing the proposed development plan(s). Proposer may identify more than one option for development, consistent with the available property and other site constraints. If the proposal includes multiple alternative development concepts, Proposer should explain the advantages and disadvantages of each and the bases upon which the Proposer will decide which alternative to pursue.

Proposers may, but are not required to, submit a set of Conceptual Development Site/Facility Plans, prepared by a licensed architect and engineer fully depicting the proposed development. If the Proposer identifies more than one alternative development plan, drawings for each

alternative should be provided. Drawings should depict structures, parking and landscaping at a scale sufficient for the Authority to understand the scope and nature of the Proposal.

The proposal should provide a general description of the planned facilities and operations for conducting and/or providing the proposed services and should outline a technical approach in sufficient detail to allow the Authority to understand the plan for development and operation of the proposed facilities. ***A Proposer who proposes to develop both hangars and an FBO may either submit one proposal for an integrated development or one proposal for each component, in which case the two proposals will be considered separately.*** At a minimum, this section must provide the following information.

- (1) Requested date for commencement of the activity and the proposed term of conducting the same and the proposed structure and amounts of rent and/or revenue to the Authority;
- (2) A comprehensive listing of all services proposed to be offered and the proposed schedule of fees and charges therefore (with commitment of the time period during which such fees and charges will be unchanged);
- (3) The size and location of the building(s) to be built and the proposed design and terms for the construction of any space and the ownership, leasing or sub-leasing thereof. An identification of any necessary or desirable capital improvements to be constructed in conjunction with the operation and Proposer's plan for financing the same;
- (4) The number, type, and basing of aircraft proposed to be provided (as applicable) and/or a detailed description of all equipment and facilities;
- (5) The number of persons proposed to be employed (including the names and qualifications of each person if known), whether the employees will be Airport-based (full-time, part-time and seasonal) or transient, and the certifications required, if any, for each Person to provide a proposed aeronautical activity;
- (6) The hours of proposed operation;
- (7) The types and limits of insurance coverage to be maintained;
- (8) A plan for compliance with the Authority's management, environmental and land-use requirements, policies, and goals.

In addition, Proposers are invited, but not required, to provide the following information.

- (9) Any anticipated problems presented by the development of FBO facilities at the Airport, as well as any specific suggestions for avoiding these problems.

- (10) Any specific or proprietary quality assurance/quality control measures that Proposer proposes to implement in design, construction or operation.
- (11) Any other information that the Proposer deems relevant, especially information that would distinguish the Proposer from its competitors.
- (12) If the proposal is for only hangars or only an FBO, how the Proposer will coordinate its development and operation with another user on the site.

D. Appendices

While brevity is appreciated, the Proposer may include any or all of the requested information in one or more appendices. Each appendix should be clearly labeled for easy reference.

E. Submission Instructions

All Proposals must be received by the Authority on 1/31/2024, no later than 6:00pm MDT.

Proposals not submitted in the manner described herein will be considered nonresponsive and subject to rejection. Proposals submitted after the specified due date and time in this RFP will be rejected as late and will not be accepted.

Proposals must be submitted as (a) as a single PDF-format document (with each section bookmarked) to either **SUN_GARFP23@iflysun.com** or as a thumb drive/removable disk **AND** (b) 5 hard bound copies with tabbed dividers labeled by section.

Proposers shall submit hard bound copies of their Proposals to the following address:

Friedman Memorial Airport
Becca Lynn
1616 Airport Circle
Hailey, ID 83333

6. Evaluation and Selection Process

A. Pre-Submittal Conference and Site Visit

The Authority will hold a **mandatory** pre-submittal conference on **10/26/2023 at 9:00am**. The presentation will be approximately 90 minutes with a site tour to follow. **RSVPs for pre-submittal conference due by 10/19/2023 to SUN_GARFP23@iflysun.com.**

The conference will be held at:

Blaine County Community Campus
1050 Fox Acres Road
Hailey, Idaho 83333
Minnie Moore Room

At the conference, Authority staff will be available to discuss the opportunity and will respond to questions regarding the RFP documents and the process. A site visit will be held immediately following the conference. ***Attendance at the pre-submittal conference is mandatory.***

B. Evaluation Process

An evaluation committee established by the Authority Board will evaluate the proposals in accordance with the evaluation criteria identified below. The panel may consist of members of the Board or others appointed by the Board.

Evaluation of proposals will be based primarily on the submission but the Authority reserves the right to conduct its own investigation of any or all Proposers and the content of any or all proposals. Information from such investigation will be considered as part of the evaluation.

Each proposal will be assessed against the following evaluation criteria.

Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score
1	Extent to which proposer commits to development that fits within the design aesthetic that characterizes the Wood River Valley and the natural environment; commits to incorporate sustainable construction and structures, be LEED compliant, reduce carbon footprint, utilize solar generation, and consider other sustainable practices as feasible.	6	(0-5)	(Max 30)

2	Quality, thoroughness and practicality of financial proposal; extent to which Authority financial contribution is contemplated.	6	(0-5)	(Max 30)
3	Proposer's financial responsibility and capability to construct the improvements and to initiate operations.	5	(0-5)	(Max 25)
4	Proposal demonstrates Proposer's commitment to the Valley's and Airport's community values including plans to comply with the voluntary noise abatement policies and procedures, and general contributions to the community: design of facilities is consistent with esthetic of the Airport.	5	(0-5)	(Max 25)
5	Consistency of proposed facilities and operations with the Airport's Minimum Standards and Rules and Regulations (as amended) and other Authority/City/County requirements.	4	(0-5)	(Max 20)
6	Proposer's key personnel experience with design, finance, construction, operation, maintenance and repair of commercial aeronautical facilities.	3	(0-5)	(Max 15)
Raw Scoring: 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 – Inadequate 0 – Unacceptable		Score:		Max 145

The Authority reserves the right not to award a lease if it determines, in its sole discretion, that no Proposer meets the requirements of this RFP.

C. Interview

Those Proposers who are judged by the Authority to have provided the best overall proposals may be invited to make a presentation to the Authority and respond to questions about their proposal. The Authority reserves the right to forego the interview process if it determines that one of the Proposers clearly affords the Authority the best combination of qualifications and

business arrangement/value. If, at the discretion of the Authority, interviews are held, they are expected to be held within thirty (30) days of the RFP submittal due date. Each Proposer will structure their presentation as follows:

- Summary and overview of Proposer’s development plan and services to be provided to the general aviation market at the Airport (25 minutes)
- Questions and answers from the Authority’s evaluation committee (75 minutes)
- Proposer’s concluding statement (10 minutes)

D. Anticipated Schedule

Stated below is the anticipated general benchmark schedule for this procurement process. However, the Authority reserves the right to modify, change, or amend these dates and to change or suspend the process at its sole discretion. The dates are merely target dates provided as a planning tool to allow Proposers a general understanding of the overall project schedule objectives.

9/14/2023	RFP Issued
10/26/2023	Mandatory Pre-Submittal Conference and Site Visit
11/9/2023	Deadline for Submitting Questions
11/21/2023	Responses to Questions
1/31/2024	Submittal Deadline
~03/8/2024	Short-listed Proposers Selected
~3/18/2024	Interviews
~7/2/2024	Final Selection

1. Process for Submitting Questions

The Authority will accept only written questions about the RFP process. All questions/correspondence shall be e-mailed to the address below. Answers to any questions posed in writing to the Authority no later than **11/9/2023** will be provided in writing to attendees at the pre-submittal conference and will also be on the Authority website. The Authority will respond informally to any questions asked at the pre-submittal conference but will provide formal written responses on the Authority website to the extent that any responses are relevant to the preparation of proposals. Failure to direct all questions/inquiries through the procurement contact identified in this RFP may result in disqualification.

Becca Lynn – Procurement Contact
SUN_GARFP23@iflysun.com

No questions will be accepted after 11/9/2023. The Authority will post responses to written questions as indicated above. The Authority will endeavor to post responses as soon as possible but will post responses to all questions received by the deadline, no later than **11/21/2023**.

2. Other Communications

Proposer(s) who conduct or arrange for any communication not provided for in this RFP with any Authority officials, employees, **agents, consultants, or contractors**, or with any member of the evaluation committee, may be disqualified.

7. General Information

A. Authority's Reservation of Rights

Issuance of this RFP and receipt of proposals does not commit the Authority to select any Proposer for a short-list or to enter into any lease. The Authority reserves the right to accept or reject any and all responses received for its convenience or if in the best interest of the Authority. The Authority also reserves the right to waive any informality or irregularity in any submittal.

Any and all agreements arising out of a proposal submitted hereunder (including any negotiations that follow) shall not be binding on the Authority unless duly approved and executed by the Authority Board, in accordance with applicable laws.

B. Representation of Due Diligence

The submission of a proposal shall be deemed a representation and certification by the Proposer that it has investigated all relevant conditions, facts, circumstances, procedures, requirements and aspects associated with this RFP and that Proposer has read and understood the RFP, attended the mandatory pre-submittal conference, and participated in the site tour of the Airport.

Each Proposer is responsible for a thorough review of the RFP to ensure possession of all necessary documents. All RFP and related documents may be downloaded from the Authority website.

Upon submittal of a proposal, it will be presumed that the Proposer has read and is familiar with all of the RFP documents. After receipt of a proposal, the Authority will not entertain any request for modification of the proposal and no claim for adjustment of any provisions of the RFP shall be honored, regardless of any claim by a Proposer that it was not fully informed as to any fact or condition.

C. Protest Procedures

If any Proposer objects to the final selection and award, such proposer shall respond in writing to the Authority withing seven (7) calendar days of the date of the transmittal of the notice of award setting forth in such response the setting forth the express reason or reasons that the award decision of the Board s in error. Thereafter, prior to finalizing any agreement with the prevailing proposer, the Board shall review its decision and determine whether to affirm the prior

award, choose to reassess the proposals, or choose to commence a new RFP process setting forth the reason or reasons therefore. After completion of the review process, the Authority may proceed as it deems to be in the best public interest.

D. Confidentiality

All submission materials will be held in confidence by Authority until the evaluation and selection process is completed by the evaluation committee. All submission material are subject to disclosure pursuant to the Freedom of Information Act 5. U.S.C. §552 and Idaho Code §74-102. Any material a proposer wishes to be withheld from disclosure as a trade secret should be clearly marked as such.

E. Indemnity and Costs

The Proposer agrees to defend, indemnify and hold harmless the Authority and its Board, the County and the City, and their respective officers, officials, directors, employees, agents, and volunteers for any claims of copyright, patent or trademark infringement arising out of, caused directly or indirectly by the acts or omissions of the Proposer in relation to this RFP and the proposal.

Each party responding to this RFP shall bear all of its own costs and expenses, direct and indirect, associated with or related to any action taken in response to this RFP and the Authority shall not be responsible in any manner for such costs and expenses. Proposals and any materials submitted therewith shall become the property of the Authority upon receipt. The Authority shall have the right to copy, reproduce, or otherwise dispose of such documents in any way that the Authority selects. The Authority shall be free to use as its own, without payment or any kind of liability, any idea, scheme, concept, technique, suggestion, layout, or plan received in response to this RFP, including any future RFP process, if conducted.

F. Insurance Requirement

Within fourteen calendar days of the award of the ultimate lease to the successful Proposer, said Proposer shall secure the types and amounts of insurance set forth in the lease agreement. However, Proposers do not need to provide proof of insurance with their proposals.

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