

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
October 3, 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 (0:45)

A motion to approve the agenda as presented.

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

PASSED UNANIMOUSLY

II. PUBLIC COMMENT (1:49)

None

III. APPROVE FMAA MEETING MINUTES (2:08)

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

MOTION: Made by Secretary McCleary to approve the minutes as presented. Seconded by Board Member Mollineaux.

PASSED UNANIMOUSLY

IV. REPORTS (4:12)

A. Chair Report

Board Chair Burke thanked Deputy Director of Operations & Maintenance, Tim Burke, and all staff for the efforts and success of the Meet the Fleet Event.

B. Blaine County Report

No report given.

C. City of Hailey Report

No report given.

Side note from Board Member Strauss: He received a phone call from a long-standing customer of his who is not only flying for United airlines but was also just type rated in an Airbus.

D. Fly Sun Valley Report

Carol Waller announced the winter schedule has been released and they are already seeing bookings for the seasons. She stated the winter schedule will provide 14% more seat capacity than prior winters. A strategic plan is being developed long term, updating the prior plan and what will be pursued in the future.

E. Airport Team Reports (see PowerPoint Presentation) (08:11)

Airport Director Pomeroy reported September passenger enplanements were down 8% from September 2022. Year-to-date enplanements were up 13% versus 2022.

Operations for September were down 3% from September 2022. Overall operations were down 4% year-to-date from 2022.

Airport Director Pomeroy extended a congratulations to Deputy Director, Finance & Administration, Jenna Elliott for achieving her Certified Member (CM) Certification through The American Association of Airport Executives (AAAE). Also, Deputy Director, Operations & Maintenance, Tim Burke, was asked to be the Keynote Speaker at the National Airports Convention; he spoke about the concept of work life balance.

Airport Director Pomeroy announced that Oliver Nordlie is the airport's newest ARFF/Operations staff member.

He reiterated his appreciation to staff members and their dedication to the airport as well as an extra thanks to Tim Burke for all his work on the Triennial and Meet the Fleet events.

Airport Director Pomeroy met with the Blaine County Pilot's Association (BCPA) and their committee, which brought forth a project of a pilot lounge and wash rack for GA tenants.

He attended the NWAAGE annual conference in Canada along with Jenna Elliott and Tim Burke and passed his Presidency to the incoming President. He will remain involved as immediate past chair.

Airport Director Pomeroy was invited to speak at an AAEE conference in Syracuse, NY, on November 6/7th, which conflicts with the Board Meeting scheduled for that day. He asked the Board to consider moving that Board Meeting to the following week, November 14th. The Board unanimously supported moving the next Board Meeting to November 14th.

Deputy Director, Operations & Maintenance Burke extended a congratulations to Vice Chair Davis, for her recognition within the Paralympics community. He also gave a summary of the Triennial Drill which the airport hosted on October 26th. He publicly thanked all the agencies that were involved in both the Triennial Drill as well as the Meet the Fleet event.

Airport Director Pomeroy expressed appreciation for Tim Burke bringing up the Public Information Officer, Deb Smith, from Denver to assist in simulating Pomeroy's role in a Mass Casualty Incident at the Airport. Tim also built in a mock press conference.

Deputy Director, Finance & Administration Jenna Elliott stated the annual audit preparations have commenced along with wrapping up fiscal year 2023.

Airport Director Pomeroy mentioned in next month's Board packet he will include a communication chain between him and FlexJet in reference to the Noise Abatement program.

V. AIRPORT STAFF BRIEF

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

VI. ACTION ITEMS

- A. NEW BUSINESS (23:09)

1. Ranch Management RFP– **ACTION ITEM Attachment #5**

Director Pomeroy stated 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 have been made to the draft RFP since it was introduced in August.

As discussed at the September meeting, release of the draft soon would 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.

He also thanked Chad and Rick Lee for their efforts in the ranch management over the course of this last season.

Board Member Mollineaux commended the staff for incorporating sustainability within the goals and outcomes while balancing the needs of experience, reputation, and familiarity with the airport. She is in support of the RFP as drafted.

MOTION: *Made by Board Member Strauss to approve the RFP for ranch management services for the next irrigation/agricultural season beginning March 2024. Seconded by Board Member Mollineaux.*

PASSED UNANIMOUSLY

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

Airport Director Pomeroy and staff 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 the 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.

MOTION: *Made by Vice Chair Davis 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. Seconded by Board Member Mollineaux.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. None

C. CONTINUING BUSINESS

(31:50)

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 has been released and the "cone of silence" for the Board and selection committee as directed by legal counsel is in place.

The next milestone is the mandatory pre-submittal meeting on October 26, 2023, for any proposers planning on submitting.

Proposals are due January 31, 2024.

2. Construction and Capital Projects

- i. None

3. Airport Planning Projects

- i. None

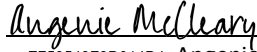
VIII. PUBLIC COMMENT

(36:50)

Local Pilot, Carlton Green, reiterated how well the Meet the Fleet event turned out. He also gave some history regarding the price of AvGas at the airport. He mentioned the Blaine County Pilot's Association was starting to develop a fuel farm as an alternative the using the FBO's services. He stated the association was forced to sell their AvGas fuel farm to what was Sun Valley Aviation at the time. Green said in the negotiations there was a cost-plus contract put into place, meaning that there would be a competitive price for self-serve AvGas. In closing he stated there was no additional benefit to local pilots in getting another supplier of AvGas to this airport.

IX. ADJOURNMENT

The October 3, 2023, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:08 p.m.

DocuSigned by:

E759543F3D014D4..Angenie McCleary, Secretary

* *Additional resources/materials that should be reviewed with these meeting minutes include but are not limited to the Friedman Memorial Airport Authority Board Packet briefing, the PowerPoint presentation prepared for this meeting and any referenced attachments.*