

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
November 14, 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

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Board Chair Burke

I. APPROVE AGENDA (0:37)

A motion to approve the agenda as presented.

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

PASSED UNANIMOUSLY

II. PUBLIC COMMENT (:52)

None

III. APPROVE FMAA MEETING MINUTES (1:18)

A. October 3, 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 (2:00)

A. Chair Report

Board Chair Burke thanked all those that supported her re-election as City of Hailey Mayor.

B. Blaine County Report

Vice Chair Davis echoed that she is thankful for Board Chair Burke's re-election. Board Member Linnet also stated his plan is to continue to serve on the airport board.

C. City of Hailey Report

No report given.

D. Fly Sun Valley Report

No report given.

E. Airport Team Reports (see PowerPoint Presentation)

(03:13)

Airport Director Pomeroy reported October passenger enplanements were up 8% from October 2022. Year-to-date enplanements were up 12% versus 2022.

Operations for October were down 19% from October 2022. Overall operations were down 5% year-to-date from 2022.

Airport Director Pomeroy asked the Board to save the date for the Airport holiday party on December 14th. He stated that the art rotation in the terminal has been completed and the art reception took place on November 8th.

Airport Director Pomeroy recognized Airport Operations Staff member, Deano Miller, for his outstanding work on the significant terminal boiler project. He reiterated how lucky the airport is to have Deano on staff.

Deputy Director, Finance & Administration Elliott stated that the airport is in the middle of the annual audit. She is anticipating a clean audit.

Deputy Director, Operations & Maintenance Burke reiterated the high level of integrity and hard work of Deano Miller and how valuable he is as a team member. He also mentioned a new software, called Veoci, that has been implemented at the airport will help with efficiency.

Airport Security Manager Guthrie referenced a local TSA Pre-Check event that happened in June of 2019, which was very successful. Memberships for those that signed up at that time, are soon expiring, but there is an option to renew online at www.tsa.gov for \$70, which extends membership for another 5 years. The airport will hold another event the week of March 4th, 2024. Messaging and marketing regarding that program will go out 45 days ahead of time.

He also mentioned messaging will go out about the busy upcoming winter flight schedules and people should plan to arrive at the airport 2 hours in advance of their departure time.

Airport Director Pomeroy stated in December or January there will be a Treasurer's Report as well as a summary of the projects that are currently underway, including the Tower project.

V. AIRPORT STAFF BRIEF

A. Noise Complaints in October.

B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data **(See Attachment #2-#4)**

C. Airport Commercial Flight Interruptions (unofficial)

D. Review Correspondence **(See Attachment #5-#6)**

VI. ACTION ITEMS

A. NEW BUSINESS

(17:34)

1. Idaho Airport Aid Program Grant Offer– **ACTION ITEM (See Attachment #7-#8)**

Deputy Director, Finance & Administration Elliott presented information regarding the Idaho Transportation Department Division of Aeronautics announcing a grant to airports under the Idaho Airport Aid Program to assist in financing improvements to airports during State fiscal year 2024. SUN's grant amount is \$1,000,000.

The \$1,000,000 will be forthcoming upon acceptance of the grant agreement, which will be used to help reimburse SUN for the Oshkosh Striker ARRF vehicle that has been ordered.

Airport Director Pomeroy stated the process for receiving state grant funds is similar to those of the FAA.

MOTION: *Made by Vice Chair Davis to recommend acceptance of the ITD Division of Aeronautics Grant Offer in the amount of \$1 Million by the City of Hailey and Blaine County as airport co-sponsors. The action will further direct Staff and Legal Counsel to develop the appropriate City and County Resolutions to support acceptance of the ITD Division of Aeronautics Grant Offer. Seconded by Board Member Linnet.*

PASSED UNANIMOUSLY

2. Airline Operating Agreement and Terminal Building Lease-Consideration of Recommendation of Acceptance – **ACTION ITEM Attachment #9**

Deputy Director, Finance & Administration Elliott stated the airport is in the middle of negotiations with the airlines for their operating agreement and terminal building lease. Staff met in person with airline corporate real estate representatives as well as consultants with Ricondo recently to discuss the specifics of the agreement. Airline legal review is still in process but is anticipated to be completed soon. Once airline legal review is completed, airport legal will complete a final review of the agreement and it will be ready for execution.

MOTION: *Made by Vice Chair Davis to approve The Board Chair to execute the lease based on final review and acceptance by airport and airline legal counsel. Seconded by Board Member Linnet.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

(25:52)

1. Miscellaneous

i. Future Aeronautical Development RFP - Update

Airport Director Pomeroy stated a mandatory pre-proposal meeting was held and well attended on October 26th. There were over 50 people in attendance. Questions from proposers were due November 9th and the selection committee is scheduled to respond by November 21st. November 16th is the first selection committee meeting, which is scheduled for a comprehensive overview of the process and guidance on answering some of the submitted questions. The proposals are due January 31, 2024.

ii. Ranch Management RFP – Update

Airport Director Pomeroy stated there was a site visit held on November 1st. Questions from proposers were due November 9th and proposals are due December 14, 2023. The assembly of a selection committee is to be reported on at the December meeting.

2. Construction and Capital Projects

i. None

3. Airport Planning Projects

i. None

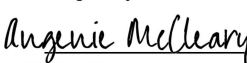
VIII. PUBLIC COMMENT

(30:18)

None

IX. ADJOURNMENT

The November 14, 2023, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:02 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.*