

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
January 2, 2024
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, Lindsay Mollineaux, Treasurer – Ron Fairfax

FRIEDMAN MEMORIAL AIRPORT STAFF:

Airport Director – Chris Pomeroy, Deputy Director, Operations & Maintenance – Tim Burke, Business Operations Coordinator – Becca Lynn, Administrative Coordinator II – Janice Hicks

AIRPORT LEGAL COUNSEL:

Lawson Laski Clark PLLC – Jim Laski

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

I. APPROVE AGENDA (1:00)

A motion to approve the agenda moving item 6 to after the minutes.

MOTION: *Made by Board Member Linnet to approve the agenda moving item 6 to after the minutes and then following as presented. Seconded by Board Member Strauss.*
PASSED UNANIMOUSLY

II. PUBLIC COMMENT (1:30)

None

III. APPROVE FMAA MEETING MINUTES (1:40)

A. November 14, 2023, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

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

IV. REPORTS (50:26)

A. Chair Report

Board Chair Burke wished everyone a happy and healthy new year.

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)

(51:54)

Airport Director Pomeroy reported November passenger enplanements were up 4.2% from 2022. Year-to-date enplanements were up 9.8% versus 2022.

Operations for November were down 4% from November 2022. Overall operations were down 5.4% year-to-date from 2022. Operations for December were up 17% from December 2022. Overall operations were down 3.8% year -to-date 2022. He stated 80% of our operations are general aviation and 20% are commercial.

F. Treasurer's Report

(26:05)

(This item was moved to follow the annual audit presentation.) Ron Fairfax, Airport Treasurer discussed how the airport's operating net income compares to budget. He pointed out there has been a fair amount of grant money.

Historically the budget versus actual were close. In 2022 revenues were up \$625,000 and expenses were down \$475,000, which was conservative and not including any CARES aid. In 2023, he stated the revenues were up \$500,000 and expenses were up \$226,000. Because of CARES, there was a \$500,000 payment to the airlines. .

In 2023, we made extra in parking and auto rentals, due to the increase in enplanements. Concessions brought in \$30,000, which was up 50% and it was not long ago we had difficulty even finding someone to provide that service. We received transfer fees on hangar sales which equaled \$220,000 in 2023. One of the areas in which we saved money was administrative staffing and he expressed thanks to Tim Burke for keeping the overtime costs below the \$60,000 that was budgeted.

He stated net current assets were at \$14 million for 2023. There is now \$18 million in our reserves. He states it is still important to budget, considering there are a lot of large projects coming up. He echoed a statement from Board Member Strauss that the airport is in a healthy situation.

Board Member Mollineaux asked if there are certain times of the year in which revenue streams are seasonal.

He stated revenue from parking, general aviation and fuel flowage will be seasonal.

Airport Director Pomeroy stated the gap is shrinking between the seasonal revenue streams. The general aviation activities are unique at Friedman. At many airports, the general aviation accounts for 10-20% of revenues. At Friedman, that split is closer to 50-50 with commercial air service.

Board Chair Burke stated that the administration of the airport is consistently looking and planning towards the future.

V. AIRPORT STAFF BRIEF

A. Noise Complaints in December.

B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data **(See Attachment #2-#6)**

C. Airport Commercial Flight Interruptions (unofficial)

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

VI. ACTION ITEMS

A. NEW BUSINESS

(2:36)

1. Annual Audit of Acceptance of FMAA Financial Statements and other Financial Information– **ACTION ITEM**

Brent Davis, previous Deputy Director of Finance and Administration stated the annual audit was a success and there were no findings.

Troy Earl with Harris & Company CPAs presented a PowerPoint prepared to summarize the annual audit. Please reference associated PowerPoint. He stated there are three sections to the audit: planning, testing, and reporting. Grants and federal awards were significant audit items along with operating revenues, the PFC program (which has its own compliance requirements), capital assets, salaries & wages, accounts payable, CARES Act and fraud considerations. Troy reiterated there were no findings.

Lori Harberd CPA with Rexroat, Harberd & Associates stated she is contracted with the airport to prepare the financial statements. She also presented a PowerPoint. She discussed the end of year adjustments as well as the reasons for them. She went through Net Position, statements of cash flow and statements of revenue and expenses. She also referenced Budget to Actual.

MOTION: ***Made by Board Member Linnet to approve Draft Financial Statements and direct Staff/Auditor to finalize for distribution to appropriate government agencies. Seconded by Vice Chair Davis.***

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

(56:19)

1. Miscellaneous

- i. Future Aeronautical Development RFP - Update

Airport Director Pomeroy stated the proposals are due January 31, 2024. Becca Lynn and Peter Kirsch are collaborating with him to revise and solidify the selection committee calendar.

- ii. Ranch Management RFP – Update

Airport Director Pomeroy stated proposals were due December 14, 2023. Two proposals were received. The selection committee consists of Tim Burke, Nick Carnes, Lisa Horowitz, Andrew Mentzer along with the Airport Director. There will be a meeting in February to work through that selection. He hopes at the March meeting there will be a recommendation made by the committee.

2. Construction and Capital Projects

i. Air Traffic Control Tower Replacement – Update

Airport Director Pomeroy stated there was a site visit the week of December 11th from the FAA Vista national coordinator. The next step is site selection, which will be a virtual process. The location of the facility is going drive facility requirements. On April 2nd and 3rd, the Vista team will be here locally to conduct the virtual site selection. There may be a need to go out and team with a consulting firm for this project, considering there are FAA Funds that the airport will be receiving for this project. The approximate price tag for this project is \$7.5 million, of which a considerable sum can come from BIL funds.

ii. Terminal Renovation – Update

Airport Director Pomeroy stated the next step is coordinating with the FAA. There is currently a hangup with the proposed renovation. The area needed for a renovated bag screening area is the prior busing lounge. With our current modifications to standards, the FAA does not want anything moved closer to the active taxiway, which is what this renovation would call for. He stated about 75% of this renovation is Airport Improvement Plan funds eligible.

The planning activity level for this project would accommodate 135,000 enplanements. That is the forecast for 10-15 years out. This year the estimation is between 110,000 -120,000 enplanements. The renovation would be completed in two phases.

3. Airport Planning Projects (these items were not on the agenda)

i. Rental Car QTA Facility

ii. Aircraft wash rack and pilot's lounge

VIII. PUBLIC COMMENT

(01:22:00)

None

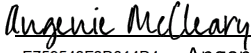
IX. EXECUTIVE SESSION I.C. §74-206 (1),(f) To communicate with legal counsel to discuss legal ramifications for controversy imminently likely to be litigated.

***MOTION: Made by Board Member Linnet to enter executive session under I.C. §74-206 (1),(f).
Seconded by Board Member Strauss.***

PASSED UNANIMOUSLY

IX. ADJOURNMENT

The January 2, 2024, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 07:15 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.*