

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
March 5, 2024
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Martha Burke, Vice Chair – Muffy Davis, Secretary – Angenie McCleary, Board Members – Jacob Greenberg, John Strauss, Sam Linnet, Lindsay Mollineaux

FRIEDMAN MEMORIAL AIRPORT STAFF:

Airport Director – Chris Pomeroy, Deputy Director, Operations & Maintenance – Tim Burke, Deputy Director, Finance & Administration – Brian Blackburn, 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 LLP – Peter Kirsch

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

I. APPROVE AGENDA (0:00)

A motion to approve the agenda as presented.

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

PASSED UNANIMOUSLY

II. PUBLIC COMMENT (0:00)

None

III. APPROVE FMAA MEETING MINUTES (0:00)

A. February 6, 2024, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

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

PASSED UNANIMOUSLY

IV. REPORTS (1:43)

A. Chair Report

Board Chair Burke complimented the airport operations crew for their hard work this winter.

B. Blaine County Report

Vice Chair Davis echoed Board Chair Burke’s comments on the hard work of the operations crew.

C. City of Hailey Report

No report given.

D. Fly Sun Valley Report

Carol Waller reiterated Fly Sun Valley Alliance has implemented a community air service survey seeking input from the local community requesting feedback on current service as well as potential requests for additional services/destinations in the future but does not currently have the results. The Alliance is still working with the airline partners to solidify the summer schedule and hopes to have the final schedule announced by April.

E. Airport Team Reports (see PowerPoint Presentation) (6:41)

Deputy Director of Operations & Maintenance Burke stated the operations department has been busy with snow removal.

Deputy Director of Finance & Administration Blackburn stated he was excited to be part of the Airport Authority team.

Airport Director Pomeroy reported January passenger enplanements were up 22.6% from 2023. Year-to-date enplanements were down 5.6% versus 2023.

Airport Director Pomeroy reiterated the new approach, mainly used by United and Delta, went online in December 2020. This took the landing minimums from 1600 foot ceilings and 4.5 miles of visibility down to 343 feet and 1 mile. He mentioned there have been approximately 330 saves of commercial flights that previously would not have landed without the new approach procedure. Overall, both the increase in load factors and more seats being available have contributed to the higher number of enplanements.

V. AIRPORT STAFF BRIEF

- A. Noise Complaints in February.
- 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

1. Ardurra Work Order #24-03-Consideration of Approval

Airport Director Pomeroy presented Ardurra (previously T-O) Work Order #24-03. This project will focus on asphalt pavement maintenance and a management plan, obstruction survey and replacing the rotating beacon. The engineering services will be provided by Ardurra. Their fee came in at \$399,265.73. The FAA process states that any consulting fees over \$100,000 require an independent fee estimate (IFE). Jacobs Engineers completed the IFE. A scope of work is submitted with a blank cost estimate spreadsheet and the Independent Estimator applies the costs of what they would charge for each element of the project.

This will be an AIP entitlement project in which the FAA will pay 93.75% of the project with the remainder 6.25 % being paid by the airport. This project was already budgeted.

MOTION: *Made by Board Member Linnet to approve Ardurra Work Order #24-03 in the amount of \$399,265.73. Seconded by Vice Chair Davis.*

PASSED UNANIMOUSLY

2. Surplus Property Disposal-Consideration of Approval

Airport Director Pomeroy presented six items up for surplus property disposal. As with prior surplus items, the process will be a sealed bid process to dispose of the items. The items are as follows:

2015 5600 Toolcat Utility Maintenance Vehicle
2015 Bobcat 62" Bucket
2013 Bobcat 72" Blower
Jenkins Steel 8ft Dozer Blade
Wolfpaw Snow Tires (x4)-winter tires for the unit
Tartar Arena Drag

MOTION: *Made by Board Member Mollineaux to declare items on the above list as surplus property and approve for disposal. Seconded by Board member Linnet.*

PASSED UNANIMOUSLY

3. Ranch Management-Consideration of Lease Award

Airport Director Pomeroy gave an overview of the Ranch Management Request for Proposal. The RFP was published October 12, 2023, and proposals were due December 14, 2023. Two responses were received: One from Chad & Rick Lee (current Lessee) and one from Alpine Cattle Company.

The selection committee consists of Lisa Horowitz-Hailey City Administrator, Andrew Mentzer-Blaine County Sustainability Manager, Tim Burke-Airport Deputy Director of Operations and Maintenance, Nick Carnes-Airport Operations Supervisor, and Chris Pomeroy-Airport Director.

Airport Legal Counsel, Jim Laski, stated the committee met, reviewed, and discussed the two proposals. They conducted interviews with both proposers. Each committee member scored the proposals against criteria (see PowerPoint). The Lees scored 86.4 and Alpine Cattle Company scored 78.4 points, out of a possible 100. Overall, the committee decided there needs to be some long-term master planning of future use of that space. Their recommendation was to negotiate a 3-5 year lease with the Lees to continue management of the property while concurrently working on a Master Plan with the intention of putting out another RFP at the end of that lease to coincide with the Master Plan.

MOTION: *Made by Board Member Greenberg to approve the Selection Committee's recommendation for a 3-5 year lease agreement with the Lees for ranch management. Seconded by Board Member Strauss.*

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

(32:30)

1. Miscellaneous

- i. Future Aeronautical Development RFP - Update

Airport Director Pomeroy stated the proposals were due January 31, 2024, and 4 were received. The selection committee met for the initial review and discussion of the submittals on February 15th. They are scheduled to meet again for continued review and discussion on March 21st. He expects the committee will be able to report in April some more of the next steps and details.

2. Construction and Capital Projects

- i. Air Traffic Control Tower Replacement Project – Update

Airport Director Pomeroy stated the formal virtual siting assessment will take place on April 2nd and 3rd. The airport conference room will be set up with virtual reality technology. From there it will take 3-4 months to get a final report for a proposed site. Once that proposed site is determined, the next steps are environmental review and design.

With Board concurrence, Airport Director Pomeroy is requesting to put out a Request for Qualifications for design and construction inspection services. All members of the Board were supportive of starting the RFQ process.

3. Airport Planning Projects

- i. None

VIII. PUBLIC COMMENT

(38:00)

None

IX. ADJOURNMENT

The March 5, 2024, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 06:10 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.*