

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
May 13, 2025
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Martha Burke, Vice Chair – Muffy Davis, Board Members – Dale Bathum, Jacob Greenberg, Lindsay Mollineaux, Dustin Stone, Treasurer – Ron Fairfax

FRIEDMAN MEMORIAL AIRPORT STAFF:

Interim Airport Director – Tim Burke, Deputy Director, Operations & Maintenance – Tim Burke, Deputy Director, Finance & Administration – Brian Blackburn, Security Manager – Steve Guthrie, Administrative Coordinator II – Janice Hicks

CONSULTANTS:

None.

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

A motion to approve the agenda as presented.

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

PASSED UNANIMOUSLY

II. PUBLIC COMMENT

None.

III. EXECUTIVE SESSION I.C. 774-206 (1), (a) Evaluation of employee matters

A motion to enter Executive Session.

MOTION: *Made by Board Member Greenberg to enter executive session pursuant to Idaho Code 74-206. Seconded by Board Member Stone.*

PASSED UNANIMOUSLY

IV. ACTION ITEMS

A. Business resulting from Executive Session

MOTION: *Made by Board Member Greenberg to direct Staff and Legal Counsel to negotiate a contract with Timothy Burke as the Airport Director. Seconded by Vice Chair Davis.*

PASSED UNANIMOUSLY

V. APPROVE FMAA MEETING MINUTES

A. April 1, 2025, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

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

PASSED UNANIMOUSLY

REPORTS

A. Chair Report

None.

B. Blaine County Report

Board Member Mollineaux thanked the airport for a great flying experience and extended a reminder to bring a Real ID when traveling.

C. City of Hailey Report

None.

D. Fly Sun Valley Report

Carol Waller of Fly Sun Valley Alliance shared an update that the winter season was successful and that final statistics will be available in July. Enplanements and seats are both up about 10%. The spring schedule was cut back but includes the Delta flight to Salt Lake City three times daily. The summer schedule begins in May and will be full at the end of June. Chicago will be running various times per week through the fall and the Denver flight will be running twice daily through the fall.

Board Member Stone asked if FSVA receives feedback from the airlines regarding the community. Carol stated that she is in regular contact with all airline partners and they are pleased with the community. Depending on the routes they are used by local passengers, second homeowners, and first and repeat visitors.

Vice Chair Davis asked for thanks to be passed along to Delta for the third daily flight from Salt Lake City.

E. Airport Team Reports (see PowerPoint Presentation)

Deputy Director of Finance and Administration Brian Blackburn stated that a draft budget will be available at the next meeting. Board Member Stone asked for clarification about the August hearing which is when the Draft Budget is adopted.

Airport Security Manager Steve Guthrie shared a security and IT update including a Round Table Discussion that occurred at the Idaho Aviation Managers Association conference which included the new Federal Security Director and Assistant Federal Security Directors. The meeting discussed TSA compliance, STAR card implementation, cyber security and drones. IT updates included infrastructure improvements, reliant systems improvements, and future capital needs. This includes a new public address system for the air carriers, new cameras, security upgrades, and other updates. Future updates include fiber connectivity and phased hardware upgrades. Steve Guthrie also extended a thank you to Teresa McGoffin, the airport IT consultant, for her skills and ongoing efforts in the airport IT infrastructure. Teresa thanked Steve and congratulated Tim and stated that she enjoys working with the airport.

Vice Chair Davis asked for clarification regarding the schedule of the IT refresh. Steve stated that priorities would be set based on equipment health and Teresa stated that the update is phased and on a rotating schedule.

Interim Airport Director Burke thanked Teresa for her hard work at the airport. He thanked the Board for their confidence and trust in him to take the Airport Director Position. He thanked the airport staff for their support. He spoke about accountability in the community and that his goal is to carry out the Board's vision.

Interim Airport Director Burke reported that Airport Operations Supervisor Nick Carnes earned his ACE-Operations certificate. Jesse Gillette attended the Snow Symposium in Buffalo, NY. Business Operations Coordinator Eliana Wolper was currently attending the AAAE Certified Member program. The airport is heavily focusing on training and professional development in the future.

He provided an update on the annual Fly-In Event. The dates are Tuesday July 8 to Saturday July 12. This includes security coordination and air traffic control coordination. He shared an update regarding the self-serve fuel farm, currently operated by Atlantic Aviation. There is a group of local pilots who are interested in a transfer of responsibility to the local pilot group. The airport has coordinated with legal counsel on updating the minimum standards to reflect the change. Board Member Bathum recommended that if a third-party operator is chosen that the Board ensure that the operator is vetted thoroughly to ensure the airport receives sufficient service. There was discussion of fuel flowage, the type of fuel being offered through the fuel pump, and making sure that the operator is able to accurately support their revenue reporting.

VI. AIRPORT STAFF BRIEF

- A. Noise Complaints in April. **(See Attachment #2)**
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data **(See Attachment #3-#5)**

Passenger enplanements and operations were up for March due to the World Cup Ski Event. Activity was down for April.

- C. Review Correspondence

VII. ACTION ITEMS

- A. NEW BUSINESS

- 1. None.

- B. CONTINUING BUSINESS

- 1. Consultant Selection for On-Call Planning Services – Mead & Hunt – Consideration of Selection
ACTION ITEM

Interim Airport Director Tim Burke extended his thanks to the selection committee. Proposals were due for the RFQ on March 31st, 2025. Only one proposal was received, from Mead & Hunt. The statement of qualifications was provided to the selection committee and the committee is confident recommending a new contract with Mead & Hunt for a new 5 year period.

Board Member Stone asked about an existing work order with Mead & Hunt and Interim Airport Director Burke explained that the work order was approved under their previous contract. Board Member Greenberg asked what percentage of that contract is covered by the FAA, Interim Airport Director Burke and Brad Rolf of Mead & Hunt answered that the airport is responsible for 5% of the contract.

Board Members Greenberg and Mollineaux both gave their recommendations from their experience on the selection committee to reselect Mead & Hunt.

MOTION: ***Made by Board Member Greenberg to reselect Mead & Hunt to provide on-call planning services at the airport for a new five (5) year period. Seconded by Board Member Mollineaux.***

PASSED UNANIMOUSLY

VIII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. Addition of 8th Operations Specialist/Aircraft Rescue Fire Fighter to the Scheduling Matrix

Interim Airport Director Burke explained that it has become necessary to add an additional Operations Specialist due to the increasing administrative and professional duties of the Director of Operations and Maintenance. The airport's preference is to have dual staffing on all shifts to ensure adequate coverage for airport operations duties and ARFF duties. This position is budgeted in the FY26 budget and financially feasible currently. Staff is seeking Board approval to begin the recruitment process in order to have the new employee trained by the beginning of the fiscal year before snow removal operations begin.

Board Member Stone asked about the overlapping shifts on Wednesday. Interim Airport Director Burke answered that the overlap on Wednesdays allows every Operations Specialist to have one weekend day off. Wednesdays will also be used for group training that requires every staff member to be present.

Board Member Greenberg recommended that the airport begin the process for recruiting a new Director of Operations and Maintenance quickly and asked for clarification on if the new person in that position will be added to the presented schedule. Interim Airport Director Burke answered that in the process many applicants may not have Firefighting or snow plowing experience and he does not want to see good candidates choose not to apply if they do not have that experience. The additional Operations Specialist role provides coverage that this is not necessary.

The Board had a discussion of the financial implications and where this is in the budget. The Board was appreciative of the schedule and the focus on work-life balance at the airport. The Board encouraged Interim Airport Director Burke to take time and hire the right person for the team to maintain the culture at the airport.

2. Collection of Overnight Parking Fees

Currently the airport contracts with Atlantic Aviation to collect overnight parking fees. There are aircraft that are not doing business with Atlantic Aviation who are not being charged overnight parking fees, at no fault of Atlantic Aviation. Staff is exploring creative solutions to capturing lost fees and enforce equity amongst airport users. The airport already uses Vector services for landing fees. Vector can utilize their existing cameras and ADS-B data to bill overnight parking with 99.6% accuracy. There is the potential for ADS-B restrictions occurring in Idaho as it has in Montana. Staff would like to wait to move forward with this change until the potential ADS-B changes are discussed at the national level.

3. Parking Lot (PARCS) RFP Update – Added to Agenda

Interim Airport Director Burke reported that two proposals were received and that the committee is committed to ensuring the best and most appropriate decision is being made for the airport and the committee requested more time to do research and reference checks prior to the final recommendation. A recommendation is expected at the June meeting.

Board Member Stone commended the staff and committee on their due diligence.

Board Member Greenberg noted that none of this project is covered by FAA funding, this is a large revenue stream for the airport, so the investment is well worth it, and asked if there are any privacy concerns with the use of license plate reader technology in these proposals. Interim Airport Director Burke stated that the airport already takes manual photos of license plates as part of existing daily audits. The system automates this process. Airport staff and legal counsel believe that the system is allowable under the new statute which specifically applies to public roads, whereas the airport is private property. Airport Counsel Jim Laski did note that there will be a sign notifying people of the use of license plate so that they can opt out. The Board discussed privacy concerns and compliance with state law.

B. CONTINUING BUSINESS

1. Miscellaneous

i. Airport Rules and Regulations – Update

In 2022, former Airport Director spoke to the Board about Rules and Regulations. Rules and Regulations run parallel to Minimum Standards and apply to everyone who uses the airport addressing conduct, safety, and operating conditions. The previous rules and regulations are dated 1974. Interim Airport Director Burke stated that this process is just to centralize all the existing rules and regulations on the airport into a singular document. This is required to comply with FAA Grant Assurances. For example, Rules and Regulations would help to enforce standards such as hangars being used primarily for aeronautic purposes.

Interim Airport Director Burke noted that often pilot groups react negatively to Rules and Regulations updates. He encouraged airport users to get in touch directly with him throughout the process. The process will be transparent and is not intended to have any surprises.

The Board discussed the current state of the Rules and Regulations which are spread between various federal regulations, training programs, security rules, and lease agreements.

Board Member Mollineaux asked for clarification about the timeline for the process. Interim Airport Director Burke stated that the process is just beginning and will include a committee, community meetings, drafts for review, and ultimate approval. Board Member Greenberg asked about any anticipated changes to existing rules and regulations. Interim Airport Director Burke stated that he does not anticipate any changes to the rules as they are already being enforced and this is just a centralizing document. Board Member Bathum emphasized that rumors around these changes usually cause the largest problems and that efficient communication is vital to the General Aviation pilot community.

2. Construction and Capital Projects

i. GA Pilot's Lounge – Update (See PowerPoint for attachments)

Interim Airport Director Burke reported that the pilot's lounge passed Hailey Planning and Zoning design review on May 5th, 2025, with no restrictions or conditions. Bid opening is expected in early July with construction expected in the early fall and a ribbon cutting ceremony next summer. The project includes a lift station which will allow for construction of a wash rack in the future.

The Board discussed the local community's demand and appreciation for this project.

3. Airport Planning Projects

i. Airport Infrastructure and Optimization Study – Update – **Attachment #6**

Interim Airport Director Burke reported that the project has officially started and presented an anticipated timeline for the study but noted that the changes in the Federal government may present challenges for NEPA studies and funding. Forecasts are being completed by the sub-consultant Ricondo. Staff is recommending the establishment of a Study Advisory Committee to review and provide guidance. This committee will guide the consultant team and the airport in addition to providing historical perspective.

Board Chair Burke asked for volunteers from the Board to join the committee. Board Chair Bathum volunteered. Board Chair Burke asked if Board Member Greenberg would be interested in joining the committee. The Board discussed that each member could bring different things to the committee and asked for additional time to discuss amongst Blaine County representatives. Board Chair Burke volunteered herself and agreed that Board Member Bathum would be a good addition to the committee. The Board determined that a committee of 4 members with representatives from the City of Hailey, Blaine County, and the local pilot community. Interim Airport Director Burke stated that he would participate in the committee as an airport expert.

Ryan Hayes stated that the first meeting of this committee would be in July.

IX. PUBLIC COMMENT

None

X. ADJOURNMENT

The May 13, 2025, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 7:41 p.m.

Signed by:



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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.*