

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
July 1, 2025
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Vice Chair – Muffy Davis, Secretary – Angenie McCleary, Board Members – Dale Bathum, Jacob Greenberg, Dustin Stone, Lindsay Mollineaux, Treasurer – Ron Fairfax

FRIEDMAN MEMORIAL AIRPORT STAFF:

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, Business Operations Coordinator – Eliana Wolper

CONSULTANTS:

None

AIRPORT LEGAL COUNSEL:

Lawson Laski Clark PLLC – Jim Laski

CALL TO ORDER: The meeting was called to order at 5:38 p.m. by Vice Chair Davis

I. APPROVE AGENDA

Airport Director Burke noted that there was a discrepancy on the budget that has been changed. A motion to approve the agenda as presented.

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

***PASSED UNANIMOUSLY
(1:05)***

II. PUBLIC COMMENT

None.

(1:20)

III. APPROVE FMAA MEETING MINUTES

A. June 3, 2025, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

MOTION: *Made by Board Member Greenburg to approve the minutes as amended. Seconded by Board Member Stone.*

***PASSED UNANIMOUSLY
(2:06)***

IV. REPORTS

A. Chair Report

No report given.

B. Blaine County Report

Vice Chair Davis congratulated Steve Guthrie on his retirement.

C. City of Hailey Report

No report given.

D. Fly Sun Valley Report

Carol Waller of Fly Sun Valley Alliance reported that the winter schedule was published today with more frequency and new service. Summer bookings have been strong.

E. Airport Team Reports (see Power Point Presentation)

Tim Burke, Airport Director and Deputy Director of Operations and Maintenance, reported the airport will be putting a firetruck into the Fourth of July parade and that the emergency access road would be coned off to protect emergency access.

The parking lot is at peak levels due to 5 overnight flights with morning departures and reminded passengers to give themselves enough time by arriving early and parking early. TSA is working hard to manage passenger volumes. Airlines are coordinating remote parking for aircraft overnight.

Burke stated next Tuesday, July 8 starts the annual fly-in event that lasts until July 12. Collectively working with our airport team, consultants, support team staff, FBO, airline partners, air traffic controllers here and in Salt Lake and feels confident in the preparedness for this event.

Burke reported that there was a theft of advertisement in the airport terminal. The matter was investigated and turned over to Hailey PD.

Burke reported that passenger enplanements are up 16% over May 2024 and 24.9% year to date. Operations were up 0.9% over June 2024 with total operations up 10.3% over 2024.

Board Member Stone asked where the remote aircraft parking is. It is near the Airport Operations Building near the bypass lane.

(8:44)

V. AIRPORT STAFF BRIEF

A. Noise Complaints in May. **(See Attachment #2)**

B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data **(See Attachment #3-#5)**

C. Review Correspondence

VI. ACTION ITEMS

A. CONTINUING BUSINESS

1. Transition to Vector Airport Systems for Overnight Parking Fee Collection **ACTION ITEM**

(12:45)

Director Burke stated that the airport is evaluating the feasibility of contracting with Vector Airport Systems to collect overnight transient parking fees in addition to landing fees. Currently, the airport contracts with Atlantic Aviation to collect overnight transient parking fees with a commission of 10% of total revenue paid to Atlantic. Staff completed reference checks, virtual demonstrations, independent research, and had numerous discussions while considering the transition. The expected benefits are greater efficiency, reliability, and equitable fee assessment. Vector has agreed to match the 10% revenue share.

There was discussion of the different fee structures for landing fees versus overnight parking fees, contract termination with Atlantic Aviation, exempt aircraft, length of current contract with Atlantic Aviation, whether the transition to Vector will change the financial performance of this budget category, fractional ownership, how the new system works, and when it will be instituted.

MOTION: *Made by Board Member Greenberg to proceed with the termination of the existing contract with Atlantic Aviation for overnight parking fee collection and to enter into contract negotiations with Vector Airport Systems, seconded by Board Member Mollineaux.*

*Passed Unanimously.
(23:20)*

B. NEW BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. Recruitments, Hirings, Retirements, and Promotions, oh my!

Director Burke congratulated Security Manager, Steve Guthrie on his upcoming retirement. He announced that Nick Carnes has been promoted to Security Manager following Steve's retirement. Burke stated that Nick is well qualified to take on the role of Security Manager and will be shadowing Steve prior to his retirement.

Burke announced that Oliver Nordlie has been promoted to Airport Operations/ARFF Supervisor. Oliver has a Bachelor's degree in Aviation Management, is a commercially licensed pilot, and a AAAE Certified Member. Staff is excited to welcome him into the supervisor role.

Recruitment for the Deputy Director of Operations positions is underway. There has been widespread interest in the position and a supplemental interview process is underway to refine the candidate pool. Tentative interviews are scheduled for July 14. Burke is optimistic that there will be a new Deputy Director in place by late August, dependent on various factors that impact moving to a new place and beginning a new position.

Burke announced that Max Russell was hired as the eighth Airport Operations/ARFF Specialist. He has previous experience in construction and is a volunteer with Sun Valley Fire.

There was discussion about the recruitment process for Deputy Director, including who is on the hiring panel.

(29:58)

2. New Air Service starting December 18

Director Burke announced that American Airlines has announced seasonal service to Phoenix, AZ and Chicago O'Hare. American will be using 65-seat Bombardier CRJ700 Regional Jets. Next steps include negotiating an Airline Use and Lease Agreement (AULA), negotiation and build out of ticket counters in the underutilized bussing area, and installation of an office trailer which will require Hailey P&Z review.

There was discussion about utility metering, airline lease agreements, when P&Z review will occur, and how the Staff and consultants will be able to complete these tasks before December 18.

(36:21)

B. CONTINUING BUSINESS

1. Miscellaneous

i. Second Review – Fiscal Year 2026 Draft Budget – Discussion – **Attachment #6**

Deputy Director of Finance Brian Blackburn reported that there have been no changes to the budget. The final Budget Hearing will be July 29, 2025. A public hearing notice will be posted outside the Admin Building and published in the local paper for two weeks.

Board Member Stone asked for clarification on the budget process. Deputy Director Blackburn explained some of the considerations that go into how the budget is presented and the Profit and Loss Statement. Treasurer Fairfax and Board Member Greenberg discussed previous budgeting strategies.

Vice Chair Davis asked if the upcoming agreement with American Airlines will be incorporated into the budget. The Airline rates and charges negotiation will not be completed until after the budget season so it will not be added to the 2026 budget.

(49:27)

2. Construction and Capital Projects

i. ATCT Project – Update

Director Burke reported a successful meeting with the FAA Regional Office and Helena Airport Districts Office on June 10th, 2025. Staff anticipates written concurrence supporting the 85-foot tall originally proposed tower. Next steps are an environmental assessment and an airspace assessment which can take up to one year.

(54:21)

3. Airport Planning Projects

i. Airport Infrastructure and Optimization Study – Update

Director Burke gave a reminder that the first Study Advisory Committee Meeting will be held Wednesday, August 13, 2025 from 1:00PM to 2:30PM.

(56:00)

VIII. PUBLIC COMMENT

Public comment made by John Strauss. He thanked Steve Guthrie and congratulated him. He stated that the last environmental project took over a year, but the tower is inside the fence which will make the process easier. He stated that noise complaints are outlandish and that he appreciates that airlines still fly into the airport even when delayed. He states that traffic is down compared to 2023 and 2002. He asked for clarification on the date of the August meeting. He looks forward to a report on the new FBO development and asked for clarification regarding the Cone of Silence.

Airport Counsel stated that the Cone of Silence is not still in effect but could come back into effect if a different response was chosen.

(59:15)

IX. ADJOURNMENT (6:37pm)

The July 1, 2025, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:37p.m.

Signed 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.*