

**MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
January 6, 2026
5:30 P.M.**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Martha Burke, 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 – Alex Everman, Deputy Director, Administration and Finance – Brian Blackburn, Business Operations Coordinator – Eliana Wolper, 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 (Part 1: 4:00)

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

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

II. PUBLIC COMMENT (Part 1: 4:35)

None

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

IV. APPROVE FMAA MEETING MINUTES (1:00)

A. December 2, 2025, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

MOTION: *Made by Secretary McCleary to approve the minutes as presented. Seconded by Vice Chair Davis.*
PASSED UNANIMOUSLY

V. REPORTS (1:52)

A. Chair Report

No report given.

B. Blaine County Report

No report given.

C. City of Hailey Report

No report given.

Airport Director Burke requested that we move ahead the first Action Item to allow the consultants who were attending the meeting virtually to present prior to other reports.

D. Fly Sun Valley Report

Carol Waller of Fly Sun Valley Alliance reported that the airport has welcomed new flights including American Airlines service to Phoenix and Chicago and Alaska Airlines service to San Diego.

E. Airport Team Reports (see PowerPoint Presentation) (1:23:24)

Airport Director Burke delivered his state of the airport report giving the highlights of what the airport had accomplished in the previous year. In December, Staff welcomed American Airlines during a heavy snowstorm, there was live music in the terminal during the holiday season with thanks to Walt Denekis and his band who raised \$1160 to donate to the Hunger Coalition, and parking was busier than ever before with the parking lot hitting full capacity.

Airport Director Burke stated that it was a busy year with a transition of airport leadership when previous Airport Director Pomeroy left and Steve Guthrie's retirement. The airport has several new employees and had many internal promotions. Projects from 2025 include the beginning of the Airport Optimization and Infrastructure Study, the start of American Airlines Service, making progress on the replacement Air Traffic Control Tower, the acquisition of the an ARPT situational awareness display for the existing ATCT, finalization of the Environmental Assessment for the new GA Development, installation of a new PARCs system, changes in how overnight aircraft parking is collected, modernization of the vehicle fleet including changing ARFF trucks to being PFAS free, the welcoming of Life Flight at the airport, and handling the increase in noise complaints related to helicopter operations.

Looking forward, Staff will be completing preventative pavement maintenance, working with consultants and architects on potential terminal renovation, investing in a diesel generator to serve as a back-up for the lighting system, and groundbreaking of the new tower and the new FBO.

Airport Director Burke thanked staff, tenants, employees, and all stakeholders for their coordination in making it a successful year. Director Burke stated that the biggest challenge facing the airport is the cost of housing in the Wood River Valley. Moving forward, it will be important to evaluate wages, salaries, and benefits to ensure that the airport remains a competitive employer. He pointed out that the airport runs with an incredibly small team compared to other airports of similar size. Airport Director Burke stated that he believes it will be important for the Board to consider investing in a salary survey from a specialized firm focused on the aviation industry.

VI. AIRPORT STAFF BRIEF

- A. Noise Complaints in December **(See Attachment #2)**
- B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data **(See Attachment #3-#5)**
- C. Review Correspondence
 - 1. None.

VII. ACTION ITEMS

A. NEW BUSINESS

1. Annual Audit of Acceptance of FMAA Financial Statements and other Financial Information– **Attachment #6 and #7 ACTION ITEM**

Airport Director Burke introduced Lori Harberd.

Lori Harberd CPA with Rexroat, Harberd & Associates stated she is contracted with the airport to prepare the financial statements and related notes from financial records. Please reference associated 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.

Treasurer Fairfax pointed out a small error in the report in which it said traffic decreased instead of increased that will be corrected.

Morgan Browning with Sorren presented a PowerPoint prepared to summarize the annual audits. Please reference associated PowerPoint. He reviewed the Independent Auditor's Report, with a reporting of a clean opinion on the audit. He reviewed the Report on Internal Control over Financial Reporting and on Compliance, with no compliance or control findings on the audit. He reviewed the report covering Airport Improvement Program compliance, with no control findings on the audit. He reviewed the PFC Compliance report, with no control findings on the audit. 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, and fraud considerations. He stated that there were no proposed current or past audit adjustments so this is a clean audit.

The Board discussed the PFC finding and correction on the previous audit, how PFC collection and disbursement works, if airport funds are additionally insured beyond FDIC protections, airport investments, and that the audit did not raise any red flags.

MOTION: Made by Board Member Stone to approve Draft Financial Statements and direct Staff/Auditor to finalize for distribution to appropriate government agencies. Seconded by Board Member Bathum.

PASSED UNANIMOUSLY

a. **Treasurer's Report**

Treasurer Fairfax gave a report looking at the year to year changes in the finances of the airport. He gave a 15 year look back at how income has changed between airlines, rental cars, general aviation, and the role of the federal government. Treasurer Fairfax outlined changes in total income and how much income came from each source.

The Board discussed how to use this information for optimizing income streams in the future. They also discussed how our parking revenue compares to other airports where it is also common for parking to be the primary income source.

Treasurer Fairfax also discussed changes to expenses. Expenses have not increased on the same scale that income has increased. Increases can be seen in professional services, legal services, and operating expenses. Salaries have not increased much, only increasing 95% over 15 years.

(50:42)

2. Ardurra Task Order 26-02 – Consideration of Approval – **Attachment #8 - #9 ACTION ITEM**

Airport Director Burke presented Ardurra Task Order 26-02 related to the taxiway and pavement maintenance project scheduled for the spring. Burke reminded everyone about a hard closure necessary to complete this work in the spring from May 26th – May 28th. This project includes design, bidding, and construction administration. Maintenance items include crack sealing, seal coating, and remarking.

The IFE came back under the FAA required 10% of the fee estimate submitted by Ardurra.

MOTION: Made by Vice Chair Davis to approve Ardurra Task Order 26-02 in the amount of \$260,862.15. Seconded by Board Member Mollineaux.

PASSED UNANIMOUSLY

3. Ardurra Task Order 26-03 – Consideration of Approval – **Attachment #10 ACTION ITEM**

Airport Director Burke presented Ardurra Task Order 26-03 related to the terminal planning study. This study is to review possible renovations to the existing terminal footprint either through increasing passenger screening capacity or baggage screening capacity.

This study will be paid for by a grant from the Idaho Transportation Department.

The Board discussed potential outcomes of these renovations.

MOTION: Made by Secretary McCleary to approve Ardurra Task Order 26-03 in the amount of \$194,677.31. Seconded by Board Member Mollineaux.

PASSED UNANIMOUSLY

4. Surplus Property Disposal – Consideration of Approval - **Attachment #11 ACTION ITEM**

Airport Director Burke presented five items identified for surplus property disposal. Director Burke stated that advertising for this property disposal, advertising will be expanded to other areas of Idaho, given the value of the items for disposal. There are two loaders, a tractor, a lawnmower and a dump truck. None of these items were procured using Federal funding so Staff will follow the state disposal process.

MOTION: Made by Board Member Greenberg to approve the property list to declare items on the list as surplus property and approve the sealed bid process for disposal. Seconded by Board Member Mollineaux.

PASSED UNANIMOUSLY

5. Airport Rates and Charges: Credentialing/Badging – Consideration of Approval **ACTION ITEM**

Airport Director Burke presented proposed changes to the Rates and Charges for airport badging. Currently airport badge holders are charged multiple times per year, which is complex and laborious for airport staff. Further, these rates have not been updated since 2014. This change proposes simplifying the fee structure by consolidating fees charges into a one-time fee upon badge issuance. The proposed rate includes a \$6 increase per two year badge which is only to cover airport costs.

MOTION: Made by Board Member Stone to approve the proposed Rates and Charges schedule for credentialing/badging. Seconded by Vice Chair Davis.

PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None

VIII. UPDATES AND DISCUSSION

(1:37:22)

A. NEW BUSINESS**1. Spring Airport Closure – Attachment #12**

Airport Director Burke stated that there will be a hard closure of the airport from 9AM on Tuesday, May 26th through 8PM Thursday, May 28th for completion of pavement maintenance. There will be public outreach prior to the closure so the public is aware. The airport will remain open for helicopter air ambulance operations.

The Board discussed how to complete outreach to the GA community via AOPA, NBAA, and NOTAMs. Additionally, the tower will be open and controlling the airspace so they will be able to prevent any unexpected landings.

B. CONTINUING BUSINESS**1. Miscellaneous****i. New Website Request for Proposals (RFP) – Discussion – Attachment #13**

Airport Director Burke stated that Staff believes it is time for an update to the website to improve usability, accessibility, and overall functionality. Staff would like to go out to RFP for a new website developer with priority given to local developers. Once the RFP process is completed staff will bring a successful proposal and a cost to the Board. The Board expressed support for going out for RFP.

2. Construction and Capital Projects**i. GA Pilot Lounge – Update**

Airport Director Burke stated that construction on the pilot's lounge is on schedule and vertical construction should be starting shortly.

ii. ATC Tower – Update

Airport Director Burke stated that the draft environmental assessment for the air traffic control tower replacement project has completed final review with the FAA. Staff will open the draft for 30 days of public comment. The public comment period will include a Notice of Availability in the newspaper. Relevant comments will be addressed.

The Board recommended adding a press release and other public outreach so that the public comment period is more widely known.

3. Airport Planning Projects**i. Airport Infrastructure and Optimization Study – Update**

Airport Director Burke stated that Staff is still waiting for FAA approval on submitted Aviation Activity Forecasts. Typically review takes 45 days and the airport's submission has been with the FAA for more than 100 days. The FAA has begun the review process but there are many additional steps before approval.

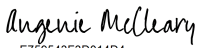
IX. PUBLIC COMMENT

(01:49:57)

None

X. ADJOURNMENT

The January 6, 2026, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 7:39 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.*