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MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
July 7, 2026
5:30 P.M.

IN ATTENDANCE:

BOARD MEMBERS:
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 – Oliver Nordlie, Deputy Director, Finance & Administration – Brian Blackburn, Security Manager – Nick Carnes, 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 5:31 p.m. by Board Chair Burke.

I. APPROVE AGENDA

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

PASSED UNANIMOUSLY
(0:30)

II. PUBLIC COMMENT

None.

(1:00)

III. APPROVE FMAA MEETING MINUTES

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

Board Member Stone noted a small amendment to an incorrect date in the minutes.

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

PASSED UNANIMOUSLY
(1:40)

IV. REPORTS

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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 will be published at the end of July. Summer bookings have been strong.

E. Airport Team Reports (see Power Point Presentation)

Tim Burke, Airport Director reported that multiple airport vehicles and pieces of equipment were in the Fourth of July Parade. Friedman Memorial Airport is a sponsor of Hailey Rocks in the park and Director Burke complimented the new infrastructure in the park. Director Burke welcomed Oliver Nordlie to his new full time role as the Deputy Director of Operations.

(5:24)

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. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

1. None

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. Employee Handbook – Update

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Director Burke stated that staff are working on minor administrative updates to the employee handbook that was last updated in 2019. This includes changes to holidays, including Juneteenth and Thanksgiving. Staff are strengthening the language regarding integrity, honesty, and moral character to better align with public safety agencies. It will be reviewed by legal counsel and human resources then presented to the Board.

(7:44)

2. Airport Internship Program – Update

Director Burke gave information on the first year of a formal internship program. The interns this year were Mason Felps and Justin Davies. The interns worked along every single department at the airport along with tenants, partners, and stakeholders. Staff would like to extend their thanks to the NWAAAE for their support in the form of a scholarship for the internship program.

(12:39)

3. Welcoming New Ops/ARFF team members: Taylor Prince and Matt Watson (addition to the agenda)

Airport Director Burke welcomed the two newly hired ARFF/Ops team members. Matt Watson joins the airport from West Yellowstone and is a commercial pilot. Taylor joins from Sun Valley Ski Patrol and Sun Valley Fire Department. He is an EMT with extensive experience in emergency management.

(14:03)

B. CONTINUING BUSINESS

1. Miscellaneous

i. Second Review – Fiscal Year 2027 Draft Budget – Discussion – **Attachment #6**

Deputy Director of Finance Brian Blackburn reported that the only changes to the budget were the inclusion of actuals for insurance instead of estimates. The final Budget Hearing will be the August Board Meeting. A public hearing notice will be posted outside the Admin Building and published in the local paper for two weeks.

The Board discussed moving the August meeting to August 11th and unanimously agreed to that date.

(18:34)

ii. Website Redesign Services Contract – Update – **Attachment #7**

Director Burke gave an update on the progress of the Website Redesign project. The airport previously underwent an RFP process for website redesign. Contract negotiations are ongoing.

Another update will be provided as progress continues.

The Board noted that the name of the selected firm had changed which was due to an internal redesign, not a change in company.

(22:05)

2. Construction and Capital Projects

i. ATCT Project – Update

Director Burke reported that geotechnical engineers were onsite doing surveying, soil condition evaluations, and subsurface investigations to ensure the building is seismically stable. This

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represents the first 30% of the design process. There will be additional design reviews during this process.

(25:17)

3. Airport Planning Projects

   i. Terminal Planning Study – Update

   Director Burke reported that Staff recently had the chance to review conceptual designs for the terminal renovation. The new layouts are focused on improving passenger experience. The next step is to present potential layouts to stakeholders including TSA and the airlines. After, Staff will present layout options to the Board.

   ii. Airport Infrastructure and Optimization Study – Update

   Director Burke gave a reminder that the next Study Advisory Committee Meeting will be held July 30, 2026 to review updated airfield layout options. Once a preferred alternative has been identified staff will develop a scope of work for updating the airport layout plan.

(28:12)

VIII. PUBLIC COMMENT

None

(28:35)

IX. ADJOURNMENT (6:00pm)

The July 7, 2026, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 6:00p.m.

Signed by:
Angenie McCleary
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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.*