NOTICE OF A REGULAR MEETING OF
THE FRIEDMAN MEMORIAL AIRPORT AUTHORITY

PLEASE TAKE NOTICE *that a regular meeting of the Friedman Memorial Airport Authority shall be held Tuesday, December 1, 2026 at 5:30 p.m. at the* **Old Blaine County Courthouse Meeting Room** *Hailey, Idaho.*

This meeting is open to the public and attendees are able to attend in person or by web access. Web access instructions below:

Please join the meeting from your computer, tablet, or smartphone.
https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting
Meeting ID: 241 310 773 002
Meeting Passcode: TSKRDd
You can also dial in using your phone.
United States: 1 (208) 996-1013
Dial In Conference ID: 436 433 38#

The proposed Agenda for the meeting is as follows:

AGENDA
December 1, 2026

I. APPROVE AGENDA – ACTION ITEM

II. PUBLIC COMMENT (10 Minutes Allotted)

III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:
A. November 3, 2026, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

IV. REPORTS
A. Chair Report
B. Blaine County Report
C. City of Hailey Report
D. Staff Team Report

V. AIRPORT STAFF BRIEF
A. Noise Complaints in November (as of November 25th) **– None.**
B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data for October **Attachment #2 - #4**
C. Review Correspondence
    1. None

VI. ACTION ITEMS (a vote may occur but is not required to be taken)
A. NEW BUSINESS
    1. ITD Division of Aeronautics Grant Offer – Consideration of Recommendation of Acceptance – **Attachment #5 - #6 ACTION ITEM**
B. CONTINUING BUSINESS
    1. Employee Handbook – Consideration of Approval – **Attachment #7 - #10 ACTION ITEM**

VII. UPDATES AND DISCUSSION
A. NEW BUSINESS
    1. Idaho Power Electrical Utility Rate Increase – FY27 Budget Impacts – Update
B. CONTINUING BUSINESS
    1. Miscellaneous
        i. None
    2. Construction and Capital Projects
        i. None
C. Airport Planning Projects
        i. Airport Infrastructure and Optimization Study – Update – **Attachment #11**

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETINGS ARE OPEN TO ALL INTERESTED PARTIES. SHOULD YOU DESIRE TO ATTEND A BOARD MEETING AND NEED A REASONABLE ACCOMMODATION TO DO SO, PLEASE CONTACT THE AIRPORT MANAGER'S OFFICE AT LEAST ONE WEEK IN ADVANCE BY CALLING 208-788-4956 OR WRITING TO 1616 AIRPORT CIRCLE, HAILEY, IDAHO 83333.

III. FRIEDMAN MEMORIAL AIRPORT AUTHORITY MEETING MINUTES OF:

November 3, 2026, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

IV. REPORTS

A. Chair Report

This item is on the agenda to permit a Chair report if appropriate.

B. Blaine County Report

This item is on the agenda to permit a County report if appropriate.

C. City of Hailey Report

This item is on the agenda to permit a City report if appropriate.

D. Staff Team Report

This item is on the agenda to permit a Staff Team's report if appropriate.

V. AIRPORT STAFF BRIEF

A. Noise Complaints in November as of November 25th – None.

B. Profit & Loss, ATCT Traffic Operations Count and Enplanement Data - **Attachments #2 - #4**

Attachment #2 is Friedman Memorial Airport Profit & Loss Budget vs. Actual (unaudited)
Attachment #3 are ATCT Traffic Operations Record comparison by month for October.
Attachment #4 are Enplanements, Deplanements and Seat Occupancy data for October.

The following revenue and expense analysis is provided for Board information and review:

October 2026

Total Non-Federal Revenue	**October, 2026**	**$795,298**
Total Non-Federal Revenue	**October, 2025**	**$725,086**
Total Non-Federal Revenue	**FY '27 thru October**	**$795,298**
Total Non-Federal Revenue	**FY '26 thru October**	**$725,086**
Total Non-Federal Expenses	**October, 2026**	**$325,572**
Total Non-Federal Expenses	**October, 2025**	**$469,377**
Total Non-Federal Expenses	**FY '27 thru October**	**$325,572**
Total Non-Federal Expenses	**FY '26 thru October**	**$469,377**
Net Income excluding Federal Programs	**FY '27 thru October**	**$469,725**
Net Income excluding Federal Programs	**FY '26 thru October**	**$255,709**
Net Income to include Federal Programs	**FY '27 thru October**	**$(1,074,241)**
Net Income to include Federal Programs	**FY '26 thru October**	**$(1,606,017)**

C. Review Correspondence
1. None.

VI. ACTION ITEMS (a vote may occur but is not required to be taken)

A. NEW BUSINESS

1. ITD Division of Aeronautics Grant Offer – Consideration of Recommendation of Acceptance – **Attachment #5 - #6 ACTION ITEM**

The Idaho Transportation Department Division of Aeronautics has extended a grant offer to the airport. SUN's grant amount is $75,000 and the grant funds are being administered through the Idaho Airport Aid Program.

The $75,000 of grant funds will be forthcoming upon acceptance of the grant agreement (Attachment #6 - #7) and will be used to help with the reimbursement of AIP 064 – Construction of General Aviation Terminal.

ACTION REQUESTED: Motion to recommend acceptance of the ITD Division of Aeronautics Grant Offer in the amount of $75,000 by the City of Hailey and Blaine County as airport co-sponsors. The actions will further direct Staff and Legal Counsel to develop

the appropriate City and County Resolutions to support acceptance of the ITD Division of Aeronautics Grant Offer.

B. Continuing Business

1. Employee Handbook – Consideration of Approval – **Attachment #7 - #10 ACTION ITEM**

As discussed with the Board, staff have been working to update the FMAA Employee Handbook, last updated in February 2020. After thorough review by Airport Staff, Human Resources, and Legal Counsel, an updated Employee Handbook is ready for Board review.

ACTION REQUESTED: Motion to approve the presented FMAA Employee Handbook effective December 2, 2026.

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. Idaho Power Electrical Utility Rate Increase – FY27 Budget impacts – Update

For the Board's situational awareness, beginning in January 2027, Idaho Power will implement a new surcharge affecting all residential, commercial, and agricultural customers throughout Blaine County. SUN falls under both the commercial and agricultural customer categories.

For background, in 2021, the Blaine County Commission requested that Idaho Power to bury approximately 1.4 miles of the new Wood River to Ketchum transmission line along State Highway 75 between Elkhorn and Owl Rock Road, as well as 8 miles of existing distribution lines along Highway 75 and Buttercup Road.

The additional costs of this project will be recovered through a surcharge assessed to Idaho Power customers throughout Blaine County over the next 20 years.

As a result, beginning in January 2027, commercial and agricultural customers, the category which the Friedman Memorial Airport falls under, will be assessed a surcharge of $14.36 per meter, per month. The Airport currently maintains 30 electrical meters for Airport-owned infrastructure across its property, resulting in the following additional expenses:

- Monthly increase: $430.80
- Annual increase: $5,169.60
- Total projected cost over 20 years: $103,392

Although the Airport did not account for these additional costs during the development of the FY27 budget, the Airport is positioned to absorb the additional expense within its

existing FY27 utilities budget contingencies. As such, staff does not anticipate the need for a budget amendment.

Moving forward, the additional costs will be incorporated into future annual budgets as part of the regular budget development process.

This briefing is provided for the Board's awareness. No action is requested at this time.

B. CONTINUING BUSINESS

1. Miscellaneous
   i. None

2. Construction and Capital Projects
   i. None

3. Airport Planning Projects
   i. Airport Infrastructure and Optimization Study Phase I – Update – **Attachment #11**

The SUN Airport Infrastructure and Optimization Study Phase I was initiated at the request of the Federal Aviation Administration (FAA) to evaluate the feasibility and practicability of meeting FAA design standards at SUN. The anticipated outcome is an updated Airport Layout Plan (ALP) that would allow the Airport to move forward with necessary infrastructure improvements.

Phase I of the study updated the aviation activity forecasts, facility requirements, and revisited development alternatives. The draft has been submitted to the FAA for review and comments.

Eight alternatives, hypothetically created, to show full FAA standards (originally identified in the 2013 Airport Alternatives Technical Analysis) were updated and evaluated and given cost estimates. These alternatives would require substantial airfield reconfiguration, property acquisition, and major infrastructure relocation, with estimated costs ranging from $382 million to $640 million.

Four incremental alternatives, that would meet partial FAA standards, were also developed and evaluated, with estimated costs ranging from $71 million to $118 million.

These incremental alternatives address the FAA's highest-priority design standards and could be implemented in logical phases over a time.

The Board is being briefed to provide an understanding of the broad range of alternatives, their associated costs (including the $835 million relocation option known as “Dual Path”),

and the next steps in the planning process.

These include responding to FAA comments on the draft Phase I report and developing the scope for Phase II, which will include public outreach, terminal area planning, a conceptual development plan, financial analysis, and ultimately, an updated ALP.

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

MINUTES OF A REGULAR MEETING
OF THE
FRIEDMAN MEMORIAL AIRPORT AUTHORITY
November 3, 2026
5:30 P.M.

IN ATTENDANCE:

BOARD MEMBERS:
Board Chair – Martha Burke, Vice-Chair Muffy Davis, Secretary – Angenie McCleary, Board Members – Jacob Greenberg, Dustin Stone, Dale Bathum, Lindsay Mollineaux and Treasurer – Ron Fairfax

FRIEDMAN MEMORIAL AIRPORT STAFF:
Airport Director – Tim Burke, Deputy Director, Finance & Administration – Brian Blackburn, Deputy Director, Operations and Maintenance – Oliver Nordlie, Security Manager – Nick Carnes, Business Operations Coordinator – Eliana Wolper.

CONSULTANTS:
Nathan Culvala - Ardurra

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

A motion to approve the agenda as presented.

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

MOTION PASSED UNANIMOUSLY
2:28

II. PUBLIC COMMENT

None.

2:49

III. APPROVE FMAA MEETING MINUTES

A. October 20, 2026, Regular Meeting – Motion to Approve – **Attachment #1 ACTION ITEM**

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

MOTION PASSED UNANIMOUSLY
3:16

IV. REPORTS

A. Chair Report

No report given.

B. Blaine County Report

No report given.

C. City of Hailey Report

No report given.

D. Airport Team Reports (see Power Point Presentation)

Airport Director Burke reported that Staff participated in the Halloween Hoopla and gave out candy to local kids. Airport Director Burke reported that shoulder season has started and airlines have cut back their flight schedules. Airport Director Burke reported that the county has implemented a drone program for county employees using drones and commended them for being proactive.

Airport Director Burke provided an update on the airport xeriscaping project. Sprinklers in those areas have been turned off permanently and the project is almost complete.

8:58

V. AIRPORT STAFF BRIEF

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

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

C. Review Correspondence **(See Attachment #6)**

VI. ACTION ITEMS

A. NEW BUSINESS

1. Business resulting from October 20, 2026 Executive Session ((I.C. §74-206 (1),(b) Evaluation of employee matters) – **ACTION ITEM**

   Board Chair Burke gave the Board the opportunity to vote on the Airport Director's pay adjustment as decided in Executive Session at the previous Board meeting. The new salary will be $215,000.

   MOTION: ***Made by Board Member Mollineaux to approve adjustment to compensation for Airport Director to the total amount of $215,000 for Fiscal Year 2027. Seconded by Board Member Greenberg.***

   MOTION PASSED UNANIMOUSLY

B. CONTINUING BUSINESS

1. None.

11:51

VII. UPDATES AND DISCUSSION

A. NEW BUSINESS

1. None

B. CONTINUING BUSINESS

1. Miscellaneous

i. Employee Handbook Revisions – Update

Airport Director Burke provided a minor update on the previously discussed revisions to the Employee Handbook. The handbook is undergoing final review by Human Resources and Legal Counsel and will then be brought to the Board for approval.

ii. Clay Lacy Lease Agreement – Update

Airport Director Burke reported that the lease with Clay Lacy has been finalized and Staff anticipates a completed lease by the end of the week. He provided a reminder of the process that went into completing this lease and the cause of the delays in the environmental review process.

2. Construction and Capital Projects

i. Air Traffic Control Tower – Update

Airport Director Burke reported that Staff has applied for Federal funding for the new Air Traffic Control Tower under the IIJA Federal Contract Tower Program. Funding decisions are expected to be competitive. Staff will coordinate with the FAA to ensure the project stays on track. Airport Director Burke thanked the Idaho Congressional Delegation for their support for the project.

3. Airport Planning Projects

i. None

23:52

VIII. PUBLIC COMMENT

None.

24:10

IX. ADJOURNMENT (5:54pm)

November 3, 2026, Regular Meeting of the Friedman Memorial Airport Authority was adjourned at 5:54p.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.*

Friedman Memorial Airport
Profit & Loss Budget vs. Actual (COMBINED '27)

7:43 AM
11/25/2026
Accrual Basis

	Oct 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000-00 · AIRCARRIER				
4000-01 · Aircarrier - Lease Space	56,495	575,000	-518,505	9.83%
4000-02 · Aircarrier - Landing Fees	27,678	337,750	-310,072	8.2%
4000-04 · Aircarrier - Utility Fees	30	360	-330	8.33%
4010-08 · Aircarrier - '25 PFC App	0	0	0	0.0%
4010-12 · Aircarrier - '26-12 PFC	44,780	658,500	-613,720	6.8%
Total 4000-00 · AIRCARRIER	128,984	1,571,610	-1,442,626	8.21%
4020-00 · TERMINAL AUTO PARKING REVENUE				
4020-01 · Automobile Parking - Terminal	115,029	1,000,000	-884,971	11.5%
4020-02 · Automobile Parking - Passes	0	400	-400	0.0%
Total 4020-00 · TERMINAL AUTO PARKING REVENUE	115,029	1,000,400	-885,371	11.5%
4030-00 · AUTO RENTAL REVENUE				
4030-01 · Automobile Rental - Commission	52,358	900,000	-847,642	5.82%
4030-02 · Automobile Rental - Lease Space	2,676	36,000	-33,324	7.43%
4030-03 · Automobile Rental - Auto Prkng	18,450	100,000	-81,550	18.45%
4030-04 · Automobile Rental - Utilities	0	2,800	-2,800	0.0%
4030-00 · AUTO RENTAL REVENUE - Other	0	0	0	0.0%
Total 4030-00 · AUTO RENTAL REVENUE	73,484	1,038,800	-965,316	7.07%
4040-00 · TERMINAL CONCESSION REVENUE				
4040-01 · Terminal Shops - Commission	4,675	65,000	-60,325	7.19%
4040-03 · Terminal Shops - Utility Fees	0	2,500	-2,500	0.0%
4040-10 · Advertising - Commission	7,620	60,000	-52,381	12.7%
4040-11 · Vending Machines - Commission	146	5,000	-4,854	2.92%
4040-12 · Terminal ATM	50	600	-550	8.33%
Total 4040-00 · TERMINAL CONCESSION REVENUE	12,491	133,100	-120,609	9.38%
4050-00 · FBO REVENUE				
4050-01 · FBO - Lease Space	52,509	210,000	-157,491	25.0%
4050-02 · FBO - Overnight Parking Fees	0	0	0	0.0%
4050-04 · FBO - Commission	6,871	65,000	-58,129	10.57%
Total 4050-00 · FBO REVENUE	59,379	275,000	-215,621	21.59%
4060-00 · FUEL FLOWAGE REVENUE				
4060-01 · Fuel Flowage - FBO	42,062	575,000	-532,938	7.32%
Total 4060-00 · FUEL FLOWAGE REVENUE	42,062	575,000	-532,938	7.32%
4070-00 · TRANSIENT REVENUE				
4070-01 · Parking Fees - Non-Comm./Gov't	33,700	400,000	-366,300	8.43%
4070-02 · Landing Fees - Non-Comm./Gov't	43,911	600,000	-556,089	7.32%
Total 4070-00 · TRANSIENT REVENUE	77,611	1,000,000	-922,389	7.76%
4080-00 · HANGAR REVENUE				
4080-01 · Land Lease - Hangar	185,621	800,000	-614,379	23.2%
4080-02 · Land Lease - Hangar/Trans. Fee	85	50,000	-49,915	0.17%
4080-03 · Hangar/Utilities (E8,11,24)	0	500	-500	0.0%
4080-05 · Land Lease - FMA Hangar Rentals	12,825	55,000	-42,176	23.32%
Total 4080-00 · HANGAR REVENUE	198,531	905,500	-706,969	21.93%
4090-00 · TIEDOWN FEES REVENUE				

	Oct 26	Budget	$ Over Budget	% of Budget
4090-01 · Tiedown Fees (FMA)	0	40,000	-40,000	0.0%
Total 4090-00 · TIEDOWN FEES REVENUE	0	40,000	-40,000	0.0%
4100-00 · CARGO CARRIERS REVENUE				
4100-02 · Cargo Carriers - Tiedown	0	0	0	0.0%
Total 4100-00 · CARGO CARRIERS REVENUE	0	0	0	0.0%
4110-00 · MISCELLANEOUS REVENUE				
4110-01 · Misc. Revenue	1,818	10,000	-8,182	18.18%
4110-05 · ZzZ_Misc. Incident/Accident	0	0	0	0.0%
4110-09 · Miscellaneous Expense Reimburse	0	0	0	0.0%
Total 4110-00 · MISCELLANEOUS REVENUE	1,818	10,000	-8,182	18.18%
4120-00 · GROUND TRANSP. PERMIT REVENUE				
4120-01 · Ground Transportation Permit	0	24,000	-24,000	0.0%
4120-02 · GTSP - Trip Fee	520	5,000	-4,480	10.4%
Total 4120-00 · GROUND TRANSP. PERMIT REVENUE	520	29,000	-28,480	1.79%
4400-00 · TSA/SECURITY				
4400-02 · Terminal Lease	4,734	44,588	-39,854	10.62%
4400-03 · Security Prox. Cards	3,990	40,000	-36,010	9.98%
Total 4400-00 · TSA/SECURITY	8,724	84,588	-75,864	10.31%
4450-00 · RANCH REVENUE				
4450-01 · Ranch House Rent	1,600	19,200	-17,600	8.33%
4450-02 · Ranch Lease	4,500	54,000	-49,500	8.33%
Total 4450-00 · RANCH REVENUE	6,100	73,200	-67,100	8.33%
4500-00 · IDAHO STATE GRANT PROGRAM REV.	0	50,000	-50,000	0.0%
4520-00 · INTEREST REVENUE				
4520-01 · Interest Revenue - General	68,613	400,000	-331,387	17.15%
4520-12 · Interest Revenue - CFC	1,894	0	1,894	100.0%
4520-13 · Interest Revenue - '25 PFC	0	0	0	0.0%
4520-14 · Interest Revenue - PFC '26-12	59			
Total 4520-00 · INTEREST REVENUE	70,566	400,000	-329,434	17.64%
4600-00 · Relief Grants Oper.				
4600-02 · CRRSA/ARPA Operational	0	0	0	0.0%
4600-00 · Relief Grants Oper. - Other	0	0	0	0.0%
Total 4600-00 · Relief Grants Oper.	0	0	0	0.0%
4753-00 · AIP '53 - Rehabilitate Runway				
4753-01 · AIP '53 - Rehabilitate Runway	0	0	0	0.0%
Total 4753-00 · AIP '53 - Rehabilitate Runway	0	0	0	0.0%
4756-00 · AIP '56 - Rehab Runway Phase 2				
4756-01 · AIP '56 - Rehab Runway Phase 2	0	0	0	0.0%
Total 4756-00 · AIP '56 - Rehab Runway Phase 2	0	0	0	0.0%
4758-00 · AIP '58 - Rehab Runway Phase 3				
4758-01 · AIP '58 - Rehab Runway Phase 3	0	0	0	0.0%
Total 4758-00 · AIP '58 - Rehab Runway Phase 3	0	0	0	0.0%
4761-00 · AIP '61 - Airfield Pavement Etc				
4761-01 · AIP '61 - Airfield Pavement Etc	-432,425	630,000	-1,062,425	-68.64%
Total 4761-00 · AIP '61 - Airfield Pavement Etc	-432,425	630,000	-1,062,425	-68.64%
4762-00 · AIP '62 - Airfield AGIS				
4762-01 · AIP '62 Airfield AGIS	0	16,000	-16,000	0.0%
Total 4762-00 · AIP '62 - Airfield AGIS	0	16,000	-16,000	0.0%
4763-00 · AIP '63 - Infrastructure/Optimi				

	Oct 26	Budget	$ Over Budget	% of Budget
4763-01 · AIP '63 Infrastructure/Optimi	-74,568	600,000	-674,568	-12.43%
Total 4763-00 · AIP '63 - Infrastructure/Optimi	-74,568	600,000	-674,568	-12.43%
4764-00 · AIP '64 - GA Terminal				
4764-01 · AIP '64 - GA Terminal	-504,309	330,000	-834,309	-152.82%
Total 4764-00 · AIP '64 - GA Terminal	-504,309	330,000	-834,309	-152.82%
4765-00 · AIP '65 - RW TW Maint				
4765-01 · AIP '65 - RW TW Maint	-7,053	740,000	-747,053	-0.95%
Total 4765-00 · AIP '65 - RW TW Maint	-7,053	740,000	-747,053	-0.95%
4766-00 · AIP '66-ATCT Relocation (Ph 1)				
4766-01 · AIP '66-ATCT Relocation (Ph 1)	-428,296	0	-428,296	100.0%
Total 4766-00 · AIP '66-ATCT Relocation (Ph 1)	-428,296	0	-428,296	100.0%
4767-00 · AIP '67-ATCT Relocation (Ph 2)				
4767-01 · AIP '67-ATCT Relocation (Ph 2)	-41,542	13,000,000	-13,041,542	-0.32%
Total 4767-00 · AIP '67-ATCT Relocation (Ph 2)	-41,542	13,000,000	-13,041,542	-0.32%
4800-00 · Current Year AIP	0	4,300,000	-4,300,000	0.0%
4850-00 · CFC Pass-through Revenue	26,402	350,000	-323,599	7.54%
Total Income	-666,494	27,152,198	-27,818,692	-2.46%
Gross Profit	-666,494	27,152,198	-27,818,692	-2.46%
Expense				
5000 · EXPENDITURES				
5000-00 · "A" EXPENSES				
Total 5010-00 · Salaries - Admin Salaries	54,785	683,106	-628,321	8.02%
Total 5020-00 · Salaries - Operations Salaries	77,644	1,025,245	-947,601	7.57%
Total 5030-00 · Salaries - Seasonal Salaries	1,868	75,000	-73,133	2.49%
Total 5040-00 · Salaries - Overtime	2,724	40,000	-37,276	6.81%
5050-00 · Salaries - Adjustment/Merit	0	227,919	-227,919	0.0%
5060-00 · Salaries - One-time Pay	0	54,701	-54,701	0.0%
5071-00 · Accrued payroll adjustment	0			
5100-00 · Retirement	15,520	228,818	-213,298	6.78%
5110-00 · Social Security/Medicare	5,021	161,107	-156,086	3.12%
5120-00 · Life Insurance	83	2,500	-2,417	3.32%
5130-00 · Medical Insurance	22,824	321,900	-299,076	7.09%
5160-00 · Workman's Compensation	0	28,000	-28,000	0.0%
Total 5000-00 · "A" EXPENSES	180,468	2,848,296	-2,667,828	6.34%
6000 · "B" EXPENDITURES				
6000-0 · "B" EXPENSES - ADMINISTRATIVE				
6000-00 · TRAVEL EXPENSE				
6000-01 · Travel	2,140	60,000	-57,860	3.57%
Total 6000-00 · TRAVEL EXPENSE	2,140	60,000	-57,860	3.57%
6010-00 · SUPPLIES/EQUIPMENT EXPENSE				
6010-01 · Supplies/Equipment - Office	527	8,500	-7,973	6.2%
6010-02 · Supplies/Equipment - Parking	0	700	-700	0.0%
6010-03 · Supplies/Equipment - Computer	10,917	50,000	-39,083	21.83%
Total 6010-00 · SUPPLIES/EQUIPMENT EXPENSE	11,444	59,200	-47,756	19.33%
6020-00 · INSURANCE				
6020-01 · Insurance	0	135,521	-135,521	0.0%
Total 6020-00 · INSURANCE	0	135,521	-135,521	0.0%
6030-00 · UTILITIES				
6030-01 · Utilities - Gas/Terminal	330	6,000	-5,670	5.5%

	Oct 26	Budget	$ Over Budget	% of Budget
6030-02 · Utilities - Gas/AOB & Cold Stor	259	6,000	-5,741	4.32%
6030-03 · Utilities - Elect./Runway&PAPI	480	6,500	-6,020	7.39%
6030-04 · Utilities - Elec./AOB & Cold St	820	12,000	-11,180	6.83%
6030-05 · Utilities - Electric/Terminal	2,969	70,000	-67,031	4.24%
6030-06 · Utilities - Telephone	2,474	22,000	-19,526	11.25%
6030-07 · Utilities - Water	173	18,000	-17,827	0.96%
6030-08 · Utilities - Garbage Removal	3,992	50,000	-46,008	7.98%
6030-09 · Utilities - Sewer	1,492	10,000	-8,508	14.92%
6030-11 · Utilities - Electric/Tower	426	7,000	-6,574	6.09%
6030-12 · Utilities - Elec./Brdfrd.Hghl	30	600	-570	5.07%
6030-13 · Utilities - Elec. Exit Booth	53	1,200	-1,147	4.39%
6030-15 · Utilities - Elec/AWOS	265	3,800	-3,535	6.98%
6030-16 · Utilities - Elec. Wind Cone	27	400	-373	6.78%
6030-17 · Utilities - Elec./Gas- Hangar	245	6,000	-5,755	4.08%
6030-20 · Utilities - Ranch	7,169	80,000	-72,831	8.96%
6030-21 · Utilities - Electri/GA Terminal	49			
Total 6030-00 · UTILITIES	21,253	299,500	-278,247	7.1%
6040-00 · SERVICE PROVIDER				
6040-02 · Service Provider - Term. Serv.	161	15,000	-14,839	1.08%
6040-03 · Service Provider - AOB Services	30,788	80,000	-49,212	38.49%
6040-04 · Service Provider-Ops./Airfield	130	18,000	-17,870	0.72%
6040-13 · Service Provider-Parking Lot	5,800	88,000	-82,200	6.59%
Total 6040-00 · SERVICE PROVIDER	36,879	201,000	-164,121	18.35%
6050-00 · PROFESSIONAL SERVICES				
6050-01 · Professional Services - Legal	4,260	200,000	-195,740	2.13%
6050-02 · Professional Serv. - Audit/Fina	6,223	150,000	-143,778	4.15%
6050-03 · Professional Services - Enginee	0	75,000	-75,000	0.0%
6050-04 · Professional Services - HR	0	16,000	-16,000	0.0%
6050-05 · Professional Services - Gen.	0	15,000	-15,000	0.0%
6050-10 · Prof. Srvcs.-IT/Comp. Support	9,320	20,000	-10,680	46.6%
6050-12 · Prof. Serv.- Planning Air Serv.	0	2,000	-2,000	0.0%
6050-13 · Prof. Serv.-Website Hosting	40	1,200	-1,160	3.33%
6050-15 · Prof. Serv.-Web Maint-Outreach	60	30,000	-29,940	0.2%
6050-17 · Prof. Serv. - Airspace Consult.	0	40,000	-40,000	0.0%
6050-19 · Prof. Serv.-ATCT Relocation	0	10,000	-10,000	0.0%
6050-21 · Professional Services - Other	0	45,000	-45,000	0.0%
Total 6050-00 · PROFESSIONAL SERVICES	19,903	604,200	-584,297	3.29%
6060-00 · MAINTENANCE-OFFICE EQUIPMENT				
6060-01 · Maint.-Office Equip./Gen.	0	0	0	0.0%
6060-04 · Maintenance - Copier	113	2,000	-1,887	5.66%
6060-05 · Maintenance - Phone	0	500	-500	0.0%
Total 6060-00 · MAINTENANCE-OFFICE EQUIPMENT	113	2,500	-2,387	4.53%
6070-00 · RENT/LEASE OFFICE EQUIPMENT				
6070-02 · Rent/Lease - Postage Meter	0	1,500	-1,500	0.0%
Total 6070-00 · RENT/LEASE OFFICE EQUIPMENT	0	1,500	-1,500	0.0%
6080-00 · DUES/MEMBERSHIPS				
6080-01 · Dues/Memberships	775	20,000	-19,225	3.88%
6080-07 · Cove Canal Assoc Dues - Ranch	0	5,300	-5,300	0.0%
Total 6080-00 · DUES/MEMBERSHIPS	775	25,300	-24,525	3.06%

	Oct 26	Budget	$ Over Budget	% of Budget
6090-00 · POSTAGE				
6090-01 · Postage/Courier Service	397	1,000	-603	39.66%
Total 6090-00 · POSTAGE	397	1,000	-603	39.66%
6100-00 · EDUCATION/TRAINING				
6100-01 · Education/Training - Admin.	0	10,000	-10,000	0.0%
6100-02 · Education/Training - OPS	800	32,000	-31,200	2.5%
6100-03 · Education/Training - ARFF	0	16,000	-16,000	0.0%
6100-04 · Ed/Train. - ARFF Trienn. Drill	16,750	35,000	-18,250	47.86%
6100-06 · Education - Security	0	3,000	-3,000	0.0%
Total 6100-00 · EDUCATION/TRAINING	17,550	96,000	-78,450	18.28%
6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI				
6101-01 · Advertising/Social Media/Sponso	0	30,000	-30,000	0.0%
6101-02 · ZzZ_Pub Outr/Comm - Noise Abate	0	0	0	0.0%
6101-03 · Public Outr/Comm - SAAC	468	15,000	-14,533	3.12%
6101-04 · Public Outr/Comm - Promotional	0	4,000	-4,000	0.0%
Total 6101-00 · PUBLIC OUTREACH/ADS/COMMUNICATI	468	49,000	-48,533	0.95%
6110-00 · CONTRACTS				
6110-02 · Contracts - FMAA	10,000	85,000	-75,000	11.77%
6110-16 · Contracts - Prkg Mngt Fee/Ops	0	30,000	-30,000	0.0%
6110-17 · Contracts - Landing Fee Equip.	14,163	18,000	-3,838	78.68%
6110-18 · Contracts - Vector Landing Comm	11,417	78,000	-66,583	14.64%
6110-19 · Contracts - Vector Parking Comm	0	40,000	-40,000	0.0%
Total 6110-00 · CONTRACTS	35,579	251,000	-215,421	14.18%
6130-00 · MISCELLANEOUS EXPENSES				
6130-01 · Misc. - General	637	15,000	-14,363	4.25%
6130-99 · HOLDER ACCT FOR DW POs	0	0	0	0.0%
6140-00 · Bank Fees	78	0	78	100.0%
6140-01 · Merchant Fees	113	800	-687	14.14%
Total 6130-00 · MISCELLANEOUS EXPENSES	828	15,800	-14,972	5.24%
Total 6000-0 · "B" EXPENSES - ADMINISTRATIVE	147,327	1,801,521	-1,654,194	8.18%
6001 · "B" EXPENSES - OPERATIONAL				
6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS				
6500-01 · Supplies/Equipment - General	149	10,000	-9,851	1.49%
6500-02 · Supplies/Equipment - Tools	74	12,500	-12,426	0.59%
6500-03 · Supplies/Equipment-ClothingOps	275	7,500	-7,225	3.67%
6500-04 · Supplies/Equipment - Janitorial	4,576	47,000	-42,424	9.74%
6500-07 · Supplies/Equipment-ClothingPark	0	2,000	-2,000	0.0%
Total 6500-00 · SUPPLIES/EQUIPMENT-OPERATIONS	5,074	79,000	-73,926	6.42%
6505-00 · EQUIP/VEHICLE - LEASE/RENTAL				
6505-01 · Eq./Vehi Lease/Rental - General	0	134,796	-134,796	0.0%
Total 6505-00 · EQUIP/VEHICLE - LEASE/RENTAL	0	134,796	-134,796	0.0%
6510-00 · FUEL/LUBRICANTS				
6510-01 · General	0	0	0	0.0%
6510-02 · Fuel	2,904	55,000	-52,096	5.28%
6510-03 · Lubricants	0	10,000	-10,000	0.0%
Total 6510-00 · FUEL/LUBRICANTS	2,904	65,000	-62,096	4.47%
Total 6520-00 · VEHICLES/MAINTENANCE	2,445	150,000	-147,555	1.63%
6530-00 · ARFF MAINTENANCE				
6530-01 · ARFF Maint. Gen/Supplies	805	27,000	-26,195	2.98%

	Oct 26	Budget	$ Over Budget	% of Budget
6530-04 · ARFF Maint. - Radios	3,729	10,000	-6,271	37.29%
6530-06 · ARFF Maint. - '20 Oshkosh Strik	14	0	14	100.0%
6530-07 · ARFF Maint. - Supp/HFD Support	0	2,500	-2,500	0.0%
6530-08 · ARFF Maint. - '24 Oshkosh Strik	0	2,500	-2,500	0.0%
Total 6530-00 · ARFF MAINTENANCE	4,547	42,000	-37,453	10.83%
6540-00 · REPAIRS/MAINTENANCE - BUILDING				
6540-01 · R/M Bldg. - General	92	1,500	-1,408	6.14%
6540-02 · R/M Bldg. - Terminal	15,620	170,000	-154,380	9.19%
6540-03 · R/M Bldg. - Terminal Concession	0	2,000	-2,000	0.0%
6540-04 · R/M Bldg. - Cold Storage	0	1,000	-1,000	0.0%
6540-05 · R/M Bldg. - AOB/SHOP	2,533	50,000	-47,467	5.07%
6540-06 · R/M Bldg. - Hangars	0	6,000	-6,000	0.0%
6540-07 · R/M Bldg. - Tower	400	18,000	-17,600	2.22%
6540-10 · R/M Bldg. - Ranch	0	3,500	-3,500	0.0%
6540-11 · R/M Bldg. - GA Terminal	400	6,000	-5,600	6.67%
Total 6540-00 · REPAIRS/MAINTENANCE - BUILDING	19,045	258,000	-238,955	7.38%
6550-00 · REPAIRS/MAINTENANCE - AIRSIDE				
6550-01 · R/M - General	11	8,000	-7,989	0.14%
6550-02 · R/M - Airfield/Runway	40	40,000	-39,960	0.1%
6550-03 · R/M - Airfield/Runway - Deice	1,675	120,000	-118,325	1.4%
6550-04 · R/M - Lights	0	20,000	-20,000	0.0%
Total 6550-00 · REPAIRS/MAINTENANCE - AIRSIDE	1,726	188,000	-186,274	0.92%
6551-00 · REPAIRS/MAINTENANCE - LANDSIDE				
6551-01 · RM - General	0	1,000	-1,000	0.0%
6551-02 · R/M - Parking Lot	96	30,000	-29,904	0.32%
6551-03 · R/M - Landscaping	26	10,000	-9,974	0.26%
6551-04 · R/M - Ranch	0	50,000	-50,000	0.0%
Total 6551-00 · REPAIRS/MAINTENANCE - LANDSIDE	122	91,000	-90,878	0.13%
6560-00 · SECURITY EXPENSE				
6560-01 · Security - General	0	15,000	-15,000	0.0%
6560-02 · Security - Law Enf. Offi. (LEO)	0	5,000	-5,000	0.0%
6560-03 · Security - Subscription Licen.	33,891	65,000	-31,109	52.14%
6560-04 · Security - Perim./Access/CCTV	0	25,000	-25,000	0.0%
6560-05 · Security - Administrative	80			
Total 6560-00 · SECURITY EXPENSE	33,970	110,000	-76,030	30.88%
6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU				
6570-01 · R/M Aeronautical Equp - NDB/DME	1,498	5,000	-3,502	29.96%
6570-02 · R/M Aeronautical Equp. - Tower	1,097	50,000	-48,903	2.19%
6570-03 · R/M Aeronautical Eqp.-Swt. Sys	0	0	0	0.0%
6570-04 · R/M Aeron. Equip. - AWOS/ATIS	2,193	9,000	-6,807	24.37%
Total 6570-00 · REPAIRS/MAINT.-AERONAUTICAL EQU	4,788	64,000	-59,212	7.48%
Total 6001 · "B" EXPENSES - OPERATIONAL	74,621	1,181,796	-1,107,175	6.31%
Total 6000 · "B" EXPENDITURES	221,948	2,983,317	-2,761,369	7.44%
7000 · "C" EXPENSES				
7001-00 · CAPITAL EXPENDITURES				
7001-02 · Buildings and Improvements	0	485,000	-485,000	0.0%
7001-03 · Airfield & General Improvements	0	200,000	-200,000	0.0%
7001-04 · Office Equipment	0	10,000	-10,000	0.0%
7001-05 · Maintenance Equipment /Vehicle	3,465	170,000	-166,535	2.04%

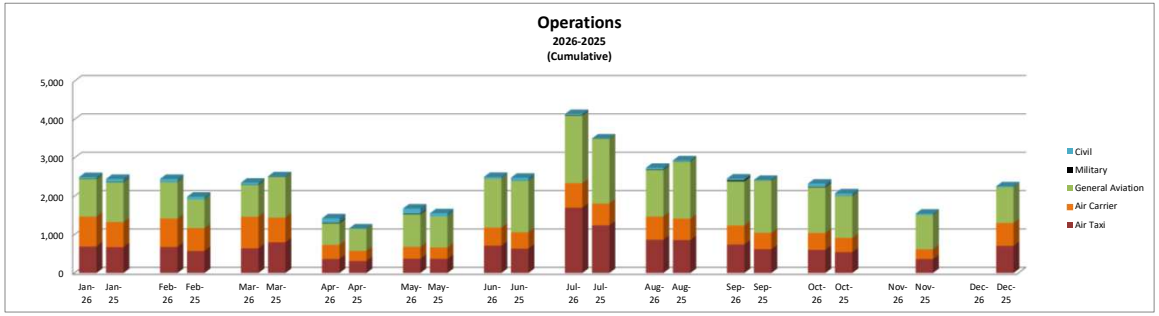
	Oct 26	Budget	$ Over Budget	% of Budget
7001-06 · Assessments/Plans/Studies	0	140,000	-140,000	0.0%
7001-09 · Security Equipment	0	35,000	-35,000	0.0%
7001-10 · SRE Aquisition Non-AIP	0	0	0	0.0%
7001-12 · Network Equipment	0	30,000	-30,000	0.0%
7001-99 · CONTINGENCY	0	2,000,000	-2,000,000	0.0%
Total 7001-00 · CAPITAL EXPENDITURES	3,465	3,070,000	-3,066,535	0.11%
7500-00 · IDAHO STATE GRANT PROGRAM				
7500-25 · '25 ITD Grant (Rotating Beacon)	0	0	0	0.0%
Total 7500-00 · IDAHO STATE GRANT PROGRAM	0	0	0	0.0%
7553-00 · AIP '53 - Rehab RW, TW & Apron				
7553-01 · AIP '53 - Eligible	0	0	0	0.0%
Total 7553-00 · AIP '53 - Rehab RW, TW & Apron	0	0	0	0.0%
7556-00 · AIP '56 - Rehab Runway Phase 2				
7556-01 · AIP '56 - Eligible	0	0	0	0.0%
Total 7556-00 · AIP '56 - Rehab Runway Phase 2	0	0	0	0.0%
7558-00 · AIP '58 - Rehab Runway Phase 3				
7558-01 · AIP '58 - Eligible	0	0	0	0.0%
Total 7558-00 · AIP '58 - Rehab Runway Phase 3	0	0	0	0.0%
7559-00 · AIP '59 - Acquire Land				
7559-01 · AIP '59 - Eligible	0	0	0	0.0%
Total 7559-00 · AIP '59 - Acquire Land	0	0	0	0.0%
7561-00 · AIP '61 - Airfield Pavement Etc				
7561-01 · AIP '61 - Airfield Pavement Etc	0	0	0	0.0%
Total 7561-00 · AIP '61 - Airfield Pavement Etc	0	0	0	0.0%
7562-00 · AIP '62 Airfield AGIS				
7562-01 · AIP '62 - Airfield AGIS	0	0	0	0.0%
Total 7562-00 · AIP '62 Airfield AGIS	0	0	0	0.0%
7563-00 · AIP '63 Infrastructure&Optim				
7563-01 · AIP '63 Infrastructure&Optim	1,826	30,000	-28,174	6.09%
Total 7563-00 · AIP '63 Infrastructure&Optim	1,826	30,000	-28,174	6.09%
7564-00 · AIP '64 GA Terminal				
7564-01 · AIP '64 GA Terminal_Eligible	0	340,000	-340,000	0.0%
7564-02 · AIP '64 GA Terminal_NonEligible	0	0	0	0.0%
7564-00 · AIP '64 GA Terminal - Other	0	0	0	0.0%
Total 7564-00 · AIP '64 GA Terminal	0	340,000	-340,000	0.0%
7565-00 · AIP '65 - RW TW Maint				
7565-01 · AIP '65 - RW TW Maint_Eligible	0	360,000	-360,000	0.0%
Total 7565-00 · AIP '65 - RW TW Maint	0	360,000	-360,000	0.0%
7566-00 · AIP ' 66 - ATCT Planning/Design				
7566-01 · AIP '66 ATCT Plan/Des_Eligible	0	15,000,000	-15,000,000	0.0%
Total 7566-00 · AIP ' 66 - ATCT Planning/Design	0	15,000,000	-15,000,000	0.0%
7567-00 · AIP '67-ATCT Phase 2				
7567-01 · AIP '67 ATCT Phase 2_Eligible	0	1,200,000	-1,200,000	0.0%
Total 7567-00 · AIP '67-ATCT Phase 2	0	1,200,000	-1,200,000	0.0%
8500-00 · Capital Imp. Program (CIP)				
8501-00 · CIP - General				
8501-01 · General	0	1,200,000	-1,200,000	0.0%
Total 8501-00 · CIP - General	0	1,200,000	-1,200,000	0.0%
Total 8500-00 · Capital Imp. Program (CIP)	0	1,200,000	-1,200,000	0.0%

	Oct 26	Budget	$ Over Budget	% of Budget
8600-00 · CFC				
8600-01 · 2026 RAC Consulting Services	0			
Total 8600-00 · CFC	0			
Total 7000 · "C" EXPENSES	5,291	21,200,000	-21,194,709	0.03%
Total 5000 · EXPENDITURES	407,707	27,031,613	-26,623,906	1.51%
6666546 · Melio Fees	39	0	39	100.0%
66900 · ZzZ_Reconciliation Discrep	0	0	0	0.0%
Total Expense	407,746	27,031,613	-26,623,867	1.51%
Net Ordinary Income	-1,074,241	120,585	-1,194,826	-890.86%
Net Income	**-1,074,241**	**120,585**	**-1,194,826**	**-890.86%**

Friedman Memorial Airport
October 2026

Attachment #3

Month	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	3,622	3,893	3,912	2,600	3,028	2,787	4,547	2,520	2,070	2,379	2,408	2,098	2,454	2,128	2,249	1,842	1,665	2,019	2,172	1,987	2,001	2,250	1,986	1,875	2,455	2,502
February	4,027	4,498	3,073	3,122	3,789	3,597	3,548	2,857	2,244	2,647	2,117	2,205	2,612	1,417	2,268	2,533	1,629	1,914	1,187	2,253	2,185	2,362	2,237	1,905	1,990	2,454
March	4,952	5,126	3,086	4,097	3,618	2,918	4,677	3,097	2,145	2,709	1,813	1,921	2,753	1,924	2,023	1,917	1,895	1,860	2,016	1,480	2,512	2,376	1,971	2,031	2,523	2,358
April	2,494	3,649	2,213	2,840	2,462	2,047	2,581	2,113	1,724	1,735	1,604	1,513	1,509	1,210	1,337	1,380	1,426	1,257	1,116	616	1,590	748	1,551	1,211	1,163	1,427
May	3,905	4,184	2,654	3,282	2,729	2,134	1,579	2,293	2,280	1,891	1,533	1,693	1,852	555	668	1,501	1,802	1,442	1,174	1,127	1,894	779	1,437	1,552	1,559	1,683
June	4,787	5,039	4,737	4,438	3,674	3,656	5,181	3,334	2,503	3,019	2,898	2,761	3,203	2,164	2,387	2,475	2,502	2,552	2,292	2,069	2,931	2,580	2,193	2,464	2,486	2,506
July	6,359	8,796	6,117	5,910	5,424	5,931	7,398	4,704	4,551	5,005	5,004	4,810	5,345	4,345	4,159	4,562	4,573	5,033	4,266	3,356	4,005	3,965	3,535	3,374	3,508	4,147
August	6,479	6,917	5,513	5,707	5,722	6,087	8,196	4,570	4,488	4,705	4,326	3,823	4,644	3,114	2,932	3,719	3,873	3,175	3,260	2,859	3,289	3,286	2,659	2,746	2,939	2,744
September	3,871	4,636	4,162	4,124	4,609	3,760	4,311	2,696	3,376	3,128	3,359	2,396	2,403	2,237	2,292	2,379	2,036	2,224	2,235	2,692	2,884	2,408	2,341	2,181	2,429	2,464
October	3,879	3,656	3,426	2,936	3,570	3,339	3,103	2,134	2,145	2,012	1,886	1,658	1,874	1,760	1,789	1,377	1,939	1,670	1,571	2,212	2,128	2,236	1,807	2,003	2,077	2,331
November	3,082	2,698	2,599	2,749	2,260	2,912	2,892	1,670	1,901	1,309	1,114	1,325	1,475	908	1,229	1,314	1,135	1,392	1,328	1,365	1,665	1,370	1,322	1,346	1,548	
December	3,401	2,805	3,247	3,227	2,722	3,834	2,699	1,848	2,272	1,811	2,493	2,066	2,016	1,545	1,482	1,717	2,217	2,033	1,960	2,051	2,018	1,851	2,171	2,087	2,261	
Totals	**50,858**	**55,897**	**44,739**	**45,032**	**43,607**	**43,002**	**50,712**	**33,836**	**31,699**	**32,350**	**30,555**	**28,269**	**32,140**	**23,307**	**24,815**	**26,716**	**26,692**	**26,571**	**24,577**	**24,067**	**29,102**	**26,211**	**25,210**	**24,775**	**26,938**	**24,616**



ATCT Operations Change (October 2026 vs. October 2025)			
	2026	2025	% Change
Air Taxi	604	545	10.8%
Air Carrier	437	370	18.1%
General Aviation	1,196	1,095	9.2%
Military	11	4	175.0%
Civil	83	63	31.7%
Total	2,331	2,077	12.2%
YTD Total	24,616	23,129	6.4%

FRIEDMAN MEMORIAL AIRPORT
October 2026

2026 Enplanements

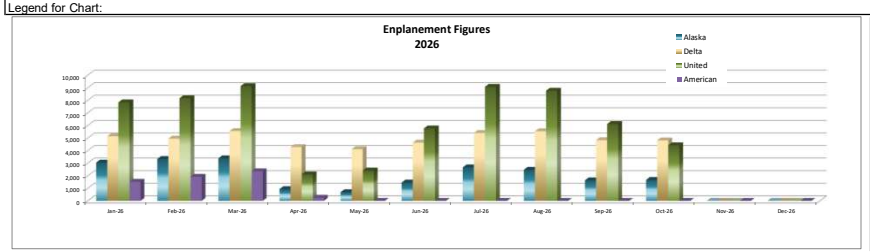
Date	Alaska Airlines					Delta Airlines					United Airlines					American Airlines					Total Enp.	Prior Year Total Enp.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change			
Jan-26	2,956	87	3,043	2,698	12.8%	5,043	96	5,139	5,061	1.5%	7,685	150	7,835	8,005	-2.1%	1495	24	1519	0	0.0%	17,536	15,764	11.2%
Feb-26	3,224	105	3,329	2,742	21.4%	4,818	132	4,950	4,765	3.9%	8,041	122	8,163	7,973	2.4%	1877	36	1913	0	NA	18,355	15,480	18.6%
Mar-26	3,261	120	3,381	2,703	25.1%	5,346	202	5,548	6,286	-11.7%	8,977	150	9,127	9,370	-2.6%	2322	29	2351	0	NA	20,407	18,359	11.2%
Apr-26	864	67	931	967	-3.7%	4,113	163	4,276	4,471	-4.4%	2,040	64	2,104	1,539	36.7%	231	16	247	0	NA	7,558	6,977	8.3%
May-26	644	43	687	168	308.9%	3,970	142	4,112	4,374	-6.0%	2,352	60	2,412	1,946	23.9%	0	0	0	0	NA	7,211	6,488	11.1%
Jun-26	1,376	82	1,458	1,206	20.9%	4,452	177	4,629	5,031	-8.0%	5,610	151	5,761	4,956	16.2%	0	0	0	0	NA	11,848	11,193	5.9%
Jul-26	2,534	127	2,661	1,936	37.4%	5,247	145	5,392	5,485	-1.7%	8,891	179	9,070	8,223	10.3%	0	0	0	0	NA	17,123	15,644	9.5%
Aug-26	2,381	91	2,472	2,106	17.4%	5,389	146	5,535	5,598	-1.1%	8,637	125	8,762	8,447	3.7%	0	0	0	0	NA	16,769	16,151	3.8%
Sep-26	1,556	76	1,632	1,628	0.2%	4,700	125	4,825	5,117	-5.7%	5,943	171	6,114	5,130	19.2%	0	0	0	0	NA	12,571	11,875	5.9%
Oct-26	1,555	110	1,665	678	145.6%	4,621	186	4,807	4,908	-2.1%	4,285	135	4,420	3,919	12.8%	0	0	0	0	NA	10,892	9,505	14.6%
Totals	**20,351**	**908**	**21,259**	**16,832**	**26.3%**	**47,699**	**1,514**	**49,213**	**51,096**	**-3.7%**	**62,461**	**1,307**	**63,768**	**59,508**	**7.2%**	**5,925**	**105**	**6,030**	**0**	**0.0%**	**140,270**	**127,436**	**10.1%**

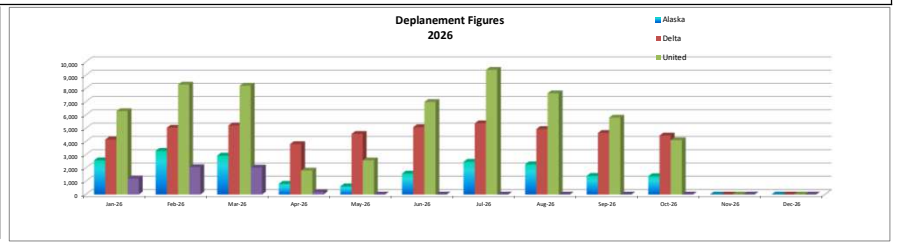
Legend for Chart:

2026 Deplanements

Date	Alaska Airlines					Delta Airlines					United Airlines					American Airlines					Total Dep.	Prior Year Total Dep.	Total % Change
	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change	Revenue	Non-Revenue	Total	Prior Year Month	Total % Change			
Jan-26	2,498	83	2,581	2,168	19.0%	4,037	113	4,150	4,182	-0.8%	6,157	134	6,291	6,464	-2.7%	1189	24	1213	0	NA	14,235	12,814	11.1%
Feb-26	3,203	94	3,297	2,735	20.5%	4,918	123	5,041	4,853	3.9%	8,149	147	8,296	8,276	0.2%	2032	35	2067	0	NA	16,634	15,864	4.9%
Mar-26	2,795	145	2,940	2,345	25.4%	5,026	184	5,210	5,845	-10.9%	8,045	163	8,208	8,510	-3.5%	2004	32	2036	0	NA	16,358	16,700	-2.0%
Apr-26	757	54	811	758	7.0%	3,650	151	3,801	3,895	-2.4%	1,742	68	1,810	1,278	41.6%	175	8	183	0	NA	6,605	5,931	11.4%
May-26	570	46	616	149	313.4%	4,430	144	4,574	4,842	-5.5%	2,502	75	2,577	2,214	16.4%	0	0	0	0	NA	7,767	7,205	7.8%
Jun-26	1,498	82	1,580	1,199	31.8%	4,940	142	5,082	5,539	-8.3%	6,833	150	6,983	5,814	20.1%	0	0	0	0	NA	13,645	12,552	8.7%
Jul-26	2,352	118	2,470	1,825	35.3%	5,246	127	5,373	5,593	-3.9%	9,230	172	9,402	8,175	15.0%	0	0	0	0	NA	17,245	15,593	10.6%
Aug-26	2,169	111	2,280	1,926	18.4%	4,785	155	4,940	5,457	-9.5%	7,491	144	7,635	7,709	-1.0%	0	0	0	0	NA	14,855	15,092	-1.6%
Sep-26	1,348	61	1,409	1,304	8.1%	4,512	134	4,646	4,683	-0.8%	5,633	166	5,799	4,341	33.6%	0	0	0	0	NA	11,854	10,328	14.8%
Oct-26	1,296	85	1,381	504	174.0%	4,277	174	4,451	4,629	-3.8%	3,961	136	4,097	3,694	10.9%	0	0	0	0	NA	9,929	8,827	12.5%
Totals	**18,486**	**879**	**19,365**	**14,913**	**29.9%**	**45,821**	**1,447**	**47,268**	**49,518**	**-4.5%**	**59,743**	**1,355**	**61,098**	**56,475**	**8.2%**	**5,400**	**99**	**5,499**	**0**	**0.0%**	**129,127**	**120,906**	**6.8%**

Legend for Chart:



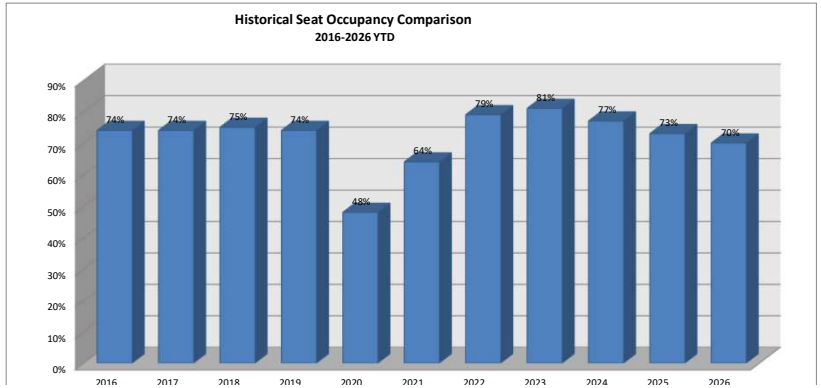


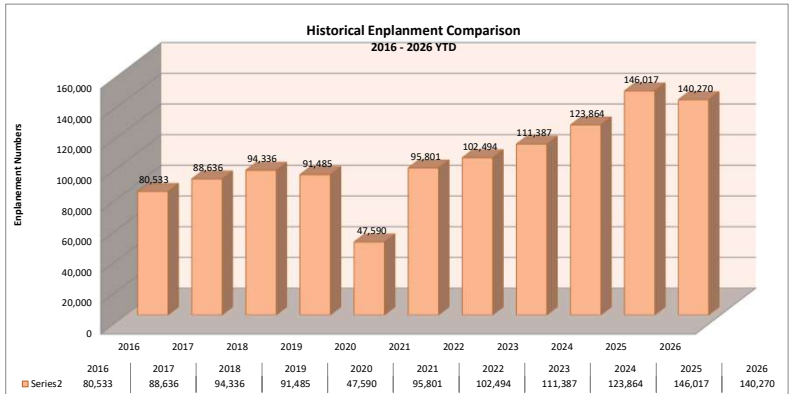
FRIEDMAN MEMORIAL AIRPORT
October 2026

2026 Seat Occupancy

Date	Alaska Airlines				Delta Airlines				United Airlines				American Airlines				Seat Occupancy Totals			Seat Occupancy Totals Prior Year Comparison		
	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Departure Flights	Seats Available*	Seats Occupied	Percent Occupied	Total Seats Available	Total Seats Occupied	Total Percent Occupied	% Change Total Seats Available	% Change Total Seats Occupied	Change in Load Factor %
Jan-26	66	5,016	3,043	61%	100	7,000	5,139	73%	177	12,390	7,835	63%	46	2,944	1,519	52%	27,350	17,536	64%	20%	11%	-5%
Feb-26	63	4,788	3,329	70%	95	6,650	4,950	74%	157	10,990	8,163	74%	50	3,200	1,913	60%	25,628	18,355	72%	24%	19%	-3%
Mar-26	71	5,396	3,381	63%	109	7,630	5,548	73%	173	12,110	9,127	75%	59	3,776	2,351	62%	28,912	20,407	71%	27%	11%	-10%
Apr-26	23	1,748	931	53%	89	6,236	4,276	69%	54	3,780	2,104	56%	12	768	247	32%	12,532	7,558	60%	24%	8%	-9%
May-26	17	1,292	687	53%	85	5,950	4,112	69%	52	3,652	2,412	66%	0	0	0	0%	10,894	7,211	66%	7%	11%	2%
Jun-26	27	2,052	1,458	71%	90	6,504	4,629	71%	126	8,820	5,761	65%	0	0	0	0%	17,376	11,848	68%	15%	6%	-6%
Jul-26	50	3,800	2,661	70%	93	6,586	5,392	82%	180	12,676	9,070	72%	0	0	0	0%	23,062	17,123	74%	15%	9%	-4%
Aug-26	44	3,344	2,472	74%	93	6,516	5,535	85%	160	11,200	8,762	78%	0	0	0	0%	21,060	16,769	80%	7%	4%	-2%
Sep-26	30	2,280	1,632	72%	90	6,318	4,825	76%	127	8,896	6,114	69%	0	0	0	0%	17,494	12,571	72%	16%	6%	-7%
Oct-26	31	2,356	1,665	71%	94	6,580	4,807	73%	86	6,020	4,420	73%	0	0	0	0%	14,956	10,892	73%	17%	15%	-2%
Totals	**422**	**32,072**	**21,259**	**66%**	**938**	**65,970**	**49,213**	**75%**	**1,292**	**90,534**	**63,768**	**70%**	**167**	**10,688**	**6,030**	**56%**	**199,264**	**140,270**	**70%**	**18%**	**10%**	**-5%**

Note: *Preliminary available seat calculations based on scheduled flights. Actual available seat calculations will be updated periodically when official DOT numbers are obtained.





IDAHO TRANSPORTATION DEPARTMENT
Division of Aeronautics
1390 W Gowen Road • Boise ID 83705
(208) 334-8775
itd.idaho.gov/aero

11/1/2026

Martha Burke, Mayor
City
206 1st Ave South Suite 200
Hailey, ID 83333

GRANT AGREEMENT - IDAHO AIRPORT AID PROGRAM
STATE FISCAL YEAR-27 for the Hailey-Friedman Memorial Airport
FS PROGRAM NUMBER: F278SUN

PROJECT DESCRIPTION: Construct General Aviation Terminal
This grant is in the amount of $75,000.00 to match from the City.

Dear Mayor,

The Idaho Division of Aeronautics is pleased to offer your airport this matching grant to assist in financing improvements to your airport during State FY-27. Enclosed is an electronic copy of the Grant Offer for the Idaho Airport Aid Program. Please read this letter and Grant Offer carefully.

To properly enter into this agreement, you must do the following:

- Provide authority to execute the grant to the individual signing the grant
- Have the City Council ratify both the Grant Agreement and the City Resolution
- Authorized representative must execute the grant no later than 3/1/2027
- A final, .pdf copy of the grant will be e-mailed once all parties have signed
- Please have the City Clerk attest to and sign

To ensure proper stewardship of State funds, you are expected to submit payment requests for reimbursement of allowable incurred expenses in accordance with project progress. Should you fail to make draws on a regular basis, your grant may be place in “inactive” status, which will affect your ability to receive future grant offers.

Each payment request for reimbursement will include the following items:

- Request for Reimbursement letter stating FS Program #, request #, invoice total, and reimbursement requested
- FAA Form 270/271 or DELPHI eINVOICING PAYMENT SUMMARY WORKSHEET (if applicable)
- Applicable Invoices/Outlay Reports

I look forward to working with the City on this project. If you have any questions regarding the acceptance of this grant or how to request grant funds, please call me at (208) 334-8487.

Sincerely,

Steffen Verdin

Steffen Verdin
Airport Planning Manager

GRANT AGREEMENT
IDAHO AIRPORT AID PROGRAM
STATE FISCAL YEAR-27

TO: City of Hailey, Idaho
(Hereinafter referred to as the "SPONSOR")

FROM: The State of Idaho, acting through the IDAHO TRANSPORTATION DEPARTMENT, DIVISION OF AERONAUTICS
(Hereinafter referred to as the "STATE")

WHEREAS, the SPONSOR has submitted to the STATE an application for assistance from the Idaho Airport Aid Program for development of the Hailey-Friedman Memorial Airport, together with the planning proposal or plans and specifications for the project. The STATE approved the application and it is hereby incorporated herein and made a part thereof:

WHEREAS, the Idaho Transportation Board has approved a project for development of the airport consisting of the following described airport development:

Project Description: Construct General Aviation Terminal
FS Program Number: F278SUN
Project Number: AIP064

NOW THEREFORE, for carrying out the provisions of the Uniform State Aeronautics Department Act; Title 21 of the Idaho Code, as amended, and in consideration of the SPONSOR acceptance of this offer, as hereinafter provided, the STATE hereby agrees to pay, as its share of the costs incurred in accomplishing the project, not more than a lump sum amount of $75,000.

This Grant incorporates the following terms and conditions:

A. The STATE affirms that:

1. The maximum obligation of the STATE payable under this Grant shall be $75,000.00.

2. This grant expires on June 30, 2030 and the STATE shall have no further obligation after that date.

B. The SPONSOR shall:

1. Certify the availability of at least to match STATE participation in said project.

2. The Airport Sponsor agrees to comply with the regulations relative to non-discrimination in State assisted programs of the Idaho Transportation Department.

3. Diligently and expeditiously complete this project by June 30, 2030 and likewise pursue appropriate measures as may be agreed upon by the SPONSOR and the STATE to remedy project delays, including but not limited to litigation or condemnation.

4. Carry out and complete the project in accordance with the plans, specifications, and property map, incorporated herein, as they may be revised or modified, with approval of the STATE.

5. Competitively bid all contracts for construction involved in this project in accordance with bidding procedures outlined in Idaho Statute Title 67, Chapter 28 of the Idaho Code and Title 2 CFR part 200 and provide solicitation documentation to the STATE.

6. In connection with the acquisition of real property for the project, secure at least two written appraisals by licensed appraisers and not pay in excess of the highest appraisal without the written consent of the STATE or except as directed by a court of competent jurisdiction after a contested trial and a judgment not resulting from agreement between the parties.

7. No State funds will be paid to the SPONSOR in any case until it certifies in writing that it has funds available and will spend at least the amount designated for this project in the Grant Agreement, solely for the project in question.

8. The SPONSOR agrees to hold said airport open to the flying public for the useful life of the facilities developed under this project.

9. The SPONSOR shall grant no exclusive use or operating agreements, to any person, company, or corporation for the use of the airport by any person providing or intending to provide aeronautical services to the public. Failure to abide by such agreement shall automatically obligate the immediate and full return of all State of Idaho money expended on behalf of the project to the State of Idaho.

10. Agrees to fulfill the FAA assurances applicable to this project and follow the requirements in 49 USC 471 Airport Development. (Only applies to FAA funded projects)

11. Agrees to follow and include applicable FAA required contract terms to any associated contracts granted in association with this grant. (Only applies to FAA funded projects)

12. Such allocation agreement shall become effective upon the SPONSOR acceptance of this offer and shall remain in full force and effect throughout the useful life of the facilities developed under the project but in any event not to exceed twenty (20) years from the date of acceptance.

13. Said offer and acceptance shall comprise allocation agreement, constituting the obligation and rights of the State of Idaho and the SPONSOR with respect to the accomplishment of the project and the operation and the maintenance of the airport.

14. SPONSOR must develop the airport in accordance with current design standards as set forth by the FAA for airport receiving FAA funding or by the Division of Aeronautics for non-federally funded airports.

15. SPONSOR cannot allow any activity or action on the airport that would interfere with its use for airport purposes.

16. SPONSOR must allow all types, kinds, and classes of aeronautical activities use the airport. This includes such activities as parachute jumping and ultralight vehicles. One possible reason for not allowing an aeronautical activity on the airport is if it cannot be conducted

safely. The final safety determination is the responsibility of the Idaho Division of Aeronautics. FAA funded airports shall abide by FAA guidance as depicted in the FAA grant assurance 22.

17. SPONSOR must allow people to service their own aircraft according to all applicable Federal Aviation Regulations (FARs). IDAPA 39.04.01

18. All revenue generated on the airport by the Sponsor will be used for airport purposes only.

19. SPONSOR should have a master plan or an airport or heliport layout plan to be eligible for participation in the allocation program. The plan must be accepted by the Division of Aeronautics. IDAPA 39.04.01

20. SPONSOR will have proof of ownership or lease of all land upon which any project is proposed in order to protect the investment of public funds.

21. SPONSOR will maintain a fee and rental structure for services and facilities at the airport, which will make the airport as self-sustaining as possible taking into, account such factors as the volume of traffic and economy of collection. The Division of Aeronautics can provide assistance with establishing the structure base.

22. **AIRPORT DEVELOPMENT GRANT ELIGIBILITY. Airport development grants shall not be allocated to airports in violation of the Policy on the Non-Aeronautical Use of Airport Hangars, 81 F.R. 38906. Compliance with the federal regulation will be confirmed by the airport sponsor and reported to the Idaho Transportation Department prior to distribution of funds. (S.B. 7/2025)**

23. SPONSOR is required to make selection for professional engineering or construction management pursuant to Idaho Code Title 54 and will provide evidence of based selection to the Division of Aeronautics. Idaho Code 67-2320

24. SPONSOR will have compatible land use and height zoning for the airport to prevent incompatible land uses and the creation or establishment of structures or objects of natural growth, which would constitute hazards or obstructions to aircraft operating to, from, on, or in the vicinity of the subject airport. Idaho Statute 67-6508q

C. The allowable costs of the project shall not include any costs determined by the STATE to be ineligible.

D. The STATE reserves the right to amend or withdraw this offer at any time prior to its acceptance by the SPONSOR.

E. This offer shall expire and the STATE shall not be obligated to pay any part of the costs of the project unless the final agreement has been accepted by the SPONSOR on or before 3/1/2027 or such subsequent date as may be prescribed in writing by the STATE.

Except for those projects receiving both State and Federal Aid (submit copies of FAA Application and Agreement), the following inspection schedule, and reporting system is required:

F. Inspection Schedule and Reporting System:

Inspection Schedule and Reporting System will vary for each project. The SPONSOR must make reports and be subject to inspections on the following schedule:

1. SPONSOR shall report project commencement date.

2. SPONSOR shall make quarterly reports during construction.

3. SPONSOR shall receive approval prior to any change in the scope of the project.

4. SPONSOR shall report project completion date and request final inspection and payment.

5. STATE may participate in the final inspection and shall sign off the project as completed.

6. STATE may arrange for audit of account in accordance with regularly scheduled audit program.

The execution of this instrument by the SPONSOR and ratification and adoption of the project application incorporated herein provides proof of the Sponsors commitment, as hereinafter provided. Said offer and acceptance shall comprise allocation agreement, constituting the obligation and rights of the State of Idaho and the SPONSOR with respect to the accomplishment of the project and the operation and the maintenance of the airport. Such allocation agreement shall become effective upon the SPONSOR acceptance of this offer and shall remain in full force and effect throughout the useful life of the facilities developed under the project but in any event not to exceed twenty (20) years from the date of acceptance.

STATE OF IDAHO, ITD
Division of Aeronautics



By: _____
Thomas Mahoney, Administrator

ACCEPTANCE

THE SPONSOR DOES HEREBY RATIFY AND ADOPT ALL STATEMENTS, representations, warranties, covenants, and agreements contained in the project application and incorporated materials referred to in the foregoing offer and does hereby accept said offer and by such acceptance agrees to all of the terms and conditions thereof.

Executed this _____ day of _____, 2026.

By: _____
Martha Burke, Mayor
City, City Council

ATTEST:

Mary Cone, City Clerk

I, Mary Cone, City Clerk do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. _____ adopted at a regular meeting of the City Council held on the _____ day of _____, 2026, and that the same is now in full force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the City, this _____ day of _____, 2026.

_____
Mary Cone, City Clerk

City Resolution

Exact from the minutes of a regular meeting
of the City Council of Hailey, Idaho
Held on _____, 2026.

Mayor _____, introduced the following Resolution, was read in full, considered, and adopted:

Resolution number _____ of City, Idaho accepting the Grant Offer of the State of Idaho through the Idaho Transportation Department, Division of Aeronautics, in the maximum amount of $75,000.00 to be used under the Idaho Airport Aid Program, FS Program number: F278SUN, Project number: AIP064 in the development of the Hailey-Friedman Memorial Airport; and

Be it resolved by the Mayor and City Council of City, Idaho (herein referred to as the City as follows:

Sec. 1. That the City shall accept the Grant Offer of the State of Idaho in the amount of $75,000.00, for the purpose of obtaining State Aid under FS Program Number: F278SUN, Project Number: AIP064 in the development of the Hailey-Friedman Memorial Airport; and

Sec. 2. That the Mayor of the City City Council is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer (entitled Acceptance) on behalf of the City, the City Clerk is hereby authorized and directed to attest the signature of the Mayor and to impress the official seal of the City on the aforesaid statement of Acceptance; and

Sec. 3. A true copy of the Grant Agreement referred to herein be attached hereto and made a part thereof.

Passed by the City Council and approved by the Mayor this _____ day of _____, 2026.

_____
Martha Burke, Mayor

ATTEST:

Mary Cone, City Clerk

CERTIFICATE

I, Mary Cone, City Clerk do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. _____ adopted at a regular meeting of the City Council held on the _____ day of _____, 2026, and that the same is now in full force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the City, this _____ day of _____, 2026.

_____
Mary Cone, City Clerk

GRANT AGREEMENT
IDAHO AIRPORT AID PROGRAM
STATE FISCAL YEAR-27

TO: Blaine County, Idaho
(Hereinafter referred to as the "SPONSOR")

FROM: The State of Idaho, acting through the IDAHO TRANSPORTATION DEPARTMENT, DIVISION OF AERONAUTICS
(Hereinafter referred to as the "STATE")

WHEREAS, the SPONSOR has submitted to the STATE an application for assistance from the Idaho Airport Aid Program for development of the Hailey-Friedman Memorial Airport, together with the planning proposal or plans and specifications for the project. The STATE approved the application and it is hereby incorporated herein and made a part thereof:

WHEREAS, the Idaho Transportation Board has approved a project for development of the airport consisting of the following described airport development:

Project Description: Construct General Aviation Terminal
FS Program Number: F278SUN
Project Number: AIP64

NOW THEREFORE, for carrying out the provisions of the Uniform State Aeronautics Department Act; Title 21 of the Idaho Code, as amended, and in consideration of the SPONSOR acceptance of this offer, as hereinafter provided, the STATE hereby agrees to pay, as its share of the costs incurred in accomplishing the project, not more than a lump sum amount of $75,000.

This Grant incorporates the following terms and conditions:

A. The STATE affirms that:

1. The maximum obligation of the STATE payable under this Grant shall be $75,000.00.

2. This grant expires on June 30, 2030 and the STATE shall have no further obligation after that date.

B. The SPONSOR shall:

1. Certify the availability of at least to match STATE participation in said project.

2. The Airport Sponsor agrees to comply with the regulations relative to non-discrimination in State assisted programs of the Idaho Transportation Department.

3. Diligently and expeditiously complete this project by June 30, 2030 and likewise pursue appropriate measures as may be agreed upon by the SPONSOR and the STATE to remedy project delays, including but not limited to litigation or condemnation.

4. Carry out and complete the project in accordance with the plans, specifications, and property map, incorporated herein, as they may be revised or modified, with approval of the STATE.

5. Competitively bid all contracts for construction involved in this project in accordance with bidding procedures outlined in Idaho Statute Title 67, Chapter 28 of the Idaho Code and Title 2 CFR part 200 and provide solicitation documentation to the STATE.

6. In connection with the acquisition of real property for the project, secure at least two written appraisals by licensed appraisers and not pay in excess of the highest appraisal without the written consent of the STATE or except as directed by a court of competent jurisdiction after a contested trial and a judgment not resulting from agreement between the parties.

7. No State funds will be paid to the SPONSOR in any case until it certifies in writing that it has funds available and will spend at least the amount designated for this project in the Grant Agreement, solely for the project in question.

8. The SPONSOR agrees to hold said airport open to the flying public for the useful life of the facilities developed under this project.

9. The SPONSOR shall grant no exclusive use or operating agreements, to any person, company, or corporation for the use of the airport by any person providing or intending to provide aeronautical services to the public. Failure to abide by such agreement shall automatically obligate the immediate and full return of all State of Idaho money expended on behalf of the project to the State of Idaho.

10. Agrees to fulfill the FAA assurances applicable to this project and follow the requirements in 49 USC 471 Airport Development. (Only applies to FAA funded projects)

11. Agrees to follow and include applicable FAA required contract terms to any associated contracts granted in association with this grant. (Only applies to FAA funded projects)

12. Such allocation agreement shall become effective upon the SPONSOR acceptance of this offer and shall remain in full force and effect throughout the useful life of the facilities developed under the project but in any event not to exceed twenty (20) years from the date of acceptance.

13. Said offer and acceptance shall comprise allocation agreement, constituting the obligation and rights of the State of Idaho and the SPONSOR with respect to the accomplishment of the project and the operation and the maintenance of the airport.

14. SPONSOR must develop the airport in accordance with current design standards as set forth by the FAA for airport receiving FAA funding or by the Division of Aeronautics for non-federally funded airports.

15. SPONSOR cannot allow any activity or action on the airport that would interfere with its use for airport purposes.

16. SPONSOR must allow all types, kinds, and classes of aeronautical activities use the airport. This includes such activities as parachute jumping and ultralight vehicles. One possible reason for not allowing an aeronautical activity on the airport is if it cannot be conducted

safely. The final safety determination is the responsibility of the Idaho Division of Aeronautics. FAA funded airports shall abide by FAA guidance as depicted in the FAA grant assurance 22.

17. SPONSOR must allow people to service their own aircraft according to all applicable Federal Aviation Regulations (FARs). IDAPA 39.04.01

18. All revenue generated on the airport by the Sponsor will be used for airport purposes only.

19. SPONSOR should have a master plan or an airport or heliport layout plan to be eligible for participation in the allocation program. The plan must be accepted by the Division of Aeronautics. IDAPA 39.04.01

20. SPONSOR will have proof of ownership or lease of all land upon which any project is proposed in order to protect the investment of public funds.

21. SPONSOR will maintain a fee and rental structure for services and facilities at the airport, which will make the airport as self-sustaining as possible taking into, account such factors as the volume of traffic and economy of collection. The Division of Aeronautics can provide assistance with establishing the structure base.

22. **AIRPORT DEVELOPMENT GRANT ELIGIBILITY. Airport development grants shall not be allocated to airports in violation of the Policy on the Non-Aeronautical Use of Airport Hangars, 81 F.R. 38906. Compliance with the federal regulation will be confirmed by the airport sponsor and reported to the Idaho Transportation Department prior to distribution of funds. (S.B. 7/2025)**

23. SPONSOR is required to make selection for professional engineering or construction management pursuant to Idaho Code Title 54 and will provide evidence of based selection to the Division of Aeronautics. Idaho Code 67-2320

24. SPONSOR will have compatible land use and height zoning for the airport to prevent incompatible land uses and the creation or establishment of structures or objects of natural growth, which would constitute hazards or obstructions to aircraft operating to, from, on, or in the vicinity of the subject airport. Idaho Statute 67-6508q

C. The allowable costs of the project shall not include any costs determined by the STATE to be ineligible.

D. The STATE reserves the right to amend or withdraw this offer at any time prior to its acceptance by the SPONSOR.

E. This offer shall expire and the STATE shall not be obligated to pay any part of the costs of the project unless the final agreement has been accepted by the SPONSOR on or before 3/1/2027 or such subsequent date as may be prescribed in writing by the STATE.

Except for those projects receiving both State and Federal Aid (submit copies of FAA Application and Agreement), the following inspection schedule, and reporting system is required:

F. Inspection Schedule and Reporting System:

Inspection Schedule and Reporting System will vary for each project. The SPONSOR must make reports and be subject to inspections on the following schedule:

1. SPONSOR shall report project commencement date.

2. SPONSOR shall make quarterly reports during construction.

3. SPONSOR shall receive approval prior to any change in the scope of the project.

4. SPONSOR shall report project completion date and request final inspection and payment.

5. STATE may participate in the final inspection and shall sign off the project as completed.

6. STATE may arrange for audit of account in accordance with regularly scheduled audit program.

The execution of this instrument by the SPONSOR and ratification and adoption of the project application incorporated herein provides proof of the Sponsors commitment, as hereinafter provided. Said offer and acceptance shall comprise allocation agreement, constituting the obligation and rights of the State of Idaho and the SPONSOR with respect to the accomplishment of the project and the operation and the maintenance of the airport. Such allocation agreement shall become effective upon the SPONSOR acceptance of this offer and shall remain in full force and effect throughout the useful life of the facilities developed under the project but in any event not to exceed twenty (20) years from the date of acceptance.

STATE OF IDAHO, ITD
Division of Aeronautics



By: _____
Thomas Mahoney, Administrator

ACCEPTANCE

THE SPONSOR DOES HEREBY RATIFY AND ADOPT ALL STATEMENTS, representations, warranties, covenants, and agreements contained in the project application and incorporated materials referred to in the foregoing offer and does hereby accept said offer and by such acceptance agrees to all of the terms and conditions thereof.

Executed this _____ day of _____, 2026.

By: _____
, Chair
County, County Commission

ATTEST:

Stephen McDougall Graham, County Clerk

I, Stephen McDougall Graham, County Clerk do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. _____ adopted at a regular meeting of the County Commission held on the _____ day of _____, 2026, and that the same is now in full force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the County, this _____ day of _____, 2026.

_____
Stephen McDougall Graham, County Clerk

County Resolution

Exact from the minutes of a regular meeting
of the County Commission of Blaine County, Idaho
Held on _____, 2026.

Commissioner _____, introduced the following Resolution, was read in full, considered, and adopted:

Resolution number _____ of County, Idaho accepting the Grant Offer of the State of Idaho through the Idaho Transportation Department, Division of Aeronautics, in the maximum amount of $75,000.00 to be used under the Idaho Airport Aid Program, FS Program number: F278SUN, Project number: AIP64 in the development of the Hailey-Friedman Memorial Airport; and

Be it resolved by the Chair and County Commission of Blaine County, Idaho (herein referred to as the County as follows:

Sec. 1. That the County shall accept the Grant Offer of the State of Idaho in the amount of $75,000.00, for the purpose of obtaining State Aid under FS Program Number: F278SUN, Project Number: AIP64 in the development of the Hailey-Friedman Memorial Airport; and

Sec. 2. That the Chair of the County County Commission is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer (entitled Acceptance) on behalf of the County, the County Clerk is hereby authorized and directed to attest the signature of the Chair and to impress the official seal of the County on the aforesaid statement of Acceptance; and

Sec. 3. A true copy of the Grant Agreement referred to herein be attached hereto and made a part thereof.

Passed by the County Commission and approved by the Chair this _____ day of _____, 2026.

_____
, Chair

ATTEST:

Stephen McDougall Graham, County Clerk

CERTIFICATE

I, Stephen McDougall Graham, County Clerk do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. _____ adopted at a regular meeting of the County Commission held on the _____ day of _____, 2026, and that the same is now in full force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the County, this _____ day of _____, 2026.

_____
Stephen McDougall Graham, County Clerk

EXECUTIVE SUMMARY

This summary identifies the principal policy changes visible in the 2026 working draft and references the draft page on which each change appears. Page reference follows the draft table of contents and may shift after final formatting. Minor grammar, terminology, and consistency are not individually listed.

MAJOR CHANGES:

Policy area	Draft page(s)	Summary of change
Governance and terminology	pp. 1–2	Job titles have been updated such as “Airport Manager” being updated to “Airport Director,” and responsibility is redistributed among the Airport Director, Deputy Directors, Department Managers, Human Resources, and designated representatives. The at-will employment and handbook-disclaimer language remains intact.
Code of conduct	pp. 2–4	Adds a Professional Appearance Policy and a new Integrity and Honesty Policy. The draft makes dishonesty, falsification, omission of material facts, and misrepresentation serious offenses that may support immediate discipline, including termination. It also clarifies strict restrictions on gifts, cash tips, public records, confidential information, and misuse of Airport resources.
Hiring and equal employment	pp. 4–8	Expands recruiting sources, allows concurrent internal and external recruitment, changes reference checks from a mandatory three-reference process to a discretionary HR-coordinated process, broadens equal-employment language, and expands the nepotism policy to address supervision, safety, morale, confidentiality, scheduling, and perceived conflicts.
Employee classification	p. 8	Clarifies that full-time employees generally work at least 30 hours, with a typical 40-hour schedule, and states that alternate schedules require Airport Director approval. Part-time schedules and benefit eligibility are more explicitly tied to hours and legal thresholds. This change does not affect the typical work schedule, rather defines the threshold when employees are entitled to medical benefits.
Overtime, timekeeping, and payroll	pp. 9–12	Clarifies preauthorization of overtime, schedule adjustment within the same workweek, compensatory-time payout requests, and electronic time-record approval. Payroll changes from twice monthly to biweekly. The draft also strengthens the prohibition on falsifying or concealing time records.
Work schedules and attendance	pp. 12–15	Adds a typical 25-hour weekly ceiling for regular part-time employees, permits phone or text notice for unexpected absences, allows immediate

		acceptance of an oral resignation, and adds a three-hour minimum when an on-call employee is called in for an emergency.
ARFF/Operations shift bids	p. 15	Adds a new shift-bid policy based primarily on Airport seniority, requires at least two weeks' notice of schedule changes, preserves management's ability to strategically place supervisors and the fleet manager, and permits a night-shift differential for those assigned to the shift.
Access media and security	p. 15	Replaces the narrow key-card policy with an Access Media Policy covering badges, keys, and entry cards. It requires prompt reporting of loss or theft and return of access media at separation or before certain leaves.
Substance abuse and smoking	pp. 15–17	Adds reasonable-suspicion alcohol and drug testing, clarifies confidentiality, removes the former seven-day retest provision, and strengthens management's ability to act when performance or safety is impaired. Smoking is limited to designated areas at least 50 feet from entrances.
Vehicle and emergency driving	p. 17	Adds authorization requirements for Airport vehicle use, broader cell-phone compliance language, take-home vehicle SOP compliance, mandatory EVOC training before emergency response driving, and explicit discipline for unsafe or unauthorized vehicle operation.
Media inquiries	p. 17	Adds a new policy directing media inquiries to the Public Information Officer or Airport Director and prohibiting unauthorized statements on behalf of the Airport.
Vacation and sick leave	pp. 17–20	Retains the vacation schedule and 240-hour cap but gives regular part-time employees a fixed 20 hours of paid time off on their anniversary date. Full-time sick leave is stated as 120 hours per year. Part-time sick leave accrual ends under the draft, while existing balances may be used until exhausted. Sick time donation limits may be exceeded with Airport Director approval.
Holidays and leave	pp. 20–23	Revises weekend holiday observance to be determined by the Airport Director, changes the holiday list to reflect modern government holidays, and ties leave-of-absence approval more directly to the Airport Director. The FMLA section now states that FMLA does not apply because the Airport is below the 50-employee threshold, while benefits similar to FMLA may be offered under the leave policy.
Insurance and retirement	pp. 21–22	Removes fixed retirement contribution percentages and replaces them with "approved percentage" language, giving the Authority flexibility as plan terms change. The miscellaneous-benefits list is reduced and made more discretionary.
Travel	pp. 23–26	Significantly shortens the handbook travel rules and moves detailed spending limits, airfare, rentals, meals, and similar administration to a separate Travel SOP. The draft favors preapproval, prepayment, and Airport credit-card use; reimbursements are discouraged.

Information systems and credit cards	pp. 26–31	Modernizes acceptable-use, security, remote-access, personal-device, and social-media language. Inappropriate content should be documented and reported rather than simply deleted. Cell-phone eligibility becomes needs-based rather than tied to a fixed 40% field-use threshold. Credit-card misuse may lead to discipline, termination, and criminal prosecution.
Discrimination, harassment, and investigations	pp. 32–36	Expands reporting options to include Human Resources, tightens supervisor reporting duties, and changes the complaint challenge language from optional to mandatory written statements in the draft. The investigation framework continues to require consultation with legal counsel and use of a neutral investigator when appropriate.
Discipline and hearing rights	pp. 36–38	Maintains at-will employment and non-mandatory progressive discipline, but updates the hearing route for management and non-management employees. The draft states that employees who have been terminated or demoted may request an opportunity to be heard within seven days.
Personnel files and fitness for duty	pp. 38–40	Allows official personnel records to be maintained in a secured network folder, changes access and review language, and emphasizes consultation with legal counsel. Fitness-for-duty decisions remain tied to the essential functions and physical requirements of the employee's job.
Separation and COBRA	pp. 40–41	Clarifies that COBRA generally applies only when the Airport has at least 20 full-time employees and states it does not currently apply. The resignation policy confirms that written or oral resignations are effective upon receipt and must be documented.
Acknowledgment and adoption	p. 42	Updates the acknowledgment to the new handbook but still contains placeholders for the adoption date and Authority approval.

Friedman Memorial Airport Authority

Employee Handbook

ADOPTED: TBD BOARD APPROVAL

Friedman Memorial Airport • 1616 Airport Circle • Hailey, Idaho 83333

Table of Contents

I. THE ORGANIZATION FOR WHICH YOU WORK 1

II. YOUR EMPLOYMENT RELATIONSHIP WITH THE AIRPORT 1

A. Expected Conduct 2
B. Prohibited Conduct 3
C. Professional Appearance Policy 5
D. Integrity and Honesty Policy 5

III. EMPLOYEE CODE OF CONDUCT 2

IV. HIRING POLICIES 6

A. Position Postings 6
B. Job Descriptions 6
C. Selection 7
D. Employment Reference Checks 7
E. Equal Employment Opportunity 7
F. Preference for Hiring From Within 8

V. EMPLOYEE CLASSIFICATION 9

A. Employee Classification for Benefit Purposes 9

VI. COMPENSATION POLICIES 10

A. Establishment of Employee Compensation 10
B. Compliance with State and Federal Pay Acts 10
C. Right to Change Compensation and Benefits 10
D. Overtime/Compensatory Time Policy 10
E. Reporting and Verifying Time Records 11
F. Work Periods 12
G. Payroll Procedures and Paydays 12
H. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding 13
I. Military Leave 13
J. Payroll Deductions 13
K. On-the-Job Injuries 13

VII. GENERAL POLICIES 13

K. No Smoking Policy 19
A. Vehicle Policy 19
N. Media Inquiries 20

VIII. EMPLOYEE BENEFITS 20

A. Vacation Leave 20
B. Sick Leave 22
C. Options for Using Accrued Sick Leave 22
D. Donated Sick Leave 23
E. Holidays 23
F. Bereavement Leave 24
G. Leaves of Absence 24
H. Benefits for Temporary Employees 24
I. Insurance/Retirement Benefits 24
J. Transfer of Benefits with Employee Transfer 25
K. Miscellaneous Benefits 25

IX. FAMILY MEDICAL LEAVE ACT (FMLA) 25

A. Eligibility 25

IX. AMERICANS WITH DISABILITIES ACT 25

X. TRAVEL POLICIES 26

A. Personal Funds 26
B. Vacation in Conjunction with Business Travel 26
C. Exceptions 27

XI. INFORMATION SYSTEMS 27

A. Appropriate Use 27
B. Personal Use 28
C. Computer, Internet, Email, and Remote Access 28
D. Cell Phone Service and Equipment 29
E. Information Systems Security 29
F. Personal Telephone Calls 30

G. Social Media 30
H. Use of Authority Credit Cards 31
XII. WORKPLACE VIOLENCE 31
XIII. UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION 33
A. Workplace Discrimination 33
B. Workplace Harassment 33
XIV. EMPLOYEE DISCIPLINE 38
A. Performance/Discipline Framework 38
B. Disciplinary Actions Available 38
C. Opportunity to be Heard 38
XV. EMPLOYEE PERSONNEL FILES 39
A. Personnel Records 39
B. Access to Personnel Files 40
C. Management of Information in Personnel Files 40
XVI. FITNESS FOR DUTY EXAMS 40
XVII. IDAHO WHISTLEBLOWER PROTECTION 41
XVIII. SEPARATION FROM EMPLOYMENT 42
A. Reductions in Force (RIF) 42
B. COBRA Benefits 42
C. Exit Interview 42
D. Resignation Policy 42
XIX. APPENDIX "A" 43

I. THE ORGANIZATION FOR WHICH YOU WORK

Thank you for being a part of Friedman Memorial Airport (hereafter referred to as "Airport"). The Airport is a public entity of the State of Idaho, though it is not part of state government. The Airport is governed by the Friedman Memorial Airport Authority Board (hereafter referred to as "Authority") made up of members appointed by Blaine County and the City of Hailey pursuant to the Joint Powers Agreement, which may be amended from time to time. The Authority is responsible for setting general policy for the Airport and as such, has primary authority to establish terms and conditions of employment for Airport employees. The Authority also hires an Airport Director to help carry out its administrative responsibilities. As with all appointed public officials, the Authority is ultimately responsible to the community and users of the Airport.

In order to ensure we are able to carry out our responsibilities and commitments to the community and users of the Airport, it is critically important that Airport employees understand their roles, rights and responsibilities. A significant portion of an Airport employee's job function is to assure and maintain the safety of the aviation public.

In order to assure and maintain appropriate levels for safety, Airport personnel shall respond to all varieties of emergencies, when notified, regardless of work schedule. Work schedules shall be flexible and subject to adjustment so as to accommodate unforeseen situations, such as, emergencies. Types of emergencies might include and are not limited to, weather (snow, high winds, etc.), aircraft accidents, mutual aid calls, and unexpected illnesses or injuries to fellow employees.

II. YOUR EMPLOYMENT RELATIONSHIP WITH THE AIRPORT

This Handbook is designed to introduce you to the Airport, familiarize you with various policies, practices, and procedures currently in effect in the Airport, and help answer many of the questions that may arise in connection with your employment.

This Handbook is not a contract of employment and does not create a contract of employment. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. Its purpose is simply to provide you with a convenient explanation of present policies and practices of the Airport.

All employees of the Airport are at-will and are employed at the discretion of the Authority. Only a written contract expressly authorized and signed by the Airport Director can alter the at-will nature of employment regardless of anything written or spoken by an individual Authority member or supervisor. Employees have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the Authority. All provisions of this Handbook will be interpreted in a manner consistent with this

paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail.

The Airport reserves the right to modify any of the policies, benefit offerings, and procedures, including those covered in this Handbook, at any time, without prior notice to, and consent of, Airport employees. Changes may be made in the sole discretion of the Authority.

References to "Human Resources" refer to any third-party human resources consultant engaged by the Authority or any internal department dedicated to handling human resources.

III. EMPLOYEE CODE OF CONDUCT

Employees are expected to conduct themselves in a professional manner that is both civil and cooperative. Airport employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. This Code of Conduct has been established to aid employees in understanding both expected and prohibited conduct. Violations of the Code of Conduct will be grounds for disciplinary action up to and including termination of employment. This list is illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed here may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of employment or limit the reasons for which an employee may be disciplined.

Authority resources, including time, material, equipment, and information, are provided for Airport business use. Employees and those who represent the Authority are trusted to behave responsibly and use good judgment to conserve Airport resources. Deputy Directors are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use. Questions about the proper use of Airport resources should be directed to the appropriate Deputy Director or Airport Director.

Employees should use Airport resources (including official seals, logos, or emblems) only in an official capacity

A. Expected Conduct

Each employee is expected to conduct himself/herself in a professional manner. In order to accomplish this, each employee must abide by the following non-exclusive list of behaviors:

1. Be respectful, courteous and professional. Work cooperatively and constructively with fellow workers and members of the public.

2. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.

3. Practice good hygiene and report for work in appropriate apparel for the functions performed and present a suitable appearance to the public.

4. Abide by all departmental rules and direction of a supervisor whether written or oral. No employee will be required to follow the directive of a supervisor that violates the laws of the local jurisdiction, state, or nation.

5. Maintain the confidential nature of records that are not open to the public in accordance with the direction of the Airport Director or their designee.

6. Maintain a current appropriate driver's license when work for the Airport requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.

7. Follow all workplace safety rules whether established formally by the department or by outside agencies.

8. Report all accidents that occur or are observed on the job, or that involve Airport property, and cooperate as requested in the reconstruction of any such accident.

9. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the Airport and related agencies.

10. Adhere to any code of ethics in the employee's profession.

B. Prohibited Conduct

Employees are expected to refrain from behaviors that reflect adversely upon the Airport, including but not limited to:

1. Not initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do his/her job.

2. Not engage in abusive conduct or language, including loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.

3. Not engage in conduct at or away from work that may reflect adversely upon the Airport or its officials or otherwise impair the employee's ability to perform.

4. Not engage in prolonged visiting with co-workers, children, friends, or family members that interfere with work in the department in which the employee serves.

5. Not use work time for personal business, including the selling of goods or services to the general public.

6. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace productivity, including time spent on social media.

7. Not have non-Airport employment, or serve on any board or commission, that conflicts with duties performed for the Airport in any meaningful way. Individual departments may determine permissible examples of outside employment.

8. Not knowingly make any false report or complaint regarding behavior of others, or participate in such report or complaint. Additional information is included in the Honesty and Integrity section of this handbook.

9. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record.

10. Employees must comply with the applicable substance abuse policy below.

11. Not destroy, alter, falsify or steal the whole or any part of an incident report or any record kept as part of the official governmental records of the Airport.

12. Not engage in political activities while on duty.

13. Not provide false or misleading information on employment applications, job performance reports or any other related personnel documents or papers.

14. Not engage in conduct that violates the laws of the state of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of $50), I.C. §74-401 *et seq.* (Ethics in Government Act), I.C. §74-501 *et seq.* (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).

15. Not accept gifts or gratuities in any personal or professional capacity that, although it may be legal, could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357. It is Authority policy that under no circumstances may an employee accept cash tips or gifts for services provided while performing official duties. If a cash tip or gift is given and the employee is unable to return it, the tip must be reported to management and put into a “team celebration fund.”

16. Not engage in theft or criminal conduct of any kind while on or off duty. Not inappropriately use or disclose confidential or trade secret information.

17. Not otherwise break the Airport’s policies and procedures.

C. Professional Appearance Policy

Employees are expected to maintain good personal hygiene and wear clean, neat clothing appropriate to their duties, safety requirements, and interactions with the public. Employees required to wear Airport-provided uniforms must wear them as directed and keep them clean and in good condition. Clothing and visible tattoos must not display content inappropriate for the workplace. Clothing and accessories must not interfere with safe job performance or required protective equipment. Supervisors will address concerns consistently and may require employees to correct attire or appearance that does not meet these standards. The Airport will consider requests for accommodation related to religion, disability, or other legally protected needs.

D. Integrity and Honesty Policy

The Friedman Memorial Airport Authority expects the highest standards of honesty, integrity, and ethical conduct from all employees. Trustworthiness is fundamental to public service and to the effective operation of this organization.

All employees are required to be truthful, accurate, and complete in all work-related matters, including but not limited to:

- Verbal and written communications
- Reports, records, and official documents
- Timekeeping and payroll records
- Statements made during internal reviews, investigations, or audits
- Communications with supervisors, coworkers, tenants, vendors, regulators, and the public

Any form of dishonesty, including lying, cheating, falsification, omission of material facts, or misrepresentation, is strictly prohibited.

Providing false, misleading, or incomplete information—whether intentionally or through reckless disregard for the truth—undermines the Authority's mission, damages public trust, and compromises safety and operations.

Violation of this policy is considered a serious offense. Any act of dishonesty may result in immediate disciplinary action, up to and including termination of employment on the first offense, regardless of position or tenure.

All employees have an affirmative duty to be truthful and forthcoming in all official matters.

IV. HIRING POLICIES

A. Position Postings

The Authority will post announcements for applications for vacant, or soon to be vacant, positions upon notification of such vacancy by the appropriate department.

The Authority will post position openings on the Airport's website. An advertisement may also be placed in the local newspaper, or industry-specific websites, or job boards as deemed appropriate by the Airport Director or other designated representative.

To post a position, managers should work with Human Resources, if applicable, and collect the following information: Job Title; Position Pay Grade and Salary Range; Job Description Approved by the Authority; Posting Closing Date (if applicable); Ads needed, including date(s) of placement and name of recruitment source (local publications, national organizations, local Job Service); Reason for Posting (vacancy, new position); Special Instructions; and Contact Person.

Vacancies may be filled at the discretion of the Airport Director, or designee, by qualified applicants from within their own department or from other Airport departments by posting the position for internal applicants only.

The employment application solicitation process may include a professional recruiting effort when deemed necessary to obtain applications from individauls with necessary technical skills or other specialized qualifications.

The requirements set forth for advertising, soliciting, and recruiting new employees may be abbreviated in the instance of hiring temporary or emergency employees as deemed appropriate by the Airport Director, or designee.

All positions, pay grades, and salary ranges must be approved by the Authority before they are posted.

B. Job Descriptions

Job descriptions are subject to final approval utilizing procedures maintained by the Department Manager or the Airport Director. No job description can be utilized for job postings, recruitment, or any other employment purpose until the Airport Director or Authority has approved it.

Each employee should have an up-to-date and accurate job description on file. A department or office seeking adjustments to a job description, or needing assistance in creating a new job description, must provide the necessary information to the Airport Director, including primary and secondary duties, scope, reporting structure, supervisory responsibilities, minimum qualifications, and other requirements.

The Airport Director or other designated representative will review the information and revise the job description to ensure standard language, consistency, appropriate placement in the pay band, and compliance with the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA) and other employment related laws.

C. Selection

Recruiting efforts should be planned and carried out in a manner that offers open competition. Selection procedures should include an evaluation of the position's job-related minimum requirements. Selections are to be based on the relative experience, knowledge, skills, and abilities of the applicants. For any assistance needed in your selection processes, please contact the Airport Director or other designated representative.

D. Employment Reference Checks

To ensure that individuals who join the Airport are well qualified and have a strong potential to be productive and successful, the hiring department may check employment references for applicants selected for employment.

If a reference check is performed, it shall be done by or in collaboration with a Human Resource representative. Questions asked must be relevant to the job to be filled, focus on the applicant's work history and ability to perform the job, and comply with federal and state laws.

E. Equal Employment Opportunity

1. All selection of employees and all employment decisions, including classification, transfer, discipline and termination, will be made without regard to race, religion, sex, age, national origin, or non-job-related disability, citizenship, genetic information, current military/veteran status, gender identity, sexual orientation, or any other characteristic protected by law. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification.

2. All objections to hiring or other employment practices will be brought to the attention of the Authority, manager, Human Resources, or Airport Director, or in the case of objection to actions undertaken by that person, to legal counsel for the Airport.

3. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

4. The Airport will endeavor to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An employee should advise either the manager, Human Resources or Airport Director

if he or she requires an accommodation to enable the employee to perform the essential tasks of the job.

5. The Airport will also endeavor to make reasonable accommodations for its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise either the manager or Airport Director, or Human Resources if he or she requires accommodation for religious reasons.

F. Preference for Hiring From Within

The Authority may consider qualified internal candidates and external applicants concurrently when filling vacant positions. While qualified Airport employees may be given preference, the Authority reserves the right to recruit, evaluate, and select from both internal and external candidate pools at the same time to ensure the most qualified individual is selected.

G. Veteran's Preference and Rights

1. The Airport will grant a preference to U.S. Armed Services veterans, or certain of his/her family members, in accordance with provisions of local, state, and Federal regulations including FAA Grant Assurances. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.

2. Employees who are qualified veterans returning to employment with the Airport following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, et seq. The returning veteran will be restored to his/her position with the same seniority, status and pay that he/she would have had if there had been no military leave. In addition, in accordance with the provisions of these laws, the veteran will not be terminated from his/her position without cause for a period of one (1) year after the restoration of his/her employment with the Airport.

H. Nepotism/Hiring of Relative

1. No person will be employed by the Airport when the employment would result in a violation of provisions found in Idaho Code, including but not limited to Idaho Code §§74-401 et seq., and §18-1359, as the same may be amended from time to time. Any employment made in violation of these sections may be void.

    a. No Authority member or other public servant, including any Authority employee, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree to any compensated office, position, employment or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one

related to an applicant within the second degree can take part in the hiring process.

b. An employee who's relative is subsequently elected to the Authority may be eligible to retain his/her position and receive pay increases as allowed by relevant provisions of Idaho law, including Idaho Code §18-1359(5).

c. Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. The Authority retains the right to refuse to hire, promote, and/or transfer relatives into the same department, division, or facility if doing so may cause an adverse effect on:

a. Supervision
b. Work productivity or performance
c. Security and safety
d. Morale
e. Conflicts of interest (actual or perceived)
f. Improper influence of favor
g. Confidentiality
h. Scheduling and application of time off benefits

V. EMPLOYEE CLASSIFICATION

For various reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The Airport will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

A. Employee Classification for Benefit Purposes

The classification of the position an employee holds with the Airport may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

1. Full-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of at least 30 hours are considered full-time regular employees. Full-time regular employees are eligible for employee benefits provided by the Airport. The typical full-time schedule is 40 hours a week. Any alternate work schedule must be approved by the Airport Director.

2. Part-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of less than 30 hours on a regular basis are considered part-time

regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the Authority and as required by federal and state law. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

3. **Temporary Employees**

   Employees who work on an irregular, seasonal or temporary basis are temporary employees. Temporary employees receive no benefits provided to regular employees, except those required by law or authorized by the Authority.

VI. COMPENSATION POLICIES

A. Establishment of Employee Compensation

Employees are compensated in accordance with, and subject to, decisions of the Authority as annual budgets are set. The manager may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the Airport Director.

B. Compliance with State and Federal Pay Acts

The Airport will comply with all state and federal pay acts governing compensation of its employees.

C. Right to Change Compensation and Benefits

The Airport may change general compensation for any reason deemed appropriate by the Authority. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent Airport budget. Hours worked may be reduced or employees may be laid off by the Authority as necessary to meet budgetary constraints or as work needs change.

D. Overtime/Compensatory Time Policy

1. In addition to the employee classifications set forth elsewhere in this Handbook, all employees are classified as exempt (salaried) or non-exempt (hourly) for purposes of complying with the federal Fair Labor Standards Act (FLSA). Exempt employees perform work that qualifies for the professional, executive or administrative exemption and do not qualify for overtime compensation. Employees should contact their department manager or the Airport Director for further clarification of the employee's FLSA status.

2. Overtime for non-exempt, hourly employees will be allowed only when authorized by the appropriate manager, deemed essential to maintain compliance with federal regulations , or when absolutely necessary in an emergency . Employees may not work any hours outside of their scheduled workday unless the manager has given advanced authorization for the unscheduled work. Employees may not start work early, finish work late, work during meal breaks or perform any other extra or overtime work unless they are authorized to do so, and it is reported on the employee's timesheet. Any employee who fails to report, or inaccurately reports, any hours worked will be subject to disciplinary action, up to and including termination. As overtime incurs an additional expense, the Department Manager or Airport Director may alter the employee's work schedule within the workweek to avoid or minimize overtime. For example, if a non-exempt employee works two extra hours during the workweek, the manager may reduce their schedule within the current workweek by two hours to result in the employee not working more than 40 hours within the current workweek. This schedule adjustment must occur during the current workweek and the time cannot be "flexed" off in any subsequent workweeks.

3. Non-exempt employees entitled to overtime compensation will either accrue compensatory time or overtime pay, as established by policy adopted by the Authority. Compensatory time or overtime pay for work in excess of 40 hours per week will be computed at 1½ hours for each additional hour worked. The Authority has set a maximum accumulation of 80 hours of compensatory time. Any compensatory time over that amount will be paid in the next pay period unless otherwise approved by the Authority. For purposes of calculating how many hours an employee has worked in a day or week, the workweek begins at 12:01 a.m. on Sunday and ends at midnight on Saturday. The Airport workday begins at 12:01 a.m. and ends at midnight each day

4. Compensatory time may be used whenever required by a manager or when requested by an employee with the concurrence of a manager. Use of requested compensatory time will depend upon the ability of the department to tolerate a requested absence. If repeated requests to use compensatory time are denied by a manager, or reasonable opportunities to use such time are unavailing, an employee must be paid for such accrued time.

5. Upon request from the employee and approval from the Department Manager or Airport Director, employees who are unable to use accrued compensatory time within a reasonable time frame may submit a written request to have up to 80 hours of compensatory time paid out. If approved, the compensatory time will be paid out based upon the employee's current hourly rate of pay and will be subject to the standard required deductions, such as tax withholding and retirement contributions. Any remaining compensatory time balances will be carried forward at the end of each fiscal year or paid out at termination of employment, or when transferring to an exempt position.

E. Reporting and Verifying Time Records

1. Each non-exempt employee is responsible to timely and accurately record time that he/she has worked in accordance with the procedures authorized by the Authority and the payroll office. Each report of non-exempt employees must be signed manually, electronically, and/or approved via the time record platform, by both the supervisor and the employee and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. Any changes to the time record made by a manager or the payroll office to correct mistakes must be acknowledged by the employee. Exempt employees may be required to document time worked or benefits used for accountability purposes.

2. Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, *etc.*, must communicate in writing such concerns to the payroll office or his/her manager as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.

3. Employees may not falsify their own timesheet or alter another employee's timesheet in any way. Employees must not under or over report hours worked by themselves or other employees, or conceal any falsification of time records, even if instructed to do so by a supervisor, the Authority or other person. If instructed to do so, the employee must immediately report it to the legal counsel for the Airport.

F. Work Periods

1. The workweek for all non-exempt employees who are subject to the FLSA begins at 12:01 a.m. on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday.

G. Payroll Procedures and Paydays

1. Employees are paid on a biweekly basis (every two weeks). Each pay period consists of 14 days, and paydays occur every other week on a designated day. If a payday falls on a holiday, paychecks will be issued on the next workday immediately after that payday.

2. Every effort will be made to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. Each employee is responsible for monitoring the accuracy of compensation received and reviewing their paper or electronic paycheck stub upon receipt to ensure it is correct. Information shown on the employee's paycheck stub is provided for informational purposes only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the Airport. In the event of a discrepancy between the computer-generated paycheck stub and official policy, as interpreted by the Authority, the policy will prevail. Employees must report any errors, whether to their advantage or disadvantage. When mistakes are identified and reported, the Airport will correct them as soon as possible.

H. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

1. The Airport encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Leave will be granted, and full pay provided to employees called to serve as a court witness in matters specifically related to Airport operations or called to serve on jury duty.

2. Employees must show the jury duty summons and notify their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

I. Military Leave

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 46-409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

J. Payroll Deductions

No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law (Idaho Code § 45-609).

K. On-the-Job Injuries

Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor as soon as practicable so that a worker's compensation claim can be filed. Return to employment will be authorized on a case-by-case basis in consultation with the supervising official and the State Insurance Fund and may require a fitness for duty medical review. Concerns associated with injured worker status may be brought before the supervisor or Authority for review.

VII. GENERAL POLICIES

A. Work Hours

The standard workweek is 40 hours for full-time equivalent (FTE) employees. The standard workday is ten hours for non-exempt workers, but some employees may work an alternative work schedule depending on the needs of the position at the discretion of the Airport Director with the advice and consent of the Authority. Workday lengths for salaried (exempt) employees are determined primarily by their current workloads. As starting and ending times vary within departments, each department will determine the

schedule for their department. All employees are expected to be at their work location and ready to fulfill all work duties at their scheduled time. Unless an employee makes other arrangements with their manager, the employee is expected to work until the end of the scheduled shift.

For regular part-time employees, schedules vary based on job function but typically do not exceed 25 hours per week.

B. Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. The Airport recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including termination. Excessive unexcused absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Airport.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with the supervisor's designated representative. If you must leave a voicemail, you must provide a number where your supervisor may reach you if need be. Employees are required to notify their supervisor by phone of any unexpected absence. Notification by phone call and/or text message is preferred.

You must report to work on time and be prepared to work a full workday unless a late arrival or early departure has been pre-arranged. Although every consideration will be given to requests for early departures, there can be no guarantee that work will be completed in time for an early departure or that approval for a late arrival or early departure will be granted. Late arrivals and early departures without approval are considered unapproved absences.

The Airport needs as much advance notice of employee absence as possible so that other arrangements can be made to cover the absence. Under *unusual and urgent* circumstances, unscheduled absence or tardiness because of an emergency, such as illness, or injury may be approved, but only if employee notifies their respective supervisor immediately upon their knowledge and follows up with written verification of the emergency. If an employee is absent because of an illness, the Airport Director may require that they submit written documentation from their health care provider substantiating the employee was seen by a health care provider, the date seen, and, if applicable, the dates or periods of incapacity.

Employees who have unexcused or unauthorized absences of three (3) or more working days in a row may be considered to have resigned through abandonment of his/her

position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of three (3) or more working days in a row, the Airport will consider the employee as having resigned and immediately notify him/her of such.

If an employee verbally indicates an intent to resign, the Airport may accept the resignation immediately and proceed with separation. In such cases, the Airport may take appropriate steps to address any security or safety concerns and will notify the employee accordingly.

C. Meal and Rest Breaks

While no state or federal law requires rest breaks, the Authority may do so as a courtesy. The appropriate use of short breaks may increase employee efficiency and result in better quality of work. A manager may determine the appropriate duration of a break for the office, up to a maximum of 20 minutes. These breaks will be considered paid work time. Managers may discontinue breaks as needed to ensure proper staffing to meet work demand. Unauthorized extensions of authorized work breaks will not be considered work time. Breaks may not be combined or foregone in order to leave earlier in the day.

In addition, all employees who work more than six (6) hours in a day may take a meal break. Meal breaks are generally a single one (1) hour in length break and may not be shortened to less than 30 minutes. Meal breaks are generally unpaid; however, employees who are required to work during the meal break will be paid for that time.

D. Travel Time

The time an employee spends commuting to and from work is considered "home-to-work travel" and is not considered work time. However, the time an employee spends traveling from one work-site to another for work purposes is considered work time. Time spent in travel away from home outside of an employee's regular work hours as a passenger on an airplane, train, automobile or public transportation is generally not considered work time under the Fair Labor Standards Act (FLSA), but will be compensated as work time when in the best interest of the department and at the discretion of the Department Manager or the Airport Director. Employees are expected to do other productive work while traveling as a passenger to justify the designation as work time. Work assignments that require an employee to stay overnight will qualify for expenses, but no time will be compensated beyond appropriate travel time and actual hours worked in accordance with FLSA.

See the Travel Policy Appendix for further information.

E. Training Time

An employee's attendance at training sessions is considered work time unless all of the following three criteria are met:

- Attendance at the training session is outside of the employee's regular work hours.
- Attendance at the training session is voluntary.
- The training session is not directly related to the employee's current job.

F. On-Call Time

On-call employees are allowed to use that time for their own personal reasons, and are not limited to one geographical location, but must respond to the Airport within a reasonable amount of time *as designated by their Manager/job duties*. Employees who are required to take on-call shifts will only be compensated for the actual time worked during that shift, not for the entire shift. If called in, employees will be allowed to work a minimum of three hours. Time spent on the telephone or in person resolving a work issue during an on-call shift is considered work time, and if performed by a non-exempt employee should be reported on the employee's timesheet. Any exceptions to this policy must have prior written approval by the Department Manager or the Airport Director.

G. Flexible Scheduling

The Authority understands that many employees have to balance the demands of their job with the needs of their families and other outside commitments. Therefore, it offers its employees the opportunity to work a flexible schedule when it is in the best interest of the Airport and will not negatively affect the performance of employees' duties. Flexible scheduling allows adjustments to an employee's work hours but does not include work-from-home, remote, or hybrid arrangements. Employees are expected to perform their work on-site at their designated work location.

If an employee would like to change his/her work schedule – for example, to come in and leave a couple of hours earlier or to work a compressed schedule – the employee should submit a request to his/her manager. Management will try to accommodate employee requests, to the extent practical. Because not all jobs are suitable for flexible scheduling, and because it is necessary to ensure that staffing needs are met, it cannot be guaranteed that a request will be granted. Flexible schedules may be discontinued at any time.

Employees who have not maintained a good attendance record or who have received disciplinary action in the last six (6) months may not be eligible for a flexible schedule. Exceptions may be made by the Department Manager or Airport Director when appropriate.

H. ARFF / Operations Shift Bids

Shift bids will be conducted for shift placement as necessary, or on a schedule as determined by Airport management. Shift assignments will be awarded based on employment seniority with the Airport. The shift bid process will be administered by the manager, who will provide a minimum of two (2) weeks' notice prior to any resulting schedule changes. The manager reserves the right to schedule the two supervisors and the fleet manager strategically for organizational needs. Two supervisors are not allowed to bid the same schedule or the same half of the week. A pay differential for night shift may be authorized by the authority at the discretion of the Airport Director.

I. Access Media Policy

Access media badges are the sole property of the Airport

and are issued for entry to Airport buildings for the purpose of conducting Airport business.

Below is the general policy regarding Airport-issued access media:

- Access media badges may not to be loaned or made available to others.
- Lost or stolen access media badges must be immediately reported to the Airport Security Coordinator.
- Employees may be charged a replacement fee for lost or stolen access media badges.
- All keys and/or entry cards must be turned in to a supervisor or the Security department upon separation from the Friedman Memorial Airport.
- Employees who take a leave of absence other than routine sick leave or vacation must turn in any keys and/or entry cards prior to beginning their leave.

J. Substance Abuse Policy

The Airport recognizes alcohol and drug abuse as potential health, safety and security problems. The Airport expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is a condition of employment, and violations of the policy may lead to discipline and/or termination.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on Airport premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor or Authority member for assistance in seeking help, including possible coverage under the Airport's medical insurance plan, to address substance abuse.

The Authority will take no disciplinary actions against an employee who is a substance abuser if the employee is participating in a supervisory rehabilitation program and is not currently using drugs or alcohol. Likewise, those employees who have been rehabilitated will not be discriminated against by the Authority. However, should an employee be a danger to the employee or to others and the employee is not seeking rehabilitation, or having completed rehabilitation remains a substance abuser, the Authority reserves the right to subject the employee to disciplinary action, up to and including termination of employment.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the Airport.

Authority employees, as a condition of employment, may be required to participate in pre-employment, random, post-accident, return-to-duty, reasonable suspicion and follow-up drug and alcohol testing upon selection or request of their department manager or the Airport Director. Testing will be performed only with the employee's knowledge and consent. However, any employee who refuses to consent to a test will be subject to disciplinary action, up to and including termination. All drug and alcohol testing information will be maintained confidentially by Airport management.

If an employee is tested for drugs and alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and including termination. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Employees who are convicted of off-the-job drug activity may be considered to be in violation of this policy. In deciding what action to take, the Authority will take into consideration the applicable law, the nature of the charges, the employee's present job assignment, the employee's record with the Authority, the impact of the employee's conviction on the Airport, and other factors as allowed by law, and as the Authority may deem relevant. Before any adverse action is taken, the Authority will consider whether such action would be consistent with the business necessity and whether the conviction establishes that the employee's ability to perform job-related functions is impacted.

Additionally, as a condition of employment, employees shall notify their manager or the Airport Director of any criminal drug statute conviction no later than five (5) days after such conviction. Any employee who is convicted and fails to report it shall be considered to be in violation of this policy and subject to appropriate sanctions, up to and including termination.

K. No Smoking Policy

The Airport buildings and facilities are non-smoking in accordance with state and federal requirements. Cigarettes of any kind or e-cigarettes are not allowed within all indoor spaces of the Airport's buildings and facilities or in Airport vehicles. Smoking is only permitted outside of Airport buildings in designated smoking areas, and facilities at least 50 feet away from entrances.

J. Relationship Policy

Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior or the Authority of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the Airport to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

A. Vehicle Policy

Employees assigned to driving duties ("Drivers") must at all times meet the following criteria:

- Only authorized employees may use Friedman Memorial Airport vehicles.
- Drivers must have and maintain a current, valid Idaho driver's license; and
- Drivers must maintain a clean driving record, i.e., must remain insurable under the Airport's liability insurance policy. If an employee whose job duties require driving becomes uninsurable because of violations received on or off the job during the term of employment, regardless of fault, the employee is subject to immediate termination from employment. Violations incurred prior to hire will be considered in the insurability review and may, in conjunction with post-hire violations, result in employee becomes uninsurable; and
- Drivers must agree to accept the responsibilities of the driving assignment. Any employee driving an Airport vehicle or driving on Airport business must observe all safety, traffic, and criminal laws of this state. No driver may have a detectible level in their system of alcohol or illegal drugs while driving in an Airport vehicle.
- Cellphone use must be in accordance with local, State, and Federal law. Cell phone use must be conducted responsibly and with sound judgment.
- Employees eligible for or temporarily assigned a take-home vehicle policy shall abide by the Airport's take home vehicle SOP.
- Employees whose duties require emergency ("code") response must successfully complete the Authority's Emergency Vehicle Operator Course (EVOC) training prior to operating a vehicle in an emergency response capacity.

Emergency vehicle operation is a privilege and carries significant responsibility. Employees shall operate all vehicles with due regard for the safety of the public, fellow employees, and themselves.

Failure to comply with this policy may result in disciplinary action, up to and including revocation of emergency driving privileges and/or termination of employment.

N. Media Inquiries

Employees must not speak to reporters on behalf of the Airport. Individuals who talk directly to reporters without going through the proper channels risk providing incorrect or confidential information. Media inquiries should be directed to either the PIO or the Airport Director. Unauthorized statements to the press may result in discipline up to and including termination.

VIII. EMPLOYEE BENEFITS

The Airport offers a number of employee benefits for full-time and part-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the Authority. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Authority.

A. Vacation Leave

It is the policy of the Airport to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his/ her employment anniversary date. Vacation leave may not be used within the first six (6) months of employment except as approved by the employee's manager or the Airport Director in unusual and compelling circumstances. For full-time employees, vacation accrues as follows: On your anniversary date, after the first 3 years of employment, you accrue an additional 10 hours per year. At your 5th year, you accrue another 10 hours per year, and then every two years thereafter as indicated in the table below :

Year of Employment	**Hours of Vacation Time**
Years 1 and 2	80
Years 3 and 4	90
Years 5 and 6	100
Years 7 and 8	110
Years 9 and 10	120

Years 11-12	130
Years 13-14	140
Years 15-16	150
Years 17-18	160
Years 19-20	170
Years 21+	180

Regular part-time employees earn 20 hours paid time off on their employment anniversary date. For regular part-time employees, paid time off may be used for personal time, sick time, vacation, etc. as approved by the supervisor.

Vacation leave can be accrued up to the maximum of 240 hours. Once an employee reaches accruals of that amount, no additional vacation leave will accrue until the employee's accrued hours are reduced below the maximum.

Vacation leave is to be scheduled with consent of the department manager. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected office/departments. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment at the then-current employee's hourly or daily rate.

B. Sick Leave

Sick leave benefits are provided to regular full-time employees at the rate of 120 hours per year. Part-time employees are not eligible for sick time. If a part-time employee has a balance of sick leave at the adoption of this handbook (2026), they may keep and/or use the sick leave balance in accordance with this policy until it reaches zero balance. Sick leave will cease to accrue for part-time employees as of the adoption of this Handbook. Sick leave is a benefit to provide relief to the employee when an illness or injury prevents the employee from working productively or safely, or when an immediate family member's illness presents no practical alternative for necessary care. Sick leave may also be used as maternity or paternity leave. Sick leave must be requested at least within two (2) hours of the time the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. The Authority and/or managers may require the employee to provide a doctor's note, or require, at the Airport's expense, an independent review of reported illness by a competent medical authority.

Sick leave can only be accrued up to the maximum of 480 hours. Once an employee reaches the maximum accrual, no additional sick leave will accrue until the employee's accrued hours are reduced below the maximum.

Sick leave benefit recipients will receive their normal compensation when using sick leave. Upon separation from employment, unused sick leave up to the maximum allowed accrual will be compensated by lump-sum payment of 25% of the employee's then-current hourly or daily rate.

C. Options for Using Accrued Sick Leave

The Authority wishes to acknowledge the need for time off for employees who do not utilize their sick leave. It offers three (3) options for converting accrued sick leave into days off. Use of these options is entirely at the supervisor's discretion, based on operational requirements. The options are:

1. **Personal Days** – employees may convert one (1) day of accrued sick leave into one (1) personal day (up to 10 hours in one workday for non-exempt workers) per calendar quarter. They must, however, always keep a minimum of 100 hours of accrued sick leave in reserves for possible illness. Requests for personal days must be submitted to the supervisor for approval at least one (1) week in advance of the requested day, when possible. Supervisors have discretion whether personal days may be linked to vacation or holidays. These days are to be used when converted and not accrued for future use.

2. **Vacation** – an employee who wishes to use *additional accrued sick leave in the same quarter* may convert accrued sick leave hours into vacation time at the exchange of four (4) hours of accrued sick leave for one (1) hour of vacation. These days are to be used when converted and not accrued for future use.

3. **Community Volunteer Leave** – The Authority recognizes the value employees bring to the community when they volunteer their time in support of community programs. Community Volunteer Leave allows employees to take up to one (1) day of sick leave (up to 10 hours in one workday for non-exempt employees) every six (6) months to participate in supervisor-approved community volunteer programs that positively impact the quality of life within the community. Employees interested in this opportunity should meet with their supervisor to discuss their volunteer choice, schedule, and to receive approval.

   Community Volunteer Leave should not conflict with peak work schedules, other work-related responsibilities, create the need for overtime, or cause conflicts with other employees' schedules.

   In order to convert sick time for any of the above reasons, the employee must maintain 100 hours of accrued sick leave at all times in case of illness.

D. Donated Sick Leave

Employees may donate accrued sick leave hours that exceed their 100-hour reserve to other employees with serious personal or family medical situations that have exhausted their accrued sick days, vacation days, comp time, holiday comp time, and other leave. Employees seeking to make such donations must, however, provide a written request to their manager.

The donation and receipt of donated leave is subject to the approval of the Department Manager or Airport Director, for both the donating and receiving employees. Evaluation may include prior satisfactory attendance, with no history of leave abuse. Employees receiving workers' compensation benefits through the Authority are not eligible to receive donated leave. Donated sick hours are converted into the same number of sick hours for the recipient, regardless of the employees' regular hourly pay rates or salaries. Names of donors and recipients must be kept confidential.

Donations to a specific employee by several other employees may not total more than forty-eight (48) days unless approved by the Airport Director. One employee cannot donate more than 30 hours to another employee per incident unless approved by the Airport Director. The manager has the right to schedule how the recipient may use the donated leave, but at all times, expects the recipient to return to work as soon as personal or family health allows. Employees who report a personal incapacity to work at the end of leave may be required to provide medical certification of such incapacity.

If the recipient of donated sick leave returns to work before all donated sick leave has been used, the recipient forfeits the donated leave. Donors of unused sick leave will not be credited back the unused balance.

E. Holidays

Eleven official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. At the Airport Director's discretion, generally, holidays which fall on a Friday or Saturday will be observed on the preceding Thursday. Those which fall on Sunday will be observed on the following Monday. The holiday schedule may be changed at any time by the Authority.

Full-time regular employees who are scheduled to work on holidays will receive a substitute holiday with pay which must be used within 60 days of the date of the holiday they worked or it will be forfeited. Unscheduled emergency work on holidays will be compensated at a rate of 1½ times the employee's regular rate of pay.

Recognized Holidays:

New Year's Day	Columbus Day
Martin Luther King, Jr./Human Rights Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Juneteenth
Labor Day	
Independence Day	Christmas Day

F. Bereavement Leave

Up to three (3) days of paid leave of absence will be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters, including in-laws, step-parent, step-grandparent, step-child, step-grandchild, step-brother, or step-sister). Employees have the right to use accrued vacation leave beyond the leave of absence allowed by this section.

G. Leaves of Absence

Up to 30 days of unpaid leave of absence can be granted at the discretion of the Airport Director for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of 30 days will require written approval from the Airport Director.

H. Benefits for Temporary Employees

All temporary employees will receive benefits as required by law, including worker's compensation insurance. All other benefits are to be determined in the discretion of the Authority.

I. Insurance/Retirement Benefits

The Authority provides medical, health, vision and dental insurance to all full-time employees and offers family coverage at a reduced rate. All coverage is subject to policy terms and change at any time. A group term life insurance plan is available to all full-time employees and his or her dependents. Workman's Compensation insurance covering job-related injuries is provided to all employees. All full-time employees are provided with a 401(a) defined benefit retirement plan to which the Airport contributes an approved percentage of an employee's salary. A 457(B) plan is offered to all full-time employees at a mandatory rate of an approved percentage of an employee's salary. Employees may contribute to the 457(B) up to the annual maximums, these contributions can be pre-tax, post tax or both.

J. Transfer of Benefits with Employee Transfer

Accrued benefits continue when the employee transfers from one department to another within the Airport. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and employment status.

K. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the Airport Director, that may be available to employees for participation in accordance with the terms of their respective policy or agreement.

IX. FAMILY MEDICAL LEAVE ACT (FMLA)

A. Eligibility

The FMLA applies to employers who employ at least 50 employees withing 75 miles of the employee's workplace. Since the Airport does not employ at least 50 employees, FMLA DOES NOT apply to Airport employees. Notwithstanding the foregoing, the Airport offers a Leave of Absence policy to address similar situations.

A. AMERICANS WITH DISABILITIES ACT

A. Eligibility

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) prohibit employers with 15 or more employees from discriminating against qualified individuals with disabilities in job application procedures,

hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

B. Reasonable Accommodation

The Airport will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless:

1. doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation; or
2. the accommodation creates an undue hardship to the Airport.

Employees should contact their supervisor or the Airport Director with any questions or requests for accommodation.

X. TRAVEL POLICIES

An employee must receive authorization for their travel and/or reimbursement for their Department Manager or Airport Director. Employees should endeavor to incur the lowest reasonable travel expenses when traveling. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be followed.

It is the policy of the Authority to pay for reasonable and necessary employee expenses incurred in connection with approved travel on behalf of the Airport. The Airport strongly encourages use of travel discounts when making travel arrangements.

Authorized business travel for employees must be pre-approved by submitting a request to the Department Manager or Airport Director. All travel should be pre-approved and prepaid, or an Airport credit card should be used. Reimbursements are discouraged. If reimbursement is required, compensation of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. If there is reason to believe any expenditure is inappropriate or extravagant, it will not be approved.

Refer to the Authority Travel SOP for further instruction for travel.

A. Personal Funds

Employees should review compensation guidelines before traveling to determine what expenses are allowable or reimbursable. The Airport reserves the right to deny compensation for travel-related expenses for unauthorized travel. Employees should not use personal funds to facilitate travel arrangements except in emergencies.

B. Vacation in Conjunction with Business Travel

In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, and/or lodging will not be paid by the Airport. The Airport will not prepay any personal expenses with the intention of being “repaid” at a later time. No personal expenses will be reimbursed.

C. Exceptions

Occasionally it may be necessary for employees to request exceptions to Friedman Memorial Airport Travel Expenses Policies. Requests for exceptions to these policies must be made in writing and approved by the Airport Director.

XI. INFORMATION SYSTEMS

The Authority provides information systems to employees, contractors, and volunteers for the exclusive purpose of providing services and conducting Authority affairs for the good of the community. Information systems include computers and associated peripherals, telephones and telephone services, office equipment, as well as electronic services, such as email, voicemail, instant messaging, internet connectivity, web access.

Employees and those who represent the Authority are trusted to act responsibly and use good judgment when using Airport resources. Department Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use. Questions about the proper use of Airport resources should be directed to the appropriate Department Manager or the Airport Director.

A. Appropriate Use

The Authority requires employees to observe local, state and federal laws and regulations, including prohibitions on defamation, discrimination, harassment, insider trading, anti-competitive behavior, and unauthorized transmission, receipt, or use of licensed or copyrighted material. Unlawful use of information systems is always outside the scope of appropriate use and may result in discipline up to and including termination or cancellation of the work contract.

Messages on Airport information systems including email, voicemail, instant messaging and other communication systems are not to contain offensive, harassing, or discriminatory content. Additionally, employees, contractors, and volunteers may not intentionally visit inappropriate web sites including, but not limited to, those which contain pornography, violence advocacy, gambling, or other inappropriate content.

Any inappropriate content received should be immediately documented and reported to a manager. Under no circumstances shall it be forwarded on to anyone else.

The Authority prohibits the illegal duplication of licensed or copyrighted programs for any reason. Anyone engaging in the illegal reproduction of software may be subject to civil damages and criminal penalties. Under no circumstances should a program be installed,

copied, or duplicated to or from any Airport computer or network disk without the explicit knowledge and approval of the Department Manager or Airport Director.

Every computer at the Airport has been designed and assembled to strict specifications, making it as efficient as possible while operating within the Airport's information systems. Any modification or attempted modification of an Airport computer is strictly prohibited. This includes, but is not limited to, installing or removing hardware, installing Windows or 3rd party programs, modifying permissions on computer or network drives and creating or modifying computer or network drive sharing without the approval of the Department Manager or Airport Director.

B. Personal Use

Personal use of email, voicemail, the Internet, computers or other electronic or non-electronic communications systems should be limited, infrequent and take place during lunch or break. Use of Airport information systems for filing personal taxes, managing personal businesses, campaigning for public office or lobbying for any entity besides Friedman Memorial Airport is not permitted. Use of Airport information systems or services that interferes with an employee's work performance, the work performance of another employee, or results in additional costs or liability to the Authority is prohibited.

C. Computer, Internet, Email, and Remote Access

The use of Airport technical resources, including computers, email, voice mail, fax machines, and all forms of Internet/Intranet access, is for Airport business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during "personal time," and does not result in expense to the Airport. "Personal time" is defined as the lunch hour and before or after work hours – it excludes breaks and other periods of time during the normal workday. Employee's internet access to personal email accounts is limited to personal time.

Managers determine whether such use is excessive or inappropriate. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace.

Use of Airport computers, networks, email, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

- Sending chain emails;
- Engaging in private or personal business activities;
- Misrepresenting oneself or the Airport;
- Engaging in unlawful or malicious activities;
- Use of abusive, profane, threatening, racist, sexist, sexual, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;

- Causing congestion, disruption, disablement, alteration, or impairment of Airport's networks or systems;
- Infringing in any way on the copyrights or trademark rights of others;
- Using recreational and computer games;
- Defeating or attempting to defeat security restrictions on Airport systems and applications;
- Media downloads (music, movies, etc.).

Unless specifically granted in this policy, any non-business use of the Airport's automation systems is expressly forbidden. Violation of this policy and/or state, local, and federal laws can lead to disciplinary action, up to and including termination and possible criminal prosecution.

All information systems and data or information resulting from their use, including documents, graphics, maps, programs, web pages and messages that are created or stored on Airport systems are the properties of the Authority and are subject to review by the IT Department, Department Managers, the Airport Director, and/or the Authority at any time.

Employees, contractors, and volunteers who use Airport information systems should understand that Airport records are subject to public disclosure and the Authority cannot guarantee the privacy of communications transmitted or stored on these systems. The Authority reserves the right to view the contents of information systems at any time without notice, including, but not limited to, inspecting email messages, voicemail messages, and other electronic or non-electronic communications. The existence of a password on these systems is not intended to indicate that messages will remain private.

Employees should be aware that even when a message has been deleted, it may still be possible to retrieve it from a backup system. Therefore, employees should not assume a message has remained private because it has been deleted.

D. Cell Phone Service and Equipment

The Airport Director and Department Managers may have an Airport owned cell phone or participate in an allowance program. At the Airport Director's discretion, employees with an operational justifiable need may be authorized to receive an Authority issued cell phone or phone allowance.

The Authority does not pay accounts that are not authorized. Individuals not employed by the Authority may not be added to the Authority account.

The Authority will purchase, own, and maintain authorized cell phones, smart phones, and other communications equipment. Communication devices and service plans that are owned by the Authority are managed by the Administrative Department . New

hardware may be replaced or upgraded as need and as approved by the Department Manager or Airport Director.

E. Information Systems Security

Email, voicemail, or other communication or computer systems are to be accessed only by the intended recipient or the creator or by others at the direct request of the intended recipient or creator. Any attempt by persons to access messages or documents on such systems, including any form of hacking, cracking, or network monitoring, will constitute a violation of Authority policy and may result in discipline up to and including termination or cancellation of the work contract.

Access controls in the form of a user profile and password have been set up to prevent the unauthorized use of data. Users will be able to access only those computers, network drives and files that are specifically included in their profile. Users are required to protect their password and should never disclose it. If a user suspects someone else knows their password, he/she should change it immediately and notify their manager.

Use of personal computers and data storage devices including, but not limited to, USB drives, thumb drives, and flash drives may only be attached to Airport's computers or internal networks with the express approval of the Airport Director or Department Manager and the IT Department.

F. Personal Telephone Calls

The Authority recognizes that employees will occasionally need to place and receive personal phone calls during the workday. In all cases, personal calls should be minimal, whether the calls are placed or received using Airport phones or personal cell phones. Receiving and placing excessive personal calls is disruptive to others. If at all possible, calls should be limited to allotted breaks. Excessive work time spent on personal calls is considered a misuse of employee's work time and Airport funds; therefore, abuse is subject to disciplinary action. All personal cell phones and other communication devices are required to be kept in silent mode or turned off while employees are on duty, unless used for Airport business.

G. Social Media

Employees must maintain high ethical and professional standards of conduct both on and off duty. This includes, but is not limited to, conduct related to materials posted through social media, the Internet or disseminated electronically. Violation of this policy may subject an employee to appropriate disciplinary action, up to and including termination of employment.

Prior to posting on social media, employees also should be aware of the following:

- Employees can be held accountable for content they post on the Internet—whether in the office, at home or on their own time—particularly

if something they post or share violates Airport policies or jeopardizes the Airport's respect and reputation within the community.

- What they write on social media sites may be disseminated to the world—even if they only share it with their "friends."
- Ultimately, each employee is responsible for what they post online. Before creating online content, employees are encouraged to consider some of the risks and rewards that are involved. Employees should be aware that content that adversely affects their job performance, the job performance of co-workers, or otherwise adversely affects FMAA customers, clients, suppliers, or other people who work on behalf of FMAA may result in disciplinary action up to and including termination.
- Employees should be careful not to post comments they would not say out loud or that they would not want their coworkers, Department Manager, Airport Director or members of the Authority to see or hear.

H. Use of Authority Credit Cards

The Authority allows for the issuance of Airport credit cards in the names of employees with a need for them. It is the responsibility of each person holding an Airport credit card to use it in the best interest of the Airport.

Each individual entrusted with an Airport credit card is expected to monitor the use of the card, including the following:

- Ensure each purchase made with the Airport credit card is for Airport benefit;
- Keep a receipt of each transaction and submit that receipt to the appropriate Manager or Airport Deputy Director of Finance and Administration;
- If allowing a co-worker to use the card, monitor that use to comply with the above.

Any employee misuse of Airport credit cards may be subject to discipline, termination and/or criminal prosecution..

Having an Airport credit card is a privilege and misuse or failure to comply with the above policy will result in appropriate disciplinary action.

XII. WORKPLACE VIOLENCE

The Authority seeks to provide a violence-free workplace. Violence in the workplace poses a threat to the safety of employees and the public. The Authority will not tolerate acts and behaviors that are likely to result in workplace violence, including, but not limited to, abusive language, hitting or shoving, threats of bodily harm, threats or acts of violence, brandishing of an object which may be used as a weapon, sending threatening, harassing or abusive e-mail and faxes, using the workplace to violate protective orders and stalking.

All employees are responsible for preventing workplace violence. All acts or threats of violence should be promptly reported to a supervisor or Authority member. Employees should also report situations that they believe could lead to workplace violence, including but not limited to protective orders or other no-contact orders.

Any employee who is determined to be responsible for acts or threats of violence, or other conduct listed in this section, will be subject to prompt disciplinary action up to and including termination of employment.

XIII. UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT, AND RETALIATION

The Airport strives to maintain a supportive and civil workplace—one in which employees treat each other with respect and dignity. In keeping with these values, the Airport prohibits and does not tolerate unlawful workplace discrimination, harassment, or retaliation.

The following defined terms are applicable to this section:

Legally protected class means a personal characteristic that is protected by law. This includes race, color, national origin, religion, sex, age (40 and over), disability, citizenship, veteran status, genetic information, current military status, gender identity, sexual orientation, or any other characteristic protected by local, state and Federal law.

Participation in the workplace includes all aspects of being an employee at the Airport, including recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination and/or retirement.

A. Workplace Discrimination

The Authority prohibits discrimination against applicants and employees because of race, creed, color, sex, sexual orientation, sexual identity, marital status, religion, national origin, ancestry, age, mental or physical disability, genetic information, or any other basis prohibited by law. The Authority actively supports the principle of equal employment opportunity for all. If you feel you have been discriminated against or know of any discrimination occurring in the workplace, you should follow the reporting procedure outlined below.

Workplace discrimination is when one or more persons in a **legally protected class** are treated adversely, with respect to their **participation in the workplace** which may affect the workplace status and benefits of the employees. The Authority considers violation of its Workplace Discrimination Policy a serious offense that will lead to discipline, up to and including termination.

Unlawful adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to his/her age, not promoting an employee due to his/her religious beliefs, denying an employee a raise due to his/her race, disciplining an employee more harshly than others due to his/her sex, and terminating an employee due to his/her national origin.

B. Workplace Harassment

Workplace harassment is unwelcome conduct that is directed to one or more persons in a legally protected class that interferes with their participation in the workplace. The offensive conduct must be *severe or recurring* such that it creates a work environment

that a reasonable person would consider intimidating, hostile, or abusive. The Authority takes reasonable steps to prevent harassment from occurring. The Authority considers a violation of its Workplace Harassment Policy a serious offense that will lead to discipline, up to and including termination.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.

C. Workplace Sexual Harassment

The Authority is proud of its tradition of maintaining a professional work environment in which all employees are treated with respect and dignity. Sexual harassment is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here.

Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, request for sexual favors, or other verbal, non-verbal, visual or physical harassment of a sexual nature that is so *severe or recurring* such that it creates a hostile or offensive work environment.

Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity or gender expression.

Sexual harassment is unlawful whether it involves co-workers, supervisors, elected officials, or customers of the Airport.

D. Hostile Work Environment

A hostile work environment is discrimination or harassment in the workplace in which comments or conduct based on a **legally protected class**, unreasonably interfere with **participation in the workplace**. It is the commitment of the Airport and its management to ensure the workplace is free from negative, aggressive, and inappropriate behaviors, and that the environment is aimed at providing high quality services in an atmosphere of respect, collaboration, openness, safety, and equality. All employees have the right to be treated with dignity and respect.

Examples of a hostile work environment may include, but are not limited to, being subjected to racial slurs, derogatory comments about job performance based on gender, sexual advances or propositions, receiving sexually explicit electronic communication from a coworker, physical harassment like hitting, pushing, groping, and other touching.

E. Workplace Retaliation

The Authority prohibits retaliation against any employee for reporting possible discrimination or harassment in the workplace, for raising legitimate concerns, for

making good faith reports, or for honestly assisting in a complaint investigation. If you perceive retaliation for making a complaint of your participation in the investigation, please follow the reporting procedure outlined below. The Authority takes any reports of retaliation seriously and will promptly and thoroughly investigate any such report. If an investigation confirms a violation of this policy, the Authority will take appropriate steps to remedy the situation, including disciplinary action, up to and including termination, against the retaliating employee.

F. Responsibilities

1. Employee Responsibilities

   Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence. Reporting should be made to any of the following:

   - Designated Official
   - Airport Director
   - Department Manager
   - Authority Member
   - Legal Counsel for the Airport

   If the employee's supervisor is the subject of the incident, the employee should instead report the incident to one of the other listed persons. Reporting should be made regardless of whether the offensive act was committed by a supervisor, co-worker, vendor, visitor or customer.

2. Supervisor Responsibilities

   All supervisors are expected to ensure that the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation or the development of a hostile work environment. They are responsible for the application and communication of this Handbook within their work areas. Supervisors should:

   - Encourage employees to report any violations of this Handbook before the harassment becomes severe or recurring.
   - Make sure the Airport Director is made aware of any inappropriate behavior in the workplace.
   - Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.

   - Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment or hostile work environment.

- Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation or hostile work environment to the Designated Official.

3. The Airport designates the Airport Director, or his/her designee, as the Designated Official who will be responsible for directing the procedures of this Handbook.

G. Procedure for Reporting and Investigating

The following steps must be followed to report and investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.

1. A person who believes he/she has been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment or retaliation, should report it to the Human Resources, his/her supervisor, department head, Authority member, or legal counsel for the Airport. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to one of the listed persons.

2. Once a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.

3. The Designated Official should promptly review the complaint and consult with legal counsel for the Airport.

4. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.

5. The Designated Official, in consultation with legal counsel for the Airport, should engage a neutral party to investigate the complaint.

6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.

7. At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.

8. The Designated Official and/or the appropriate supervisors and legal counsel for the Airport will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.

9. The complainant and the person alleged to have committed the offenses shall submit written statements to the Designated Official and/or supervisors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be

submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.

10. After the Designated Official and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel for the Airport, a decision will be made as to what action, if any, should be taken by the Authority or department head.

11. At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant.

H. Disciplinary Action

1. If it is determined that unlawful discrimination, harassment or retaliation has occurred, an appropriate course of action will be taken by the Airport. The action will depend on the following factors:

   a. The severity, frequency and pervasiveness of the conduct;

   b. The conduct of the respective employees;

   c. Prior complaints made against the person alleged to have committed the offenses; and

   d. The quality of the evidence (first-hand knowledge, credible corroboration etc.).

2. If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment or retaliation. Please also see Section XV regarding Employee Discipline.

I. Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The Airport's insurer may also be engaged to assist in all phases of any proceeding or investigation. Cooperation in any workplace investigation is required of all Airport employees.

XIV. EMPLOYEE DISCIPLINE

A. Performance/Discipline Framework

The following framework provides discipline options that may be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to change the at-will nature of the employee's employment or limit the reasons for which the employee may be disciplined, including termination of employment. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. The Airport may take any of the following disciplinary actions, or any other action, in any order when a supervisor deems an action or performance of the employee to be serious enough to warrant a certain discipline.

B. Disciplinary Actions Available

1. The following actions are among the disciplinary actions that may be taken in response to personnel policy violations or performance deficiencies:

    a. Oral warning

    b. Written warning or reprimand

    c. Suspension without pay indicated in writing

    d. Demotion indicated in writing

    e. Termination indicated in writing

2. Conditions of maintaining employment that relate to particular performance / behavior issues may be established in conjunction with any of these actions.

3. Upon termination of employment, employees will be entitled to appropriate compensation for accrued vacation leave pay as described in Section VIII.A; appropriate compensation for accrued compensatory leave as described in Section VI.D.5; and appropriate compensation for accrued sick leave as described in Section VIII.B. Terminated employees also may inquire with the Airport Director as possible COBRA benefits pursuant to section XIX.C. below.

C. Opportunity to be Heard

1. All employees are at-will. However, employees who have been terminated or demoted with a reduction in pay may be entitled to an opportunity to be heard when one is requested.

2. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity.

3. The procedure for the hearing is as follows:

   a. Within seven (7) days of his/her termination or demotion, the employee may submit a written request for a hearing and state the basis for it, to the following:
      i. Employees in a non-management position should submit their request to the Airport Director or to Human Resources
      ii. Employees in a management position, other than the Airport Director, should submit their request to Human Resources.
      iii. The Airport Director should submit his or her request to the Authority.

   b. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied within seven (7) days of the date of the request.

   c. An employee granted a hearing will meet with the appropriate reviewing body, as described in paragraph 3.b. The hearing will not exceed one hour in duration.

   d. An audio recording of the hearing will be made and maintained as part of the personnel record.

   e. The employee's supervisor may provide a written statement at least 24 hours prior to the hearing. The Authority may require the supervisor to participate in the hearing.

   f. The employee will be provided an opportunity to present evidence upon which the claims are based and may be asked questions by the reviewing body.

   g. The Idaho Rules of Evidence do not apply to this hearing.

   h. The above time-frames may be adjusted for good cause at the discretion of the Authority.

4. After the hearing, the reviewing body will consider the information submitted, and other information that may exist in the Airport's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

XV. EMPLOYEE PERSONNEL FILES

A. Personnel Records

1. The official employee records for the Airport will be kept in the Airport Director's Office or within a secured folder on a network drive.

2. The personnel files should contain records related to employee performance, employee status, and other relevant materials related to the employee's service with the Airport.

3. The employee's supervisor, the Airport Director, the Authority, or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

B. Access to Personnel Files

1. Only an employee's supervisors, the Authority when acting as a board in the course of its official business, the Airport's attorneys, and the employee themselves are authorized to review personnel file materials. Access by any other individuals is permitted only with approval following consultation with the Airport's legal counsel.

2. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the Airport, or pursuant to a Court order or a proper subpoena.

3. The Airport reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.

4. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

C. Management of Information in Personnel Files

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal counsel for the Airport, any material may be removed upon a finding by the Airport that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

XVI. FITNESS FOR DUTY EXAMS

A. Safe Work Environment

The Airport is committed to maintaining a safe and productive workplace. Every employee is required to report to work fit to perform his/her job in a safe, appropriate and effective manner.

B. Conditions for Exam

The Airport may require a fitness for duty evaluation as part of a physical exam of the employee to determine the employee's physical, mental and emotional readiness to perform the essential functions of his/her job with efficiency and safety for himself/herself and others. Fitness for duty evaluations may be done in the following circumstances:

1. following a conditional offer of employment;
2. prior to return to work following a leave related to injury or illness;
3. when an employee expresses concern about his/her ability to perform the functions of his/her job; or
4. when there is reasonable belief that the employee can safely perform the functions of his/her job.

XVII. IDAHO WHISTLEBLOWER PROTECTION

A. Scope

Idaho Code, Title 9, Chapter 21, provides protections to public employees who experience adverse employment actions as a result of the good faith reporting of the existence of any waste of public funds, property or manpower, or of a violation, or suspected violation, of law, rule or regulation of the Airport, state of Idaho or the United States of America.

B. Reporting

Any such report must be made at a time, and in a manner, which gives the Airport a reasonable opportunity to correct the waste or violation.

C. Protection

The Airport may not take adverse action against an employee because the employee in good faith reports the suspected waste or violation, or participates or gives information in an investigation, hearing, court proceeding or any other form of administrative review of the report.

D. Enforcement of Rights

If the employee believes that he/she has experienced an adverse employment action protected by the Whistleblower Act, he/she may bring a civil action in Airport Court within 180 days of the occurrence of the violation of the Act.

XVIII. SEPARATION FROM EMPLOYMENT

A. Reductions in Force (RIF)

When financial circumstances or changes of workload require, the Airport may reduce forces in such manner as it deems necessary to maintain the effective functioning of the Airport services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Authority may make any changes in the workforce or assignment of resources deemed to be in the Airport's best interests.

B. COBRA Benefits

COBRA benefits apply to employers with 20 or more full-time employees and the Airport does not currently apply to the Airport. Should the Airport employ 20 or more employees, COBRA will be enacted for full-time employees to be eligible for medical benefit continuation according to the law.

C. Exit Interview

Each employee who terminates from employment is encouraged to participate in an exit interview with the designated representative of the Airport.

D. Resignation Policy

Written and oral resignations are effective upon receipt by a supervisor, manager, Airport Director, or the Authority. Oral resignations should be immediately documented by the person receiving the resignation. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.

ADOPTED this TBD day of TBD

_____

Martha Burke, Chair

APPENDIX "A"

ACKNOWLEDGMENT OF RECEIPT OF the Airport Handbook

I, _____ acknowledge receipt of the Airport Handbook, adopted on TBD.

- ☐ I understand that it is my responsibility to read and review this Handbook.
- ☐ I understand that I am an at-will employee of the Airport, that this Handbook is not an employment contract, that none of the provisions of this Handbook can create a contract and that the Handbook is not a guarantee of any particular length or term of employment.
- ☐ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Handbook and any additional rules, regulations, policies or procedures imposed by the office/department in which I work whether or not I choose to read the new Handbook.
- ☐ I understand that this Handbook may be modified without prior notice to me.
- ☐ I understand that should this Handbook be modified that I will be provided with a copy of the modifications.
- ☐ I understand that this Handbook may be provided to me in either paper format or by electronic access.

DATED this _____ day of _____, 20____.

_____
Employee

I, _____, provided a copy (either electronically or by paper) of the Airport Handbook, as adopted by the Authority of Airport on TBD, on this _____day of _____, 20____.

_____
Supervisor

Standard Operating Procedure – Employee Business Travel and Expense Procedures

TBD Board Approval

Background: To establish a consistent process and expectations for approving, arranging, paying for, and documenting employee business travel(s) so that Airport funds are used prudently and travel expenses remain reasonable, necessary, and directly related to official Airport business.

Scope: This SOP applies to Friedman Memorial Airport Authority employees traveling for approved Airport business. It further defines and clarifies travel requirements in Section XI of the Employee Handbook and does not replace the Handbook.

References:

- Section XI of the Employee Handbook

Procedures:

1. Responsibilities
    a. Employee/Traveler: Obtain approval before travel, select the lowest reasonable travel cost options, use Airport payment methods whenever practical, retain required receipts, and promptly submit travel documentation
    b. Department Manager/Airport Director: Approve business purpose and travel, review costs and exceptions, authorize use of Airport credit cards/checks, and determine whether eligible travel time or overtime will be compensated
    c. Administration/Payroll: Process authorized prepayments, travel advances, reimbursements, and supporting documentation in accordance with Airport procedures

2. Travel Request and Pre-Approval
    a. Prior to making reservations; travel purpose, destination, travel dates, and travel costs must be approved by the department manager
    b. Expenses must remain consistent with U.S. General Services Administration (GSA) destination rates for lodging and meals
    c. The lowest reasonable travel cost that meets the business needs must be chosen
    d. Travel costs will be paid with an authorized Airport credit card. Personal funds should not be used except, when necessary, such as an emergency
    e. All receipts for travel expenses must be sent via email to Account Payable (ap@iflysun.com)

3. Airfare
    a. The lowest available airfare that reasonable meets the business travel needs must be booked
    b. When practical, airfare will be booked 30 days in advance to avoid premium pricing
    c. First-class tickets are not allowed unless directly related to or required for ADA accommodations.
    d. Personal upgrades or added personal costs are the traveler's responsibilities

4. Lodging
    a. Use the applicable GSA lodging rates when available for planning purposes. Government rates should be requested when booking accommodations
    b. Standard rooms suitable for official travel must be selected. Personal upgrades or added personal costs are the traveler's responsibility
    c. All lodging receipts must be sent via email to Accounts Payable (ap@iflysun.com)

5. Rental Vehicle and Ground Transportation
    a. Rental vehicles require approval. Rent the most reasonable vehicle size for the business need; larger vehicles require Department Manager approval
    b. Follow all rental agreement requirements and restrictions. The rental agreement should document dates, departure/arrival points, and total cost
    c. Refuel rental vehicles before returning whenever practical to avoid agency fuel/service charges. When returning a rental vehicle to SUN Airport, employees may use the company fuel pump to refill rental vehicles.
    d. Retain original itemized receipts for taxis, buses, subways/metro, ferries, tolls, parking, and other reimbursable transportation and submit them via email to Accounts Payable (ap@iflysun.com)

6. Conference and Business Expenses
    a. Conference registration should be prepaid using an authorized Airport check or credit card. Business-related conference banquets or meals may be included with registration
    b. Original itemized receipts are required for reimbursable business meals and business expenses such as photocopies, Internet/data charges, faxes, and business telephone calls

7. Meals Per Diem
    a. Meals must be paid using an authorized Airport credit card
    b. Meal costs must be reasonable and aligned with GSA per diem rates
    c. Meals that are provided during business travel (conference lunches, hotel breakfast, etc.) are not provided by the Airport
    d. The purchase of alcohol or nicotine products with an airport credit card is strictly prohibited
    e. All meal receipts must be submitted via email to Accounts Payable (ap@iflysun.com)

8. Personal Travel Combined with Business Travel
    a. Vacation may be combined with business travel only when personal costs are clearly separated from Airport costs
    b. All personal travel combined with business travel must be approved by the department Manager

c. Any increase in airfare, rental car, lodging, or other cost resulting from personal travel is the employee's responsibility
d. The Airport will not prepay personal expenses with the expectation that the employee will repay the Airport later, and personal expenses will not be reimbursed

9. Reimbursement and Closeout
    a. Personal funds should not be used except, when necessary, such as an emergency
    b. Reimbursement is discouraged when prepayment or an airport credit card is available
    c. When reimbursement is necessary, submit documentation of reasonable, actual expenses and original itemized receipts wherever required by the policy
    d. Airport credit-card users must retain each transaction receipt and submit it to the appropriate Department Manager or Airport Director
    e. Expenses may be denied if they are unauthorized, unsupported, inappropriate, extravagant, or unrelated to Airport business

10. Non-Reimbursable Expenses
    a. Airline club memberships or airline upgrades
    b. Childcare, babysitting, house sitting, pet sitting, or kennel charges
    c. Alcoholic beverages or nicotine products
    d. Normal commuting between home and the regular work location
    e. Costs caused by failure to timely cancel travel or lodging reservations
    f. Evening/formal wear, haircuts, or personal grooming
    g. Passports, vaccinations, or visas unless specifically required for the travel assignment
    h. Entertainment, including in-flight movies/headsets, health club facilities, hotel pay-per-view, theater movies, social activities, and related personal incidentals
    i. Travel accident insurance premiums or additional travel insurance unless approved
    j. Other expenses not directly related to official business travel

11. Travel Time and Overtime
    a. Compensated time is limited to appropriate travel time and actual hours worked consistent with FLSA rules and Airport policy
    b. Overtime for required travel may be permitted at the discretion of the Airport Director or Department Manager. Overtime for optional and extracurricular travel is not permitted

12. Exceptions
    a. Any exception to this SOP or the Employee Handbook travel policy must be requested in writing and approved by the Airport or Department Manager before the expense is incurred whenever practicable

13. Professional Conduct and Representation

    a. Employees traveling on official Airport business shall, at all times and without exception, conduct themselves with professionalism and integrity, upholding the Airport Authority's values and avoiding conduct that could bring discredit to the organization. All interactions, conversations, and representations made during professional events, conferences, and training shall reflect positively on the Airport Authority and remain consistent with the standards of conduct established in the Employee Handbook.

Friedman Memorial Airport Authority
Senior Management Take-Home Vehicle Policy
Effective Date: TBD Board Approval

Purpose

This policy outlines the conditions under which designated senior management personnel at Friedman Memorial Airport (SUN) are authorized to use an airport-assigned vehicle for home-to-work commuting and limited incidental use. The policy is intended to support operational readiness, emergency response capabilities, and the unique responsibilities associated with senior airport leadership roles.

Policy Statement

Due to the 24/7/365 nature of airport operations and the critical role senior management plays in ensuring the safe, secure, and efficient functioning of the airport, designated senior staff are authorized to take home an airport-owned vehicle to enable rapid response during off-hours, weekends, holidays, and during operational or emergency events.
This policy reflects industry best practices at similar commercial service airports and supports the Airport Authority's expectations for its salaried leadership to remain available and accessible, even outside traditional working hours.

Eligibility

Take-home vehicles may be assigned to the following positions based on operational need and at the discretion of the Airport Director:

- Airport Director
- Deputy Director of Operations & Maintenance
- Other senior-level personnel as approved by the Airport Board or Airport Director for specific operational needs

Use Guidelines

1. **Primary Use**
   The vehicle is provided primarily to ensure rapid response to airport emergencies, operational issues, weather-related events, security incidents, and other time-sensitive matters that may arise outside of normal working hours.
2. **Commuting**
   Home-to-work commuting is authorized. The employee must live within a reasonable response radius, as defined by the Airport Director 20 driving miles from the airport.
3. **Incidental Personal Use**
   Limited incidental personal use (e.g., brief stops on the way to/from work) is permitted

but should be reasonable and subordinate to the vehicle's intended purpose. The vehicle shall not be used for personal errands, vacations, or transporting non-airport personnel unless related to official duties.

4. **Availability**
   While this policy does not place employees on formal on-call status 365 days a year, it reflects the reality that senior management is relied upon year-round for decision-making, leadership, and guidance. This operational readiness is a fundamental justification for take-home vehicle authorization.
5. **Vehicle Identification and Equipment**
   Vehicles may contain specialized airport communications equipment, airfield access credentials, or markings identifying them as official vehicles. Employees must maintain the vehicle in a clean, presentable, and ready state at all times. Employees must take reasonable measures to ensure vehicles are locked and secure.
6. **Recordkeeping and Monitoring**
   Employees assigned a take-home vehicle must comply with all applicable vehicle use logs, fuel card procedures, and maintenance schedules. The Airport reserves the right to review usage at any time.

Work-Life Balance Acknowledgement

The Airport Authority recognizes the importance of work-life balance and understands that constant availability can place strain on personal time. This policy is not intended to imply an expectation of 24/7 active duty but reflects the senior management team's responsibility to maintain a reasonable level of responsiveness and leadership presence when needed.

Policy Review and Revocation

This policy is subject to periodic review and may be amended or revoked at any time based on operational needs, staffing changes, budgetary considerations, or policy violations.

Approved by:

Timothy Burke
Airport Director

Date: _____

Friedman Memorial Airport
Airport Infrastructure and Optimization Study

Phase I Board Presentation

November 4, 2026



SUN

Mead & Hunt

Study Purpose

Study Purpose

- Evaluate the feasibility of meeting Federal Aviation Administration (FAA) design standards
- Major tasks
  - Update aviation activity forecasts
  - Update facility requirements (airfield and terminal/landside)
  - Revisit alternatives/develop new alternatives to fully meet or incrementally meet design standards
- Anticipated outcome is an updated ALP that would allow SUN to move forward with necessary improvements
  - Finalizing ATCT relocation
  - New snow removal equipment building (SRE) building
  - Terminal improvements

Full Standard Alternatives

Full Standard Alternatives

- **Eight full standard alternatives were from the 2013 Airport Alternatives Technical Analysis were updated and evaluated**
- **Evaluation findings:**
  - All full standard alternatives require substantial airfield reconfiguration, property acquisition, and infrastructure relocation, resulting in significantly higher construction costs and implementation complexity
  - Cost range: $382M - $640M

Incremental Improvement Alternatives

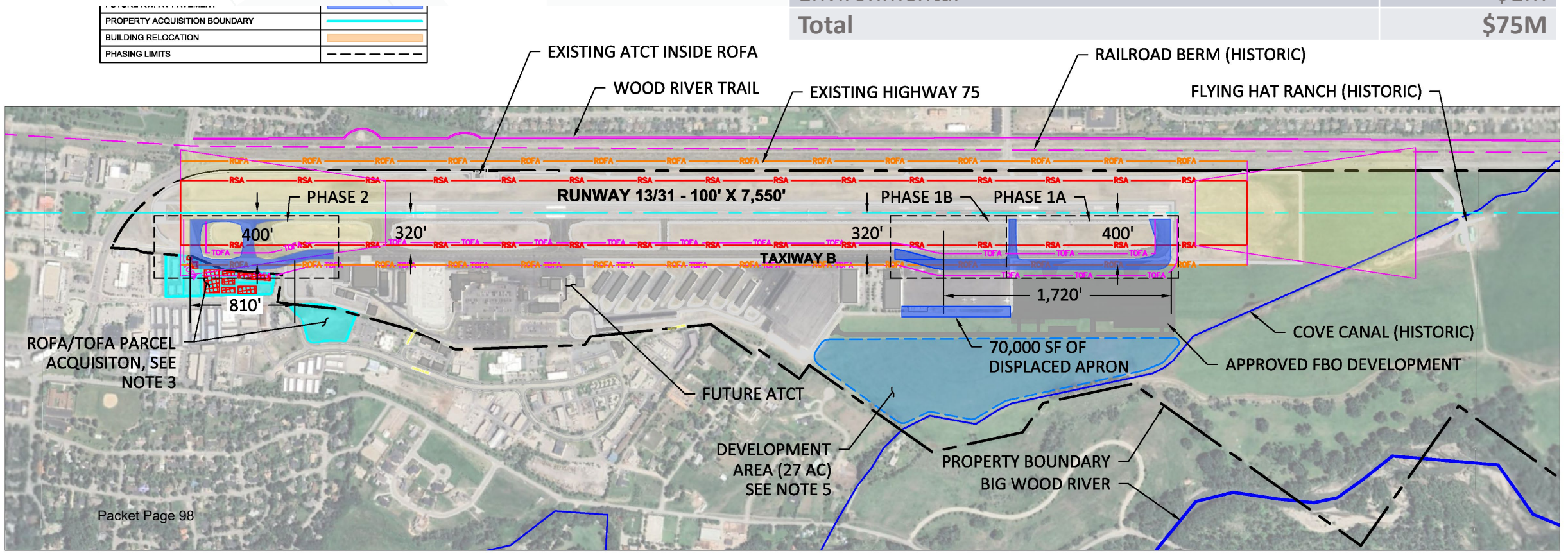
Incremental/Less than Standard Alternatives

- **Four incremental/less than standard alternatives were developed and evaluated**
- **Evaluation findings:**
  - These alternatives address the FAA's higher priority design standards (e.g., runway centerline to taxiway centerline separation) and other key infrastructure elements that could be logically phased over time and implemented more practically
  - Cost range: $71M - $118M

Refined Less than Full Standard Alternative

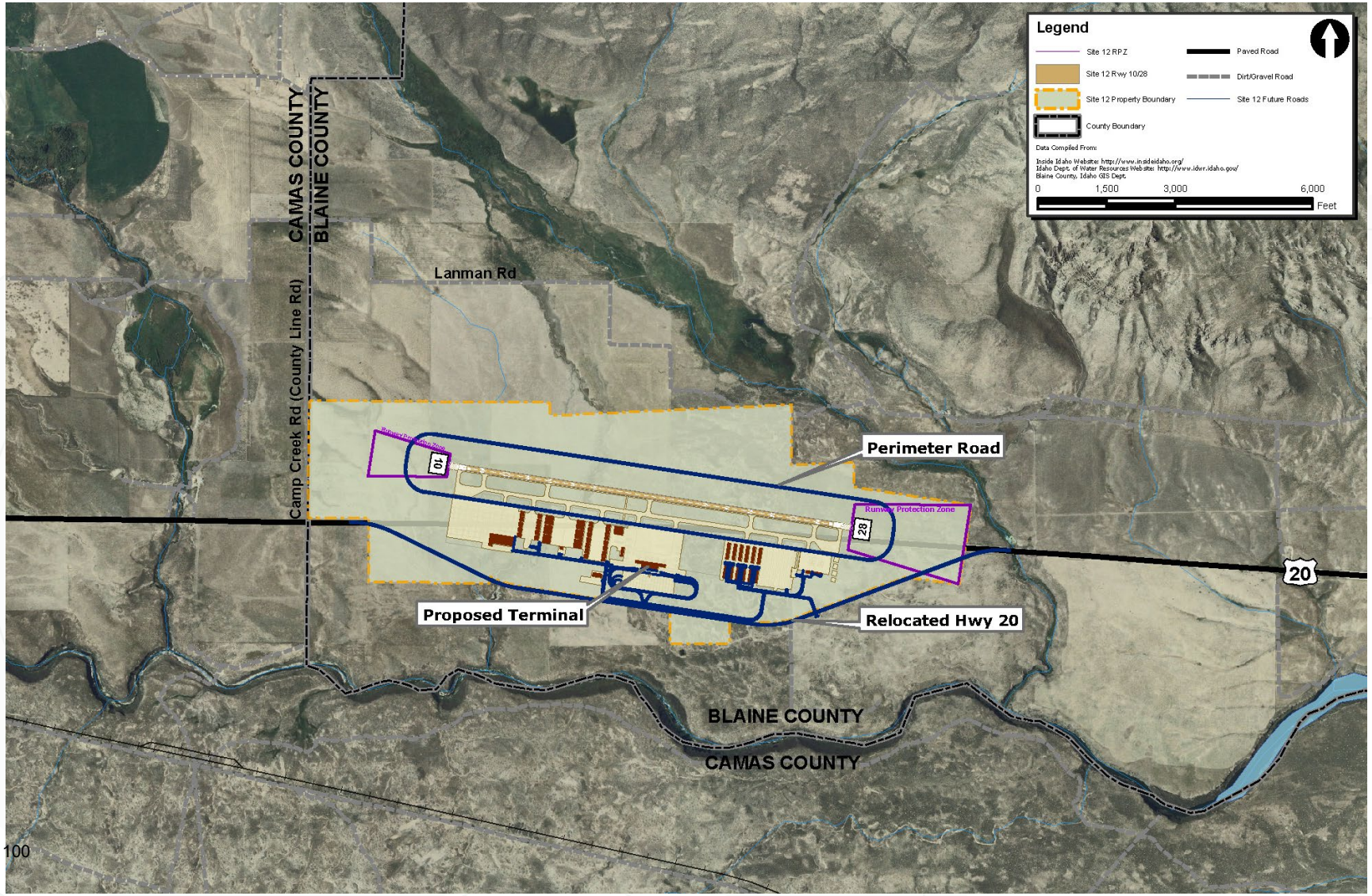
Incremental/Less than Full Standard Alternative 4 (400' RW/TW separation at runway ends, 2 phases)

Element	Cost Estimate
Airfield Phase 1 A	$18M
Airfield Phase 1 B	$5M
Airfield Phase 2	$33M
Phase 2 Property Acquisition/Facility Relocation	$18M
Environmental	$1M
Total	**$75M**



Dual Path Refresher

Dual Path –$835M



Next Steps

Next Steps

- **Submit draft Phase I report to FAA Helena ADO**
- **Develop Phase II Scope**
  - Public Outreach
  - Terminal and Terminal Area Planning
  - Conceptual Development Plan
  - Financial Analysis
  - ALP Update



Friedman Memorial Airport
Airport Infrastructure and Optimization Study

Questions?

SUN

Mead & Hunt

Mead &Hunt

Thank You!