

Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT BOARD
Airport Advisory Board Minutes

DATE: 2/02/10

PRESENT: Marvin Hempleman- Chairman, Jim Conder, Jim O'Donnell, Phil Hafer,

EX-OFFICIO: Lee Heider- City

GUESTS: Marty Gergen, Kent Atkin - Riedesel Engineering, Jay Reeder- Reeder Flying Service, Sean Knutz, Steve Storey- ATCT (Air Traffic Control Tower), Abbie Mashaal - Snake River Skydiving, Ben Ahbodt, Mark Boring- Happy Landing Restaurant

AIRPORT PERSONNEL: Bill Carberry, Donna Newbry

1) Chair, Marvin Hempleman, called the meeting to order at 11:00 A.M.

2) AMENDMENTS TO THE AGENDA

None

4) ITEMS FOR CONSIDERATION:

Airport Manager, Carberry discussed the AIP Construction Program, consisting of the snow equipment manufacturer, Wausau who has their notice to proceed and the delivery date will be next fall.

Airport Manager, Carberry mentioned the agreement with J.D. Messner for the amount of 14,560.00 to grade and seed the runway safety area which was completed in November.

Airport Manager, Carberry discussed the approval of the engineering contract with Riedesel Engineering for the upcoming slurry seal project to begin this summer.

Airport Manager, Carberry discussed the go-ahead from the City and County to move ahead with negotiations based upon the Airport Board's recommended Master Plan consultant, Ricondo and Associates.

Sean Knutz asked for consideration of a hangar development plan from the board which was motioned by board member, Hafer and 2nd by board member, O'Donnell. All in favor.

Abbie Mashaal, operator of Snake River Skydiving, requested a use agreement with the airport to utilize a landing zone for skydiving operations here at the airport. Steve Storey, ATCT manager, has researched skydiving operations and feels the activity can be accommodated and will be developing an operational Letter of Agreement, for the operator, the airport and the tower to participate in. Airport Manager Carberry discussed the insurance issues with skydiving and advised the Board that the operator would be utilizing a risk assumption waiver and that the airport would be insured for the activity by the ICRMP, the airport's insurance carrier. Motioned by board member, O'Donnell and 2nd by board member, Hafer (*recommend the approval of the*

request by Snake River Skydiving to enter into an Airport Use Agreement contingent upon successful negotiations with the Airport Manager). Motion passed, all in favor

5) OPEN DISCUSSION:

Lee Heider mentioned the Blue Angels will be in Idaho Falls this year.

6) Lunch

Meeting Adjourned 11:46 A.M.

Bill Carberry
Airport Manager

**Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT**

ADVISORY BOARD AGENDA

March 2, 2010

11:00 AM

City Council Chambers

1. Approve Minutes

2. Amendments to Agenda

3. Status Reports:

- FAA AIP Construction Program Update
- FAA Master Plan Update
- Update on Snake River Skydiving Landing Zone Agreement

4. Items for Consideration:

- Review of a Bureau of Land Management concept for a future building expansion, aircraft ramp and an auto parking area.

5. Open Discussion

6. Adjournment

Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT BOARD
Airport Advisory Board Minutes

DATE: 3/02/10

PRESENT: Marvin Hempleman- Chairman, Jim Conder, Jim O'Donnell, Dan
Olmstead

EX-OFFICIO: Lee Heider - City, George Urie - County

GUESTS: Marty Gergen- Riedesel Engineering, Kent Atkin - Riedesel Engineering, Larry
Mabbut- BLM Aviation Manager

AIRPORT PERSONNEL: Bill Carberry, Donna Newbry

Chair, Marvin Hempleman, called the meeting to order at 11:06 A.M

1) Board Member, O'Donnell motioned to approve the minutes and Board Member, Olmstead
2nd.

2) AMENDMENTS TO THE AGENDA

None

4) ITEMS FOR CONSIDERATION:

Airport Manager, Carberry discussed the FAA AIP Grant Program, which is split this year into
Program A and Program B.

Airport Manager, Carberry discussed the Master Plan Update, which received the go ahead from
the City and County based upon the Airport Board's recommended consultant, Ricondo and
Associates. He explained he is in the midst of scoping the work and developing a task list and
per hour estimate. Once this is complete, he will utilize an independent fee estimate from another
planning firm. The independent fee estimate will aid in the airport's contract fee negotiation with
the planning consultant. We should have a planning contract ready for consideration this April
during this year's AIP Program B cycle. We will need to do a separate contract for the wildlife
assessment based on a separate discretionary FAA grant.

Airport Manager, Carberry discussed the consideration of an airport use agreement with Snake
River Skydiving to utilize an airport landing zone. He is still working through the landing zone
agreement with Snake River Skydiving; the City Attorney's office is developing the agreement.

BLM Aviation Manager, Larry Mabbutt discussed the future concept for a building expansion,
aircraft ramp and an auto parking area. Board Member, Conder motioned to accept the
conceptual plans for the BLM's Bldg expansion, aircraft ramp, and auto parking area, Board
Member O'Donnell 2nd. All in favor

5) OPEN DISCUSSION:

Board Member Olmstead motioned for the Airport Advisory Board to submit a letter of support for the F35 project that is being considered by the Air Force at the Mountain Home Air Force Base. Board Member O'Donnell 2nd. All in favor.

Airport Manager, Carberry discussed that the water loop will be surveyed soon and the City Water Department will begin installing the loop at the east end of the airport hangar area.

6) Lunch

Meeting Adjourned 12:36 P.M.

Bill Carberry
Airport Manager

**Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT**

ADVISORY BOARD AGENDA

April 6, 2010

11:00 AM

City Council Chambers

1. Approve Minutes

2. Amendments to Agenda

3. Status Reports:

- FAA AIP Construction Program Update
- FAA Master Plan Update
- Update on Snake River Skydiving

4. Items for Consideration:

- Review of the Pavement Condition Index Report-Kent Atkin, Riedesel Engineering
- Discussion regarding the possibility of a 2011 or 2012 Airshow-Phil Hafer

5. Open Discussion

6. Adjournment

Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT BOARD
Airport Advisory Board Minutes

DATE: 4/06/10

PRESENT: Marvin Hempleman- Chairman, Jim Conder, Jim O'Donnell, Dan
Olmstead, Phil Hafer,

EX-OFFICIO: George Urie - County

GUESTS: Mike Lee- Riedesel Engineering, Kent Atkin - Riedesel Engineering,

AIRPORT PERSONNEL: Bill Carberry, Donna Newbry

Chair, Marvin Hempleman, called the meeting to order at 11:10 A.M

1) Board Member, O'Donnell motioned to approve the minutes and Board Member, Hafer 2nd.

2) AMENDMENTS TO THE AGENDA

None

4) ITEMS FOR CONSIDERATION:

Airport Manager, Carberry discussed the FAA AIP Grant Program, which is split this year into Program A and Program B. The Bid Specs for this summer's slurry seal have been submitted to the FAA. The bid packet will be available in April. The pre bid is scheduled for April 29, with the bid in the May time frame with construction set to be completed within the July 15th - Sept 30th window. The airport has received word the snow equipment is scheduled for delivery to the airport in the June- July time frame.

Airport Manager, Carberry discussed the Master Plan Update, the airport has enlisted RS&H to do the independent fee estimate for the master plan. This will aid the airport in its negotiations with Ricondo as we move toward a contract for the master plan update. The goal is to have the contract ready for consideration in about 30 days.

Airport Manager, Carberry discussed the landing zone lease which was approved and Snake River Skydiving will begin operations this month. Abbie Mashaal has begun making improvements to the Skydiving office in Reeder Hangar #3. Steve Storey with the FAA Air Traffic Control Tower is in the process of a trial period letter of agreement with Snake River Skydiving.

Riedesel Engineering, Kent Atkin discussed the PCI report completed for the airport and the FAA. The report is a tool that helps take stock of our pavement inventory and helps make plans for future maintenance decisions. He praised the airport on how well they maintain their taxiways, runways, which in turn gave a high ranking.

Board Member Hafer discussed the possibility of an Airshow in 2012. Due to the economy he thought that date would be favorable along with the fact that Idaho Falls is having The Blue

Angels this year. Phil motioned that we start the planning process for a 2012 Airshow, with the contingency that the Airport Advisory Board would be more involved with oversight for accountability purposes, and Board Member Conder 2nd, all in favor, motion passed.

5) OPEN DISCUSSION:

6) Lunch

Meeting Adjourned 12:40 P.M.

Bill Carberry
Airport Manager

**Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT**

**ADVISORY BOARD AGENDA
May 4, 2010
11:00 AM
City Council Chambers**

- **Approve Minutes**

- **Amendments to Agenda**

- **Status Reports:**
 - FAA AIP Construction Program Update
 - FAA Master Plan Update
 - Update on Snake River Skydiving/Scoutarama Event

- **Items for Consideration:**
 - Discussion on new Allegiant Air service to Las Vegas

- **Open Discussion**

- **Adjournment**

Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT BOARD
Airport Advisory Board Minutes

DATE: 5/04/10

PRESENT: Marvin Hempleman- Chairman, Sherm Hansen, Vice-Chair, Jim Conder,
Jim O'Donnell, Phil Hafer

EX-OFFICIO: George Urie – County, Lee Heider - City

GUESTS: Mike Lee- Riedesel Engineering, Kent Atkin - Riedesel Engineering,

AIRPORT PERSONNEL: Bill Carberry, Donna Newbry

Chair, Marvin Hempleman, called the meeting to order at 11:10 A.M

1) Board Member, O'Donnell motioned to approve the minutes and Vice Chair, Hansen, 2nd.

2) AMENDMENTS TO THE AGENDA

None

4) ITEMS FOR CONSIDERATION:

Airport Manager, Carberry discussed the bid specs for this summer's slurry seal which have been submitted to the FAA and approved. The bid packet was available in April and the bid opening will be in the May time frame with construction set to be completed within the July 15-Sept 30th window. There will be a pre-bid mtg at the airport April 29th. The airport has received word that the snow equipment is scheduled to be delivered to the airport in the June-July time frame.

Airport Manager, Carberry discussed the Master Plan Update, The airport has enlisted RS&H to do the independent fee estimate for the master plan. This will aid the airport in its negotiations with Ricondo as we move toward a contract for the master plan update. The goal is to have the contract ready for consideration in the June time frame.

Airport Manager, Carberry discussed the landing zone land lease which was approved and Snake River Skydiving has begun operations as of May 1st. Abbie Mashaal has begun making improvements to the Skydiving office in Reeder Hangar #3.

Jim O'Donnell discussed the very successful Scoutarama event in which Snake River Skydiving held a demonstration for about 499 scouts.

Airport Manager, Carberry discussed Allegiant Air. The airport held a press conference April 26th to host the airlines announcement that they will begin Las Vegas Service June 17th. The first flight will be on Thursday with a Monday & Friday schedule to start June 21st. The City and County approved the airport lease agreement earlier in the day. The advertising campaign will begin in early May.

Meeting Adjourned 12:40 P.M.

Bill Carberry
Airport Manager

**Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT**

ADVISORY BOARD AGENDA

June 1, 2010

11:00 AM

City Council Chambers

- **Approve Minutes**

- **Amendments to Agenda**

- **Status Reports:**
 - FAA AIP Construction Program Update (Slurry Seal Bid Award)
 - FAA Master Plan Update (Ricondo contract negotiation)
 - Update on new Allegiant Air service to Las Vegas

- **Items for Consideration:**
 - Advertisement for Request for Qualifications for Airport Engineering Services, FAA AIP Program

 - Annual Election of Board Chairman and Vice Chairman

- **Open Discussion**

- **Adjournment**

Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT BOARD
Airport Advisory Board Minutes

DATE: 6/01/10

PRESENT: Marvin Hempleman- Chairman, Sherm Hansen, Vice-Chair, Jim Conder,
Jim O'Donnell, Phil Hafer, Dan Olmstead

EX-OFFICIO: George Urie – County, Lee Heider - City

GUESTS: Kent Atkin - Riedesel Engineering, Nick Coltraine, Times News

AIRPORT PERSONNEL: Bill Carberry, Donna Newbry

Chair, Marvin Hempleman, called the meeting to order at 11:01 A.M

1) Vice Chair, Hansen, motioned to approve the minutes, Board Member, Hafer, 2nd, approved.

2) AMENDMENTS TO THE AGENDA

None

4) ITEMS FOR CONSIDERATION:

Airport Manager, Carberry discussed the Slurry Seal bid opening, the project received 5 bids. The apparent low bidder is Intermountain Slurry Seal out of Salt Lake City. Riedesel Engineering will review the bid results. Board member Hafer motioned we accept the Base bid and add Alt #1 and Board Member, O'Donnell 2nd, all in favor.

Airport Manager, Carberry discussed the Master Plan Update, Carberry has been reviewing the independent fee estimate for the scope of work on the Master Plan update and reviewed the assessment with the Board. He is pleased that the fees are within 7-8% overall for the work. Board Member, O'Donnell, motioned that we recommend Ricondo, and Vice Chair, Hansen 2nd, all in favor.

Airport Manager, Carberry discussed the new air service, Allegiant Air, which starts service on June 17, 2010. The maintenance dept. improved the office, painting, maintaining the belt loader, and with the help of our street department, built a 1 acre overflow parking area north of the tower. Allegiant Air began training their new hires on May 26th. The ADA ramp has been ordered and will arrive before the first flight. The Airline has been advertising and the word seems to be getting out to the public.

Airport Manager, Carberry discussed the RFQ for Engineering Services- The airport will be advertising for Requests for Qualifications for the FAA AIP program and the engineering services the airport will need. The airport is required to advertise at least every 5 years and the last selection was in 2005. A selection committee will be formed in June to review the submittals and perform interviews. The committee will then rank the firms and make a recommendation to the City Council.

Elections will be coming up soon for Chairman, Marvin Hempleman's position. Board Member Hafer motioned that Vice Chair, Hansen to become Chair and Board Member Olmstead, 2nd.

Vice Chair, Hansen, motioned for Board Member, Hafer to become Vice-Chair, and Board member Conder, 2nd, all in favor. This will become effective September 2010.

Board Member, O'Donnell discussed the emergency plan review and discussed a pending emergency exercise planned for October.

Next Board meeting will be in August.

Meeting Adjourned 12:42 P.M.

Bill Carberry
Airport Manager

**Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT**

**ADVISORY BOARD AGENDA
August 10, 2010
11:00 AM
Airport Conference Room**

- **Approve Minutes**

- **Amendments to Agenda**

- **Status Reports:**
 - FAA AIP Construction Program Update (Slurry Seal)
 - FAA Master Plan Update
 - Status of RFQ Process for Airport Engineering Services
 - Update on New Allegiant Air Service to Las Vegas

- **Items for Consideration:**
 - Review of a Statewide Airport Economic Impact Survey done by ITD-Division of Aeronautics

 - Consideration of a Mock Emergency Response Excercise in October - Jim O'Donnell

- **Open Discussion**

- **Adjournment**

Joslin Field,
MAGIC VALLEY REGIONAL AIRPORT BOARD
Airport Advisory Board Minutes

DATE: 08/10/10

PRESENT: Marvin Hempleman- Chairman, Sherm Hansen, Vice-Chair, Jim Conder,
Jim O'Donnell, Phil Hafer, Dan Olmstead

EX-OFFICIO: George Urie – County, Lee Heider - City

GUESTS: Kent Atkin, Marty Gergen, Marv Kerbs- Riedesel Engineering

AIRPORT PERSONNEL: Bill Carberry, Donna Newbry

Chair, Marvin Hempleman, called the meeting to order at 11:013 A.M

1) Vice Chair, Hansen, motioned to approve the minutes, Board Member, Hafer, 2nd
Approved.

2) AMENDMENTS TO THE AGENDA

None

4) ITEMS FOR CONSIDERATION:

Airport Manager, Carberry, discussed the AIP program, The Slurry Seal construction project is expected to begin in early September, and a preconstruction planning meeting will be conducted August 24th or 25th. The Phasing Plan and construction schedule will be reviewed by all the airport stakeholders. The goal will be to minimize impacts to the airport.

Airport Manager, Carberry, discussed the Master Plan Update, All of the contracts have been signed, and the initial strategic planning session and public workshop will begin in early September.

Airport Manager, Carberry, discussed the new air service, Allegiant Air, The new air service to Las Vegas kicked off June 17th and things are operating very well. The TSA has put additional staff in place to handle the extra 2 evening flights, the Allegiant station personnel are becoming more experienced with their duties. We have seen additional car rental and restaurant business also. The airline has been marketing consistently and the community is becoming more aware of the new service.

The airline will be changing their schedule in October to begin offering flights on Thursday/Sunday instead of the Monday/Friday evenings that they now operate.

Airport Manager, Carberry, discussed the RFQ for Engineering Services- The airport is required by the FAA to advertise and make a selection for airport engineering at least every five years and the last selection was in 2005. The airport received 5 Statements of Qualifications in response to the advertisement. Firms included: T-O Engineering, Riedesel, Armstrong, JUB and CNCS. The committee felt all of the firms were of the highest quality, yet they decided to short list 3 firms to invite to an interview scheduled for today, August 10th, 2010 after the conclusion of the board

meeting. The 3 firms are: T-O, Riedesel, and JUB Engineering. Once the committee conducts interviews, a top firm will be selected for a recommendation to the City Council.

Airport Manager, Carberry, discussed the Statewide Airport Economic Impact Survey done by ITD-Division of Aeronautics and how significant it positively impacts our community.

Board Member, O'Donnell, discussed the emergency plan review and discussed a pending emergency exercise planned for October 6, 2010.

Next Board meeting will be in September.

Meeting Adjourned 12:02 P.M.

Bill Carberry
Airport Manager