

BOISE AIRPORT COMMISSION MEETING
May 3, 2018

The Boise Airport Commission meeting was held in the Salmon River Room at the Boise Airport.

Others Attending: Guy Shadiow, Airfield Maintenance Manager BOI; Sean Briggs, Marketing Manager BOI; Greg Myers, Operation Manager BOI; Addison King, Custodial Supervisor BOI; Amy Snyder, Property & Contract Administrator BOI; Bill Best, Delaware North Companies; Kurtis Sorenson, IT System Administrator; Jordan Bauer, Operations Security Manager BOI; William Adams, Idaho Pipeline; Josh LeBlanc, Paradies; Alex Everman, Deputy Director Operations & Security; Tara Sterling, Paradies; Renee New, Project Manager BOI. Elaine Clegg, Boise City Council Liaison.

A. Old Business

A1. Roll Call: Commission Present: Frank Walker; Russ Westerberg; Gen. Sayler; Meg. Carlson;

A2. Approval of Minutes from Airport Commission Meeting of April 5, 2018: Mr. Walker moved the minutes to be approved. Gen. Sayler seconded. All in favor.

A3. Director's Report: Ms. Hupp showed slides of *April Runway Closures*: closed four different times for lighting maintenance, survey work, placement of barricades and sweeping operations. Runway 28R is currently closed to landing aircraft as part of the construction safety risk management plan, and RWY 10L/28R will be closed for all operations May 14-28 for construction activity in the runway safety area. *Taxiway A Rehab and Runway 28R Safety Area Improvement Project*: Phase 1-complete. Rehabilitated TWY A between TWY D and M. Phase 2 in progress, projected completion is mid-May. Taxiway A closed between taxiways C and N. Phase 3 in progress, projected completions is early May 2018. Taxiway A closed between TWY M and customs building. Intersection of Taxilane N and A closed; Phase 4 – extended runway safety area at 28R. Project to begin at completion of Phase 2, should last approximately 2 weeks. *Southwest began service to San Jose*: Southwest's inaugural flight was April 8, 2018. Nonstop service to San Jose. One flight daily. Adds competition to route, also served by Alaska. *Master Plan Update*: Technical Advisory Committee reviewed preferred alternatives. Public open house was on May 1, 2018. Fourth and final public open house. Approximately 40 people attended. *Tranquil Terminus*: The Airport participated in a full scale infectious disease exercise conducted by U.S. Health and Human Services. Coordinated arrival and departure of Boeing 747. Worked with local agencies to execute drill. *United Way Book Drive*: The Boise Airport participated in the book drive April 9-13. Our partner, Paradies, was able to donate nearly 50 books. A total of 86 books were donated by airport employees and partners. *Delaware North: The last straw*: To reduce plastic waster, airport restaurants will no longer drop a straw in drinks. Straws will be available upon request. Straws will be compostable, removing all plastic straws. *To 10 Operating Revenue*: Up 3%. *Top 10 Operating Expense*: Up 2%. *March Enplanements*: Up 6% March 2018 over March 2017. *2018 Total Passengers*: up 10% over 2017. *Boise Traffic/Capacity Trends*: Year-end December 2017 capacity was up 6% while passengers were up 8%, leading to a 2%-point increase in average load factor. *Top Origination/Destination Markets*: the top 10 markets were similar to 4Q 2016; however, individual market ranking changed slightly in the top 10 markets. *Boise Airline Market Share*: Alaska lost 1% of market share to Southwest in the latest year-ended

period. *Boise Forward Looking Schedule:* For the foreseeable future, we are looking at double digit growth. *Seats Per Capita Comparison:* Boise consistently exceeds all comparison markets except Spokane in seats per capita. *Origination/Destination Passenger and Airfare Comparison:* BOI continued to surpass Tucson and Spokane in O&D passengers for the year-ended 4Q 2017 and has the lowest fare among all compare markets with the exception of Spokane. *Year-over-Year Comparisons:* BOI's seats have increased at the same or a faster rate than all other compare markets except COS and GRR; O&D passengers have increased faster than all other compare markets except COS. *Upcoming Events:* May 7-11, 2018 TSA Pre-Check Event; June 7, 2018 is the next Commission meeting.

A4. Commissioner's Comments: Ms. Carlson did some traveling, dealt with some delayed/canceled flight going, but coming back all was smooth. Mr. Walker asked what the PFC status was. Ms. Hupp informed that BOI is in the process of putting the application together, needing to figure out which projects to add. Once finalized, they will bring it back to the Commission. Ms. Clegg said she is pleased to be serving on this board.

B. New Business

B1. Operations Division Overview: Mr. Everman showed slides of his team's org chart. He has 84 total employees, 67 full-time and 17 part-time. He introduced his management team: Guy Shadiow, Airfield Maintenance Manager; Addison King, Airport Custodial Supervisor; Kurtis Sorenson, Airport Technology administrator; Greg Myers, Airport Operations Manager; Jordan Bauer, Airport Security Manager. *Custodial Team:* Has 33 full time and 3 part-time employees. The work 24/7/365. Their responsibilities include cleaning 425,000+ square feet; Maintain the airport biohazard program and participate in landside snow removal. *Operations/Security Team:* Has 20 full time and 10 part time employees, works 24/7/365. Their responsibilities include 3500+ badge holders; maintains and ensures compliance with the Airport Certification Manual, Airport Emergency Plan and Airport Security Program; Inspected annually by the Federal Aviation Administration for Part 139 compliance and the Transportation Security Administration for CFR 1524 compliance. *Airfield Maintenance Team:* has 12 full time and 4-part time employees, their schedule is typically M-F. Responsibilities include 500 + acres; 10,048,550+ square feet of paved airside facilities; 1,000,000+ square feet of painted surfaces; nearly 3000 lights; 161 airfield signs and snow removal on all movement areas. *Technology Team:* Has 1 full time employee; schedule is M-F; responsibilities include: supports the access control system (Genetec); installs and maintains all camera and access control hardware (500+ cameras and 300+access control units).

C. Questions & Answers

There were no questions or comments from the Public.

Next Commission meeting will be June 7, 2018.