

BOISE AIRPORT COMMISSION MEETING
February 7, 2019

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

Others Attending: Sean Briggs, Marketing Manager BOI; Greg Myers, Operation Manager BOI; Amy Snyder, Property & Contract Administrator BOI; Bill Best, Delaware North Companies; Jordan Bauer, Operations Security Manager BOI; Alex Everman, Deputy Director Operations & Security; Matt Petaja, Deputy Director Facilities & Engineering, BOI. Josh LeBlanc, Paradies; Robin Billigmeier, Manager Republic Parking services; Tara Sterling, Paradies; Kurtis Sorenson, BOI; Penny Perkins, Steven Baldwin Associates; Bill Adams, Idaho Pipeline; John Glerum; Peter Woodke, Western Aircraft; Andy Coose, TSA BOI; Mark Barnett, BPD Airport Division; Steven Baldwin, Steven Baldwin Associates; Kathleen Watkins, Deputy Director Finance & Administration.

A. Old Business

A1. Roll Call: Commission Present: Frank Walker; Russ Westerberg; Ben Zuckerman; Jamie Boesiger; Mayor Nancolas; Meg Carlson.

A2. Employee Recognition: Ms. Hupp informed the Commission of an incident that happened here at the airport. A passenger's wallet was stolen at security checkpoint by another passenger. It took coordination with Airport Operations, TSA, BPD and the airline to find the suspect. He was caught and the wallet was returned to a very happy passenger. She recognized, Hou Lou, Operations specialist; Zack Thompson, Operations Supervisor; Anthony Damer, BPD; Sam Nesbitt, BPD and Dennis Tolan, BPD at the meeting for their help in returning the wallet. Some others who helped were unable to make the meeting.

A3. Approval of Minutes from Airport Commission Meeting of December 6, 2018: Mayor Nancolas moved the minutes to be approved. Mr. Walker seconded. All in favor.

A4. Director's Report: Ms. Hupp presented the Director's Report. A copy of the presentation is attached and incorporated into the minutes as Appendix A. There was a question regarding the Top 10 Operating expenses. Ms. Boesiger asked why the R/M Terminal percentage was so much higher than everything else. Ms. Hupp explained that there were two projects that were unplanned.

A5. Commissioner's Comments: Ms. Carlson said that she had a few complaints about parking. On a positive note, she said she had an interview scheduled with US Customs but received a call that it had to be postponed due to the government shutdown. She said once the shutdown ended she received a call and was able to reschedule her appointment. Mayor Nancolas said that the Caldwell Airport project for runway reconstruction was finished. He will be going to IAMA. Ms. Boesiger complimented the ATCT, she said that during the government shutdown they were gracious and kind and she appreciated that. Mr. Zuckerman said he is flying solo. He was thankful for the federal employees who worked during the shutdown. He is also grateful that the credentialing hours are changing. Mr. Westerberg asked Ms. Wigley to write a letter on behalf of the Commission to thank all the federal employees who worked during the shutdown. Ms. Hupp added that during the shutdown Airport, DNC, Paradies and the airlines arranged a couple of lunches, some breakfasts and snacks for the employees who worked here, and arranged lunches to be brought over to the ATCT.

B. New Business

B1. Operations Overview and Impact of Federal Shutdown: Mr. Coose thanked Ms. Hupp and the other tenants for their unwavering help during the shutdown. It made a huge impact on employee morale. He saw a reduction on call outs during the shutdown compared to last year. He said it was a good measure of how they handle challenges. Mr. Nancolas wanted clarification that all TSA agents were given back pay. Mr. Coose answered that yes they would all be receiving back pay.

B2. Organization Assessment – Ms. Hupp explained that as Airport passengers have increased, we have not increased our staff. An organizational assessment was included in the Airport's work plan for 2019 that was approved by the Airport Commission and the Mayor. Mr. Baldwin and Ms. Perkins with Baldwin and Associates presented the Organizational Assessment Overview. A copy of the presentation is attached and incorporated into the minutes as Appendix B. There were a few questions asked. Ms. Carlson asked regarding benchmarking, do Steven Baldwin Associates do enough of these to have a database. Mr. Baldwin responded that they do about 30-40 benchmarks a year. Mr. Walker asked if this assessment would include an analysis of TSA/Fed components of the airport. Mr. Baldwin said it was only employees of the Department of Aviation. Mr. Westerberg asked what they knew about BOI, how fast the community is growing will we keep up with the growth. Mr. Baldwin said absolutely and Ms. Hupp is doing the right thing in doing an assessment.

C. Questions & Answers

There were no questions from the public.

Meeting Adjourned. Next Commission meeting will be March 7, 2019.