

## BOISE AIRPORT COMMISSION MEETING

June 7, 2023

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

Kelley Fleming, City Attorney's Office; Andrew Scancon, Kirsten Berger, HR City of Boise; Jodi Spencer, Security Manager BOI; Sean Briggs, Airport Service Manager; Hannah Hoke, Airport Operations BOI; Michael Crane, Operations Manager BOI; William Adams, IDPC; Priya Raman, Hummel; Tara Sterling, General Manager Paradies; Christopher Fournay, Jacobs; Meghann Donley, Jacobs; Jill Singer, Project Manager BOI; Bailey Hereford, WSP; Amy Snyder, Property & Contract Manager BOI; Mardi Mendenhall, Property & Contract Coordinator BOI; Martin Hahle, CSHQA; Bill Best, Delaware North; Tom Richardson, HDR; Shawna Samuelson, Communication and Marketing Manager BOI; Kathleen Watkins, Deputy Director Finance and Business Development BOI; Ammon Southwick, Jackson Jet Center; Ken Miller HOK; Keith Hui, HOK; Karen Sander, HDR;

### A. Old Business

**A1. Roll Call:** Commission members Present: Bill Vasconcellos, Carrie Westergard; Jamie Boesiger; Meg Carlson; John Cunningham and Gen. Donnellan (Zoom).

**A2. Recognition:** Ms. Hupp recognized Brett Korporaal and Jen Moore who completed their AAAE ACE Certification in Environmental. They were some of the first to complete this course.

**A3. Approval of Minutes from Airport Commission Meeting of May 3, 2023:** Minutes were approved as written. 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. The Commission and Ms. Hupp engaged in a discussion about maximum load factors; and why the number of flights and seats are declining.

**A5. Commissioner's Comments:** The Commissioners comments consisted of Ms. Westergard informed the Commission that Ms. Hupp spoke on a transportation panel and did great. Gen. Donnellan is excited to see the growth. All the Commissioners wished Mr. Petaja good luck in the future. He was thanked for his years of service and leadership. He will be missed.

### B. New Business

**B1. Airport Master Plan & Construction Progress:** Mr. Petaja presented the Airport Master Plan & Construction Progress review. A copy of the presentation is attached and incorporated into the minutes as Appendix B. The Commission and Mr. Petaja engaged in a discussion about timing on the new ticket counter expansion; fuel farm and how many days of fuel supply it will hold; and the bidding process for construction projects.

### C. Public Comment Questions & Answers

There were no comments from the Public.