

Magic Valley Airport Advisory Board Minutes

Tuesday, October 7, 2025, 11:00 AM

Joslin Room (Terminal)
492 Airport Loop
Twin Falls, ID 83301



JOSLIN FIELD

MAGIC VALLEY REGIONAL AIRPORT

TWIN FALLS, IDAHO

Members: Sherry Olsen Frank, Dan Olmstead, Jim O'Donnell, Scott Martin, Taylor Morgan, J.P. O'Donnell

Council Liaison : Chris Reid County Liaison: Brent Reinke

1) ****PUBLIC ATTENDANCE VIA TELEPHONE WILL BE ACCESSIBLE BY CALLING IN, PLEASE BE CONSCIENTIOUS OF OTHER ATTENDEES AND MUTE YOUR TELEPHONE DURING THE MEETING UNTIL THE CHAIRMAN REQUESTS PUBLIC COMMENT*** PHONE # 208-735-3474**

2) **Confirmation of Quorum/Call Meeting to Order**

Present: Jim O'Donnell, Dan Olmstead (left the meeting early), Taylor Morgan, Scott Martin, Sherry Olsen Frank

Absent: Brent Reinke, J.P. O'Donnell, Chris Reid

Staff Present: Bill Carberry, Matt Barnes, Shawn Barigar

Guests: Jared VanderKooi- Reeder Jet Center, Kent Atkin, Christine Roemeling, Thomas Leija - J-U-B Engineers.

Jim O'Donnell called the meeting to order at 11:03 AM.

3) **Consideration of Amendments to the Agenda**

None

4) **Approval of Minutes**

a) Request to approve the Airport Advisory Board meeting minutes of August 5, 2025

MOTION: Sherry Olsen Frank moved to approve the August 2025 Minutes. Dan Olmstead seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0. Motion Passed.

5) **General Public Input**

None

6) **Status**

a) Airport Administrative Assistant retirement date of October 31, 2025; Airport Manager retirement date of December 31, 2025.

Discussion ensued on the following:

Carberry, Airport Manager, discussed plans for a gathering to celebrate Donna Newbry's retirement on October 30, 2025. Also discussed his impending retirement at the end of December.

- b) Pending Process to hire a new Airport Administrative Assistant and a new Airport Manager
Discussion ensued on the following:
Shawn Barigar discussed the City's plan for a new Airport Administrative Assistant to have him/her onboard prior to Donna's last day. Also discussed advertising and hiring process for a new Airport Manager.
- c) Update on Reeder Jet Center Hangar
Discussion ensued on the following:
Jared VanderKooi updated the board on the hangar development, noting a few delays, but will be signing the lease this fall.
- d) FAA projects and grant status
Discussion ensued on the following:
Kent Atkin- J-U-B, reviewed the Airport's Capital Improvement Plan and detailed the planned upcoming projects at the airport.

7) Items of Consideration

- a) Airport Air Carrier Incentive Program
Discussion ensued on the following:
Carberry, Airport Manager, updated the board on the Airport Air Carrier Incentive Program that was signed by the City on September 29, 2025. The program outlined incentives the airport may provide for new air service.
- b) Election of Airport Board Chairperson and Vice-Chairperson for the upcoming year.
Taylor Morgan was nominated for the Chair position by Sherry Olsen-Frank.
Jim O'Donnell was nominated for the Chair position by Scott Martin

Election Chairperson: (Dan Olmstead left the meeting early)

Jim O'Donnell Recused himself from the Chairperson vote.

All members present voted:

Sherry Olsen - Frank and Taylor Morgan cast their vote for Taylor Morgan.

Scott Martin cast his vote for Jim O'Donnell

Final vote tally — 2 votes for Taylor Morgan, 1 vote for Jim O'Donnell.

Election Vice Chairperson:

J.P. O'Donnell was nominated for Vice Chair by Taylor Morgan

No other Nominees

J.P. O'Donnell was elected Vice Chairperson by a vote of 4-0.

- c) Presentation on the 2025 Magic Valley Airshow
Discussion ensued on the following:
Jim O'Donnell discussed the Airshow and the presentation that was given to the City Council.
Jim thanked the Board for all of their assistance with the 2025 Airshow.

8) General Input/Announcements - Public/Staff

Meeting Meal:

Carberry, Airport Manager, gave an update on the City's new meal allowance and how it pertains to the Airport Advisory Board Meetings.

9) Upcoming Meeting(s)

a) The next meeting of the Airport Advisory Board will be Tuesday, November 4, 2025.

10) Adjournment

MOTION: Sherry Olsen Frank moved to adjourn. Taylor Morgan seconded the motion. Roll call vote showed all members present voted. Approved 4 to 0.