



Magic Valley Airport Advisory Board Agenda

Tuesday, April 7, 2026, 11:00 AM
Joslin Room (Terminal)
492 Airport Loop
Twin Falls, ID 83301

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

Council Liaison: Chris Reid; **County Liaison:** Suzanne Hawkins

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consideration of Amendments to the Agenda
- 3) Approval of Minutes
 - a) **ACTION ITEM:**
Request to approve the March 3rd, 2026, meeting minutes.
- 4) General Public Input
- 5) Status
 - a) Recruitment for Operations Supervisor
By: Matt Barnes, Airport Manager
 - b) Air Service Update
By: Matt Barnes, Airport Manager
 - c) Budget Overview
By: Matt Barnes, Airport Manager
 - d) Events Recap and Preview
By: Matt Barnes, Airport Manager
 - e) AIP Project Updates
By: Kent Atkin, JUB Engineers
 - f) TSA Assistance
By: Scott Martin, Board Member
- 6) Items of Consideration
 - a) **ACTION ITEM:** Recommend one board member to serve on the newsletter subcommittee for the remainder of their term
By: Matt Barnes, Airport Manager
- 7) General Input/Announcements - Public/Staff*
- 8) Upcoming Meeting(s)
 - a) **INFORMATIONAL:** Tuesday, May 5th, 2026
- 9) Adjournment

*Public Attendance via Telephone will be accessible by calling (208) 735-3474. Please be conscientious of other attendees and mute your phone during the meeting until the Chair requests Public Input.

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si desea esta información en Español, por favor llame a Josh Palmer al teléfono (208) 735-7312.



Magic Valley Airport Advisory Board Minutes

Tuesday, March 3, 2026, 11:00 AM
Joslin Room (Terminal)
492 Airport Loop
Twin Falls, ID 83301

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

Council Liaison: Chris Reid; **County Liaison:** Suzanne Hawkins

1) Confirmation of Quorum/Call Meeting to Order

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

Absent: N/A

Staff Present: Matt Barnes, Emma Duke, Suzie Hawkins

Guests: JUB - Kent Atkin, Christine Roemeling, Thomas Leija, Jackson Jet Center- Jared Vanderkooi

Jim O'Donnell called the meeting to order at 11:01 AM. A quorum was present.

2) Consideration of Amendments to the Agenda

None

3) Approval of Minutes

a) Request to approve the February 3, 2026, meeting minutes.

MOTION: Sherry Olsen Frank moved to approve the amended minutes. Taylor Morgan seconded the motion. All members present voted in favor of the motion.

4) General Public Input

None

5) Status

a) Recruitment for Operations Supervisor

Matt Barnes announced that the City of Twin Falls has posted for the Airport Supervisor position, and has received 10 applications, with a tentative start date for the beginning of April. The City is in the process of building an interview board.

b) Air Service Update

Matt Barnes reiterated that SkyWest Airlines will begin the 3rd flight on March 8th. Provided a draft flight schedule, the final version will be posted on iflytwinfalls.com this week—verify with the airline for the most current details. New office space has been outfitted for Breeze personnel in the terminal near the ticket counter.

c) Breeze & Clear Events Preview

Matt Barnes shared details about the upcoming Breeze Airways event on March 6th. Received exciting news that the first flight leaving Twin Falls, ID to Las Vegas, NV is sold out. The TSA Pre-Check event with Clear has been rescheduled to April 3rd, with communication to

come for an invitation to the event. More to come about promoting the benefits of Twin Falls Airport with the community.

d) **AIP Project Updates**

Matt Barnes is collaborating on communication strategies to regularly get information out to the board, tenants, and the community.

Kent Atkins shared an update and forecast for FAA projects. FY 2026 — NW Apron, equipment acquisition, pavement rehab, ATP grant, and security updates. FY 27 — begin on the runway project.

6) Items of Consideration

Scott Martin shared the Kimberly School Board's idea for creating an aviation curriculum and will provide more information to the board soon.

7) General Input/Announcements - Public/Staff*

Jared Vanderkooi with Jackson Jet Center urged communication with him about any questions or concerns regarding the Jackson Jet Center transition.

8) Upcoming Meeting(s)

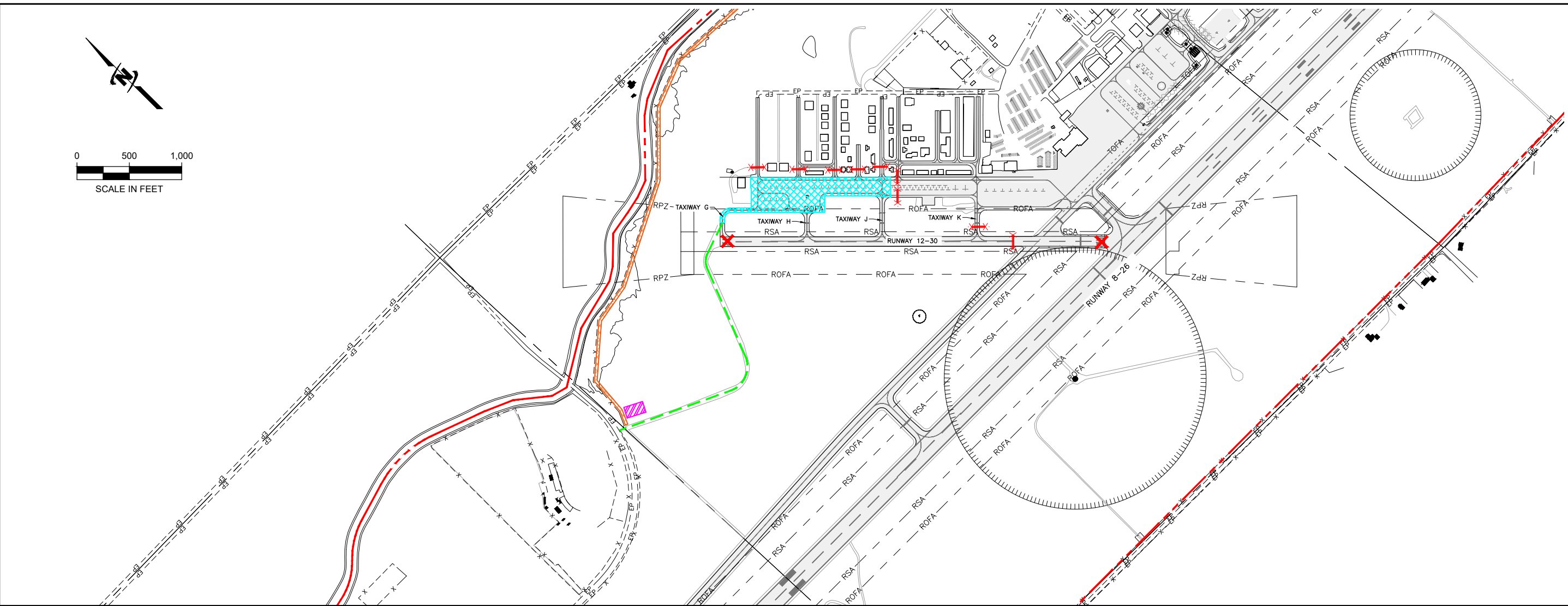
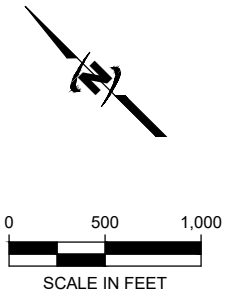
a) Tuesday, April 7, 2026.

9) Adjournment

MOTION: Daniel Olmstead moved to Adjourn. Sherry Olsen Frank seconded the motion. All members present voted in favor of the motion. The meeting adjourned at 12:00 PM

REUSE OF DRAWINGS
JUB SHALL RETAIN ALL COMMON LAW, STATUTORY, COPYRIGHT AND OTHER RIGHTS IN THIS DRAWING. THIS DRAWING SHALL NOT BE REUSED OR REPRODUCED WITHOUT WRITTEN CONSENT FROM JUB. ANY REUSE WITHOUT WRITTEN CONSENT BY JUB WILL BE AT CLIENT'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO JUB.

NO.	REVISION	DESCRIPTION	BY	DATE



GENERAL NOTES

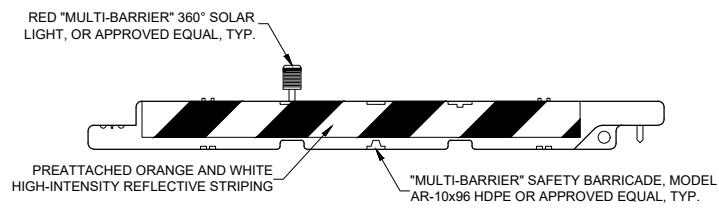
1. THE CONTRACTOR SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS THAT ARE PERTINENT TO THIS WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS, LICENSES, BONDS, ETC. REQUIRED BY LOCAL, STATE, AND FEDERAL AGENCIES.
2. THE AIRPORT WILL BE OPEN TO AIRCRAFT OPERATIONS DURING CONSTRUCTION AND THE CONTRACTOR WILL NOT BE ALLOWED TO LEAVE THE DESIGNATED WORK AREA. THE CONTRACTOR SHALL MAINTAIN CONTINUOUS COORDINATION WITH THE AIRPORT MANAGER/SAFETY OFFICER AND ENGINEER TO AVOID DISTURBANCE TO AIRCRAFT OPERATIONS OR TO THE AIRCRAFT OPERATIONS AREAS.
3. VEHICLE MARKING, TEMPORARY MARKINGS, FLAGGERS, AND OTHER SAFETY REQUIREMENTS SHALL BE IN CONFORMANCE WITH THE REQUIREMENTS OF GENERAL PROVISIONS, SPECIFICATION SP-2, AND AC 150/5370-2, CURRENT VERSION, AND THIS SHEET, AND SHALL BE PAID FOR UNDER SPECIFICATION SP-2.
4. THE OWNER'S PROJECT SAFETY OFFICER IS AIRPORT OPERATIONS MANAGER, MATT BARNES. NOTAMS WILL BE FILED BY THE SAFETY OFFICER AS REQUIRED DURING CONSTRUCTION.
5. THE CONTRACTOR SHALL SUBMIT A CONSTRUCTION SCHEDULE WHICH CORRESPONDS WITH THE PHASE SHOWN ON THIS SHEET. THE SCHEDULE SHALL BE PROVIDED 10 DAYS PRIOR TO THE PRE-CONSTRUCTION CONFERENCE.
6. CONTRACTOR SHALL NOTIFY ENGINEER AND SAFETY OFFICER A MINIMUM OF TWO WEEKS PRIOR TO EACH PHASE OF CONSTRUCTION OR ACTIVITIES WHICH MAY ADVERSELY IMPACT AIRCRAFT OPERATIONS. CONFIRMATION OF INTENT TO START A PHASE OF CONSTRUCTION IS REQUIRED 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
7. THE EXISTING UNDERGROUND UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS ONLY. CONTRACTOR SHALL VERIFY EXACT LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO COMMENCING WORK IN ANY AREA.
8. MAINTENANCE AND SECURING OF ACCESS GATES SHALL BE REQUIRED AT ALL TIMES AND PAYMENT FOR THIS WORK IS INCIDENTAL TO OTHER ITEMS. UNLESS OTHERWISE NOTED, ALL FENCES SHALL BE PROTECTED AND MAINTAINED AT ALL TIMES SO THAT AIRPORT SECURITY IS NOT COMPROMISED.
9. THE CONTRACTOR SHALL LIMIT THEIR OPERATIONS TO THE CONSTRUCTION AREAS IDENTIFIED ON THIS PLAN. ALL OTHER AREAS OF THE AIRPORT ARE RESTRICTED.
10. CLOSURE BARRICADES SHALL BE PLACED ON AREAS IN THE LOCATIONS SHOWN. BARRICADES SHALL BE A MAXIMUM OF 18 INCHES HIGH. IF BARRICADES ARE NOT CONTINUOUSLY LINK THEN THE SPACING SHALL BE CLOSE ENOUGH THAT THERE IS NO MORE THAN 4 FEET BETWEEN THE BARRICADES.
11. THE CONTRACTOR SHALL MAINTAIN CLEAR ROUTES FOR FIRE FIGHTING AND RESCUE OPERATIONS TO ACTIVE AIRPORT OPERATIONS AND SAFETY AREAS.
12. NO DEBRIS OF ANY NATURE SHALL BE ALLOWED IN ACTIVE AIRCRAFT OPERATIONS AREAS. ALL LOOSE MATERIALS (DIRT, STONE, PAVEMENT, FORMING, ETC.) MUST BE KEPT WITHIN THE LIMITS OF CONSTRUCTION. WHEN THE AVIATION BARRICADES ARE MOVED DURING CONSTRUCTION, THE CLEANUP OF THE AREAS OUTSIDE THE BARRIERS SHALL OCCUR IMMEDIATELY. IN ADDITION, NO LOOSE MATERIALS THAT COULD BLOW INTO AIRCRAFT OPERATIONS AREAS SHALL BE ALLOWED IN THE CONSTRUCTION AREA.

CONSTRUCTION PHASE 1 (33 CALENDAR DAYS)

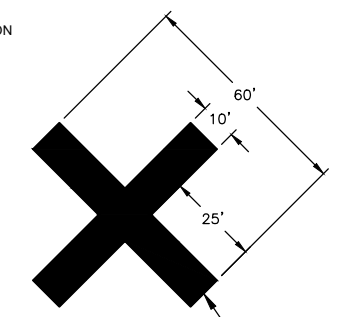
1. AIRPORT ISSUE CLOSURE NOTAM
2. PLACE CLOSURE BARRICADES, CLOSE RUNWAY 12-30 AND THE NORTHWEST APRON
3. REMOVE EXISTING TIE-DOWN ANCHORS
4. MILL AND REMOVE EXISTING ASHALT
5. REPROCESS, RECOMPACT AND REGRAGE EXISTING BASE COURSE
6. PAVE ASPHALT SURFACE COARSE
7. INSTALL NEW TIE-DOWN ANCHORS
8. PLACE INITIAL PAVEMENT MARKING
9. REMOVE CLOSURE BARRICADES, OPEN RUNWAY 12-30 AND THE NORTHWEST APRON
10. AFTER 30 DAYS, AIRPORT ISSUE CLOSURE NOTAM
11. PLACE CLOSURE BARRICADES, CLOSE RUNWAY 12-30 AND THE NORTHWEST APRON
12. PLACE FINAL PAVEMENT MARKING
13. REMOVE CLOSURE BARRICADES, OPEN RUNWAY 12-30 AND THE NORTHWEST APRON
14. REMOVE CLOSURE NOTAM

LEGEND

- PHASE 1 WORK AREA LIMITS
- CONTRACTOR STAGING AREA
- MILLING WASTE AREA
- CONTRACTOR ACCESS ROUTE
- CLOSURE BARRICADE (SEE DETAIL THIS SHEET)
- RSA - RUNWAY SAFETY AREA
- ROFA - RUNWAY OBJECT FREE AREA
- TOFA - TAXIWAY OBJECT FREE AREA
- EXISTING PERIMETER FENCE



1 CLOSURE BARRICADE
SCALE: NO SCALE



2 RUNWAY CLOSURE X DETAIL
SCALE: NO SCALE



Know what's below.
Call before you dig.
CALL 2 BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES

NW APRON REHABILITATION
JOSLIN FIELD - MAGIC VALLEY REGIONAL AIRPORT
OPERATIONAL SAFETY AND PHASING

Plot Date: 7/30/2025 9:12 AM Plotted By: Thomas Leija
 Date Created: 7/30/2025 JUB.COM\CENTRAL\CLIENT\SD\TWF\AIRPORT\PROJECTS\45-23-024_AIPB_NORTHWESTAPRONREHAB\DESIGN\CAD\SHEET_45-23-024_G-101.DWG



Date: Tuesday, April 7, 2026

To: Airport Advisory Board

From: Matt Barnes, Airport Manager

ACTION ITEM

Request:

Recommend one board member to serve on the newsletter subcommittee for the remainder of their term

Time Estimate:

Approximately 5 minutes with time for questions and discussion after the presentation.

Background:

Airport Staff have been working on ways to build relationships and regularly communicate with Airport stakeholders. We've determined that a quarterly newsletter will provide another communication method to our community members on the airfield and those that are in the Magic Valley. The Airfield Insider will include content like; upcoming airport events, construction activity, airport happenings, and highlights that celebrate the people who dedicate themselves to the airport.

Staff has decided to create a newsletter subcommittee. Members will be Angel Gonzalez (Operations Coordinator and Security Coordinator), Emma Duke (Administrative Assistant), Christine Roemling (JUB Engineers), Matt Barnes (Airport Manager), and an advisory board member confirmed by the Airport Advisory Board. The airport has subscribed to Intuit Mailchimp to give us in-house design and distribution capabilities. We are also working with Rinard Media, who is contracted to maintain our website, to use Mailchimps voluntary subscription service. This service allows users to choose to receive the newsletter according to their preferences.

Airport staff hope to release the first issue of The Airfield Insider on June 1st.

Approval Process:

Airport staff is requesting the Airport Advisory Board select 1 advisory board member to serve on the subcommittee. A majority vote by the board is requested.

Budget Impact:

The airport has subscribed to Mailchimp to design and distribute the newsletter. Annual cost will be \$240.

Conclusion:

Staff recommends the advisory board appoint one board member to serve on the newsletter subcommittee for the life of their term as a board member.