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**AIRPORT ADVISORY BOARD  
MINUTES OF SPECIAL MEETING**  
February 15, 2023 - 5:00 p.m.  
10375 Sensor Avenue- Airport Manager's Office  
Coeur d'Alene Airport, Hayden, Idaho

1. **CALL TO ORDER/ROLL CALL** - Meeting called to order at 5:00 pm. Roll call taken. Quorum of voting members confirmed.

Brian Cleary, Chair	Present
Steve Anderson, Vice Chairman	Present
Chris Nordstrom, Member	Present
Eric Moos, Member	Present (via Zoom)
Mike Henkoski, Member	Present
Brett Boyer, Member	Present
Tim Komberec, Member	Present
Frank O'Connell, Alternate	Present
Joan Genter, Alternate	Present

**Officials & Staff Present** - Commr. B. Mattare, Staff J. Gillham, S. Kjergaard, & K. Stevenson.

2. **PLEDGE OF ALLEGIANCE** - all stood for the Pledge of Allegiance.
3. **CALL FOR CONFLICTS OF INTEREST** – no conflicts declared.
4. **CHANGES TO THE AGENDA (Action)** - agenda item 10 A. to “Identify Airport Functions” was clarified insofar as tonight’s meeting will begin to identify airport functions to evaluate and that evaluation of such identified functions will occur at subsequent meeting(s). The agenda was also adjusted to allow for the introduction of members of the newly constituted advisory board. Subject to these clarifications, a motion was made and seconded to approve the agenda without changes. The motion was approved. Thereafter, each member of the board introduced themselves and briefly described their background and interests in the airport.
5. **OPEN MEETING LAW OVERVIEW AND Q&A (Discussion)** - Jonathan Gillham, Communications Coordinator, Board of County Commissioners, led an overview of Idaho Open Meeting Law and its applicability to activities of the airport advisory board.
6. **REMARKS FROM COMMISSIONER MATTARE (Discussion)** - Commissioner Matare provided brief orientation as to purpose of the airport advisory board and BOCC-approved direction to the advisory board concerning same.
7. **ELECTION OF OFFICERS (Action)** - opened for discussion.

- A. Chairman (Action) - Christopher Nordstrom moved to nominate Brian Cleary for Chairman. Steve Anderson seconded the motion. Motion passed by unanimous vote.
  - B. Vice-Chairman (Action) - Tim Komberec moved to nominate Steve Anderson for Vice Chairman. Christopher Nordstrom seconded the motion. Motion passed by unanimous vote.
- 8. APPROVAL OF MINUTES OF PREVIOUS MEETING** (Action) - Brian\_Cleary moved to approve the minutes of the January 11, 2023 meeting. Steve Anderson seconded the motion. The motion passed.
- 9. STAFF REPORTS/UPDATES** (Discussion) - Airport Director Stephen Kjergaard reported that there's little to report since last month's update other than opening of bids on runway 6-24 projects.
- 10. BUSINESS**
- A. Identify Airport Functions to Evaluate (Action) – advisory board members discussed potential airport functions to evaluate in subsequent meetings. Interest was expressed in revisiting airport functions of concern that may have been raised to the prior board and remain of concern, particularly safety-related concerns such as airport AWOS capabilities and consideration of a potential airport control- or virtual control-tower. Other functions suggested for evaluation include efficiencies of airport airport maintenance functions such as snow removal and runway closures, as well as evaluating standards and processes regarding airport leasing and complaints management. Clarification was provided as to the role of non-voting alternates, who may participate in board discussions and succeed to replace a voting member who resigns or is otherwise no longer a board member, but are not to stand in where a voting member may be absent from a meeting. The board exchanged thoughts on how best to identify and prioritize airport functions for evaluation, including tasking one or more board members or forming subcommittee(s) to solicit and receive input from airport stakeholders and staff. Also discussed was the need to identify a manageable list of airport subjects/functions that the board can focus on in the near term while also identifying airport subjects/functions may be more complex and necessitate board consideration over a longer time period. There was general consensus to pick a limited number of functions to focus on initially while continuing to identify additional subjects for subsequent evaluation.
- 11. SCHEDULE A FUTURE SPECIAL MEETING, IF NECESSARY** (Action) - consensus was reached to schedule a special meeting to coalesce a preliminary list of airport functions for evaluation, starting with those already identified by the BOCC in its direction to the advisory board as well as those identified at this meeting. A motion was made and seconded to schedule a special meeting for such purposes, the date of which will be set post-meeting by airport staff. The advisory board approved the motion.
- 12. PUBLIC COMMENT** - the following comments were received from the public. Curt Bower, Coeur d' Alene Aviation – raised personnel-related matter concerning tenure of current airport director and succession planning and progress respecting consideration of approval as to an FBO. Ann Anderson, suggested each board member be assigned a quadrant of the airport and rotate quadrants annually so over time all acquire in-depth knowledge of airport and familiarity with its users. Harry Kraviato, President of the Coeur d' Alene Airport Association is active at the airport and hosts lively discussions of airport subject matters. The association has monthly meetings, periodically hosts pancake breakfasts, all are welcome to attend and to join the association for nominal amount. The association has provided updates/reports on association matters at board meetings and desires to continue doing so with this board. Mike Kincaid – airport leasee, looks forward to working with board. Extended invitation to come to his hanger and learn more about smaller planes and sea planes Unknown Commenter (inaudible) asked the airport provide email alerts to tenants when gate access codes are changed. Also, FYI, someone told him that Commissioner Brooks will be giving an update on new happenings at the airport tomorrow at 11:30 at JB's. Andrew King of AVPORTS introduced himself and gave background of AVPORTS interests in developing a commercial terminal at the airport. AVPORTS put forth a contract and worked with the airport to explore what it would take to lease a particular part of airport property on which to develop a commercial terminal. The contract was brought before the BOCC on December 27<sup>th</sup> but action deferred as the BOCC wanted to understand it better and talk with the public more. Brett Boyer deferred additional discussion and Joan Genter noted the airport board hasn't had the chance to hear the AVPORTS presentation and

recommended that occur when available in the future. Jesse Owens, resident, asked for notice when the county/board receives AVPORTS proposal. He wants to understand the county/board process for evaluating the proposal and to ensure the community interests are considered in that process. He lives immediately adjacent to the airport and wants to be in the loop on this subject matter. Unidentified Commenter (unintelligible) – unintelligible discussion relating to a virtual tower.

**13. ADJOURNMENT** - before adjourning, Brett Boyer acknowledged presence of a couple prior board members in the audience and thanked them for their service and that he looks forward to working with the new board members. Tim Koberec moved to adjourn Steve Anderson seconded the motion. Brett Boyer adjourned the meeting at 6:28.

Respectfully submitted,

Kim Stevenson  
Recording Secretary