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## AIRPORT ADVISORY BOARD

### MINUTES OF MEETING

April 14, 2021 - 6:00 p.m.  
451 Government Way- Administration Building  
Kootenai County, Coeur d'Alene, Idaho

#### **MEMBERS PRESENT:**

X	Chairman Gfeller
X	Aaron Salzer
X	Alex Birch
X	Brett Boyer
X	Joan Genter
X	Mark Vehr
X	Tim Komberec

**CALL TO ORDER/ROLL CALL:** Chairman Gfeller called the meeting to order at 6:00 pm. and did Roll Call.

**PLEDGE OF ALLEGIANCE:** All stood for the Pledge of Allegiance.

**STAFF PRESENT:** Steven Kjergaard, Linda Leigh, Kim Stevenson.

**VISITORS PRESENT:** Bill Brooks, Angie Sanchez Virnoche, JR Norvell, Nancy Jones, Murdo Cameron, Joni & David Logue, Cynthia Marlette, Tom Higgins, Ben Westfall, Harry Craviotto, Denver Wilkinson, Randall Wilkinson, Joe Rossetti, Darcy Belcher, Frank O'Connell, Anne Anderson, Charlie Branch, Mike Kincaid, Jim Thorpe.

**CONFLICTS OF INTEREST:** No conflicts of interest were noted.

**CHANGES TO THE AGENDA:** None.

**APPROVAL OF MINUTES:** (Action)

**MOTION:** Brett Boyer moved to approve the minutes of the last meeting. Mark Vehr seconded; the motion carried.

**BUSINESS:** (Action)

**A: Airport Fee Review**

1. **Sewer Fee Resolution** – A Sewer Study was completed and presented by FCS Group (attached). The presentation provides a general overview of the Airport’s sewer system, describing size and responsibilities. Angie Sanchez Virnoche, Principal at FCS Group then presented the balance of the FCS sewer study. Included was an overview of the rate setting process, key assumptions used, capital needs and funding, revenue requirement/rate forecast, four (4) scenarios for fee increases, and a summary with Airport recommendations. Public comment was taken prior to Board discussion.
  - a. Tim Komberec questioned Angie the number of commercial users on the Airport and the current WU charge for those customers. Angie replied there were 18-20 commercial users at approximately 180 WU’s.
  - b. Chairman Gfeller asked how comfortable the Airport was with the HARSB costs. Steven Kjergaard said he is concerned about the 5% increase due to cost of chemicals. Steven brought up that the Airport is building a hybrid model based on usage. The chairman asked how we can lower costs; Steven said the only way that would happen is if someone larger takes us over. We have too few users and too few opportunities to add users to pay for the system – basically the City of Hayden or Hayden Lake District would need to take over the Airport’s 77 users and 6 miles of line.
  - c. Aaron Salzer verified the Airport was playing catch up on sewer costs. Steven Kjergaard indicated that for 5 to 10 years there was no increase in sewer charges and capital needs were never considered. Aaron also verified much of the system was installed in the 1980’s. Aaron questioned water use by the US Forest Service and Steven pointed out that their water use does not go into the sewer system.
  - d. Joan Genter asked for the Airport’s current reserve; Steven commented it was approximately \$120,000 and the Airport would need \$200,000 at the end of 2021 as its portion of HARSB’s Phase 2 system upgrade.
  - e. Chairman Gfeller questioned if the Airport was subsidizing sewer and Steven answered yes, for capital projects.

- f. Mark Vehr asked about a scenario that has smaller increases in the beginning. Steven pointed out that there are more significant capital costs in the near term.
- g. Brett Boyer commented that the increase in chemicals in Phase 2 wouldn't be until 2024. Steven said that Stephanie with HARSB is unsure whether that would be 2022, 2023, or 2024.
- h. Brett questioned how the current WU's were assigned. Steven said that no methodology exists. Switching to the hybrid system was discovered through the study. Straight water use model is not sustainable without a minimum WU charge. Airport shall follow the HARSB minimum non-residential WU minimum of 3 WU. Commercial minimum needs to be established; 8 suggested.
- i. The Airport is reaching the maximum number of WU's allowable from HARSB at our current charge. If we go over this number, the Airport will pay more per WU than current.
- j. Other items brought up by Brett Boyer included the following:
  - Whether the current capital fund was for treatment plant and/or circulation system
  - Description of the Gulfstream and D-3 taxilane projects
  - Has Kootenai County pulled funds from the General fund for capital
  - Can we get Federal funding for sewer capital projects
  - Which Airport users are being affected and how by cost increases
  - Long term maintenance of system
  - More information on the usage chart requested
  - Sewer systems are Enterprise funds and should be self-sufficient

**MOTION: Brett Boyer moved to table the sewer resolution until the next meeting to flesh out the hybrid model, Aaron Salzer seconded. Tim Komberec abstained, the motion carried.**

1. **Airport Fee Resolution** – Steven Kjergaard highlighted the differences between the current fees and the proposed new fees (attached). All proposed hangar lease rate increases are less than one cent (\$0.01). The County T Hangar proposed increase to \$350 to the market average as being below market average is creating an issue. Public comment was taken prior to Board discussion.
  - a. Aaron Salzer commented that the proposed increase to Airport Use Fees of \$35 at the lower gross weight would hurt the little guys.

**MOTION:** Al Birch moved to accept the proposed 2021 Airport fees. Aaron Salzer amended the motion to exclude the increase in the Fuel Flowage rates and the Airport Use fees. Al Birch accepted the modifications to the motion. Mark Vehr seconded; the motion carried.

**STAFF REPORTS/UPDATES:** (All Discussion Items)

**A: Ongoing Projects** – Steven Kjergaard reviewed each of the engineering projects on the April 2021 Status report (attached).

**B: FY22 Proposed Airport budget** – Steven Kjergaard explained the Airport’s FY21-22 proposed budget request. It includes an 8% increase to the B Budget and some additional capital equipment.

**C: Summer 2021 Tower** – Steven has spoken with FAA traffic folks and the US Forest Service. According to the Forest Service, they have a reimbursement agreement. We are not sure of the true costs of activating the tower. The Forest Service anticipates activating the tower this year. Further research will be done for future reference.

**CDA Airport Association Update:** None.

**PUBLIC COMMENT:** Public comment was accepted and noted for the Sewer fee resolution, the Airport fee resolution, and the Summer 2021 tower.

**ADJOURNMENT:**

**MOTION:** Aaron Salzer moved to adjourn the meeting at 8:00 pm, Mark Vehr seconded; the motion carried.

Respectfully submitted,

Kim Stevenson  
Recording Secretary