



**AIRPORT ADVISORY BOARD
MINUTES OF REGULAR MEETING**

April 19, 2023 - 5:00PM
10375 Sensor Ave – Airport Administration Building
Coeur d’Alene, Hayden, ID

1. **CALL TO ORDER & ROLL CALL:** Both were performed by Chairman Cleary at 5:00PM. Roll call conducted and a quorum of voting members was confirmed.

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

Officials & Staff Present – BOCC Commr. B. Mattare, BOCC Staff J. Gillham, AP Dir. Phil Cummings, AP Staff Kim Stevenson, Kerri Sherman, Gaston Patterson, & Jesse Lynch.

2. **PLEDGE OF ALLEGIANCE** - led by Mike Henkoski. All rose for the Pledge of Allegiance.
3. **CONFLICTS OF INTEREST** – no conflicts of interest declared.
4. **CHANGES TO THE AGENDA (Action)** - Chairman Cleary called to move agenda item 5b (discussion of airport deputy director position by P. Cummings) to agenda item 7b (airport director position – discussion of staff report of Phil Cummings & AB recommendation to BOCC), and to swap the order of agenda items 6a and 6b, stating it was important to first discuss any need to propose amendments to the BOCC airport advisory board guidelines before actually conduct business of the advisory board. Phil Cummings asked to strike 5b and 7b (concerning airport deputy director position) entirely from the agenda. Accordingly, Chairman Cleary moved to strike agenda items 5b and 7b and to swap agenda items 6a and 6b. The motion was seconded by Vice Chairman Steve Anderson. Chairman Cleary called for Discussion after which he called for the vote and the motion carried by unanimous approval.
5. **STAFF REPORTS/UPDATES**
- a. Agenda Item 5a. Update on airport construction closures and related timelines for runway 6/24 rehab and taxiway B-4 addition (Presented by Corrie Esvelt-Siegford of Ardurra Engineers)
- Taxiway Delta North - Still working on closure due to issues between contractor and county. No ETA provided.

- Electrical Improvement project for Vault Building - Waiting for delivery of a generator (ETA July 2023) before we can tear down the old building and construct/move into the new building.
- Snow Removal Equipment Building Construction has begun again. The contractor, TML Construction secured their building permit on Monday and started work the same day. Hoping the building will be ready by the end of August or early September 2023.
- Runway 6/24 Rehab Design Only - All tasks are nearing completion and grant closeout needs to happen. A Notice of Award has been issued to Poe Asphalt though agreements have not been issued, pending grant to be issued sometime in July or August 2023 for funding construction.
- Taxiway E Pavement Maintenance project – Sealcoat on the full length of the North taxiway as well as sealcoating and re-striping the portion of the apron in front of Stancraft that is owned by the airport. Put out an invitation for open bids last month and received four bids. After reviewing the bids, the recommendation was to award it to the lowest bidder, Road Products, Inc. The County has not acted upon the Notice of Award as of this date but has received the FAA concurrence to award to the lowest bidder. Road Products, Inc. came in around \$100,000 below the engineer’s estimate; prices are better this year.
- Upcoming Project - Hoping to have a pre-design meeting with the FAA for the Taxiway C extension from Golf to the West. Want to scope and get the design, geo-tech, and surveying over the summer to be ready to bid in February 2024. Would like to be able to begin construction in late summer or early fall 2024.
- Environmental Assessment - Phil Cummings has requested they start discussing with the FAA for an environmental assessment for commercial air service, an air traffic control tower, and land acquisition. This is still in the preliminary discussion stage, trying to determine what the FAA will require; no notable action has taken place at this time.

Corrie made the call for discussion - The question was asked concerning the issue between the contractor and the county about the Taxiway D North project (see Staff Update a.). She responded that it is an argument over “extra work” having to do with grass growing, who pays for the seed, how the reseeding was performed; she believes the county attorney may be involved in the situation.

- Taxiway November Sealcoat Schedule - Phase 1 begins August 21, 2023; will take 21 calendar days) - Taxiway November will be closed for sealcoating from half of Stancraft apron to end of 24/20 for 21 calendar days. This will also include construction of Twy B-4 (between J and D) as well as re-marking those aprons. Both runways will remain open. Phase 2 begins September 11, 2023; will take 18 calendar days) - Runway 6/24 will be closed for 18 days. This is for the no lane pavement leveling due to some grade issues. Following re-paving and re-marking of this area, we are hoping to be able to re-open the runway on September 29, 2023. NOTE: Empire is aware they will be impacted and not able to get in/out during this time. Stancraft will still have access. Phase 2A will be within the timeframe of Phase 2; will take 3 non-consecutive days) - New LED lights will replace the current outdated lighting at the intersection of the two runways as part of the 6/24 project. Re-striping will also take place in this area at that time. Phase 3 begins a minimum of 30 days after the Phase 2 paving, sometime in late October 2023; will take 8 calendar days). Will close 6/24 again for re-grooving. Phase 4 will begin sometime in the Spring, 2024; will take 3 calendar days and be consecutive with Phase 3 of Taxiway November Pavement Maintenance). Runway 6 will be closed again as well as portions of Taxiway November for re-striping and final markings. Outside temps need to be no lower than 60°.

A question was asked as to the meaning of “Rolling Closures” as indicated on the slide presentation. Corrie said they will be performing the work in sections so as not to have the entire area closed off at once. This will allow for some degree of access during phases 3 and 4 of the project.

6. OLD BUSINESS

- a. (Formerly agenda item 6b) Review AB guidelines (version 5/21/2020), solicit and discuss any AB recommended changes, and action on any such proposed changes (Action)
- Proposal to recommend BOCC amend airport board guidelines to add Secretary position - Chairman Cleary proposed recommending to the BOCC that the Guidelines for the airport board be amended to add a Secretary position to the airport board with the responsibility to work in coordination with the county staff in preparing minutes of airport board meetings. Steve Anderson seconded the motion and proposed amending it to nominate Chris Nordstrom for the Secretary position. Chair Cleary restated the motion, as amended, and Vice Chair Anderson seconded. Chair Cleary opened the motion for Discussion, during which he clarified that even though the meetings are recorded, Commissioner Duncan would prefer to have written updates rather than watching the recording. It was also noted that until recent airport staffing changes, meeting minutes were provided by the Administrative Secretary, Kim Stevenson. Kim stated that she hopes to bring that task back to the airport staff shortly. Discussion closed. Chairman Cleary called for the vote and the motion failed.
 - Board adoption of Robert's Rules of Order - after clarifying they were considering the current and correct version of BOCC airport board guidelines, Chairman Cleary moved to adopt Robert's Rules of Order as the procedural rules governing meetings. The motion was seconded, discussion followed with members noting the desirability of extending courtesy to one another in exchange of ideas/discussions among the board, that Robert's Rules not be applied hyper-technically to impair candid exchange, and availability of Robert's Rules cheat-sheets. Members also expressed preference for efficiency purposes to call for votes on matters by general call for vote, rather than member-by-member roll call, which all agreed was acceptable. Consistent with these clarifications, Chairman Cleary moved to approve use of Roberts Rules of Order as procedures to regulate board business, the motion was seconded, and the motion carried.
 - Role of alternates – Chairman Cleary stated it was made clear from the BOCC from the start that if a board member should no longer serve on the board, then an alternate will be appointed to step onto the board. It is not clear what that process is to appoint an alternate. An alternate does not have voting power in the absence of a board member. However, county legal counsel has said "in an abundance of caution" to the open meeting laws, in the absence of a member quorum, you ought to include non-voting alternates in determining whether a quorum exists for the purposes of conducting business, but no vote can be called for.
 - Timely availability of board materials – Members noted the need for timely availability of all current documents pertaining to the meetings to airport board members and alternates. For this meeting some members did not have the current version of certain documents with them, e.g., the current version of the BOCC Guidelines for airport board. Chairman Cleary noted the issue and commitment to address it going forward. In view of the lack of a current version of the BOCC Guidelines, Mike Henkoski moved that the agenda topic of recommending changes to such guidelines be tabled and taken up, if necessary, at a subsequent meeting. Chairman Cleary seconded the motion. After discussion closed, the motion carried.
- b. (Formerly agenda Item 6a) Review results of 2-22 AB poll and identify and prioritize airport functions for AB evaluation and potential recommendations to the BOCC (Action) – Chairman Cleary reviewed the results of the 2/22/23 poll of advisory board member, noting the top 4 items of concern appeared to be (1) updating AB Guidelines, (2) leasing application & processes, (3) complaints management and resolution system, and (4) communication with airport stakeholders. Upon Chairman Cleary's call for Discussion, Mike Henkoski expressed concern that the AWOS had been moved down the list and is an important concern to airport stakeholders. Chairman Cleary asked Interim Airport Direct Phil Cummings to share information he may have on the subject matter from his research and/or discussions with FAA. In short, the AWOS issue is a long-term project in comparison to the top 4 items presented. Eric Moos commented that if the AWOS is truly a safety concern then it needs to be a top priority. Frank O'Connell added that working for an AWOS resolution is in progress. The consensus of the board was that the AWOS subject will not be ranked but rather regularly brought to the table for ongoing discussion until resolutions are met.

- c. Review airport leasing process & appoint AB subcommittee to recommended updates/changes for AB consideration and action at May AB meeting (Action) – Chairman Cleary opened the discussion by briefly sharing what he found when researching to compare what a person would find on the COE airport website to other airport websites, suggesting that ours leaves a person with questions that might easily be answered with some changes to our posted application process. Then he asked the board what they thought of appointing a sub-committee. BOCC Commissioner Mattare clarified that the need for lease clarification is that leases labeled as Ground Lease were being presented to the BOCC without any AAB or public review. He gave an example of one for a commercial business and another that was a joint venture with the county, trying to “ram them through” and get a signature of approval before figuring out what the consequences might be. He recommended that a single person be appointed rather than a sub-committee to do the research and report back to the airport board. Further discussion by the airport board members clarified the research is not to change any verbiage in the lease but rather to determine that the procedure for completing a lease is efficient and whether an applicant who completes the lease is suitable for the airport based on the information they provide. Chris Nordstrom made a motion, restated by Chairman Cleary, which was seconded by Mike Henkoski, to appoint Vice Chairman Anderson to review the airport leasing process and return to the airport board with any recommendations he has on the subject matter at the May airport board meeting. The motion passed unanimously.

7. NEW BUSINESS

- a. Review & discuss airport landing fees and potential recommendation(s) to BOCC (Action) – Chairman Cleary asked Vice Chairman Anderson to lead the discussion. Vice Chairman Anderson shared his recollections of a meeting that he and Interim Airport Director Phil Cummings attended with the Idaho Forest Service. The IFS presented them with a document showing the comparison of our landing fees for various aircraft against other airports. According to Phil, they verbally stated that our airport has the highest landing fees in the country. They will consider moving their base of operation to another airport if we do not align our fees to be more competitive. Contractors can choose where they will operate from. Losing them would not only cost the airport landing fees, but also fuel flowage fees, hotel stays and restaurants for meals. Vice Chairman Anderson shared that the IFS is going to put up a tower at the beginning of the fire season at their own expense and contract for two weeks at a time. His point was to stress that we need to see them as a good neighbor and treat them fairly. According to the current BOCC Guidelines for the airport board and Resolution 2022-31 setting airport landing fees, airport fees are to be reviewed annually, and it is timely and appropriate for the airport board to conduct this review. As it is time now to perform such a review. Chairman Cleary moved to appoint alternate member Frank O’Connell to review the landing fees structure, various weight categories, any exemptions, and return to the May 10th meeting to report to the airport board on the background of what led to current landing fees structure at the airport and to recommendations with regards to potential changes to that fees structure for the airport board to consider and potentially recommend to the BOCC. The motion was seconded, followed by a call for discussion, upon closure of which a vote on the motion was taken and carried unanimously.
- b. Proposed amendment to add limited FBO (fixed based operator) provision to airport Rules and Standards (Action) – Vice Chairman Anderson noted that the Coeur d’Alene Airport’s definition of an FBO is not the same as the FAA definition. Further discussion revealed that there is confusion as to why there is any need to add Limited FBO or revise the current definition of an FBO. Chairman Cleary moved to table this subject matter to the next meeting so they could hear from the public on it and the motion was seconded, followed by a call for discussion, upon closure of which a vote on the motion was taken and carried unanimously.

8. PUBLIC COMMENT

- CDA Airport Association President Harry Craviatto – Requested to be put back on the regular AAB agenda going forward. Expressed gratitude for the AAB for their role in the CDA Association community and BOCC for selection of a diverse board. They would like to (1) establish the CDA airport as being friendly to its members as this has not been the case in the past, (2) establish a camera system on top of the Bird Museum to provide a live feed for the west side of the airport. Mr. Craviatto also thanked Shane Rogers of No Limits Aviation for providing hangar space for the recent pancake breakfast and invited everyone to attend the CDA Association meeting at the Hagadone hangar, tomorrow night (04/20) at 5pm. He then mentioned some of the associations

concerns, including (1) Cessna gate, (2) access fees, (3) methods for gate access, (4) accurate cost of the 139 airport operations (If we bring a charter company in, more or less, how much will it cost us and what does that look like to the taxpayers), (5) have a landing strip available for the tail graders, (6) have a review of the Rules and Standards to make it more reflective of the needs of the CDA airport rather than when is usually thrown on as generic rules and standards which are already covered by the FAA.

- Airport tenant Greg Gfeller (Big Sky Hangars Association) - Commented that he thought the landing fees came about by comparing with more southern Idaho airports. Also mentioned that the Limited FBO issue came about by a business tenant who wanted to sell fuel without having to follow the other FAA requirements of a full FBO.
 - Airport tenant Shane Rogers (No Limits Aviation) - Spoke to the FAA definition of an FBO. The items listed in that definition are not mandatory but rather, services that an FBO can provide. A pilot using any on-line app to search for a service will never find a Limited FBO; it will always be an FBO which offers one or more of the services as listed in the FAA's definition.
 - (By phone) Airport tenant Kirk Lauer (K&K Air Ventures, LLC) - Shared that they are the ones who had wanted to sell fuel as a Limited FBO. However, they just received the numbers for the cost of doing this and discovered it would not be cost effective for them to continue to pursue this addition to their business. Therefore, they have withdrawn their interest in being a Limited FBO.
9. **ADJOURNMENT** (Action) – Chairman Cleary moved to once it was determined there were no further comments or discussion, the motion was seconded and carried unanimously.

Respectfully submitted,

Kerri Sherman
Recording Secretary