

**Minutes of Meeting**  
**Airport**  
**April 25, 2022**  
**9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Airport Director Steven Kjergaard, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Bend Municipal Airport Manager Tracey Williams, Airport Advisory Board Members Joan Genter, Aaron Salzer and Mark Vehr and Kootenai County Residents Harry Craviato, Elsbeth Roach, Larry Hodez, Jim Walsh, Dave Bosworth, Shane Robertson, Tom Pritchett, Keith Lang, Greg Delavan, Steve Anderson and Nelson Erickson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 9:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Kootenai County Resident Steve Anderson introduced the Municipal Airport Manager Tracey Williams, from Bend, Oregon, who had been invited to discuss aspects of Part 139 Airport Certification.

**April 2022 Advisory Board Draft Minutes Review (Discussion)**

Airport Director Steven Kjergaard went over the minutes from the April 2022 Advisory Board Meeting.

- Waiver for Minimum Standards: Jeremy Divan of D Zone Skydiving had submitted a letter asking that Minimum Standards be waived for his company. Previously, D Zone had operated under Resort Aviation, which had allowed different rules to apply. General discussion ensued related to helping Mr. Divan develop a plan which would satisfy his needs and Airport requirements. It was agreed that Mr. Divan would return to speak to the Advisory Board once he had a proposal to discuss.
- Taxiway D North contract will be closed out soon.
- Runway 20/24 Decoupling – Design Phase – Electrical Improvements had been sent out to bid and a recommendation to award the bid to Colvico would be made at the Business Meeting.
- Perimeter Fence project will be closed out soon.
- Snow Removal Equipment (SRE) and Administration Building Design bids received were much higher than expected. This project is being reevaluated and alternative solutions sought.

Commissioner Leslie Duncan asked Mr. Kjergaard to provide the Board with an updated copy of the Airport's CIP (Capital Improvement Plan).

- Gulfstream Road and Utility Extension Project was having issues related to connection points, particularly with the water lines.
- Infinite Apron Utility Extension Project's individual cost was estimated at \$80,000 per lot.
- Runway 6-24 Rehab's design and survey work has begun. Coring and falling weight assessments were ongoing.
- Sewer Inventory was almost done.
- ATCT (Air Traffic Control Towers) – there would be a meeting later this week to discuss next steps.
- CIP Update – The Airport received \$295,000 in funding this year from the Bipartisan Infrastructure Bill. They plan to put the money into the SRE project this year and into needed equipment in the future.
- The CDA Airport Association asked the Board to arrange an independent assessment of the expense of maintaining Part 139 certification for the Airport.

**Part 139 Presentation: Tracy Williams, A.A.E., ACE, Bend, OR Municipal Airport (Discussion)**

Ms. Williams stated she had been an airport executive for over 30 years, in different states, and listed her certifications, qualifications and educational achievements. She said she had worked in international, military and general aviation airports.

She remarked that she had been invited to speak by members of the CDA Airport Association because her airport was similar to the Kootenai County Airport. She said the Bend Municipal Airport (BMA) did not have a Part 139 certification and had no plans to get one.

Ms. Williams provided a list of comparisons between the two airports, including that hers had 141,000 operations last year and expected 160,000 this year, while CDA had 125,000 last year. She noted that, under the Bipartisan Infrastructure Bill, her airport would receive \$763,000 per year, over the next five years, while CDA would get \$295,000. She discussed her progress toward securing an Air Traffic Control Tower and its financial impact.

Ms. Williams said she did not have an Airport Advisory Board, but indicated that one was not needed because she personally met with all stakeholders so frequently and provided them with a monthly newsletter.

Ms. Williams listed the changes BMA would have to make in order to get a Part 139 Certification. She recommended that the CDA Airport have a cost-benefit analysis made to show whether it would be more beneficial to keep the certification or not. She speculated that maintaining the certificate probably added as much as \$1 million to the airport's operating costs.

Mr. Kjergaard asked whether, when the CDA Airport Association contacted her, she thought she had been contacted by Airport staff.

Ms. Williams replied that she had thought it was an official communication.

Mr. Kjergaard asked several other questions related to her experiences with Part 139 Certification. He noted that the two airports differed in a number of ways: acreage, weight capacity, runways, presence of air taxis and commuter services, operating budget, number of ground leases and the number of hangars owned by the airport itself.

In response to a question from Chairman Fillios, Ms. Williams stated that her airport had 340 to 350 operations per day, during last summer's peak season.

Mr. Anderson thanked Ms. Williams for her presentation. He pointed out that BMA did not charge lessees for water and sewer.

Commissioner Duncan remarked that she was working on an arrangement with Hayden Area Regional Sewer Board (HARSB) to reduce costs, but it would probably not be completed for a year.

Kootenai County Resident Shane Robertson asked Ms. Williams for additional cost and revenue details from BMA.

#### **Part 139 Airport Classification/Certification Scope (Discussion)**

Mr. Kjergaard recommended that the Airport Advisory Board offer a workshop during which the Airport Association members could consider the level of service they wished to receive. He noted that the FAA (Federal Aviation Administration) would no longer inspect the Airport if the Part 139 Certification was dropped.

Commissioner Duncan indicated she would like to have a cost-benefit analysis performed.

Commissioner Brooks said he would like to know how much such an analysis would cost.

Mr. Kjergaard called attention to the information he had provided the Commissioners, which showed a rough estimate of the prices from several entities.

Airport Advisory Board Member Joan Genter voiced her support for the suggestion of a workshop.

Mr. Anderson asked that the Board direct Mr. Kjergaard to put together a "scope of work" statement, do an RFP (Request for Proposal) and get a firm estimate of the cost.

Ms. Williams stated she would provide Mr. Kjergaard with contact numbers for companies that could provide the cost-benefit analysis.

- D. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no additional public comments.

**E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 10:04 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk