

**Minutes of Meeting**  
**Airport**  
**May 23, 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 Airport Advisory Board Chair Greg Gfeller, Airport Advisory Board Members Joan Genter and Aaron Salzer, and Kootenai County Resident Steve Anderson.

- 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:**

**May 2022 Airport Advisory Board Minutes (Discussion)**

Airport Advisory Board Chair Greg Gfeller reported that they had not yet been able to come to an agreement with DZone Skydiving because the owner had not yet submitted a plan which satisfied the Airport's Minimum Rules and Standards. He said the topic was tabled until their next meeting.

Airport Advisory Board Member Mark Vehr entered the meeting at 9:01 a.m.

Airport Director Steven Kjergaard said he had sent another email to DZone's owner, restating the items his plan would need to address before they could move forward with a lease agreement. He added that DZone was not operating while these discussions were ongoing.

Mr. Kjergaard gave a brief update on the Airport's current projects.

- Partial Airport Perimeter Fence Project was nearly completed.
- Taxiway D North (Phase II Construction) would be considered completed when the grass grows in. The project's closeout documents would then be submitted, probably in late spring.
- Snow Removal Equipment (SRE) and Administration Building Design project was being scaled down. It would consist of an 88 foot by 90 foot building with a gravel floor, heat and power. Bids would be requested starting June 5, 2022.
- Gulfstream Road and Utility Extension Project would begin in a couple weeks, despite some fitting delivery issues.
- Infinity Apron Utility Extension Project – Design was almost completed and would be sent to DEQ (Department of Environmental Quality) for final approval.
- Runway 6-24 Rehabilitation and Taxiway B4 (Design Only) Project – T-O Engineering was beginning the preliminary design for project phasing and pavement layout.
- Sewer Inventory was almost finished.

- ATCT Planning – The project for the Tower was on hold for the moment because the number of operations the Airport had for the spring had been lower than expected, mainly due to the weather.

Commissioner Leslie Duncan pointed out that the CIP (Capital Improvement Plan) would be updated soon.

Mr. Kjergaard confirmed this and said it would be done once they knew what funds they would receive from BIL (Bipartisan Infrastructure Law).

#### **May 2022 Part 139 Certification Workshop (Discussion)**

Mr. Gfeller stated that the workshop's intent was to discuss how much it cost the Airport to maintain its Part 139 Certification and what services would potentially be cut if the Certification was eliminated. He commented that little was accomplished during the meeting. He said he had suggested that the Pilots' Association choose a couple of its members to meet with himself and Mr. Kjergaard to discuss the issue further, but the Association members had indicated they did not wish to meet with them.

Mr. Kjergaard explained the complications of producing a cost/benefit analysis with the sort of hard numbers being demanded. He noted that most of the expense of the Part 139 Certification was really found in the number of administrative staff hours required for recordkeeping. He stated that both Stancraft Jet Center and Empire Aerospace had indicated they would like the Airport to retain the Certification.

Mr. Gfeller said he also thinks the Certification should be kept.

Airport Advisory Board Member Joan Genter voiced her agreement.

Commissioner Duncan remarked that she had never advocated dropping the Certification; she had wanted to know how much it cost the Airport to keep it and what the potential results would be if it were dropped. She said that BOCC Senior Business Analyst Nanci Plouffe had begun working with the information provided by Mr. Kjergaard and that she hoped Ms. Plouffe would be able to provide a clearer picture of the benefits and drawbacks.

Chairman Fillios indicated that he felt this topic had been pursued beyond the point of reasonable returns and that the Certification should be kept, as is. He agreed, however, that Ms. Plouffe should continue her work and that he would be willing to hear her conclusions.

#### **Airport Use Fee Billing and Collection/Vector-Plane Pass (Discussion)**

Mr. Kjergaard reported that it would cost the Airport more to do its own fee billing and collection than to employ Vector-Plane Pass's services. He said that Stancraft had been approached, but they had said they were not interested in performing the function.

**Storage Unit Lease (Discussion)**

Mr. Kjergaard said that he had received two proposals for the development of storage units on a parcel at the Airport. He stated the most advantageous one would be chosen and that the lease would be brought to the Board for approval on the May 31, 2022 Business Meeting.

**Northwest Airport Development (Discussion)**

Mr. Kjergaard reported that he had had three or four people indicate that they wanted to develop the area in question and ask for a first right of refusal to build there. He said that he intended to make an RFP (Request for Proposal) for the area and put it out to bid, then have someone come in and develop the parcel as a private project. He explained that the other entity would develop taxi lanes to the FAA (Federal Aviation Administration) standard. The taxi lanes and roadways would then be turned over to the Airport and the other entity would develop hangars to recover their investment over a period of five to ten years.

In response to a question from Commissioner Duncan, Mr. Kjergaard confirmed that the Airport would hold the land lease. He explained that the Airport would not charge a fee for the land until it was developed; at that point an individual lease agreement would be created. He explained the advantages to the County that the arrangement would offer. He added that this plan would encompass about 120 acres.

- 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.

Commissioner Bill Brooks asked Mr. Kjergaard to update the PAC (Panhandle Area Council) lease arrangements.

Mr. Kjergaard confirmed that the new lease had been accepted by PAC and included an escalating price provision, which would increase their lease rate by 5% every few years and achieve market rate in 20 years.

- E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 9:38 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

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