



AIRPORT ADVISORY BOARD
 MINUTES OF MEETING
 June 14, 2023 – 5:00PM-6:43PM
 10375 Sensor Ave – Airport Administration Building
 Coeur d’Alene, Hayden, ID

Date: June 14, 2023

1. CALL TO ORDER, ROLL CALL, AND CONFIRM QUORUM: Performed by Chairperson, Brian Cleary at 5:00PM

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

2. PLEDGE OF ALLEGIANCE: Led by Chairman Cleary, all stood for the Pledge of Allegiance to the flag of the United States of America
3. CALL FOR CONFLICTS OF INTEREST: Member Brett Boyer mentioned that though nothing is final he may have a conflict because he is involved with the City of Hayden subleasing property from Lakes Highway District. Chairman Cleary stated that at this time he sees no conflict since nothing has become final, but perhaps in the future there may be.
4. CHAIRMAN’S REMARKS: Mr Cleary informed the listeners that this agenda is lighter than prior sessions. He also indicated that on agenda item #7 the airport activities update will include the airport’s take on landing fees.
5. CHANGES TO THE AGENDA: (Action) No changes requested
6. CONSENT AGENDA – APPROVE MEETING MINUTES OF 5/10/23: (Action) No official motion made, no objections made, Mr Cleary declared minutes approved
7. REPORT – AIRPORT ACTIVITIES UPDATE (P Cummings): (Discussion) Chairman Cleary called for Corrie Siegford of Ardurra to report first. She highlighted changes since last month:
 - SRE Building: TML Construction has completed the footings and we should have a vertical view starting next week.

- Runway 6-24 Rehab and TWY & B4: The County received a grant offer on May 31 which was signed by the BOCC on June 13th. Ardurra will be sending out the Construction Agreement to Poe Asphalt to get things between them and the County approved. They also have a pre-pre-construction meeting just to talk through some details with the contractor next week.
- TWY C (existing F) Extension to RWY 6: Ardurra began surveying on May 30th and completed surveying on June 13th. Scope of work is still being determined between CDA Airport and Ardurra. Hoping to begin design and geotech in the next month or so.
- Environmental Assessment (FY 24): COE operations and Ardurra environmental team met on May 24th to discuss the environmental process. Would like to schedule another meeting with the FAA, County Commissioner, and Ardurra to discuss scoping and whether this is a project that needs to move forward or not.

Chairman Cleary called for questions from the board members. As there were no questions, he then called for Kim Stevenson (Airport Admin) to present the proposed draft for airport landing fees.

Kim stated that the airport is proposing to modify landing fees for the Forest Service contractors (in active firefighting status) to \$1.00 per 1,000 lbs as well as leaving the corresponding fees for non-based aircraft put in place last year as-is, but changing the top tier maximum weight structure from 8,000 lbs to 10,000 lbs.

Current exemptions are military and based aircraft. Proposal includes adding the exemption for historic and antique/classic aircraft manufactured prior to January 1, 1955. Other exemptions may include air shows, air expos, and charitable activities.

In response to the question from the last meeting concerning the landing fee revenue collection figures, Kim provided totals for following fiscal years (Oct 1-Sep 30): (Keep in mind that landing fees were primarily collected by the FBO prior to June 2022 when we switched to Vector)

FY 2019 - \$48,466	FY 2022 - \$155,942
FY 2020 - \$48,850	FY 2023 (to date) - \$178,659
FY 2021 - \$65,409	

In response to questions from Chairman Cleary Ms Stevenson did some research to determine the percentage of forested land in the Panhandle counties, and documented the following data:

Benewah County – 485,460 acres totaling 96% of county land
 Boundary County – 636,861 acres totaling 78% of county land
 Bonner County – 911,288 acres totaling 77% of county land
 Kootenai County – 614,767 acres totaling 77% of county land (43% is federally owned)
 Shone County – 1,888,941 acres totaling 87% of county land

Kim briefly mentioned the Kootenai County population increase per the US Census Bureau showed the following:

4/1/2000	7/1/2022	Increase	% Increase
108,685	183,578	74,893	69%

Chairman Cleary had also previously asked where we would be looking back historically for landing fee revenue if the FBO had been collecting at our previous rates. Kim indicated she has some data but did



not have time to put it together. However, she was able to pull enough data since using Vector and presented the following:

Landing fee Data from June 2022 to May 2023

For Forest Service contractors

24 aircraft / 248 landings total

Fees billed for the activity above \$62,684

Fees that would have been billed per Airport proposal \$12,671

Difference \$50,013

For all non-based and non-exempt aircraft

AAB recommendation from May 2023 meeting

\$2.20/1,000 lbs starting at 12,500 lbs

Fees that would have been billed \$132,646

Airport recommendation from June 2023 meeting

\$1.00/1,000 lbs starting at 10,000 lbs for FS

All other fees remain at current level

Add new exemption for pre-1955 aircraft

Fees that would have been billed \$206,357

The current fees structure are based on max take-off weight. Based on the recommendation of the AAB and the airport, the proposal is to change this to max landing weight. The above figures are based on the landing weight.

The question was asked by Chairman Cleary as to why, at \$1.00/1000 lbs we would now have the lowest fee compared to Moses Lake which is currently at \$1.10. Interim Director Phil Cummings stated that if we start low it is easier to increase the fee over time rather than start at the top and shock everyone.

Mike Henkoski asked if the airport has any data on how many landings made up the total gross income. His reason for the question is to determine if the revenue increased because the fees were higher or because the number of landings increased. Kim responded that this data is not available prior to engaging Vector.

Vice Chairman Anderson stated the information presented speaks for itself and encouraged that the airport submit their Landing Fees proposal to the BOCC as set forth.

Final clarification from Kim based on conversation amongst the board members:

- The \$50,000 difference includes no cost to Dauntless

- In addition to the landing fees, the Forest Service also pays the airport for other services in order to operate their base here, such as a flat fee, ramp fees, and fuel flowage

8. REPORT – CDA AIRPORT ASSOCIATION UPDATE (H Craviatto): (Discussion) Harry share the following from their last meeting:

- Joe Rosetti with Stancraft gave a presentation of the services they provide as the airport’s Fixed Based Operation
- Gus Brown, a 12 year old Idahoan, and 2023 Aerospace winner for the Stelatener invention at the US Nationals Invention Convention, gave a presentation of his invention which is used to collect junk in space
- The Association discussed updating their logo for hats and shirts
- They are working on creating a scholarship for young aviators and cadets
- Requested that Phil give an update on the 6/24 closures

Phil said the 6/24 project had been ahead of schedule by three weeks but now is back to the original timeframe closure due to contractor issues. The 18 day closure is scheduled for 09/11-09/29; (from previous discussions) Empire will be the most impacted business

9. REPORT – 2023 LEASE RATE CALCULATIONS (K Stevenson): (Action * Chairman may solicit targeted public comment on this agenda item in conjunction with airport board deliberation/action on it.) Kim presented the process used for the last two years in determining the CPI (Consumer Price Index) for the purpose of formulating calculations for lease rate increases.

Kim based the calculations process in the chart below on the following CPI Area definitions:

- West Region (Includes the Mountain and Pacific Divisions)
- Mountain Division (includes Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming)
- Size Class B/C (Population size 2.5 million or less)

		West B/C
CPI for hypothetical current year (Jan 2023)		184.717
Less: CPI for hypothetical prior year (Jan 2022)		174.269
Equals index point change		10.448
Divided by previous period CPI		174.269
Equals index point change		0.0599532906024594
Result multiplied by 100		100
Equals percent change		5.99532906024594
		6.00%
2022 - Current	Rate/sqft	Amt of increase
Private ground rate	0.227	0.01360865
Commercial ground rate	0.284	0.0170258
NonAeronautical ground rate	0.567	0.03399165
2023 Proposed		Rate/sqft
Private ground rate		0.241
Commercial ground rate		0.301
NonAeronautical ground rate		0.601



These rates would apply as follows:

- New leases
- Leases which have reach the end of their base term, going into their renewal term
- Lease renewals would have the percentage rate applied (every 5 years unless the base term is less)

It was recommended by both Phil and Kim that going forward the airport CPI calculations for lease rates increases be based on data from the West and B/C charts.

Further discussion among the board members brought up the possibility of using a 5 year rolling average to avoid some lease holders getting hit with higher fees if it was a bad year and others getting lower fee increases if it were a good year. They would like to see the following process changes:

- Specify which CPI index will be used
- Use the BLS (Bureau of Labor Statistics) 12 month figures (year over year) rather than selecting figures from a single month (month over month) as a better indicator in taking out some of the high/low fluctuations
- Some leases contain the term “compounded CPI change”. This is an ambiguous term which needs to be clarified

Steve Anderson made the motion that using the West B/C and a 6% increase be accepted for the current year, with the above recommendations to be considered going forward. The motion was seconded by (unable to determine who seconded the motion)

Public Comment on this discussion:

- Harry Craviatto agreed with using averages
- Greg Gfeller prefers to keep the current standard until a way to average can be determined

It was clarified that the motion made by Mr Anderson had passed with 4 Ayes and 2 Nays.

10. REPORT – LEASING PROCESS (S Anderson): (Discussion) Steve opened by sharing the current the current state of the airport as it relates to new ground leases. There is no property available to lease at this time. If a person is wanting to lease ground on which to build a hangar they are required to complete a lease application on-line which allows them to indicate their hanger needs and preferences. Because there are no lots available, the airport is not collecting the \$500 application fee normally used to secure the applicants place in line. The date the application is completed is what establishes the placement order in the queue/waitlist. There is property for future development that with minimal infrastructure could be used at some point to significantly reduce that list.

As suitable property lots become available the airport administration will then reach out to the first in the queue to determine if they are still interested and that the lot meets their need. If not, the next in line is contacted. When someone accepts that lot then a lease agreement is established, payments begin, and designs and permits are secured to begin the building process.

Mr Anderson went on to say that some of the airport stakeholders have mentioned to him that they would like to have available, a list of who already has hangars on the airport and who is in the queue. He recommended the airport consider the cost and benefit of making IT changes to their website to include this information and increase transparency. Ms Stevenson has told him in prior conversations that the airport is amenable to consider an update to the site with the additional data requested. Steve further stated that there are stakeholders who believe/perceive there was or may still be some favoritism, and that a document that is transparent as to who has what will take away the opportunity for favoritism.

Chairman Cleary restated that the essence of what he heard Steve to say was, the lack of transparency causes suspicion of favoritism. He also said that he was shown an app on the website while visiting another airport which shows who owns a lease on the airport. This app also shows who is in the queue. He offered to get the name of the airport so Kim could check it out as an example.

Further discussion amongst the board members as well as Commissioner Mattare was concerning how the applications are sequenced. Specifically, are they dated? Are they time stamped if more than one application on the same day? Are they assigned a number?

Mr Henkoski inquired as to whether there is still a requirement for hangars to be completed by. Phil Cummings thought it was one year to complete with the possibility on a 6-month extension if needed. Ms Stevenson replied that with the onset of COVID the lessee was given one year from the lease date to start and one additional year to complete. We haven't really done anything difference since then. Mike went on to ask if that shows up anywhere in the database, stating that there are curious parties who would like to know who may be about to forfeit which would make a lot available for someone in the queue. Mr Anderson felt it would go a long way in promoting transparency against showing favoritism to have this data available to the public.

Phil issued a caution to the board when wanting this kind of data to be available. He shared that in the past and as recent as since he has been the Interim Director, there have been contractors and others who want to develop the airport that have obtained a list of the people and harassed them. He receive a lot of communication from those people who were upset that their information had been handed out.

As for the shortage of lot availability, Phil shared that in the past we had a lot of room and people were allowed more time to build because of one thing or another. However, now it is a problem; we don't have developed room. Phil stated, "If the airport is doing their job and doing due diligence, and are backed by their bosses (the BOCC), then we shouldn't have a problem.

11. PUBLIC COMMENT: (Discussion)

- (Unknown Person) A question was put to Phil concerning the North side being used for development. Phil said that is a few years off yet due to the time it takes for the FAA, designs, grants, getting infrastructure into place and so forth.

12. AGENDA ITEMS FOR NEXT MEETING: (Discussion) With no further public comments, Chairman Cleary moved the meeting into items for the next meeting



COEUR D'ALENE A I R P O R T

- Further discussions for making a recommendation to the BOCC as to the rules and standards on lease adjustments
- Mr Henkoski would like more review of moving the lease rate calculation process to using averages
- Taking a fresh look at the original working list of priorities as created by the collective board members to determine if any of those items can be brought forward.
- Mr Anderson would like to add more discussion on the possibility of airport IT modifications that would lend more transparency to stakeholders

13. ADJOURN: (Action) Mr Cleary motioned to adjourn which was seconded by Mr Anderson. Motion passed

Respectfully submitted,

Kerri Sherman
Recording Secretary