



AIRPORT ADVISORY BOARD
 MINUTES OF MEETING
 JULY 12, 2023 – 5:00PM-6:11PM
 10375 Sensor Ave – Airport Administration Building
 Coeur d’Alene, Hayden, ID

Date: July 12, 2023

1. CALL TO ORDER, ROLL CALL, AND CONFIRM QUORUM: Performed by Chairman, 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	Present

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. INTRODUCTION OF VISITORS: None
4. CALL FOR CONFLICTS OF INTEREST: (Action) None
5. CHANGES TO THE AGENDA: (Action) None
6. APPROVE MEETING MINUTES OF 06/14/23: (Consent) Approved
7. STAFF REPORTS/UPDATES (P Cummings): (Discussion)

- Phil presented the following airport activities:
 - Phil’s last day as Interim Director for the airport is 07/21/23. He has been asked by the BOCC to stay on in an advisory capacity for the next 6-12 months working 20 hours per week
 - As recommended by Phil and approved by the BOCC, Gaston Patterson’s first day as Director for the airport is 07/24

- We will be moving forward in getting an Environmental Assessment (EA) done, and having discussions with the FAA pertaining to the purchase of property north of the airport
 - The current temporary tower is operated by an independent contracted company, all of whom are former FAA and air traffic controllers. They could not believe how busy this airport is, averaging 300-350 operations per day (before fire season), and the mix of traffic we have, and that we have not had a tower before now. They have recommended initiating a tower study and have said they will be writing a letter which we will send in to the FAA around the middle of July along with the air traffic control study that was done about a year ago
 - The airport has been doing a lot of research and making contact with multiple entities such as the local FSDO (Flight Standards District Office in Spokane, WA), Helena, and the regional FAA concerning the AWOS, and reached a dead end. Phil talked to Mike Kinkaid to get his contact person in DC to find out about a program for turning the AWOS over to the airport. No one else seems to know anything about it.
- Corrie Seigford of Ardurra presented the following project updates:
 - COE Electrical Improvement Project – Runway Lighting Improvements – Still waiting on the generator (365 day lead until delivery due to materials shortages), but the remainder of the project will be completed in late-summer of 2023. Everything will be moved from the old vault building to the new vault building, and all the airport controls will be moved to the north side. This project will start the last day of July and end August 18th. The expectation is that everything will be completed and ready for the generator to arrive and be installed
 - RWY 6-24 Rehab and TWY B4 Construction Project – the grant was signed by both the FAA and the BOCC so this project is now fully funded. The County and Poe Asphalt have entered into an agreement for construction. Construction is scheduled to begin August 21st
 - TWY B (existing N) Pavement Maintenance Project – The FAA provided a grant mid-June and also approved the construction safety and phasing plan. They are currently working with the contractor on getting a construction agreement prepared while waiting to receive the grant
 - TWY C (existing F) Extension to RWY 6 Project (FY 24) – The FAA accepted the revised scope of work. Ardurra is working to develop a fee for their services from the scope of work. The airport will take the scope of work to an outside consultant to procure an independent fee estimate for a proposed consulting fee. Once the fee has been agreed upon between Ardurra and the airport, the FAA will need to approve/concur on the agreement before it is signed. Then Ardurra will begin the design process

8. CDA AIRPORT ASSOCIATION UPDATE (H Craviotto): (Discussion) Harry reported the following –

- Association members are very happy with the tower. One of the members of the association (also serving on the AAB), Steve Anderson expressed appreciation for the elevated platform as well as all the prep for getting the tower ready for operations
- Lt Ellis of the Kootenai County Sheriff's Department Aviation Unit, which has only been in operation for a few months, gave a presentation of their helicopter, speaking specifically to its operations and purpose. It is currently located and operated out of the Aspen hangar. It is used for search and rescue missions with a response time of



approximately 30 minutes. He shared that the pilots are all volunteer and they do not receive public funds to support it

- They will be hosting a hotdog/hamburger style BBQ to honor Phil Cummings as the outgoing Interim Director and Gaston Patterson as the new airport Director. This is scheduled for 07/29, 11 AM – 1 PM at the Museum and is open to all airport stakeholders and airport operators
- The next CDAA meeting will be 08/08/23 and held at CDA Aviation & Maintenance, the old Resort hanger. Kirk Lauer will be sharing what he's been working on and how his operation works
- In closing, the Association would still like to see some revisions made to the Rules and Standards as discussed in a previous meeting and thought it would be on the agenda

9. BUSINESS:

- BOCC Recommended Updates to the Airport Advisory Board Guidelines: (Action) Chairman Cleary opened this agenda item stating that at a prior AAB meeting, because the board is new and now has alternates, it would be prudent to take a look at the guidelines. Specifically, the board wanted clarification on the role of alternates, what constitutes an acceptable mix for a quorum, and who can serve on a sub-committee. He then shared an email received from Jonathan Gillham (BOCC Communications Coordinator) which contained the following additions on which the BOCC was in agreement:
 - Alternates may participate in meeting discussions, but shall not vote on agenda items until and unless appointed as a regular commissioned member
 - A quorum shall be at least four (4) voting members
 - A subcommittee shall be no more than three (3) members, including alternates

Mr Cleary asked if anyone wanted him to restate the above information in the form of a motion. Vice Chairman Anderson commented that he thought the BOCC had already approved it and that it was already adopted. Chairman Cleary then referred back to Mr Gillham's email which states, 'I was given direction in today's meeting to work with the Airport Advisory Board on some definitions for Alternates added to the guidelines as item for the next Airport Advisory Board meeting.' Jonathan then clarified that Commissioner Duncan directed him to send their agreed upon additions to the AAB for consideration, and if agreed, they will put it on the agenda for a future BOCC business meeting to get it signed and dated, making it all official.

Chairman Cleary made a motion to accept the additions. It was seconded by Brett Boyer. The motion was approved.

- Agenda Items for Next Meeting: (Discussion) Mr Cleary and Alternate Frank O'Connell felt it is time to review the list of AAB direction initially given by the BOCC at the beginning of their

term as a Board as well as the list of Priority topics they created for themselves, incorporating the items given by the BOCC so they could determine priorities. (Documents below)

Airport Advisory Board Direction

Request permission to represent the BOCC at the AAB meeting to establish direction that may include:

- Describing the proper role of AAB and that it reports to the BOCC
- AAB cannot affect Airport operations directly
- To seek information to provide guidance/recommendations to BOCC
- Airport management is to reasonably assist and report on any issues that it believes is excessive

AAB is to evaluate processes, procedures, documentation and matters that will be brought before the BOCC that may include:

- Lease application process
- All leases – make recommendations on the types of leases that should be presented to the AAB
- Complaint management and resolution system
- Communication procedures with airport stakeholders
- Other processes that may affect airport stakeholders

Role of Alternates

- Participate in Discussions
- Non-Voting Members

Mr Cleary suggested they review the Priority list (document below) and called for discussion as to whether the board felt an item had been completed and could be removed or needed to remain on the list to be addressed in future meetings, noting that they could always put an item back on the list for future discussion as needed. Discussion among the board members was as follows, listed by topic number:

1. **(Leasing application review process & criteria)** Chairman Cleary stated that they have discussed the leasing processes and rate adjustments, having just had a recommendation on that, but perhaps haven't gone as deep as they could. Mike Henkoski stated as fact that "in the past there was an unequal system in place where people who were on a waiting list got bumped off or moved in front of one another".



COEUR D'ALENE A I R P O R T

He then asked Kim Stevenson if she had put something together about the leasing procedures. She referred to an earlier conversation she'd had with Steve Anderson, stating that he had actually put the flow chart together, but they had not had an opportunity to revisit and review it. Steve then stated some recommendations had been made for additional transparency, some of which hinge on availability of funding and availability of IT staff to make changes to the website that may allow the public to see who is in the [lease application] queue, what position they are in that queue, and potentially what hangars are available. All were in favor to remove this item from the list

2. **(Complaints management & resolution system)** Mr Cleary invited Frank O'Connell to initiate this discussion knowing it has been a matter of concern to him. Frank wants to see this remain on the list thinking this has not been addressed satisfactorily. He did suggest that perhaps an Ombudsman would be an amicable solution as a neutral party. All were in favor to retain this item on the list
3. **(Communication with airport stakeholders)** Brian Cleary stated he did not feel they had directly dealt with this issue and suggested that perhaps one way to have good communication with stakeholders would be to have regular updates to the airport website, mentioning that he is aware there may be other ways to achieve the goal. Frank said that in the past he had seen a newsletter on the website that provided good information to the public. Brian asked Kim Stevenson to share what she knows about any such newsletter. Kim said that the prior airport Director, Steven is the one who wrote them up and that no one has picked that up since he left in February. Mike Henkoski believes that the CDA Airport Association does a good job of keeping stakeholders informed and feels that this is currently a non-issue.

Steve said that he agrees with Mike, in that there has been a transformation in the availability of the airport staff to the stakeholders, often getting the daily communication that had been hoped for in the past. He further stated that the updates provided by the airport at the AAB meetings seem to be a vast improvement in communication. He believes that a regular newsletter being made available not only to the stakeholders and the board, but also to the community at large would be well received, as demonstrated by the significant turnout by the public when the four F35s flew into the airport back in June. Further discussion suggested that using social media by providing links on the website to the CDA Airport Association and the Coeur d'Alene Flyers would be advantageous.

In bringing the subject to a close, Mr O'Connell expressed that the benefit of having a newsletter is that it would contain information that other entities may not be privy to, such as personnel matters, current events, upcoming projects, issues and details from an operational point of view, particularly if coming from the airport Director. He believes it will go a long way in resolving complaints and fostering good relations. All were in favor to remove this item from the list

4. **(Access – airport facility & hangars)** Mike Henkoski said that he has spoken with Gaston Patterson about this issue and was told the airport is actively working on updating the access systems. Mike feels the ball is now in the hands of the airport. All were in favor to remove this item from the list
5. **(Aviation safety – AWOS)** Mr Henkoski commented that everything has been discussed that needs to be discussed and it is now in the hands of the BOCC and Airport administration to continue pursuing. All were in favor to remove this item from the list
6. **(Landing fee impacts on airport uses benefiting community)** Mr Cummings commented that following the fee structure discussion at the last AAB meeting, board members recommended that the proposed changes be presented to the BOCC as is. He presented it to the BOCC and it was unanimously agreed upon. It is slated to be presented in a public meeting and should be in effect by the end of July. All were in favor to remove this item from the list
7. **(Updates to AAB Guidelines)** Having been thoroughly discussed at agenda item #9 all were in favor to remove this item from the list
8. **(Other processes affecting airport stakeholders)** Per Chairman Cleary, this item was only intended to be a header for the remaining items on the list; it just did not format correctly when creating the table.
9. **(Safety – Tower)** Since the airport currently has a temporary tower in operation, Steve Anderson said it should be removed. He further commented that this may emerge again in the future as a tower study gets underway and things progress toward getting a permanent tower in place. All were in favor to remove this item from the list at this time, with the understanding that they may want to add it back in the future
10. **(Fiscal & Safety – Part 139)** Chairman Cleary opened the discussion saying that Part 139 is like opening Pandora’s Box, in that you can’t fiddle with one part and expect not to have consequences. He then asked the members whether it should remain or be removed from the list. Steve Anderson expressed that it should remain on the list, further stating that he would not like to see anything jeopardize grants and other funding. Having said that, he went on to say there are things that aren’t clear, such as the wildlife fence that surrounds the airport. Is it really a wildlife fence? Is it a security fence? What does it mean in regard to the gates? What type of apparatus do we need on this airport to be safe while maintaining the abilities it currently has as well as the ability to attract business? In his opinion, in an effort to more fully understand what they are supporting, Part 139 needs to be revisited from time to time, especially if funding for something new comes up related to Part 139.

Frank O’Connell mentioned prior concerns about the cost of having Part 139. He has come to understand that Part 139 is enhanced safety standards that the airport would otherwise not have to track. Examples would be things such as runway lighting, striping, debris removal, snow removal. Having these enhanced standards in place would make it more favorable for the airport to receive FAA approval should it want to bring in any kind of commercial service in the future. A benefit to being a certificated Part 139 airport is that it puts us into a different airport category, a bigger pool of grant monies with fewer competitors for it. This gives us a better opportunity for securing funding for future projects.

Tim Komberec thought perhaps our ability to get a permanent tower on the airport might be enhanced by having the Part 139 and asked Phil Cummings if he knew of any direct link, the purpose of his question being: would not having a Part 139 hinder our



chances of getting a tower? Phil replied that Part 139 would not add to that possibility. However, if we had commercial service it would put more emphasis on our need for a tower as the Part 139 is all about safety. This airport is a Class D, which allows us to receive aircraft with under 30 passenger seats. The more traffic we have of that nature, it all goes into the tower study.

At this point, Steve wanted to clarify his stance on the Part 139. He made it clear that in no way was he suggesting we do away with it. However, his perspective, under previous administration, was that Part 139 was being used to justify an obscenely expensive (\$6M?) snow removal equipment building and a \$2M administration building. In his opinion, the AAB should be involved in conversation when it comes to those kinds of major expenditures.

Phil concurred with Steve's opinion on involving the AAB in conversations, adding the caveat that a certain amount of education needs to happen before assumptions are reached. There are specific requirements that have to be met under Part 139. Steve stated that this is exactly the kind of dialog he would expect to happen so no one is surprised down the road, which is why he recommends leaving this issue on the list.

Joan Genter suggested that this topic be removed and as projects and other issues come up moving forward, then it can be discussed at that time.

Frank, in order to understand the cost of having the Part 139, would like to know how much money would be off the table if the airport did not have the Part 139 certificate.

All were in favor to remove this item from the list at this time, with the understanding that they may want to add it back in the future as needed

11. **(Commercial Service)** As getting commercial service to the airport is currently off the table, all were in favor to remove this item from the list at this time
12. **(Runway 2-20)** This is not a concern at this time. All were in favor to remove this item from the list
13. **(Mods to Rules & Standards)** Mike Henkoski recommended a change in the language so that instead of reading " Mods to..." it would read "Review of...". Frank O'Connell suggested they have a subcommittee handle this one. Mike stated that anyone appointed to a subcommittee needs to be people who actually use the airport. All were in favor to leave this item on the list. Chairman Cleary recommended that they each think about who they might like to see on the subcommittee, and add it to the agenda for the next AAB meeting for discussion and making it an action item

**Coeur d'Alene Airport Advisory Board
Special Meeting, February 22, 2023, 5pm
Airport Office, 10375 Sensor Avenue, Hayden, ID**

RESULTS - Board Member Priority Assignment (to be completed in 2/22/23 Special Meeting), Agenda item 6a: Identify & prioritize airport functions for AB evaluation & potential recommendations to the BOCC, including:

Identify & prioritize airport functions for AB evaluation & potential recommendations to the BOCC, including:	High	Medium	Low	No Reply
1. Leasing application review process & criteria.	8	1	0	0
2. Complaints management & resolution system.	7	1	1	0
3. Communication with airport stakeholders	8	1	0	0
4. Access - airport facility & hangars	5	2	1	1
5. Aviation safety - AWOS system	5	3	0	1
6. Landing fee impacts on airport uses benefitting community	2	1	5	1
7. Updates to AB Guidelines	7	0	2	0
8. Other processes affecting airport stakeholders:	2	4	1	2
9. Safety - Tower	2	3	4	0
10. Fiscal & Safety – Part 139	2	4	3	0
11. Commercial Service	5	4	0	0
12. Runway 2-20	1	4	4	0
13. Mods to Rules & Standards	4	5	0	0

Having completed adjustments to the above list, Mr Cleary asked if any of the members had something they would like added to the list. He then proposed they begin to consider the next Master Plan, thinking about what they may want to start working on. Back and forth discussion revealed that some felt it is too early to be concerned about it as an on-going topic. One was apprehensive saying that if they devoted time in every meeting for it, they might not be very productive. In wrapping up the subject, Brian stated that while it may be too early to add to their priority list, as a foundational document which is used to line up grant money for future projects, each member needs to be very familiar with the current Master Plan in order to fully understand the vision for the airport. He suggested that when the time comes, after having read the current Master Plan multiple times, each member could pick a chapter that peaks



their interest and become the expert on that. Without formally asking, it was agreed that this will not be added to the list at this time.

Given the opportunity to voice any other items that might be added to the list, Mr O'Connell expressed that as it pertains to current events there needs to be discussion around development of ground for lots to lease. What can be done to get more lots in the pipeline? Mr Cleary suggested that a subcommittee or a single person might be useful to make recommendations for the board's consideration at the next meeting. Frank was thinking more along the line of querying airport management and see how we can assist them in that endeavor. Tim Komberec agreed with Frank's idea and said he would like to see a brief presentation at the next meeting, to include future acquisitions of land, how long it will take, what the process is to do it, and what the chances are of getting it done.

Mr Cummings commented that it is already in process and has been discussed with the FAA. The fact that we've run out of developed property has brought some things to light. When Seattle Regional heard about this they were surprised, and it has raised the priority for us for development. Regional is looking for ways to shuffle monies around to be able to provide us with funding. We are working on a couple of things. One is the ALP (Airport Layout Plan) and the other is working with Ardurra Engineering on an alternate hangar development. We just don't have anything to present to the board yet because nothing is official.

Mr Henkoski asked to know what's left on the airport for GA (General Aviation) development, citing that the area by the Skeet Club was a potential opportunity for GA development. Phil said that it has been discussed with the FAA, they like the idea, and we have a couple of concepts. However, it's not on the ALP, and there are a couple more steps to take with the FAA on it.

Per Phil, there is only one thing currently on the ALP that we can do soon, but still need to figure out the funding on it. We want to extend out the road that comes in to D3 at the back gate which already designed at taxiway grade, and turn it into hangars which will give us a little bit of inventory. We are also looking at purchasing the Gun Club between Ramsey and Airport Drive, and need to consider how much to buy, how much will be left, and how much is practical to bring back into GA before we actually sell it. We also have to consider, if we sell it we can take that money and invest it in the infrastructure up North, and if we keep it, it can be used for development on the East side. There are a lot of variables that have to fall into place for either option to occur

10. PUBLIC COMMENT: (Discussion)

- Jim Walsh expressed concern over the board wanting to table the de-coupling issue, saying he and Keith Lang have put a lot of time into research and presentations, trying to get the brass management involved to push back on it. He is aware that the project has been pushed out to

2028 and that the FAA has backed off somewhat, questioning how much asphalt and concrete they want removed. However, in his opinion, this 5-year window is an opportunity, what with new airport management and perhaps some FAA folk retiring in the next five years, to be prepared to get this taken care of or present different options other than removing concrete. He strongly believes this should remain on the priority list, ready to go when the need arises.

11. ADJOURN: (Action) The chairman moved to adjourn, Mike Henkoski seconded, and all approved to adjourn.

Respectfully submitted,

Kerri Sherman
Recording Secretary