

**Minutes of Meeting**  
**Airport**  
**July 25, 2023**  
**9:00 a.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Interim Airport Director Gaston Patterson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were Airport Advisory Board Chair Brian Cleary and Advisory Board Members Frank O’Connell and Chris Nordstrom.

- A. Call to Order:** Chair Leslie Duncan 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:**

**Airport Advisory Board Meeting Review (Discussion)**

Airport Advisory Board Chair Brian Cleary reported that 11 of the 12 items the BOCC had given the newly seated Advisory Board had been completed and that the final item, updating the Rules and Standards, was underway. He asked that the BOCC let them know of any additional items they would like to see addressed.

Mr. Cleary said that Commissioner Bruce Mattare, Interim Airport Director Gaston Patterson, Advisory Board Vice Chair Steven Andrews and a Representative from Ardurra had begun to discuss updates to the Airport Master Plan. He said the priorities had been identified as an air traffic control tower, land acquisition to protect the north end of the Airport and potential development of commercial service.

Chair Duncan asked that future Advisory Board Minutes include a complete list of the attendees. She commented that they planned to ask Mr. Patterson to offer a workshop for the Commissioners on the challenges currently faced at the Airport and noted that the upcoming FAA (Federal Aviation Administration) visit could cause sudden shifts in priorities.

Mr. Cleary stated that there was a waiting list for hangar development and that there was a great deal of interest in finding ways to offer more opportunities.

There followed substantial discussion regarding the need for an update of the Airport Master Plan and related documents.

Mr. Patterson agreed that they would have a clearer idea how to proceed in the different areas after the FAA visit. He remarked that there had been many changes in the Airport and the community since the 2019 Master Plan document was produced.

### **Non-AIP Airport Projects Update (Discussion)**

Mr. Patterson reported that their fabrication shop needed better power service. He explained that the shop had been running off an extremely small power source from the OEM (Office of Emergency Management) building, which had not been adequate to their needs. He stated that the project was now about 50% completed and had been done in-house. He said they had just received contracts back from Avista for provision of gas and power, which were much lower than expected and predicted that the building would have power, gas and heat by winter.

Mr. Patterson announced that the ARP (Airport Rescue Pad) construction on the north side of the Airport was done and that this had also all been done in-house. He discussed the level of demand for more hangar space and commented that they were also very excited to be bringing keypad access back to all of the gates.

Mr. Patterson said that he was working on their AWOS (Automated Weather Observing System) with Mike Kincaid and his contact at the FAA in Washington D.C. He said that he had been able to confirm that the Airport was supposed to have an “augmented AWOS” and that the necessary adjustments would be made. He added that a policy would be drafted regarding the contents of their AWOS and who would keep it updated.

In response to a question from Chair Duncan, Mr. Patterson said he would receive an update on the Miles Lift Station Project shortly and would then provide the information to the Commissioners.

### **Tower/Forest Services Update (Discussion)**

Mr. Patterson reminded those present that the Forest Service routinely brought in a temporary tower for fire season, with this being the first year it was handled via a private contract out of Southern California. He said it had been a much smoother transition than in prior years, with the equipment and staff of very high quality. He added that there had been plenty of traffic to keep them busy and indicated that the tower staff would provide them with data at the end of the season with which to support a request for a permanent tower from the FAA. He provided some details of fire season airplanes and helicopters that were based at or would visit the Airport at need and that the changes in fees had been received well.

### **Hawaiian Airlines ATR-Fire Training (Discussion)**

Mr. Patterson said that there had been Hawaiian Airlines ATRs parked on the west ramp for a couple of years which had now been sold and would be mostly broken up for sale as parts. He announced that one almost complete one had been donated to the County for fire training and that this would be a big improvement on what they had been using. He said that they would be providing the BOCC with a letter of donation soon. He gave some details and how the new one would be equipped and used.

- 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.

Airport Advisory Board Member Frank O’Connell suggested that a formal complaint resolution policy be drafted against future need.

- E. Adjournment (Action):** Chair Duncan adjourned the meeting at 9:28 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

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