



AIRPORT ADVISORY BOARD
 MINUTES OF MEETING
 August 9, 2023 – 5:00PM
 10375 Sensor Ave – Airport Administration Building
 Coeur d’Alene, Hayden, ID

Date: August 9, 2023

1. CALL TO ORDER, ROLL CALL, AND CONFIRM QUORUM: Performed by Chairman, Brian Cleary at 5:02PM. Brett Boyer arrived at 5:03PM to complete the quorum.

Brian Cleary, Chair	Present
Brett Boyer, Member	Present
Chris Nordstrom, Member	Excused
Eric Moos, Member	Excused
Mike Henkoski, Member	Present
Steve Anderson, Member	Present
Tim Komberec, Member	Excused
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. INTRODUCTION OF VISITORS: Mr Cleary requested Sara Masters to introduce herself. She is the new BOCC Executive Assistant.
4. CALL FOR CONFLICTS OF INTEREST: (Action) None
5. CHANGES TO THE AGENDA: (Action) None
6. CONSENT AGENDA – APPROVE MEETING MINUTES OF 07/12/23: (Action) No objections resulted in approval
7. STAFF REPORTS/UPDATES: (Discussion)
 - a. Ardurra (Corrie Esvelt-Siegford) – Addressing only projects with changes since last meeting
 - I. COE Electrical Improvement Project-RWY Lighting Improvements: Colvico Electric began work 07/31 and hoping to be done by or around 08/22. Everything will be completed except the generator installation. Upon delivery of the generator (ETA is mid-September) the contractor will return for a one-day connection and testing of operations.

Mike Henkoski asked to know what the kilowatt rating is for the generator and what type of fuel is used. Ms Siegford did not know the rating but did say that the unit uses natural gas and will be plumbed directly from Avista to the generator, and is supposed to run the entire lighting system.

- II. SRE Building: TML Construction is currently working on siding and window installation. Roofing is slated to begin this week or next.

The original bid for the SRE building did not include a restroom due to budget issues. Since then, the Idaho Transportation Department has provided a grant to the county which now allows for a restroom to be added. We have the County approval for the permit as well as the pricing for the restroom which will go in as a supplemental agreement at the next BOCC meeting.

- III. RWY 6-24 and TWY B4: A pre-construction meeting is scheduled for 08/15 followed by a Notice to Proceed on 08/21. The project will begin with multiple closures along TWY N and by 09/05 RWY 6-24 will be closed for 18 days.

Steve Anderson, referencing there have been several fires already and there is a lot of Forest Service activity on the airport, asked whether there is a contingency plan or is that closure timeframe locked in. Corrie stated that we are not "locked in" as such, but pointed out that if we push it out from the 5th of September, it will probably go to next spring. This could then result in price increases for materials as well as labor.

Mr Henkoski then asked if there have been discussions with the Forest Service about this. Gaston Patterson answered yes, that James (the tanker base Director) is currently working on contingency plans; considering things such as different aircraft he could bring in that can operate on RWY 2-20.

- IV. TWY C Extension to RWY 6: The FAA approved the revised scope of work on 06/22. The airport had an independent fee reviewer compare with Ardurra's proposed fees and the FAA has approved them. The contract should be on the BOCC's agenda for next week for a signature, after which, there will be a kickoff for the design and geotech.
- V. Environmental Assessment (EA): Current discussion has been centered on an air traffic control tower, land acquisition, and the possibility of commercial service. Nothing has been decided with the FAA. However, they are thinking we should have a smaller EA approach for the land acquisition portion of the project. For now, the control tower and commercial service portions have been tabled.

Mr Cleary asked whether the meeting with the FAA was recent. Corrie said it was toward the end of July. Wanting further clarification, he asked if the tower and commercial service have been put on hold, to which she said the tower is not entirely on hold. It turned out that we are jumping the gun by requesting an EA for it. The first thing needed is a benefit cost analysis to determine it is justified. Then there is also an application which needs to be completed so we can be entered into their air traffic control system so they can see the need before any studies. No particular timeframe was given for action once the application is submitted and we are put into their system. Mr Cleary then asked again if the commercial service has been put on hold, and was told yes, it is on hold, needing more justification before requiring an EA. Corrie wrapped up stating they are hoping to do a categorical exclusion for the land acquisition with a smaller environmental review.

- b. Airport Director (Gaston Patterson) –



COEUR D'ALENE A I R P O R T

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- I. AWOS: Mr Patterson opened by saying the airport has made significant progress on the AWOS situation. The reason the FAA took it away is because as a federally owned and operated system it requires that the users operating the augmentation be certified weather observers. When the last of our certified users retired (Phil Cummings) they checked our status, and not having anyone certified to take his place they just removed the microphone until a replacement could be found. The certification process is just a matter of having a couple of our guys take a test on weather observation, after which, the FAA will come out and reinstall the microphone. No software was ever removed from the system so it's a simple fix. He further stated that once the system is back in operation he sees the need to have a meeting to form policy on what kind of information will be disseminated. The FAA has become more stringent, but as far as airport safety related items, we can do what we know is best for us.

Mike Henkoski directed a question to Gaston about the Aerodrome, wondering specifically what the airport sphere of influence is as far as the FAA is concerned with updating that. Gaston explained that the airport and Aerodrome are two separate things, using the example that when our two runways are closed for projects, the Aerodrome airspace is not closed. Helicopters can still come in and out. Mike then asked whether there is a map of the Aerodrome or if it imaginary or non-dimensional. Mr Patterson answered that he thinks it is non-dimensional. However, once the AWOS is back up, the airport will receive an instructional manual of "Do's and Don'ts" which should be helpful in further clarification. He also gave credit to Mike Kincaid for his strong presence, working with the AWOS representative and FAA in digging into why the AWOS was taken away; it just did not make sense.

- II. Gate Access: We have been testing the gate key code (PIN) process on Cessna and we have found no issues since implementation a couple of weeks ago. It uses existing software. Confident in its success, we will begin the process of installing keypads at the remaining gates, again, using existing software. We want to get them installed on every gate with hangar access. Users will begin to see keypads over the next month. In the next couple of weeks we will begin to request users to come to the office and complete the application form in order to receive their PIN. Mr Henkoski asked whether the PINs will be rolling or fixed. Gaston stated that the PINs are fixed, unique to the assigned user. The user will have that number to share with anyone they want to have access to their hangar. Users can request a replacement PIN if the current one becomes compromised. In answer to Mr O'Connell's question, Mr Patterson stated that the PINs are not unique to certain gates, rather they will allow access at any user gate.
- III. Text Notification System: Currently, the only way the airport can notify users of important or urgent information is through email, phone calls, or the US Postal Service. Gaston has been looking into the feasibility and costs of implementing a text

notification system for providing more rapid and consistent updates with airport users; updates such as runway/taxiway closures, tower hours/frequency changes; something that allows us to build a database of phone numbers. Mr Henkoski expressed that he did not feel it necessary for everyone in his family with a badge/PIN to receive notifications. Gaston assured him we can modify what number(s) are to be called, upon request.

IV. Simple Stats from the Forest Service: Gaston spoke with James Grasham, US Forest Service, who was able to provide him with some stats on what they have been doing since the beginning of the fire season:

- They've flown 127 loads of retardant to Idaho, Washington, and Montana which is over 400,000 gallons of retardant delivered
- Large number of aircraft on the airport: Super Scoops, two CH 47s, 3-4 seats (Fireboss) on the West Ramp, the Huey helicopters, C-130, and MD-87

V. Fuel Availability: Gaston shared that there has been a recent concern, region wide, over a shortage of fuel. He expressed gratitude to Joe and the Stancraft team for doing a great job of getting fuel for the airport to supply the firefighting aircrafts. Bozeman and Missoula both know what it's like to run out of fuel. We did experience a little bit of curtailment on fuel flow but it was not enough to impact our current operations. Mike Henkoski said he noticed a large tanker out by the CH 47s and wondered if they had provided their own supply. Gaston answered yes, they brought their own.

To conclude this subject Gaston said the fuel shortage was due to poor planning by outlying maintenance that feeds the refinery. They shut down lines for maintenance, resulting in refineries getting behind.

VI. Airport Website Update (Kim Stevenson – Airport Compliance Administrator): Kim shared that she had received some training and discovered that there is more she can do to our website than previously thought:

- What cannot be edited (at this time) – The placement and size of the large picture in the center of the Home page (we can change the picture itself, but nothing else); the Temp Tower frequencies and FAA NOTAM Search; the five tabs across the top
- What can be edited – Pretty much anything else

Kim said she has been “playing around” with editing a few things in order to become familiar with the process. All edits are Live but nothing can't be done that cannot be undone.

As far as making waiting lists available, she has done some research and found another site which assigned a number to each application allowing the applicant to know where they sit in the queue, yet not having access to know who the other applicants are or any of their information. Public information requests could be made if a person wants to go that far,

Steve Anderson stated his belief that, until there is feedback from stakeholders, there are probably a lot of applicants that would rather remain anonymous and would be satisfied with knowing where they are in the queue. He feels it is just important that those in the queue know where they are tracking, and what is happening. Mr Henkoski



expressed that, in his opinion, all potential lessees want to know is where they are in the queue relative to others.

Kim's goal is to update the website with announcements, forms, viable links, and fresh pictures, acknowledging it will be a slow process.

8. CDA AIRPORT ASSOCIATION UPDATE (Harry Craviotto): (Discussion) Mr Craviotto was unable to attend the meeting so Mr Anderson called upon Jim Walsh to provide an update. Jim started by saying the BBQ held on the airport was a big success. Many attendees participated in the fundraisers. He went on to say that last night's meeting went well. Discussions covered topics such as the cost of landing fees, and gate code access. Kirk Lauer shared about his aviation maintenance business (Coeur d'Alene Aviation and Maintenance), specifically about the number of qualified mechanics he employees and the types of aircraft they can accommodate as well as the various scopes of work they perform.

9. BUSINESS:

- a. Formation of and nomination/appointments to AAB Study Subcommittees (Action)

- I. Subcommittee to research & report to AAB on status & recommendations of AP Complaints Management System: Per Chairman Cleary, the purpose is to identify or nominate individuals to a subcommittee. He started to propose asking for nominations. However, Steve Anderson recommended that, in light of having three missing board members, the issue should be tabled until the next meeting. He was amenable to having some discussion but felt no action should take place until all the members can be heard. Alternate Frank O'Connell concurred with Steve when asked his opinion since he is the one who recommended having a subcommittee.

Specifically to the subject of an Airport Complaints Management System, Tim Komberec expressed that, from comments made at the last meeting, he was under the impression that the issues had been resolved in light of new management. Frank said the intention of his comment was that there should be a system in place should the need arise; something consistent, no matter who the administration is, and specifically, there needs to be an arbitrator, and documentation for issues that one party or another does not agree with as a resolution.

Commissioner Bruce Mattare expressed that this issue really is about having solid documentation. It creates a historical picture of what the complaints have been and how they were resolved. Sometimes a review of history reveals a pattern which will allow us to be proactive rather than reactive. He further stated that he has full confidence that the AP management will take care of complaints and wouldn't need those things. However, it is a good management tool to be able to review things over the course of time, and eventually reduce the number of complaints so the probability would be that you might have an issue arise only occasionally.

Mike Henkoski asked to know whether in addition to this complaint process being available to users of the airport and stakeholders, it is also going to be available to the surrounding community. He gave the example of someone calling to complain about low-flying air traffic over their home. Gaston answered, saying yes, we do get a lot of those kinds of complaints, but most are resolved with a phone call. Most callers are satisfied to know what's going on, such as a nearby fire needing a larger air response from the airport.

Mr Komberec mentioned that many of the newer subdivisions have an Avigation Easement document which home buyers are required to sign as acknowledgement that their home is located in the vicinity of an airport.

Mr Henkoski wanted to know what complaints management system might be in place at the County level, recognizing that perhaps the idea is to have something a little more refined for the airport than what we have now. Mr Mattare said they typically receive complaints by email. Those are then sent on to Jonathan Gillham who serves as the Communications Coordinator for the BOCC, and he then sends it on to the Commissioners. Stating that there is a difference between a gripe and a complaint, he further commented that there needs to be a process for formal complaints, one where the complainant receives a "complaint number".

Mr Cleary wanted to know from Gaston whether the airport has any kind of formal tracking/log for complaints, perhaps something the FAA might ask to see, for example, wanting to know about noise complaints when going through a Master Plan. He responded by saying that there is no official log as most complaints have been resolved on initial contact. However, he went on to say that going forward, this is something the airport is willing to implement, the timing of which correlates to the transitional stage the airport is currently in.

Mr O'Connell commented that a process for formal complaints (i.e. people feeling they've been treated unfairly) will provide a transparent record.

- II. Subcommittee to research & report on status and recommendations of COE FAA Part 139, as well as the Rules & Standards: Mr Cleary, remembering that Mr Henkoski had shared an opinion at the last meeting of who should serve on the subcommittee for the Rules & Standards, asked him to share it again. Stating that there is a lot of knowledge required to understand the Rules & Standards and usage of the airport, he believes a subcommittee would be better served to have its members be ones who actually use the airport.

Before moving to the next item, Chairman Cleary restated his understanding of the earlier consensus to allow discussion on the two separate subcommittee subjects, but to table all action so as to allow for further discussion at the next meeting when all AAB members can be present. There were no objections.

- b. Schedule overview presentations & presenter(s) on AP Master Plan & other related planning documents (Action): Chairman Cleary reiterated (first mentioned in the last meeting) that he feels it is important for them to review the 2019 Master Plan and be familiar with it ahead of necessity. He proposed that they schedule some time in October for a "light touch" overview presentation, maybe see how it dovetails with the City of Hayden's plans.



Mr Patterson said the airport staff could put together a nice overview, stating it would be post-FAA visits to the airport. He commented that it would be a good time to bring everyone up to speed with where things are.

Mr Anderson expressed a caution to the board to be careful not to direct the airport staff to do anything. If they volunteer, that's great. If not, then the board needs to talk about making some assignments amongst themselves.

Mr O'Connell believes it is too early to delve into it beyond becoming familiar with what is in the Master Plan. Considering that the document is very well put together, there are a lot of components, and things could change several times before it is necessary to address it, he feels it would not be a constructive use of the board's time at this point to sit down and do an exhaustive analysis. He encouraged the members to make time to read through it for themselves. Chairman Cleary stated that this is why he wrote it up as an overview only.

Gaston shared from conversations with the FAA and planners, some aspects of the plan may come under review in 2024. Items such as development, change of environment (noise, for example), population around the airport, and different uses of the airport. He assured the AAB that as conversations progress he will bring the information to them as they will be directly involved in the process along the way.

Before moving to the next item, again the present members agreed to table any action so as to allow for further discussion when all AAB members can be present.

- c. Solicit AAB input on agenda items for next meeting (Discussion): It was agreed to carry over the tabled items. Member Brett Boyer (also serving as City Administrator for Hayden) offered to provide an update on three specific items in the next month or so; those items being the Ramsey Rd extension up to Lancaster, the City of Hayden's Comprehensive Plan, and some of their growth items. Members present were appreciative and amenable to this idea.
10. PUBLIC COMMENT: (Discussion) Keaton Brown (Stancraft) stated that he has read the Comprehensive Plan and the airport's Master Plan, and expressed an interest in hearing what changes have occurred as compared with the Master Plan.
11. ADJOURN: (Action) With no further public comment Chairman Cleary made the motion to adjourn, Mr Henkoski seconded, all approved. Meeting was adjourned at 6:04 PM.

Respectfully submitted,

Kerri Sherman
Recording Secretary