



**COEUR D'ALENE
A I R P O R T**

AIRPORT ADVISORY BOARD

MINUTES OF MEETING

October 13, 2021 - 5:00 p.m.
10375 Sensor Avenue- Airport Manager's Office
Coeur d'Alene Airport, Hayden, Idaho

MEMBERS PRESENT:

X	Chairman Gfeller
E	Aaron Salzer
X	Alex Birch
X	Brett Boyer
X	Joan Genter
X	Mark Vehr
E	Tim Komberec

CALL TO ORDER/ROLL CALL: Chairman Gfeller called the meeting to order at 5:00 pm. and did Roll Call.

PLEDGE OF ALLEGIANCE: All stood for the Pledge of Allegiance.

STAFF PRESENT: Steven Kjergaard, Linda Leigh, Kim Stevenson.

VISITORS PRESENT: Corrie Siegford, Jeremy Divan, Shane Rogers, Nelson Erickson.

CONFLICTS OF INTEREST: No conflicts of interest were noted.

CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES: (Action)

MOTION: Brett Boyer requested one change then moved to approve the minutes of the last meeting after editing. Joan Genter seconded; the motion carried.

MINIMUM STANDARDS UPDATE - Skydiving SASO: (Action)

Steven Kjergaard started by presenting the original Letter of Authorization (LOA) for DZONE Skydiving's operation at the Airport, and saying that it was always the intention to create a Skydiving Specialized Aeronautical Service Operator (SASO) and add it into the Minimum Standards. The LOA was presented and approved by the Advisory Board in February 2020.

The Airport has the right to charge for exclusive use. Steven presented two options for the Advisory Board to consider in the Minimum Standards update depending on whether the SASO wants to improve the drop zone or use an unimproved area for its drop zone. Any improvements made to a drop zone would require the SASO to lease the area. An unimproved area could be assigned by the Airport annually at its own discretion and subject to change annually.

The next item for discussion was whether to add the option to restrict operations under Grant Assurance 22(h). Joan Genter suggested the Airport reserve the right to restrict operations during firefighting operations or other heavy Airport usage instead of having a date range restriction. Steven asked how the Advisory Board would define firefighting operations - would it be when the Forest Service is active or an active fire incident within a certain number of miles? Joan suggested when a temporary tower was set up; however, Steven replied that he felt operations were actually more efficient with the tower than without. The FAA feels that a date range is too restrictive. Chairman Gfeller suggested that the Airport Director could recommend skydiving operations cease when there is sufficient need to do so. Steven added that the language could be such that the Airport Director would make a recommendation to the Advisory Board to temporarily pause operations for all SASO's; a special meeting of the Advisory Board may be called. Specific reasons for the decision would be required. Brett Boyer said a date range would be too restrictive and not an option. Steven reminded everyone that the FAA makes the determinations of safety, or safe operations. The Minimum Standards would be updated to speak to the efficiency of the Airport. The Airport Director said a notification is sent out when there is a change to Minimum Standards. Brett Boyer was concerned about items in the Minimum Standards that need to be monitored to ensure compliance if listed as a requirement. The Airport staff would be responsible for compliance.

Steven addressed concerns emailed by Jeremy Divan, DZone Skydiving, sharing the information with the Advisory Board. Items covered were:

- a. Improvements to and potential location of drop zone
- b. Operating DZone vehicles within the AOA
- c. Loading skydivers with aircraft engines running
- d. Parachutist-in-Command license requirements

The Board requested changes be made to the Minimum Standard document and present at the November 2021 meeting.

ADVISORY BOARD TERM EXPIRATION: (Discussion)

Advisory Board terms for Mark Vehr and Aaron Salzer will expire at the end of the year. Applications for two Advisory Board members are being accepted until October 28, 2021.

STAFF REPORTS/UPDATES: (All Discussion Items)

- A. Steven Kjergaard presented the Engineering Projects Status Report from T-O Engineers (attached).
 1. **Taxiway D North** - The Airport may be pulling the Contractor's performance bond as they did not re-apply seed as required, nor are they responding to emails.
 2. **Runway 20/24 Decoupling** - Electrical work has been approved, including moving electrical vaults and the beacon, anticipating \$700,000 grant.
 3. **Perimeter Fence Project** - The fence project is in close out as well.
 4. **Snow Removal Equipment (SRE) and Administration Building Design** - Project at 95% and holding. Steven is presenting the latest funding plan at Advisory Board meeting with the BOCC on November 1, 2021.

5. **Gulfstream Road and Utility Extension project** - Project pushed out until springtime due to pipe shortages.
6. **Other Projects** -
 - a. **Capital Improvement Plan** - Meeting with FAA was held the same day as this meeting. The Airport is anticipating \$21M from the FAA over the next seven years. The next two years will be very busy with projects.
 - b. **Wildlife Training** - On October 28, 2021 at 10 am.
 - c. **Infinite Apron Utility Extension** - T-O Engineers working on scope of work.

CDA Airport Association Update: No update given.

PUBLIC COMMENT: Public comment was made.

ADJOURNMENT:

MOTION: Mark Vehr motioned to adjourn the meeting at 6:01 pm, Joan Genter seconded; the motion carried.

Respectfully submitted,

Kim Stevenson
Recording Secretary