

**PRE-INFORMATION CONFERENCE
MINUTES**

Date: February 12, 2025

PROJECT TITLE: **Coeur d'Alene Airport
Kootenai County Control Tower Services (County)
Request for Qualifications (RFQ)**

OWNER: **Kootenai County, Idaho**

ENGINEER: **Corrie Esvelt-Siefford**

Attendance: Gaston Patterson (Airport Director), Kim Stevenson (Airport Compliance), Corrie Esvelt-Siefford (Ardurra), David Ritchey (Serco), Angelica Jennings (Serco), Amy St. Pierre (Mid-West ATC), Aaron Moore (Tower Tech), Gerardo Alvarado (Serco), Russell, Campbell.

1. PLEASE SIGN IN! (Use chat feature in Teams application), Name, Company, Phone Number, Email Address
2. Listed AGENDA.
3. Introductions:
 - a. Owner/Sponsor: Kootenai County
Airport Director: Gaston Patterson
Phone: 208-446-1860
Email: gpatterson@kcgov.us
 - b. Operations Directors: Anthony Link and Jessie Linch
 - c. Engineer: Ardurra Group, Coeur d'Alene, Idaho
Project Manager: Corrie Esvelt-Siefford, P.E.
 - d. Contact Gaston with all questions.
4. Project Description:
 - a. Two Qualifications requested: Seasonal Air Traffic Control, and Year-Round Air Traffic Control.
 - b. Tower Operations (full-time for 6-months – 9 am to 7 pm or year-round)
 - c. Staffing Requirements – Qualified, fully trained, certified air traffic controllers
 - d. Training and Quality Assurance – on-going training for staff
 - e. Reporting and Documentation – record operations, incidents, safety, and air traffic activities.
5. Airport Map showing tower location. Northside of airport near Stancraft FBO and ARFF Building.
6. Air Traffic Control Tower:
 - a. Newly constructed building includes HVAC, power and communication connections.
 - b. Break room below tower cab with internet, lounge, desk, refrigerator and microwave.
 - c. Restroom facilities are located down a stairwell in adjacent Aircraft Rescue and Fire Fighting Building.
 - d. Badging & Training: Staff is required to be badged by COE.
7. Photographs of Tower from RFQ.
8. Schedule:
9. Other Topics:
 - a. Form of Proposal
 - b. Cover Letter
 - c. Proposal

- i. Firm Profile
 - ii. Project Approach/Staffing Methodology
 - iii. Staff Experience
 - iv. Firm Experience
 - v. References
 - vi. Cost Information
 - vii. Related Information
10. Questions and Addenda
- a. Formal Questions Shall Be Submitted In Writing Email To Airport Director.
 - b. Questions to Date:
 - i. Extend Qualification Submittal Date by One-Week – Yes, new date for qualifications is Tuesday, March 11, 2025 at 2:00 pm delivered to the same location.
 - ii. Allow for Electronic Submittal – No, delivery of qualifications to remain same as instructions.
 - c. ATC required to provide Weather Observation Services via AWOS – No ADIS panel or interface in tower. See attached written response to questions.
 - d. List of Airport – Furnished Tower Equipment
 - e. Phones and phone lines – copper phone lines in cab and breakroom
 - f. Access line to IFR Facility –
 - g. Class D and E Airspace – Airport wants to be listed as controlled airspace for the year round option and will allow the process to take 6-months for FAA approval.
 - h. Internet and computers – internet connection provided, but no computers provided.
 - i. ICOM Radios – tested for bleed over – Yes.
 - j. Airport responsible for equipment maintenance on KC Owned Equipment - Yes
 - k. Staffing Options – Seasonal and Year-Round
 - l. Communication and computer equipment to do work – only communication equipment listed in the RFQ and no computers are currently provided.
 - m. Resumes of proposed staff – proposer to convey information how it best suits the company proposing.
 - n. Can the insurance requirements be reduced? The county and airport staff will be retaining the insurance requirements listed in the RFQ with no changes.
11. Qualifications Opening
- a. **Tuesday, March 11th, 2025 2:00 p.m.**
 - b. Kootenai County, Board of County Commissioners
451 Government Way,
Coeur d’Alene, Idaho 83815
 - c. Submit to 3rd Floor, Opening during Commissioner Meeting on 1st Floor

Question: Dave Ritchey – Are ICOM Radios VHF or UHF? They are VHF and not UHF.
 Angelica Jennings – Do the proposers need to supply an agreement with the proposal? No, only the selected proposer will need to submit a draft agreement after they have been notified of selection.

END OF MINUTES