



KOOTENAI COUNTY

COEUR D'ALENE AIRPORT ADVISORY BOARD



MINUTES OF MEETING

June 12, 2019 - 5:00 p.m.
10375 Sensor Avenue- Airport Manager's Office
Coeur d'Alene Airport, Hayden, Idaho

MEMBERS PRESENT:

X	Chairwoman Genter
X	John Adams
E	Brett Boyer
X	Greg Gfeller
E	Tim Komberec
X	John Parmann
X	Sholeh Patrick
X	Jim Thorpe
X	Mark Vehr
E	Nolan Wiley

CALL TO ORDER: Chairwoman Genter called the meeting to order at 5:00 pm.

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

STAFF PRESENT: Steven Kjergaard, Phil Cummings, Linda Leigh, Mary Hopkins, Jon Rouleau.

VISITORS PRESENT: Bill Brooks, Gene Soper, Terry Saunders, Darcy Belcher, Joe Rossetti, Jolene Compton, Murdo Cameron, Elsbeth Roach, Harry Craviotto, Corrie Siegford, Michael Jehnichen, David Moxley, Patrick O'Halloran.

CONFLICTS OF INTEREST: No conflicts of interest were noted.

CHANGES TO THE AGENDA: No changes to the agenda were made.

APPROVAL OF MINUTES: (Action)

MOTION: Greg Gfeller moved to approve the minutes of the last meeting. Sholeh Patrick seconded; the Motion carried.

MOTION: Mark Vehr moved to approve the minutes of the Advisory Board Guidelines meeting. John Adams seconded; the Motion carried.

NEW BUSINESS:

Harry & Theresa Craviotto Trust Lease Variance (Action) Harry Craviotto has requested a variance to his lease for helicopter operations at his hangar. Steven Kjergaard stated that the legal opinion from the County attorney is the County can't issue a variance to a tenant if that tenant does not own a helicopter. Mr. Craviotto stated that not having the variance would impede on his commerce of doing business. Mr. Kjergaard stated that we were not impeding his commerce because helicopters could land on the Taxiway and be tugged over to his hangar; further, if he is going to be operating commercially out of his hangar, he would need to get a new Lease to allow that venture. Chairwoman Genter indicated that this topic needed more discussion between Mr. Craviotto and the Airport Director.

MOTION: John Parmann moved to table the variance for further discussion to take place between Mr. Craviotto and Steven Kjergaard. John Adams seconded; the Motion carried.

STAFF REPORTS/UPDATES:

New Airport Logo (Discussion) – Steven Kjergaard introduced the new Airport logo.

Air Expo (Discussion) – In addition to the B-17, there's going to be a B-25 at the Expo. A media event is tentatively scheduled for July 16th. An email will be going out to the Advisory Board asking for volunteers to help at the Expo on July 20th and 21st. Civil Air Patrol has been asked to participate. The Sheriff's Office will have a booth and we're waiting to hear from the Fire Department to see if they will be attending.

Leases (Discussion) – The sale/purchase of Southfield to StanCraft is completed and all the leases have been processed.

Airfield Closures (Discussion) – There have been alternating Runway closures for painting. The painting should be completed in about a month. Steven Kjergaard stated that the City of Coeur d'Alene paint crew has been working with the operations staff to paint all of the surface markings. Having the paint truck and the City's crew here has saved Airport staff a tremendous amount of time and money.

Driver Training/Airfield Access – (Discussion) A new training guide will be posted on the Airport's website. Tenants may download the study guide to review it. They will need to come into the office to take the test. There are 3 levels of access:

1. Level 1 is for FAA and Airport personnel. Annual test/badge required.
2. Level 2 is for Taxiway and Taxilane access. Annual test/badge required.
3. Level 3 is for Taxilane access only. Test once/proof of valid driver's license every two years.

The cost to replace a lost badge is \$60.00. Staff is looking into a new gate/lock system that would replace the current push button access.

OLD BUSINESS:

Airport Advisory Board Guidelines (Discussion) – The Advisory Board discussed the workshop in May and made the following suggestions:

- Use an outline

- 9 members is enough, 12 if you include ex-officio/city representatives
- Should have a combination of pilots, tenants, community members, city representatives, and business members
- Don't want to require a certain number of each type
- Can be worded as a suggestion and not a requirement i.e. "These are the groups we would like to see represented."
- The Advisory Board review the applicants first and then make recommendations to the BOCC
- Terms are already established

The committee will meet again to update the proposed guidelines and bring them to the Advisory Board in a month or two.

CDA Airport Association Update:

Request for Airport to Set Aside Money for Viewing Center (Discussion) - Harry Craviotto indicated that the Association is requesting \$45,000 for a bathroom/viewing center and they would like the Airport to put it in the budget. Steven Kjergaard suggested including an area in the new administration building when we have to relocate. This could be in the next 3 to 6 six years. Commissioner Brooks indicated that money is extremely tight this budget year.

PUBLIC COMMENT: Public comment was made by Terry Saunders.

ADJOURNMENT: John Adams moved to adjourn the meeting at 6:17 p.m. Mark Vehr seconded; the Motion carried.

Respectfully Submitted,

Linda Leigh
Recording Secretary