



COEUR D'ALENE A I R P O R T

AIRPORT ADVISORY BOARD

MINUTES OF MEETING

August 11, 2021 - 5:00 p.m.
10375 Sensor Avenue- Airport Manager's Office
Coeur d'Alene Airport, Hayden, Idaho

MEMBERS PRESENT:

X	Chairman Gfeller
X	Aaron Salzer
X	Alex Birch
X	Brett Boyer
X	Joan Genter
X	Mark Vehr
X	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: Commissioner Bill Brooks, JR Norvell, Steve Anderson, Joe Rossetti, Darcy Belcher, Cory Mendenhall.

CONFLICTS OF INTEREST: No conflicts of interest were noted.

CHANGES TO THE AGENDA: None.

APPROVAL OF MINUTES: (Action)

MOTION: Tim Komberec moved to approve the minutes of the last meeting. Mark Vehr seconded; the motion carried.

SNOW MEETING 2021: (Discussion)

The Coeur d'Alene Airport has scheduled the snow meeting for September 15, 2021 at 10:00am (attached). Taxilanes will be done differently as the Airport doesn't have space to store snow as in the past due to an increase in leases. Without changes to the process plowing time grows from approximately 12 hours to approximately 24-26 hours. Changes to plowing will be discussed at the meeting.

AEROSIMPLE SOFTWARE UPDATE: (Discussion)

The Airport went live with this software earlier this year. It does many things in one program- Operations, work order tracking, asset management, wildlife log, FOD (Foreign Object Debris), training management, lease management, and forms. In forms, we can allow the public to enter things such as a lease application or work order request. We receive will receive a notification via email from Aerosimple.

Airport Properties (leaseholds) are outlined on a map form and Operations staff can click on the property to see lessee and contact information. Lessees will eventually be able to upload necessary documents like updated certificates of insurance directly to their property in Aerosimple.

TEMPORARY TOWER UPDATE/STATISTICS: (Discussion)

On days that are VFR (Visual Flight Rules) the Airport is averaging 370-400 operations per day. The high has been 590 operations. We will be having more discussions with the FAA about what their number is to start looking at tower construction. Overall there has been a 50% increase in operations since 2017. Winter operations have been increasing as well. Part of this could be due to the three flight schools on the airfield. JR Norvell with T-O Engineers outlined a potential list of events that would need to be accomplished as part of the research they are helping the Airport with.

NORTH IDAHO FAIR - VOLUNTEER: (Discussion)

Kootenai County will have a booth at the North Idaho Fair this year, and are looking for volunteers to help in the booth. The Airport Advisory Board was requested to volunteer if available.

CDA AIRPORT ASSOCIATION: (Action)

The Advisory Board would like to leave the Association on the monthly agendas if not disbanding.

STAFF REPORTS/UPDATES: (All Discussion Items)

- A. Steven Kjergaard presented the Engineering Projects Status Report from T-O Engineers (attached). Airport Ops closed Runway 06/24 at night on 8/10 and 8/11 for painting. The paint purchased for the project ran out before completely finished and it will take about three to four weeks to get more paint.
1. **Taxiway D North** - Hydro seeding will be redone.
 2. **Runway 20/24 Decoupling** - Submitted revision for electrical work to the FAA. We are looking at rebuilding a lighting vault, getting a new Airport beacon and moving it's location, and getting a new backup generator.
 3. **Perimeter Fence Project** - The fence project is done and we are working on closing out the grant.
 4. **Snow Removal Equipment (SRE) and Administration Building Design** - Still moving forward with the grant for design work on the SRE and design work for Admin side.
 5. **Gulfstream Road and Utility Extension project** - Bid awarded 8/10/21 in the amount of \$1.2 M. The Airport will have carry costs and tenants will be reimbursing their share of the infrastructure costs.
 6. **Other Miscellaneous** - Multiple 7460's are in process or will be in process. T-O Engineers will be completing a sewer inventory.



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CDA Airport Association Update: An email update was received by the Airport after the publication of the meeting agenda but prior to the meeting. Steve Anderson provided additional comments at the meeting.

PUBLIC COMMENT: Steve Anderson commented on some of his interactions with the Temporary Tower.

ADJOURNMENT:

MOTION: Aaron Salzer motioned to adjourn the meeting at 5:54 pm, Brett Boyer seconded; the motion carried.

Respectfully submitted,

Kim Stevenson
Recording Secretary



COEUR D'ALENE A I R P O R T

August 13, 2021

All Airport Tenants

Re: Coeur d'Alene Airport Winter Operations

We are having a Snow Removal Pre-Season meeting on Wednesday, September 15, 2021, at 10:00 a.m. to go over the snow removal priorities for this upcoming snow season.

This meeting will be done via zoom at the following link:

<https://zoom.us/j/97026117613?pwd=OVRWV1hxMGdvdXh6akVVTGMzeGJVQT09>

Meeting ID: 970 2611 7613

Passcode: 132579

One tap mobile

+12532158782

Due to additional development and lack of adequate equipment, the snow removal process will change. When the Taxilanes are plowed, snow will only be pushed to the edges and ends of Taxilanes. We will do our best to limit berms in developed areas.

If you will not be able to attend this meeting, please be advised that we would like to be as accommodating as we can be this winter, so it would be of great help if you would contact us 24-48 hours in advance if you will be arriving or departing or have an aircraft arriving or departing.

We look forward to working with all of you in making this a safe and uneventful snow season.

If you have any questions, please give us a call.

Sincerely,

Steven Kjergaard
Airport Director

AUGUST 9, 2021, STATUS REPORT – Engineering Projects

Coeur d’Alene Airport

By: Corrie Esvelt-Siegford, T-O Engineers

Taxiway D North (Design Only)

T-O Project No. 190029; AIP Project No. 3-16-0010-047-2019

Current Status:

- FY 2021 3rd Quarter Report submitted to FAA, July 7, 2021.

Upcoming:

- T-O submit design data to Airport Data and Informational Portal (ADIP) for Airport Geographic Information Systems (AGIS) project.
- Preparation of grant closeout documentation.

Taxiway D North (Phase II Construction) 20-01

T-O Project No. 200020; AIP Project No. 3-16-0010-048-2020

Current Status:

- Profilograph (Smoothness Testing Equipment) Contact Change Order submitted to County for approval.

Upcoming:

- Prepare Request for Reimbursement (RFR) No. 6 for COE submittal to FAA.
- Approval for seeding completed on project.
- Preparation of Grant Closeout Documentation.

Runway 20/24 Decoupling (Phase I Design Only) 20-02

T-O Project No. 200074; AIP Project No. 3-16-0010-048-2020

Current Status:

- T-O developed revised SOW – Electrical Improvements, which was accepted by the FAA on August 6, 2021.
- T-O provided revised SOW – Electrical Improvements with blank Manhour Spreadsheet to Airport for use in soliciting Independent Fee Estimate (IFE).

Upcoming:

- Revise Engineering Services agreement for SOW for Electrical Improvements and remove decoupling after comments are received from FAA.
- COE and T-O to negotiate fees based on results of IFE.

Partial Airport Perimeter Fence Project

On-Call Task 20-04

Current Status:

- Grant Amendment Letter was submitted to FAA on July 1, 2021.

Upcoming:

- Prepare RFR after grant amendment is accepted by FAA.

- Final project closeout will be completed over the next few months.

Snow Removal Equipment (SRE) and Administration Building Design

On-Call Task 21-002

Current Status:

- T-O Engineers prepared 65% Design submittal to COE on July 12, 2021.

Upcoming:

- TO Engineers to complete Fee for 21-004 Construction Administration on SRE Building.
- On-going Administration Building Design and participate in bi-weekly meetings to resolve design questions.
- T-O Engineers directed to combine AIP SRE Building plans with Administration Non-AIP Building Plans. 90% plans submittal includes combined plans with AIP and non AIP.
- COE to provide contracting data to the FAA for SRE Building Design Only project.

Gulfstream Road and Utility Extension Project

On-Call Task 21-003

Current Status:

- T-O recommended award to lowest responsive bidder (LaRiviere Const) on July 15, 2021. Amount of low bid is \$1,240,894.00 (1.6% of engineers estimate).
- T-O/COE received approval for final plans from DEQ review on July 28, 2021

Upcoming:

- Kootenai County and LaRiviere Const to enter into agreement for Gulfstream Road Construction work.
- Anticipate construction to begin after Labor Day in 2021.

Misc. On-Call Tasks

Current Status:

Task Order:

21-005 – T-O/COE submitted Reconfiguration Infinity Apron documented Categorical Exclusion on August 5, 2021, for FAA Approval.

21-008 – Sewer Inventory, prepare Work Order for 21-008 to inventory and TV existing sewer system at the airport.

Hangar Sites – Taxiway DD prepared 7460 submittals for hangars in this area and filed on June 28, 2021.

7460's – File multiple 7460's as needed to get all proposed hangars filed. Airport to provide height and site plan data from developer.

Utilities – Taxilane DD need utility extensions? Infinity Apron need utility extensions? Consider after receiving approval of airspace and environmental clearance.

Capital Improvement Plan (CIP) – to be updated and resubmitted to the FAA.

Environmental Services – Need scope of work for Northeast Area Categorical Exclusion.