



## **Airport Advisory Board Agenda**

December 13, 2023

5:00 PM

Airport Office - 10375 N Sensor Avenue, Hayden

1. Call to Order, Roll Call of the Airport Board
2. Pledge of Allegiance
3. Opening Remarks
4. Call for Conflicts of Interest (Action)
5. Changes to the Agenda (Action)
6. Approve Minutes of Previous Meeting (Action)
  - A. 11/8/2023 Minutes
7. Staff Reports/Updates (Discussion)
  - A. Reports/Updates from A/P Director, Staff, Ardurra
8. CDA Airport Association Update
9. Business
  - A. Final discussion and action on the COE complaints policy (Action)
  - B. Update and Discussion re. Subcommittee on A/P rules and standards. (Discussion)
  - C. Solicit APB Input on Agenda Items for Next Meeting (Discussion)
10. Public Comment
11. Adjournment

**Meeting attendees are welcome to attend in person or via Zoom.**

<https://zoom.us/j/98259329603> Passcode: 308343



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

AIRPORT ADVISORY BOARD  
MINUTES OF MEETING  
November 8, 2023 – 5:00PM-5:36PM  
10375 Sensor Ave – Airport Administration Building  
Coeur d'Alene, Hayden, ID

1. CALL TO ORDER, ROLL CALL, AND CONFIRM QUORUM: Performed by Chairperson, Brian Cleary at 5:00PM

Brian Cleary, Chair	Present
Scott Forssell (Hayden Mayor - Interim Replacement for Brett Boyer)	Present
Chris Nordstrom, Member	Present
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 the Chairman, all stood for the Pledge of Allegiance to the flag of the United States of America
3. CHAIRMAN'S OPENING REMARKS:
  - AAB member Brett Boyer has moved away. Scott Forssell, Mayor of the City of Hayden, will serve as the Hayden liaison in his place until a permanent replacement is appointed. He attends in a non-voting capacity.
  - Joan Genter had asked Mr Cleary to share that the US Department of Commerce's Economic Development Administration has designated the Spokane/CDA region as a Regional Technology Hub. The American Aerospace Materials Manufacturing Center (AAMMC) is one of 31 Hubs nationwide and is eligible to compete for Phase 2 of the CHIPS Regional Innovation Hub grants of \$50-\$75 million.
  - Chris Nordstrom and Eric Moos have submitted their resignations from the AAB. Interviews for upcoming seats on the board are taking place with the BOCC but it will be a few weeks yet for any appointments.
4. CALL FOR CONFLICTS OF INTEREST: (Action) None
5. CHANGES TO THE AGENDA: (Action) None. However, Chairman Cleary stated that in a prior meeting it had been suggested that Public Comment be allowed before any business is conducted. This will be implemented starting with the December meeting.

6. CONSENT AGENDA – APPROVE MEETING MINUTES OF 10/11/23: (Action) Hearing no objections Mr Cleary declared the minutes to be approved.
7. STAFF REPORTS/UPDATES: (Discussion) The following updates were provided by the AP Director, Gaston Patterson
  - Gate Keypads – Keypads have been installed for Miles, Skyhawk, and Cessna. You will receive an email with instructions to schedule an appointment to come into the office and get your PIN code assigned.
  - Annual Public Snow Meeting – Next Wednesday, 11/15 at 2:00PM in the AP Admin building. This meeting is open to the public and airport users, and will be to share and discuss our snow removal processes
  - FAA Compliance Inspection – Still waiting on the report. He reached out to Peter Doyle a few days ago but has not heard back yet on when we might expect the report.
  - RWY 6-24 Project – The grooving was completed last week so the major part of the project is complete. The painting and installation of lights (current on backorder) will be done next spring.
8. CDA AIRPORT ASSOCIATION UPDATE (Harry Craviotto): (Discussion)
  - Next meeting will be held at Stancraft, 5PM, 11/14 and will feature Addison Pemberton who restores old aircraft.
  - The following meeting will feature airport user Jim Walsh. He will do a presentation on ramp checks.
9. BUSINESS:
  - A. Receive input from AAB and Public Comment (PC) on “Draft COE Complaint, Dispute, & Conflict Resolution Policy”: (Discussion)
    - I. (PC) Harry Craviotto expressed his opinion that the complaints process should be kept for disputes related to within the airport and its users, and not necessarily be available for persons outside of that.
    - II. (PC) Kim Stevenson had two recommendations. The first on page 2, “...after requesting an appointment” needs to read “...after requesting an appointment in writing”. The second on page 3, wherever it is referenced, “The Kootenai County Commissioner”, for clarification, it should say, “Commissioner Liaison to the Coeur d’Alene Airport”.
    - III. Following public comment the board further deliberated on who may or may not use this policy. The views presented were as follows:
      - The City of Hayden is outside of the airport fence. However, allowing them to utilize this process will keep us aware of what’s going and give opportunity for input. To categorically excluded anyone outside the fence will short circuit our opportunity to comment on anything we may want to comment on
      - There needs to be a common avenue for any complaint, no matter the origin; it needs to be available to everybody whether inside or outside the fence
      - Complaints such as the traffic pattern over someone’s house will generally be made through a phone call to the airport and resolved with a conversation. But if a person had a material issue with the airport, they deserve the opportunity of this process so that their voice is heard

- A concern was express as to how might this impact the work load for the airport Director and staff in having to document every complaint (i.e. noise)
- Issues like noise complaints can continue to be dealt with by a conversation with the AP Director and documented. This complaint process will serve the larger issues that might come from within the airport environment and the people that are closer in proximity to the airport. (i.e. airport access, increase of air traffic)
- There may be those persons with complaints about low flying aircraft or noise, for example, who would want to take advantage of using this process, following it to the end rather than taking it to the extreme and filing legal action
- Most complaints are satisfied with a conversation that provides some degree of education on what may be happening, such as the with recent closure of RWY 6/24 altering the traffic pattern of large aircraft due to increased but temporary use of 2/20

It was asked of Mr Craviotto whether or not the board's discussion had adequately addressed his concern of who should be allowed to utilize this complaint process. He responded that he agreed with the points made by the board, that the process should be made available to anyone, whether inside or outside the airport fence.

In concluding this subject it was determined that Chairman Cleary will incorporate the recommendations offered and reviewed during this and last month's AAB meeting. The plan is to have a document to present at the December meeting for action by the Board.

- B. Approve 2024 AAB meeting schedule: (Action) Two particular meeting dates were discussed briefly for the 2024 AAB meeting schedule. The first is February 14<sup>th</sup> being Valentine's Day and the second is September 11<sup>th</sup> being a sensitive one for some. Hearing no objections to those dates Mr Cleary motioned to approve the meeting schedule as is, Mike Henkoski seconded, and all approved.
- C. Solicit AAB input on agenda items for next meeting: (Discussion)
  - I. Mike Henkoski would like to revisit the methodology of lease rate adjustments

10. PUBLIC COMMENT: (Discussion)

- Kirk Lauer (CDA Aviation): Shared that he gets a few complaint phone calls a month and welcomes the opportunity to educate callers, sometimes inviting them to come in and see as to the why and how things are done a certain way on the airport. This seems to calm people down, knowing the reason behind what they see and hear.

11. ADJOURN: (Action) Hearing no further public comment Chairman Cleary made the motion to adjourn, Mr Henkoski seconded, and all were in favor. Meeting was adjourned at 5:36 PM.

Respectfully submitted,

Kerri Sherman  
Recording Secretary

## **December 1, 2023, STATUS REPORT – Engineering Projects**

### **Coeur d’Alene Airport**

By: Corrie Esvelt-Siegford, Ardurra

#### **Taxiway D North (Phase II Construction)**

***On Call Task 20-01/Ardurra Project No. 200020; AIP Project No. 3-16-0010-048-2020***

##### **Current Status:**

- COE/Ardurra awaiting direction for County on how they wish to proceed regarding claims form Contractor and project closeout.

##### **Upcoming:**

- Final Pay Application to be prepared following Contractor’s submittal of Certificate of Subcontractor Payment and Subcontractor Lien Release.
- Ardurra will prepare the Project Closeout Documents for Grant Closeout.

#### **COE Electrical Improvement Project – Runway Lighting Improvements**

***On-Call Task 20-02A/Ardurra Project No. 210594; AIP Project No. 3-16-0010-048-2020/054-2022***

##### **Current Status:**

- Colvico connected generator to gas service and installed two bollards. Avista installed gas service and unlocked the meter in November 2023.
- Airport received updated Airport Diagram published by the Aeronautical Information Portal on November 30, 2023.

##### **Upcoming:**

- Colvico will perform generator start-up and testing on Monday, December 4, 2023; then train the airport staff on use and maintenance of equipment.
- Final completion inspection and closeout of project is planned for early December 2023.
- Ardurra will complete As-Constructed Drawings, ALP Updates and Final Reporting over the next three months to get project closeout submitted to FAA.

#### **Snow Removal Equipment (SRE) Building Design & Construction Observation**

***On-Call Task 22-001/Ardurra Project No. 220312***

##### **Current Status:**

- TML Construction continues building construction during the month of November 2023. Focus of construction included interior finishes: heating, lights, fans, restroom plumbing, and restroom walls and sheetrock.

##### **Upcoming:**

- Remaining completion items for early December include finish plumbing and electrical fixtures, restroom door, and general project cleanup. Substantial and final completion for project is moved up to December 7, 2023.

- Ardurra will complete As-Builts, final Quantity Change Order, ALP Updates and Final Reporting over the next three months to get project closeout submitted to FAA.

**Runway 6-24 Rehabilitation and Taxiway B4 (Design Only) Project**

**On-Call Task 22-002/Ardurra Project No. 210688**

Current Status:

- FAA provided closeout and final payment notification on November 14, 2023.

**Runway 6-24 Rehabilitation and Taxiway B4 (Construction) Project**

**On-Call Task 23-002/Ardurra Project No. 230127**

Current Status:

- COE and Poe reopened Runway 6-24 on November 3, 2023 after the grooving was completed.
- Certificate of Substantial Completion issued to Contractor.

Upcoming:

- Runway 6/24 clean up to remove grooving slurry. Contractor schedule TBD.
- Remaining construction items: Final marking application, new runway light fixtures, and new REIL lights will be installed in the spring of 2024. Runway light and REIL fixtures are delayed for delivery.
- Project closeout consisting of As-Constructed Drawings, As-Constructed ALP, and Final Engineers Report will follow the final phase of construction.

**Taxiway B (existing N) Pavement Maintenance Project (FY 23)**

**On-Call Task 22-004/Ardurra Project No. 220631**

Current Status:

- No physical construction on this project during this month.

Upcoming:

- RPI will complete Phase 3 – Final Application of Pavement Markings on Taxiway N, H, and G in the Spring of 2024.
- Ardurra and COE to work on closeout documentation after the final phase of construction is complete.

**Taxiway C (existing F) Extension to Runway 6 Project (FY 24)**

**On-Call Task 23-003/Ardurra Project No. 220406**

Current Status:

- COE/Ardurra/FAA participated in design review meeting on November 30, 2023. Meeting for review of plans and coordination with consultants, airport, and FAA.
- Ardurra submitted 60% design plans, specifications, and design report on November 10, 2023.

Upcoming:

- Ardurra planning to work toward a 90% design submittal for January 15, 2024.

***Misc. On-Call Tasks***

Work Orders:

23-004 – Taxiway D1 Geotechnical Analysis:

Current Status:

- Ardurra sent out proposal for Taxiway D1 Pavement Geotechnical Analysis on August 22, 2023.

Upcoming:

- Kootenai County to execute proposal, Ardurra to begin sub agreement for Strata work on Taxiway D1 Geotechnical review.

23-005 – ATCT Assistance:

Current Status:

- Ardurra sent out proposal for assistance with the ATCT Application on August 23, 2023.

Upcoming:

- Kootenai County to execute proposal, Ardurra to begin work assembling data for application.

23-006 – Land Acquisition Environmental:

Current Status:

- Ardurra sent out proposal for environmental planning for north airport Land Acquisition on September 20, 2023.

Upcoming:

- Kootenai County to execute proposal, Ardurra to begin work on preparing the Phase 1 Environmental Due Diligence Audit and Categorical Exclusion.