



Airport Advisory Board Agenda Amended
October 11, 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. Chairman's Opening Remarks
4. Call for Conflicts of Interest (Action)
5. Changes to the Agenda (Action)
6. Approve Minutes of Previous Meeting (Action)
 - A. 09/13/2023 Minutes
7. Staff Reports/Updates (Discussion)
 - A. Reports/Updates from A/P Director, Staff, Ardurra (Discussion)
 - A. Status BOCC budget process for COE
 - B. AWOS Update
 - C. Gate Access Update
 - D. EA Scoping Update
8. CDA Airport Association Update
9. Business
 - A. Report/Update from APB Subcommittees
 - A. Subcommittee report on "Draft COE complaint, dispute, & conflict resolution policy. (Action)
 - B. Subcommittee status update on review of COE Rules & Standards (Discussion)
 - B. 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

September 13, 2023 – 5:00PM-6:06PM
10375 Sensor Ave – Airport Administration Building
Coeur d’Alene, Hayden, ID

Date: September 13, 2023

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

Brian Cleary, Chair	Present
Brett Boyer, Member	Present
Chris Nordstrom, Member	Present
Eric Moos, Member	Present
Mike Henkoski, Member	Present
Steve Anderson, Member	Present
Tim Komberec, Member	Present
Frank O'Connell, Alternate	Present
Joan Genter, Alternate	Present

2. PLEDGE OF ALLEGIANCE: Led by Chairman Cleary all stood for the Pledge of Allegiance to the flag of the United States of America.
3. CHAIRMAN’S OPENING REMARKS: Brought to his attention by Jonathan Gillham, BOCC Communications Coordinator, Chairman Cleary shared that there is an opportunity to apply for a position on the Airport Advisory Board, the deadline for which is the last Friday in October (the 27th), 5:00 PM. There are three member terms and two alternate terms expiring. Final selections are made by the BOCC.
4. CALL FOR CONFLICTS OF INTEREST: (Action) None
5. CHANGES TO THE AGENDA: (Action) None
6. CONSENT AGENDA – APPROVE MEETING MINUTES OF 08/09/23: (Action) Brett Boyer motioned to approve, Steve Anderson seconded the motion, all approved.
7. STAFF REPORTS/UPDATES: (Discussion)
 - Ardurra (Corrie Seigford) – Addressing only projects with changes since last meeting

- I. COE Electrical Improvement Project-RWY Lighting Improvements: Colvico completed the new beacon, generator pad, new power feed to the north Vault building, and demolition of the east Vault building. There is another construction time pause as we wait for the delivery of the generator and hope to have it installed in late September. The project will be closed out once that is done and the final inspection is complete.
 - II. SRE Building: TML has finished the building shell and insulation. Next up will be the slab, driveways, and doors. They will also be working on completion of the restroom which was added to the job scope last month as agreed by the contractor and the BOCC in a supplemental agreement.
 - III. RWY 6/24 and TWY B4: Poe Asphalt began work on August 21. RWY 6/24 was closed on September 7th to allow for pavement mill and inlay. It is scheduled to reopen on September 25th. TWY N has been closed since August 21 and we are hoping to reopen it on September 18th.
 - IV. TWY B (existing N) Pavement Maintenance: RPI (Road Products Inc) started the sealcoat project on September 5th on TWY N (including a portion of the north apron), TWY H, and TWY G. Following crack sealing and pavement cleaning, the sealcoat is expected to be laid down Friday (09/15), painting over Saturday/Sunday, with a reopening on Monday (09/18).
 - V. TWY C (existing F) Extension to RWY 6 (FY 24): Ardurra has started the design process and had geotechnical engineers on site Monday/Tuesday of this week for testing of the existing site soils. We are under contract and hope to have a 30% design submittal ready for the FAA and to review with the airport by the end of this week.
 - VI. Environmental Assessment (EA): Ongoing discussions with COE/Ardurra/FAA have determined that the EA will not include the ATCT or commercial service; these items need to follow other lead-in events. However, Ardurra has submitted a scope and fee to the airport for a Categorical Exclusion (under NEPA as agreed upon by the FAA) for the land acquisition of 152 acres north of the airport, bounded on the east and the west by Ramsey Road and Atlas Road, and includes the Runway Protection Zone.
 - VII. Miscellaneous Tasks:
 - i. TWY D1 Geotechnical Analysis: As requested by the AP Director, Ardurra has submitted a proposal. Upon execution of the proposal by the County, they will begin a sub-agreement for strata work on this review
 - ii. ATCT (Air Traffic Control Tower) Assistance: The airport requested Ardurra to assist with the application process and they have submitted a proposal. Upon execution of the proposal by the County, they will begin work in assembling data needed for the application. Gaston clarified that the application is not for getting an ATCT but rather for getting into the ATCT system, which is the first step in a five year process.
- Airport Director (Gaston Patterson)
 - I. FAA Meeting/Audit: A two-day FAA audit was conducted approximately two weeks ago by a compliance team out of Seattle and a planning team from Helena. Each region audits two airports per year and we were chosen partially because of the Part

13 that's filed on the gun club. They were able to see firsthand how we are running out of development space, our traffic levels, and the current projects. We did very well with the inspection portion of the audit, and have a clear path forward with the gun club issue and other anonymous complaint issues. We will not have the final audit results for about 30-60 days.

They are very excited to be working with us. We are working with the State of Idaho to purchase the gun club so they can continue to function there, and have a section of the property can be used for aviation development which is important to the FAA. There are three 20-acre parcels; 40 acres would go to the gun club and the airport would retain 20 acres for GA hangar development. We would punch a taxiway near the Infinite ramp over to the cul-de-sac on Airport Drive. This would allow for roughly 40-60 hangars to be developed. These are a "must have" before the FAA will close the Part 13.

Land use is looked at by Compliance. We were asked about hangar inspections. The last inspections we conducted were pre-Covid. Moving forward, inspections will be very simple. The office is aware that people use their hangars for storage of boats, RVs, and such. However, as long as we can see the main use is aviation, and there is easy ingress/egress, I don't see there will be a problem. Many hangars were open the day the FAA toured and looking in as we drove by they felt we are in good shape.

The temporary tower was in operation while they were here and it was a fairly busy day. It was a bit of an eye-opener when they saw the type of traffic we have here. This will be helpful down the road when we can get a tower study.

Compliance Director Peter Doyle selected some random leases to audit and was very happy with what he saw. He talked very highly of our Minimum Standards document and understood that it is a fluid document which can be adjusted as needed.

Chris Nordstrom asked whether the FAA had anything to say about the runway convergence. Gaston said for the present it has been moved down the list on our CIP (Capital Improvement Plan) schedule because they do not have the funds immediately available. However, it would be next on their list once we complete the TWY C project next year. He also noted that we are in a pivotal time where discussion around a Master Plan update will be happening next year and we can take a hard look at our ALP (Airport Layout Plan) and see what needs to be done, what can be done, and make the best decision for us.

Brett Boyer wanted to know if the 20-acre parcels extended out to Ramsey; Gaston affirmed yes. He then asked as to who is demolishing the old Humane Society building. Gaston said the Humane Society was doing it themselves but he thinks they have since hired a contractor to do it for them.

Frank O'Connell inquired whether there might be an opportunity to reduce the footprint of the gun club so the airport would have more than 20 acres available for development. Gaston stated it is something we are going to look at. The gun club has to have a certain shot-fall radius for safety. The airport is considering creating a C shaped earth berm around the gun club and hydro-seed it in, the purpose of which would be to act as a kind of protective barrier as well as a sound barrier, directing some of the noise upward rather than out into the surrounding neighborhood. He

further noted that an earth berm is something the FAA is going to want to see between the gun club and the hangar/aircraft use areas.

Brett Boyer, who also serves as the City of Hayden's Administrator, requested that the airport meet with the city before any action is taken since the property does go out to Ramsey since it is so close to homes in that area, to which Gaston was agreeable.

Mike Henkoski brought up that one of the issues is environmental litigation with the gun club property on the residue of clay pigeons. Specifically, he asked if that is a factor with the 20 acres set aside for hangar development. Gaston replied no, the contamination does not reach out that far. Miscommunication early on led the State to believe the ground had 50-60 years of lead buildup. He went on to say that historically, every five years the property is mined, meaning it is stripped down 12 inches and the lead is mined out of it so it can be reused. The last mining was around 2019 so the time is approaching for it to be mined again.

- II. AWOS: We have been approved and expect to have a technician come out before the end of this week to reinstall the microphone and any necessary hardware to restore augmentation capability. The plan is to send our Ops Managers, possibly more, for training in how to be weather observers. Passing the test will certify them to operate the augmentation notifications.
- III. Gate Access: The Cessna gate is up and running with new keypads and we anticipate issuing PIN codes to those lessees next week. Keypads for the remaining gates have arrived and we are working on getting them installed next week as well. Once they are installed we will begin to issue PINs to the remaining lessees.
- IV. Debrief on the recent temporary Air Traffic Control Tower: They left last week. Some stats they provided:
 - They went through 10 controllers in their staff that could not "hack it" here due to the complexities such as the runway configuration, the traffic, the taxiways. Of the remaining four, three of them had worked at the Oshkosh tower and said our airport is the second busiest to Oshkosh
 - In one day they did 80 IFR (Instrument Flight Rule) departures
 - They had multiple pilot deviations; in one day alone they did nine violations

One thing they offered for next year is to send their operations staff out, maybe a month before the tower is back, and provide an opportunity for the airport users and the Advisory Board to discuss and share ideas on things such as arrival/departure routes, ways to streamline the traffic more efficiently, where do we like to stage people, areas where we don't want to add fly-over noise. Going into this past fire season, the tower operators were not apprised ahead of time so this would benefit them as well.

There has been some discussion of the feasibility of cost sharing with the Forest Service to make the temporary tower available prior to fire season. This year, fire season was well after the 4th of July, about a month and a half into our really busy season. We would like to see it operational May 1st through the end of October and essentially we would pay to cover both ends that are outside of the official fire season.

- V. Text system: As mentioned at the last AAB meeting, he is looking into a system that will allow a real-time mass text updates to airport users with pertinent information such as runway closures due to weather (snowplowing, excess water), construction activity, and so on.
8. CDA AIRPORT ASSOCIATION UPDATE (Harry Craviotto): (Discussion) Harry began by saying that the Association has a lot better communications now with parties on the airport. Some items they are working on are as follows
- Live feed camera system to capture airport movement
 - Still hoping to see a review of the Rules and Standards
 - Getting bicycles on the airport to be used by transient pilots
 - Various businesses on the airport give discounts to the association's members on products and services
 - Elsbeth is working on getting contributions to their newsletter from people on/associated/using the airport, sharing their experiences
 - Gaston spoke at their last meeting and mentioned a text notification system he's working on (See Agenda item 7, Airport Director, V. Text System above, top of page 5)
9. BUSINESS (Continuation from last meeting for benefit of members who were not able to attend):
- Formation of and nomination/appointments to APB Study Subcommittees (Discussion occurred to define what constitutes a subcommittee as well as their purpose and responsibilities. A subcommittee will have no more than three members. They are to research the issue and may gather input from airport staff and users. They will make recommendations and present those to the AAB and the airport personnel, specifically the Director for consideration.): (Action)
 - I. Subcommittee to research & report to APT on status & recommendations of A/P Complaints Management System (Discussion Summary: There is currently no official path for documenting and following up on complaints made against the airport, and using historical data to discover complaint patterns that need a resolution in an effort to reduce those types of complaints. Though verbiage in a lease document clearly indicates the AP Director makes all final decisions, there should also be a system in place where people can escalate an issue they deem as being unsatisfactorily unresolved at the airport level.): Chairman Cleary made the motion to accept the nominations of Steve Anderson, and Chris Nordstrom to the subcommittee. The motion was seconded by Mike Henkoski and the motion was approved 100%.
 - II. Subcommittee to research & report on status and recommendations of COE FAA Part 139 Rules & Standards (Discussion Summary: The current Rules and Standards document is 59 pages with a lot of verbose language that needs to be eliminated so that it is easier to understand. There are some AP users have noticed there are items included which appear as not being enforced; perhaps these items should be removed. It was suggested that our Rules and Standards ought to align more with the FAR Regulations as can be found on the FAA website. This document was intended to be fluid and periodically reviewed. As the document stands now there has been a lot of contention by lessees and other airport users, feeling, in the past, that their voice did not matter. With new a new AP Director it is believed they will be heard in this review.): Vice Chairman Anderson made the motion to accept the nominations of Joan

September 30, 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 continue to contact Contractor to discuss path towards closing project out.

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 delivered generator on September 27, 2023!

Upcoming:

- Colvico will resume work in early October 2023 to connect generator and get Avista gas plumbed.
- Ardurra will update the Airport Diagram and submit to the Aeronautical Information Portal, to show the relocation of the beacon.
- Final completion inspection and closeout of project after work is wrapped up (7 construction contract days remaining).

Snow Removal Equipment (SRE) and Administration Building Design

On-Call Task 21-002/Ardurra Project No. 210073 &210074

Current Status:

- Ardurra revised draft report based on comments from FAA and resubmitted draft report to the FAA on September 20, 2023.

Upcoming:

- Ardurra/COE/FAA working together for project closeout.

Snow Removal Equipment (SRE) Building Design & Construction Observation

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

Current Status:

- TML Construction continues on-site construction during the month of September 2023. Building insulation, under floor plumbing, and slab reinforcement complete. TML

working on exterior grading and driveways. Avista extended gas to the building and power conduit to the transformer pad site.

Upcoming:

- TML to continue with building construction including slab, completion of restroom, doors, electrical, heat, and driveways.
- Substantial completion for project is scheduled for December 2, 2023; TML plans to have it complete in mid-November 2023.

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

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

Current Status:

- Ardurra submitted draft final closeout report and payment forms on July 13, 2023.

Upcoming:

- FAA/Airport/Ardurra working towards closeout of this project.

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

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

Current Status:

- COE and Poe closed Runway 6-24 on September 7, 2023. Items complete to date are Taxiway B3 construction, Runway 6-24 mainline mill and inlay, new runway light cable, partial regrading of runway safety areas along edges, topsoil, and seeding.

Upcoming:

- COE and Poe to reopen Runway 6-24 on October 5, 2023, if weather holds and allows completion of pavement marking.
- COE and Poe will re-close Runway 6-24 tentatively on October 25, 2023 for pavement grooving and remaining seeding. Grooving is scheduled to take 8-days.
- 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, and markings can only be applied when the temperatures are warmer than typical November.

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

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

Current Status:

- RPI started construction on September 5, 2023.
- RPI completed Phases 1 and 2 of Pavement Maintenance Project on September 23, 2023. Delays were a result of high winds and rain preventing pavement markings, after the pavement sealcoat was applied.

Upcoming:

- RPI will complete Phase 3 – Final Application of Pavement Markings either later this fall (if weather holds beginning on October 16th) or in the Spring of 2024.

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

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

Current Status:

- Ardurra submitted a 30% design review to COE and FAA on September 15, 2023.
- COE/FAA/Ardurra participated in 30% design review meeting on September 28, 2023.

Upcoming:

- Ardurra to work towards 60% design submittal scheduled for mid-November 2023.

Environmental Assessment (FY 24)

On-Call Work Order 23-006/Ardurra Project No. 230160

Current Status:

- See Work Order No. 23-006 below.

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.

23-007 – Wildlife Hazard Management Training:

Current Status:

- Ardurra sent out proposal to provide staff with Wildlife Training on September 14, 2023.

Upcoming:

- Kootenai County to execute proposal, Ardurra to schedule a training and certification session in October 2023.

Genter, Mike Henkoski, and Frank O'Connell. The motion was seconded by Brett Boyer and the motion was approved 100%.

- Schedule overview presentations & presenter(s) on A/P MP (Master Plan) & other related planning documents (Discussion Summary: It was recommended again that the board become familiar with the various pieces of the MP. With it being slated to be reviewed and updated next year, it may not be an efficient use of time to delve too much into it as a board at this time. When the time does come there will be a consultant to walk us through and help us understand. A lot of changes have occurred since the current MP was put into place, with some things being done differently that what is shown in the ALP. The FAA would particularly like to see updates to airport development and the ALP.): (Action) Brian put forth the motion to table this matter indefinitely and give the AP staff time to do what they are doing and keep us apprised as it goes along. When the time is right this subject can be added back into the discussion. No second was requested; the motion was approved 100%.

10. PUBLIC COMMENT: (Discussion) None

11. ADJOURN: (Action) Mike Henkoski made a motion to adjourn; Steve Anderson seconded and there was 100% approved at 6:06 PM

Respectfully submitted,

Kerri Sherman
Recording Secretary

KCOE

Draft Complaint, Dispute and Conflict Resolution Policy

The purpose of this draft policy is to provide a clear pathway for Complainants to ensure that their voices are heard and that all reasonable measures have been taken to resolve disputes and conflicts through an impartial process to avoid escalation to legal actions where possible.

Nothing contained in this draft policy shall reduce or diminish the rights and obligations of either Kootenai County or of Lessees as delineated in Ground Leases executed with Lessees or to restrict the rights of Kootenai County or of Lessees as defined by Federal and/or Idaho State statutes.

Airport stakeholders and other Complainants with issues arising out of or relating to use of KCOE (Pappy Boyington Field) or the adjacent property owned by Kootenai County, are hereby offered the following step by step process in an effort to move toward timely and mutually satisfactory resolution.

It is a basic premise of this policy that reasonable people can find solutions to their perceived differences when given the opportunity to understand the needs and constraints of the counter party. Understanding a counter party's position requires both entities to respectfully and factually state their position, to listen and to respond with information relevant to the decision making process.

Dispute Resolution Panel:

The current Airport Advisory Board (including alternates) will appoint a three person panel to provide an initial review of written complaints. The panel will be comprised of at least one panel member holding a current Ground Lease with KCOE, one member of the Advisory Board (or an Advisory Board Alternate) and the Airport Director (or his appointee). The Airport Director shall be a permanent member of the Dispute Resolution Panel. Other members of the panel will serve six month appointments and a maximum of two consecutive terms.

Issue Identification and Initial Effort to Problem Solve:

When any difference of opinion rises to the level of a formal complaint or dispute with KCOE management, it is incumbent upon the Complainant to first approach the Airport Director with the issue (after requesting an appointment). At that meeting both parties will: a) Make good faith efforts to define and agree as to the exact nature of the issue, b) Recognize the initial position of the counter party as it relates to the issue, and c) Seek common ground that could lead to a solution that is satisfactory to both parties. Whether or not there is mutual agreement that the issue has been resolved, the Airport Director will document the meeting and its outcome. If agreement is reached between the Airport Director and the Complainant at this meeting, no further action will be necessary. If no agreement can be reached through the one on one interaction, the resolution process will proceed as outlined below.

Complainant's Definition of the Problem:

The Complainant must provide a clear written description of the complaint or dispute including the date of the incident and names of the parties involved. The description should be detailed and specific enough so that the rights and responsibilities of both parties can be reviewed by an impartial panel.

Process:

1. Complainant will supply the Conflict Resolution Panel with its written complaint. Within 14 days of receipt of the written complaint/dispute, the Dispute Resolution Panel will schedule a meeting with the Complainant. At its option, the Complainant will be allowed to bring a spokesperson of their choosing to address the panel and to respond to clarifying questions from the panel. No decisions/recommendations will be made by the panel during this initial meeting.
2. Within 14 days following the meeting between the Complainant and the Dispute Resolution Panel the Complainant will be provided a written response outlining a proposed course of action to de-escalate the situation and the reasoning behind the recommendation.
3. If the Complainant agrees with the panel's recommendation, no further action will be taken. A record of the complaint and the resolution will be

forwarded to the Kootenai County Commissioner in charge of KCOE oversight.

4. If the solution offered by the panel is rejected, the Complainant, will be offered the opportunity to propose a written alternative solution within 30 days that might be satisfactory to both the Complainant and Airport Management. The Dispute Resolution Panel would then be given an additional 14 days to respond to the alternative solution and to provide a written response either accepting or rejecting the proposed alternative.

5. Whether or not the parties agree to the alternative proposed by the Complainant, a complete record of the complaint and the resolution (or lack thereof) will be forwarded to the Kootenai County Commissioner in charge of KCOE oversight.

6. The Kootenai County Commissioner in charge of KCOE may elect to proceed by recommending further conflict resolution to the Complainant at this time.

7. If no agreement can be reached between the parties, both KCOE and the Complainant retain all rights available under the Ground Lease Agreements and Idaho State Law.