



## **Airport Advisory Board Agenda**

November 8, 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. 10/11/2023 Minutes
7. Staff Reports/Updates (Discussion)
  - B. Reports/Updates from A/P Director, Staff, Ardurra (Discussion)
8. CDA Airport Association Update
9. Business
  - A. Receive input from Board and public comment on Draft COE complaint, dispute, & conflict resolution policy. (Discussion)
  - B. Approve 2024 Schedule (Action)
  - 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

## **October 31, 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 moved generator onto pad on October 26, 2023, also installed transfer switch in October 2023.
- Updated Airport Diagram accepted by the Aeronautical Information Portal and will be published on November 30, 2023.

##### **Upcoming:**

- Colvico will continue work in November 2023 to connect generator, after Avista installs the gas service.
- Final completion inspection and closeout of project after work is wrapped up (4 construction contract days remaining).

#### **Snow Removal Equipment (SRE) and Administration Building Design**

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

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

- FAA requested grant final closeout on October 5, 2023.

#### **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 October 2023. Doors, heating, lights, fans, topsoil and hydroseeding, mezzanine framework, restroom plumbing rough in, and slab complete. TML working on finishing the interior restroom and automated garage doors. Avista working on installing the transformer.

Upcoming:

- Substantial completion for project is moved up to mid-November 2023 and will be scheduled soon.

**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 opened Runway 6-24 on October 5, 2023. Items complete this month are partial regrading of runway safety areas along edges, topsoil, seeding, crack seal of shoulders, and seal coat of shoulders.
- 2<sup>nd</sup> closure began on October 26, 2023, Poe's subcontractor began grooving the runway.

Upcoming:

- COE and Poe to reopen Runway 6-24 on November 2, 2023, if the grooving is complete.
- 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.

**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:

- Ardurra working on 60% design submittal over the month of October 2023. Main focus is geotechnical evaluation, drainage design, and Construction Safety and Phasing Plan.

Upcoming:

- Ardurra planning to submit 60% design submittal on November 10, 2023.

### ***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:

- Kootenai County signed Work Order for Wildlife Training on October 3, 2023.

Upcoming:

- Ardurra and COE held training and certification session on October 18, 2023.



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

AIRPORT ADVISORY BOARD  
MINUTES OF MEETING  
October 11, 2023 – 5:00PM-6:10PM  
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
Brett Boyer, Member	Present
Chris Nordstrom, Member	Present
Eric Moos, Member	Excused
Mike Henkoski, Member	Present
Steve Anderson, Member	Present
Tim Komberec, Member	Present
Frank O'Connell, Alternate	Present (On-Line)
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: Mr Cleary stated that it had been brought to his attention by the transcribers the need for us to speak up, speak clearly, and try to refrain from crosstalk or speaking over each other.
4. CALL FOR CONFLICTS OF INTEREST: (Action) None
5. CHANGES TO THE AGENDA: (Action) None
6. CONSENT AGENDA – APPROVE MEETING MINUTES OF 09/13/23: (Action) Tim Komberec made the motion to approve, Steve Anderson seconded, and 100% approved.
7. STAFF REPORTS/UPDATES: (Discussion)

- Airport Director (Gaston Patterson) –
  - I. Status BOCC Budget Process for COE: Gaston stated that for the November or December AAB meeting the AP staff will provide a budget overview presentation. The purpose it to show how FY (Fiscal Year) 23 ended. With the FY 24 budget already approved we can share what it will look like going into FY 24 as well. We are still wrapping up project closeouts and such, and should have some final number in the next 30 days or so.

- II. AWOS (Update): Gaston shared that he is currently in deliberations with the FAA, that every office of the FAA is involved. Basically, they are deliberating amongst themselves on this as to whether they are going to allow the augmentation again, and what information can be augmented on it. There has been some new legislation passed which has to do with a cyber-security policy on federally owned assets. Basically, any of our field navigational aids such as the VOR (Very High Frequency Omni-Directional Range), glide slope, AWOS, anything connected to the main line (secure Federal phone line) can only be manipulated by Federal employees. He is working with the FAA to get us authorized whether it requires a background check or something else; whatever we need to do to be able to augment our AWOS. At least for now, they are willing to talk to us about how to make it work for this airport.

Chairman Cleary asked to know if other airports with this kind of system are also experiencing this same challenge due to the legislation. Gaston replied that ours is unique in that it is a federally owned and operated AWOS for the National Weather Service Station so we are completely “hands off”. Other airports such as Sandpoint own and operate their AWOS and only have to have it re-certified annually by the FAA. They are also responsible for all maintenance and daily checks.

One option presented by the FAA panel was using ADIS (Automated Data Interchange System). It is something you would find at a controlled airport and would be a voice recording rather than an automated recording. It is one in which the tower controllers would provide weather dissemination and other information. The downside to that is we would then have two different weather frequencies for the airport and could result in confusion and missing information if one were to check only one of the frequencies. This is not ideal. When we take a step toward having a tower at the airport that will naturally come. In the meantime, we are pushing with the FAA to be able to manipulate the current system we have.

- III. Gate Access (Update): Staff has been building all of the keypad boxes that go on the stanchions at the gates. Everything is pre-wired so they can remove the whole box quickly to do the swap on the gate itself. We are hoping to have this completed soon so we can begin issuing PINs to other users.
- IV. 6/24 Project: The large part of the project just wrapped up. However, the asphalt itself will not be finished until next spring when all the backordered lighting comes in and we get to do the final painting. The runway has markings and is now open. So far it has been well received.

People are enjoying the new connector we added between Delta and Lima that goes off of 6/24 onto November so they don't have to bypass Delta and go all the way to the other end of the runway to clear November.

Overall, it went very well; we got a very good product in the end. They were able to pave the runway in four 25 foot widths rather than 20 foot widths. There are limited joints in our runway which is a good thing because joints are like cracks and where failure points are. They did a good job with it.

- V. EA (Environmental Assessment) Scoping (Update): We are pretty much on hold right now. We are going to acquire property on the north side that can be done through a CatEx (Categorical Exclusion). So, the only other two things we are looking at is the

tower and a commercial terminal. The tower will come as a natural step through tower progress. So for now the EA is on hold until we decide which direction we want to go.

- Ardurra (Corrie Seigford) – As in the past, Corrie only gave updates on things that have changed since the last meeting.
  - I. Electrical Improvement Project: We finally received the generator at the end of September. It will be hooked up to gas and have the final inspection. We anticipate the project to be closed out later this month of October.
  - II. SRE (Snow Removal Equipment) Building Design: This part of the project is closing out today with the FAA and the final drawdown.
  - III. SRE Building Construction: Over the last month the contractor, TML Construction has installed the insulation, the underfloor plumbing and the slab reinforcements as well as a lot of the exterior site grading. The gas has been extended to the building and there is now power to the power transformer site. Over the next month they are going to complete the slab on the interior of the building, do the asphalt, and complete the restroom inside, interior lighting and heat. Their plan is to be completed by mid-November which puts them ahead of our contract completion date of December 2<sup>nd</sup>.
  - IV. RWY 6/24 Rehab Project: CDA Airport closed this runway on September 7<sup>th</sup>, and over the course of the past month Poe Asphalt redid the complete middle of that runway, TWY B3 construction, and installed new runway light cable. The actual lights are currently on backorder until late December, around Christmas. I think we will probably do a runway closure when the final restriping application happens in the spring (when temperatures are warm enough to meet the application requirement). The reels should be delivered by then so can be installed along with the runway lights during this time.

They also regraded some of the safe areas along the edges of the runway that were out of compliance and brought them back up to standard.

We are expecting another runway closure at the end of October, tentatively scheduled for the 26<sup>th</sup>. It will be an eight-day closure for grooving the pavement.

Gaston wanted to add one more comment and stated that when TWY B3 was constructed, the taxiway lights that were slated to go in were on backorder as well. Through Phil (Cummings) we were able to secure lights through Pullman. They just did a taxi lighting upgrade project and gave us 30 fixtures, full bases, transformers, everything. We would not have been able to open that new taxiway without that. That was huge in getting us back online and keeping us on schedule. A huge thank you to them.

- V. TWY B (existing N) Pavement Maintenance Project: We did a sealcoat on it and remarked it, and also did a little bit of crack sealing. There were a couple of delays in the remarking due to high winds and rain for which I did apologize to Stancraft.

The final markings application for this project will be done in spring of 2024 while the runway is closed.

VI. TWY C (existing F) Extension to RWY 6 Design Project: Ardurra had a 30% design review with the airport and the FAA on September 15<sup>th</sup> and is now working for 60% design to be submitted mid-November.

VII. Misc Tasks:

- a) Work Order 23-006 - Land Acquisition Environmental: We have a scope and fee out to the airport for doing that Categorical Exclusion and Environmental Due Diligence audit. Corrie isn't certain, but thinks the County has it scheduled to be signed soon. It is for the property acquisition north of the existing property line between Ramsey and Atlas.
- b) Wildlife Training: Ardurra's environmental people will be conducting a Wildlife Hazard Management Training for the airport staff next week
- c) Steve Anderson asked to know what the work scope for TWY D1 is. Corrie said there is no work planned. They had put together a proposal for their substrata geo-technical people to go out and collect some core samples to determine why, when the airport crack sealed last year, that an entire pallet of crack sealant was used. We are wondering if it is in need of a maintenance project sooner rather than later.
- d) Normally only a little bit of crack sealant is needed, but it sounds like the voids were big enough to require more. It is a newer chunk of pavement so there must be something down underneath. Mike Henkoski asked whether there was any vertical displacement or did it just open up. Gaston answered saying it just opened up and we saw it happen. The amount of material that it took down through the crack was shocking. Corrie reiterated that this scope item is to have geotechnical core the asphalt to see what's happening so it can be determined what the next step needs to be.

Brett Boyer wanted to know if the airport had received the FAA report from the recent audit. Gaston replied that we are expecting it any day.

NOTE: Before continuing with the agenda Chairman Cleary took a moment to acknowledge and welcome the visiting students from Coeur d'Alene High School who were present to observe government in action. He went on to tell them about the advisory board, how it functions, and how it parallels in the County with other advisory boards for things like Parks, Recreation, Waterways, and other districts. These boards are comprised of citizens, appointed by the Board of County Commissioners, and receiving no pay. Information flows from meetings like this to these boards which are the direct connection between the community and the Commissioners. Their purpose is to make recommendations for deliberation and potentially, action, to the Board of Commissioners who are the only ones in the County with authority to make decisions. He closed by stating that this is kind of how the process works in our County democracy here. It is just kind of a Basics 101 to try and give you the bigger picture of how things work.

8. CDA AIRPORT ASSOCIATION UPDATE (Harry Craviatto): (Discussion) First, addressing the students, Harry introduced himself as being partnered with the Coeur d'Alene Airport Association, and stated that they are "kind of" a non-profit. He further explained that they are an association that represents land tenants and the pilots of the CDA area as well as the mechanics who work on the field.

Harry then directed his comments to the board concerning three projects:

- He's been talking to Gaston about a courtesy bicycle program they want to implement. They would like to have one station on the west side and another one on the east side of the airport. It would be used by pilots coming in who can't or don't want to rent a car. They can check out a bicycle and use it to go downtown.  
Mr Henkoski asked to know what the ingress/egress plan is for pilots getting into the airport to return those bicycles. Director Patterson said that vehicle gates which access those ramps have the push button to exit the airport and a sign on the entrance side indicating to call the Duty Phone for the code to get back in. The plan is to have this information inside the bicycle sheds.
- The Association has been working on the Rule and Standards in an effort to bring everyone up do date on what the CDA Airport expects.
- Lastly, they are working on a scholarship program for young students such as those present, and if they need money for flight training, or to assist with their studies and such, this could help.

## 9. BUSINESS:

### Report/Update from AAB Sub-Committees

- A. Subcommittee to report on "Draft COE Complaint, Dispute, and Conflict Resolution Policy" (Working on this committee are AAB members Chris Nordstrom and Steve Anderson): Mr Nordstrom deferred to Mr Anderson in leading the conversation citing Steve as having the knowledge of the issues on the airport as well as all the people on the airport who could provide input. We did talk to some of them and it worked out well.

Steve stated that rather than walking us through it, the document should be made available to those in the audience and get comments and feedback from them. He then shared some of his thought process in arriving at the document as it stands right now. Such as putting it in a sequential way that would lead you as you follow through the steps to a resolution, and making it broad enough to apply to most situations of dispute or conflict.

NOTE: At the time of this meeting the draft policy in reference can be found as follows: [kcgov.us/160/airport](http://kcgov.us/160/airport)>Advisory Board>(scroll down to) Presentations or Other Documents>October 11 Documents (last three pages). It can also be found at the end of these minutes.

Discussion commenced to give opportunity for the board to give input to any changes they would like to see made to this draft, be it verbiage or organizational:

Brett Boyer:

- Pg 1, para 1: To further clarify the purpose remove "...to avoid escalation to legal actions where possible"
- Pg 1, para 2: Remove the word "draft"
- Pg 1, para 3: Remove "...arising out of or relating to use of KCOE (Pappy Boyington Field) or the adjacent property owned by Kootenai County..."
- Pg 1, para 4: Remove entire paragraph
- As it pertains to organization, recommendation is to use a numbering system that clearly shows the process starts with Complainant going to AP Director first and having the complaint in written documentation form. Then if no resolution, the same information moves to the next step, being submitted to the Resolution Panel. Again, if no resolution,

this written documentation moves to step three as it is submitted to the County Commissioner who is assigned to the airport, and so forth.

- Pg 1, para 5: "Other members of the panel will serve six month appointments..." Make this longer than six months, perhaps 12 months
- Pg 2, para 1: Change "...first approach the Airport Director..." to read "...first meet with the Airport Director..."
- Pg 2, para 3, Process #2: Change "...proposed course of action to de-escalate..." to read "...proposed course of action to resolve..."
- Pg 3, Process #6: "...Commissioner in charge of KCOE may elect to..." Wondering if there should be more discussion on using the word "may" or "shall", making it clearer as to what it means

Brian Cleary:

- This policy makes clear that it is an alternate non-litigious path for resolving disputes and there is no waiver of rights under other authorities if a Complainant chooses to use this process. The recommendation is to use clear language that if a Complainant does choose to utilize this process, they must see it through before pursuing legal remedies.
- There is a need to be clearer about the scope of complaints within the purview of this policy. In particular, whether complaints from the outside community about airport operations and activities might also use this policy. Are there certain complaints we would want to exclude, such as noise (there is an existing airport policy for dealing with this issue). What if the city has an issue? (NOTE: The general consensus is that further deliberation around this point is needed.)
- Believes the County Attorney may need to weigh-in on the participation of using board alternates in the process for hearing complaints. (Steve Anderson added that he had thought using an airport stakeholder as one of those to hear complaints would be good use of a valuable resource.)
- For transparency as well as creating historical records, we need additional detail in the policy as to how records of complaints are to be captured/documented, particularly ones that are resolved at the AP Director level.

NOTE: After more roundtable discussion amongst the AAB members it was decided not to make any changes to the document at this time, rather wait until after those in the audience have had a chance to read through it and present their feedback. When asked about a timeframe, it was decided that the AAB will hear any final comments and recommendations at the November 8<sup>th</sup> meeting. Chairman Cleary will then take the role of scrivener as requested by Vice Chairman Anderson, rewriting the draft to incorporate the recommended changes and bringing them back to the board at the December 13<sup>th</sup> meeting for approval. If approved, then it can be submitted to the County Board of Commissioners.

- B. Subcommittee status update on review of COE Rules & Standards Working on this committee are AAB member Mike Henkoski, AAB Alternates Joan Genter and Frank O'Connell, and CDA Association Rep Harry Craviotto): (Discussion) Mike opened by stating the committee knew going into this that it would take a while. They have met twice and are almost halfway through the document. He noted that the first half is comprised largely of administrative remedies and they are just getting into the nuts and bolts of it. They have recognized a number of items needing to be changed to make it easier to understand as well as harmonizing it with the FAA regulations. The committee will continue to work on revisions and provide updates along the way.

Solicit AAB input on agenda items for next meeting: (Discussion)

- Steve Anderson would like to discuss the feasibility of using the grass strip/in-field (between TWY Delta and RWY 2/20) as an option for the big wheeled airplanes to land, at their own risk.

10. PUBLIC COMMENT: (Discussion)

- Brian Foster (Pilot) expressed a notable atmospheric change over past meeting, that this meeting seemed particularly lively. He wanted to know what has changed. The response was, “the Airport Director”.
- Phil Cummings (Interim AP Assistant Director) stated that he does have some information from a study with the FAA regarding the grass strip/in-field. Also, he expressed thanks and gratitude to AAB member Brett Boyer for his nearly nine years of service to this board and support of the airport in his role as the City Manager of Hayden. Mr Boyer will soon be leaving for other opportunities.
- Harry Craviotto asked whether Mr Cleary had mentioned the date of the next meeting. Mr Cleary indicated it is scheduled for the second Wednesday of each month and the next one is November 8<sup>th</sup>. Brian also said this is something he will try to remember to incorporate at the end of each meeting going forward.
- Brian Cleary asked about a rotating green and white light, stating that it is flashing in his bedroom at night, wondering what that is. Those in his neighborhood are starting to come to him and ask what he might know about it. AP Director Gaston Patterson let him know that it is our new rotating beacon. We used to have our beacon over on the old Resort Aviation. It is a navigational beacon which says “here’s the airport” and is on all night as required by the FAA. There are specific settings intended to control the direction of the light. Adjusting the beam by even 1° can make a difference out as far as half a mile. We are aware of a couple of other similar complaints. So we will take a look to ensure those settings are correct and proper. When asked who chose the new location and why, Gaston stated all he knew for certain is that it could not go in the same location as the old one because that hangar will be coming down eventually, and that it was in the Master Plan and had been approved by the FAA.

11. ADJOURN: (Action) Chairman Cleary motioned to adjourn, Mr Henkoski seconded that motion, 100% approved. Meeting was adjourned at 6:10PM.

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.



## **2024 Airport Advisory Board Meeting Schedule**

All meetings are held at the Coeur d'Alene Airport Administration Office  
10375 Sensor Avenue, Hayden on the 2<sup>nd</sup> Wednesday of the month  
at 5:00 p.m. unless otherwise specified.

January 10

February 14

March 13

April 10

May 8

June 12

July 10

August 14

September 11

October 9

November 13

December 11

Kootenai County does not discriminate against individuals or groups on the basis of disability in the admission access to, or treatment in, its public meetings, programs, or activities. Requests for assistance or accommodations can be arranged by contacting the Airport Office at (208) 446-1860.