



Airport Advisory Board Agenda

January 10, 2024

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. Public Comment
7. Approve Minutes of Previous Meeting (Action)
 - A. 12/13/2023 Minutes
8. Staff Reports/Updates (Discussion)
 - A. Reports/Updates from A/P Director, Staff, Ardurra
9. CDA Airport Association Update (Discussion)
10. Business
 - A. Introductions of new COE AAB members & thank-you to departing members. (discussion)
 - B. Nominations & Appointments of AAB officers. (Action)
 - C. Nomination & Appointment to fill vacancy on AAB Subcommittee re. A/P Rules & Standards. (Action)
 - D. Update of AAB Subcommittee re. A/P Rules & Standards & AAB feedback. (Action)
 - E. Solicit APB Input on Agenda Items for Next Meeting (Discussion)

11. Public Comment

12. 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

December 13, 2023 – 5:00PM-5:56PM
10375 Sensor Ave – Airport Administration Building
Coeur d’Alene, Hayden, ID

1. CALL TO ORDER, ROLL CALL, AND CONFIRM QUORUM: Performed by Chairman, 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 (RESIGNED)	N/A
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 Frank O’Connell all stood for the Pledge of Allegiance to the flag of the United States of America

3. CHAIRMAN’S OPENING REMARKS:

- Chairman Cleary asked Mr Forssell to introduce Lisa Ailport. She is the new City of Hayden Administrator and may be the permanent replacement on the Airport Advisory Board for Brett Boyer once approved by the BOCC.
- Chairman Cleary asked BOCC Communications Coordinator Jonathan Gillham to update the Board on where they are in the process of selecting new AAB members. Jonathan said they are conducting multiple interviews for several board positions county-wide. It is taking longer than anticipated but they hope to have names to present before the end of the year.
- Jonathan also made mention of the upcoming Town Hall meeting between the public, Commissioner Mattare, Chairman Cleary, and Airport Director Gaston Patterson. It is schedule for Tuesday, January 9th, 6:00 PM at the County Administration building. It is to be a Q & A around the CDA Airport and how it impacts the community.

4. CALL FOR CONFLICTS OF INTEREST: (Action) None

5. CHANGES TO THE AGENDA: (Action) Per a recommendation made at the November meeting, Brian Cleary made the motion to move Public Comments up earlier on the agenda, to be effective for the January 2024 meeting. Mike Henkoski seconded the motion, and all voted in favor.

6. CONSENT AGENDA – APPROVE MEETING MINUTES OF 08/09/23: (Action) Hearing no objections
Chairman Cleary declared the minutes to be approved.

7. STAFF REPORTS/UPDATES: (Discussion)

- Airport Director (Gaston Patterson) –

- I. Bomb Threat: The Airport received an email stating an intent to blow up the taxiways and runways. Director Patterson immediately called the Sheriff's Department which promptly responded to the Admin office. Spokane Approach was also called to reroute all air traffic and the airport went into lockdown. AP field personnel were dispatched to perform visual ground inspections along the taxiways and runways as well as the perimeter of the airport. Being satisfied there were no ground disturbances, and noting that this email had been sent to other airports, the airport reopened for air traffic. The FBI and FAA will continue their investigation into the origin of the email.
- II. Temporary Tower: The Airport is looking into options for building a temporary tower, one that can sustain us for as long as a 10-year lifespan. That is about how long it will take for the FAA process to get a permanent facility for us, which we still intend to pursue. Currently FAA owned and operated towers are operating with about 40% staffing and multiple towers have just closed their doors because they have zero staff. However, it is within our power to solve the issue ourselves internally and provide the level of safety and service to our users by implementing a temporary tower.

If we accept any FAA monies for this project then we have to comply with their guidelines and restrictions which puts us back to the beginning of that 5-10 year process of waiting. The Airport already has the funds to do this as well as contract for the tower operators with the support of the Forest Service. This project is taxpayer neutral. The Airport generates sufficient revenue from fees, lease payments, and such, so is able to pay for this. Though to move forward requires a special budget request approval at the County level, we already have the fund balance available.

Gaston's timeline is to have a full pro forma on the idea before the end of 2023. We would like to have the tower structure on order the first part of 2024 in order to have it erected by May 1st. Depending on suppliers and options, it could be delayed until June or July, in which case the tower tech company would bring their own trailer operations so we can still be in operation by May 1st. Then the crew can be transferred into our facility once it is completed. We want it to be operational through November 1st.

- Ardurra (Corrie Siegford) –

- I. COE Electrical Improvement Project: Generator has been installed and is functional. The final walk-through is complete and only paperwork remains to complete the closeout.
- II. An airport diagram update has been published showing the beacon in its new location, the old electrical building removed, and the new B3 taxiway.
- III. SRE Building: The building is in final stages of completion, only a couple of punch list items remaining. The building is functional and the Airport is already moving equipment into it. Closeout of paperwork should happen over the next couple of months.

- IV. RWY 6/24 Rehab: This project has a certificate of substantial completion. The contractor is finished until next spring at which time the final marking/stripping will be take place and the new runway light fixtures and new REIL lights will be installed. We are looking at March/April, depending on weather.
- V. TWY C: We did a submittal of 60% design plan, specs, and a design report to the FAA and the airport and had a design review meeting with the FAA at the end of November. We are working towards a 90% submittal. We are planning to have it out for bid the 1st of March so we can get in on the grant award around April 1st. We are looking at starting construction in the late fall of 2024, completing the project in the spring of 2025.

- Before moving on, Vice Chairman Steve Anderson conveyed his appreciation to Gaston for his comprehensive “looking ahead” presentation to the BOCC at their last airport meeting. It was a good overview of things they may not have had on their horizon. This will allow us to start looking at those things early on and avoid as many conflicts as possible.

8. CDA AIRPORT ASSOCIATION UPDATE (Harry Craviotto): (Discussion) Mr Craviotto gave a brief recap of the year’s events such as working on the AWOS, and the BBQ at the Bird Aviation Museum in the summer. He expressed appreciation to the Association members and hanger owners for donations and other support that was given throughout the year. In conclusion, he asked Gaston to share with the board what he had spoken of at the last Association meeting.

Gaston shared that the new gate PIN access system has the ability for a PIN user to send a QR code from their phone to someone else. One example would be a contractor who only needs access one time or for a specified length of time. This puts the airport user in control.

9. BUSINESS:

- Final discussion and action on the COE Complaints Policy (Action) There was some discussion to clarify the definition of “stakeholders” as well to understand the purpose of including the term “Kootenai County”, both which are found in the first paragraph.

The definition of “stakeholders” was pulled from the BOCC Guidelines for the AAB and for the purposes of this resolution refers to airport users and the surrounding community.

The reference to “Kootenai County” is intended to show that neither party in a dispute, whether the complainant or the County Airport, using this resolution process will in any way be bound to the outcome. This serves as assurance to both parties of any dispute that they are not giving up any rights to pursue other remedies if they do not agree with the complaint panel’s recommendations, which are intended to be advisory only and non-binding.

With no further questions or discussions Chairman Cleary made the motion to approve the Coeur D Alene Airport Dipute Resolution Policy as a recommendation for consideration by the BOCC, Chris Nordstrom seconded, and all voting members approved.

- Update from Subcommittee on Rules and Standards (Discussion) The subcommittee is making progress but still have a ways to go. They will review the section on lease rate adjustments and come prepared to make a recommendation to the board at the January meeting.
- Solicit AAP input on agenda items for the next meeting (Discussion)

- I. Revisit the method used to make lease rate adjustments and try to streamline it before the next adjustment which is scheduled for April.
- II. 2024 summer activities

10. PUBLIC COMMENT: (Discussion) None

11. ADJOURN: (Action) Mr Cleary motioned to adjourn, Mike Henkoski seconded, 100% approved.
Adjourned at 5:56 PM.

Respectfully submitted,

Kerri Sherman
Recording Secretary

Draft

January 2, 2024, 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.
- FAA is requesting draft Final Report by March 1, 2024.

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 performed generator start-up and testing on Monday, December 4, 2023; then trained the airport staff on operation and maintenance of equipment.
- Final completion inspection of project was held on December 7, 2023 with COE Staff, Colvico and Ardurra in attendance.

Upcoming:

- 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 completed building construction during the beginning of the month of December 2023. Focus of construction included interior finishes: fans, restroom finishes, garage door automation, and painting.
- Final completion inspection was held on December 14, 2023, with COE Staff, Ardurra, and TML in attendance.

Upcoming:

- 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:

- COE submitted final closeout and final payment documentation in late December 2023.

Runway 6-24 Rehabilitation and Taxiway B4 (Construction) Project
On-Call Task 23-002/Ardurra Project No. 230127

Current Status:

- No physical construction on this project during this month.
- Ardurra submitted draft Contract Change Order No. 2 to FAA for approval on December 27, 2023, prior to county commissioners for acceptance.

Upcoming:

- 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:

- Ardurra working on 90% design plans, specifications, and design report during December 2023 including meetings with utilities and airport staff.

Upcoming:

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

COE South Pavements - Pavement Maintenance Project (FY 24)

On-Call Task 24-002/Ardurra Project No. 230732

Current Status:

- COE requested addition of Pavement Maintenance Project on south airport pavements. FAA, COE and Ardurra participated in feasibility meeting on December 11, 2023, which resulted in confirmation proposed project is eligible for FAA funding.
- Predesign meeting held on December 21, 2023, with FAA, COE and Ardurra in attendance. Schedule for design completion is in late summer 2024; with construction to occur in spring of 2025.

Upcoming:

- COE and Ardurra will work to assemble a Scope of Work for proposed pavement maintenance project. Draft scope will be sent to FAA for approval.
- COE to request an Independent Fee Estimate (IFE) from outside consultant.
- Ardurra to prepare fees based on approved scope, for submitting to airport after IFE.

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.

24-001 – Wildlife Hazard Management Plan:

Current Status:

- COE requested a proposal for update on WHMP in mid-December 2023.

Upcoming:

- Ardurra to prepare scope of work and estimated fee for this work.
- Kootenai County to execute proposal, Ardurra to begin work on preparing the Phase 1 Environmental Due Diligence Audit and Categorical Exclusion.