



Environmental Assessment

Prepared by

**Mead
& Hunt**

in association with



**UNITED STATES
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

HELENA AIRPORTS DISTRICT OFFICE

FINDING OF NO SIGNIFICANT IMPACT (FONSI)

For Land Acquisition for Approach Protection at
Coeur d'Alene Airport – Pappy Boyington Field
Hayden, Idaho

INTRODUCTION:

The Coeur d'Alene Airport - Pappy Boyington Field (COE) is located approximately 9 miles northwest of the City of Coeur d'Alene, Idaho, and is virtually surrounded by the City of Hayden, Idaho. Other municipalities in the vicinity of COE include Post Falls, Rathdrum, Hayden Lake, and Dalton Gardens. COE is owned and operated by the Kootenai County, Idaho. The sponsor for the Airport, Kootenai County, is proposing to acquire two parcels of property totaling approximately 95 acres.

An Environmental Assessment (EA) dated and attached hereto, has been prepared in accordance with Federal Aviation Administration (FAA) Order 1050.1E, Change 1, *Environmental Impacts: Policies and Procedures*, and FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*. The purpose of the EA is to document the evaluation of the environmental impacts of actions proposed by the airport sponsor.

PROPOSED ACTION:

Kootenai County has proposed the fee simple land acquisition of two parcels of property (Parcels A-14 and A-16) totaling approximately 95 acres. Figure A1 in the Final EA (FEA) depicts the two parcels of property proposed for acquisition. Appendix One of the FEA contains the Coeur d'Alene Airport Property Map "Exhibit A" that depicts the land acquisition.

PURPOSE AND NEED:

The purpose for the Proposed Action is to acquire land to protect the approach and transitional zones to Runway 6. The FAA provides guidance for approach protection through standards contained in Title 14, Code of Federal Regulations, Part 77, "Safe, Efficient Use, And Preservation of the Navigable Airspace" (14 CFR Part 77). 14 CFR Part 77 establishes standards for determining obstructions to air navigation. It applies to existing and proposed manmade objects, objects of natural growth, and terrain. The 14 CFR Part 77 criteria specify five distinct imaginary surfaces that, when penetrated, designate an object as being an obstruction. Approach surfaces are the imaginary surfaces centered on the extended runway centerline, extending outward and upward from each runway end.

Recently, a landowner in the vicinity of the Airport has listed his property as for sale with the intent for future development. The property is located south of COE, and was recently annexed into the City of Hayden. In a reasonable effort to provide airport-compatible land uses and to protect the approach airspace at COE, Kootenai County has identified the two parcels of property for proposed acquisition

that will enable it to meet the existing and future aviation need while addressing incompatible land use development within the immediate vicinity of COE.

AGENCY ACTIONS and APPROVALS:

The requested Federal actions and approvals necessary for this project to proceed include the following:

- Unconditional Approval of the Proposed Action as shown on the Airport Layout Plan (ALP), Airport Property Map “Exhibit A” located in Appendix One of the FEA.
- Determination that Environmental Analysis Prerequisites associated with any future Airport Improvement Program (AIP) funding application concerning the Proposed Action have been fulfilled pursuant to 49 U.S.C §47101.

ALTERNATIVES:

FAA Order 1050.1E states that if there are no unresolved conflicts concerning alternative uses of available resources, the range of alternatives may be limited to the no action alternative and the proposed action alternative. Therefore, two alternatives, Alternative One - No Action Alternative and Alternative Two - Acquire Land for Approach Protection (Proposed Action), were examined in the Environmental Assessment (EA). The Proposed Action is to acquire two parcels of property totaling approximately 95 acres as described in the Proposed Action (above).

AFFECTED ENVIRONMENT and ENVIRONMENTAL CONSEQUENCES:

Affected Environment (Chapter 3) and *Environmental Consequences* (Chapter 4) in the FEA outlines the potential environmental consequences associated with the No Action Alternative and Proposed Action. No significant impacts on the quality of the environment were identified as a result of a detailed evaluation of the Proposed Action. However, there was additional coordination that took place in regards to compatible land use that took place during the NEPA process for the EA.

The Proposed Action was the product of a long process that included the acceptance and approval of the 2012 Coeur d’Alene Airport Master Plan (AMP) and the conditional approval of the ALP by the FAA in 2013. The AMP proposed a long-range runway extension of 1,100 feet to the west of Runway 6/24 (extending Runway 6) based on forecast aircraft demand that has not materialized and is not justifiable at this time. If implemented as proposed in the AMP, the runway extension would have extended the future Runway Protection Zone (RPZ) over the location of the Huetter Road Bypass proposed by the Kootenai Metropolitan Planning Organization (KMPO). The FAA Memorandum, *Interim Guidance on Land Uses Within a Runway Protection Zone*, provides the FAA’s policy on compatible land uses within RPZs. Transportation facilities, including public highways, are identified as incompatible land uses. The 2013 ALP provided for a Huetter Road Bypass alignment that was located west of Huetter Road, which accommodated the FAA guidance on land use incompatibilities within RPZs, but was a revision from the KMPO-proposed alignment.

Subsequent to the acceptance of the 2012 AMP by Kootenai County and the approval of 2013 ALP by the FAA, and during stakeholder coordination for the EA for land acquisition, concerns were raised by the KMPO, the City of Hayden, the Post Falls Highway District, and the Lakes Highway District that the conceptual future Huetter Road Bypass realignment as expressed on the ALP was inconsistent with the locally approved KMPO conceptual alignment of the bypass. Further coordination between the Kootenai County officials and the FAA resulted in a revised ALP dated June 2015 that reflected both Huetter Road Bypass alignments, with notes that included both bypass alignments required future coordination with appropriate agencies, and this coordination would be completed as necessary to determine feasibility of

either alignment. Additionally, it was noted on the ALP that FAA might not support the future runway extension if roads are constructed in the ultimate RPZ.

Because of the expressed concerns, the Kootenai Board of County Commissioners (BOCC) entered into Memorandum of Understandings (MOUs) with both the City of Hayden and the KMPO (provided in Appendix Two of the FEA) with the expressed purposes of establishing and achieving various actions, goals, and objectives related to land acquisition for RPZ protection, among others. In return for revising the ALP and the adoption of the MOUs, Kootenai County solicited responses from the KMPO, the City of Hayden, the Post Falls Highway District, and the Lakes Highway District in November 2015 (Appendix Three of the FEA), and received letters of no objection to a proposed project acquisition of Parcels A-14 and A-16 from the KMPO, the Post Falls Highway District, and the City of Hayden (Appendix Three of the FEA). The Proposed Action of the FEA is the proposed fee simple land acquisition of two parcels of property (Parcels A-14 and A-16) totaling approximately 95 acres.

The MOUs also stipulate that Kootenai County would not initiate any action advancing the runway extension and associated RPZ until completion and approval of the new AMP that will address land use and surface transportation system compatibility through the formation of a technical advisory committee that will participate in the AMP process. The technical advisory committee will include representatives from the City of Hayden, the KMPO, Post Falls Highway District, the Lakes Highway District, and other entities as requested.

There are no direct or indirect impacts to compatible land uses anticipated with the implementation of the Proposed Action. Existing and planned land uses, as presented in the Chapter 4 of the FEA, are compatible with normal airport activities. Kootenai County has adopted a comprehensive plan that identifies lands in the vicinity of COE as developing in airport-compatible uses. The City of Hayden has an adopted comprehensive plan that provides for consultation and coordination with the County to develop land in the vicinity of COE that is compatible with normal airport operations and minimizes potential conflicts between future development and airport activity.

Cumulative impacts could occur to the compatibility of land use in the RPZ with the future implementation of the long-range project of Huetter Road Bypass. If implemented as planned by the KMPO, the Huetter Road Bypass would be located within the proposed project acquisition of Parcels A-14 and A-16. If highway right-of-way is required for bypass construction on airport property, the FAA-mandated processes must be followed before airport property can be released for nonaeronautical purposes to ensure compatible land uses are provided in the vicinity of COE; COE and the Kootenai County BOCC are bound by FAA grant assurances to follow these requirements and processes.

MITIGATION:

There were no significant environmental consequences associated with the Proposed Action.

The MOUs established between the Kootenai County BOCC and the City of Hayden and the KMPO (provided in Appendix Two of the FEA) served as mitigation measures required to receive the letters of no objection received from the City of Hayden, the KMPO, and the Post Falls Highway District to the proposed project land acquisition of Parcels A-14 and A-16.

In response to the MOUs, the Kootenai BOCC has modified the limits of land acquisition to include only the property east of Huetter Road. They have also continued their coordination with the City of Hayden and the Highway Districts throughout the process for their approval of the revised acquisition limits. As the land acquisition in the Proposed Action concerns the property east of Huetter Road only, the conditions of the MOUs regarding the Proposed Action have been met.

PUBLIC and AGENCY COORDINATION:

Public involvement is a vital component of the NEPA process. Public and agency coordination was conducted during the NEPA process.

COE and Kootenai BOCC have had numerous open meetings and discussions concerning future airport planning and development of the Airport Master Plan, the proposed land acquisition, the Environmental Assessment, and the Huetter Bypass and Ramsey Road Expansion project. Appendix Four of the FEA contains meeting minutes of the various public meetings the County and COE have had throughout the process. Additionally, COE and Kootenai BOCC have consulted and coordinated with the KMPO, the City of Hayden, the Post Falls Highway District, and the Lakes Highway District throughout the process in regards to the location of the Huetter Road Bypass, the Runway 6/24 extension, and the 95-acre land acquisition associated with the Proposed Action. This process resulted in the signing of MOUs with both the KMPO and the City of Hayden, which are contained in Appendix Two of the FEA.

The community stakeholders of the City of Hayden, the KMPO, the Post Falls Highway District, and the Lakes Highway District were provided copies of the Draft EA. The Draft EA was published on April 13, 2016 and was followed by a 30-day comment period that ended May 14, 2016. A Notice of Availability that the Draft EA was available for public review was advertised in the Coeur d'Alene Press on April 14, 2016 (see Appendix Five of the FEA). Anyone wishing to comment on the Draft EA was able to do so. The Notice of Availability also included the opportunity to request a public hearing by April 28, 2016. No requests were received, therefore no Public Hearing was conducted. Copies of the Draft EA were available to the public in hard copy and made available for review at the Office of the Airport Manager. Electronic copies were also available through the Airport's website. Correspondence received during the public comment period included correspondence from the City of Hayden and the KMPO, which are included in Appendix Six of the FEA. Comments received during the comment period were considered in the development of the Final EA. Responses to all written comments are provided in Appendix Six of the FEA.

AGENCY FINDINGS AND APPROVAL:

After careful and thorough consideration of the facts contained herein, the undersigned finds that the proposed Federal action is consistent with existing national environmental policies and objectives as set forth in Section 101(a) of the National Environmental Policy Act of 1969 (NEPA), and that it will not significantly affect the quality of the human environment or otherwise include any condition requiring consultation pursuant to Section 102(2) (c) of NEPA.

SUBMITTED BY:



Diane Stilson
Environmental Protection Specialist
Helena Airports District Office
Northwest Mountain Region
Federal Aviation Administration

July 29, 2016
(Date)

APPROVED BY:



David S. Stelling, Manager
Helena Airports District Office
Northwest Mountain Region
Federal Aviation Administration

July 29, 2016
(Date)

Environmental Assessment

For

Land Acquisition For Approach Protection

Coeur d'Alene Airport – Pappy Boyington Field
Hayden, Idaho

Prepared for:

Kootenai County

Prepared by:

Mead & Hunt, Inc.
and
T-O Engineers

Submitted Pursuant to 42 U.S.C. 4332(2)

July 2016

This Environmental Assessment becomes a Federal document when evaluated and signed and dated by the responsible FAA official.



Responsible FAA Official

July 29, 2016

Date

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Purpose and Need

1.1 Introduction

Coeur d’Alene Airport – Pappy Boyington Field (COE or the Airport), owned by Kootenai County, Idaho, is proposing to acquire two parcels of property totaling approximately 95 acres. This action and associated request for Federal grant assistance require review and approval by the Federal government. Before a Federal agency can approve such projects, that agency is required to comply with the requirements of the National Environmental Policy Act of 1969 (NEPA). In this case, the Federal Aviation Administration (FAA) is the Federal agency responsible for reviewing and approving Federal actions that pertain to airports. FAA has adopted guidance concerning compliance with NEPA in FAA Order 1050.1E, Change 1, *Environmental Impacts: Policies and Procedures*¹, and FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*. In accordance with these Orders, an Environmental Assessment (EA) can be prepared by airport sponsors for FAA review and use in NEPA compliance.

1.2 Proposed Action

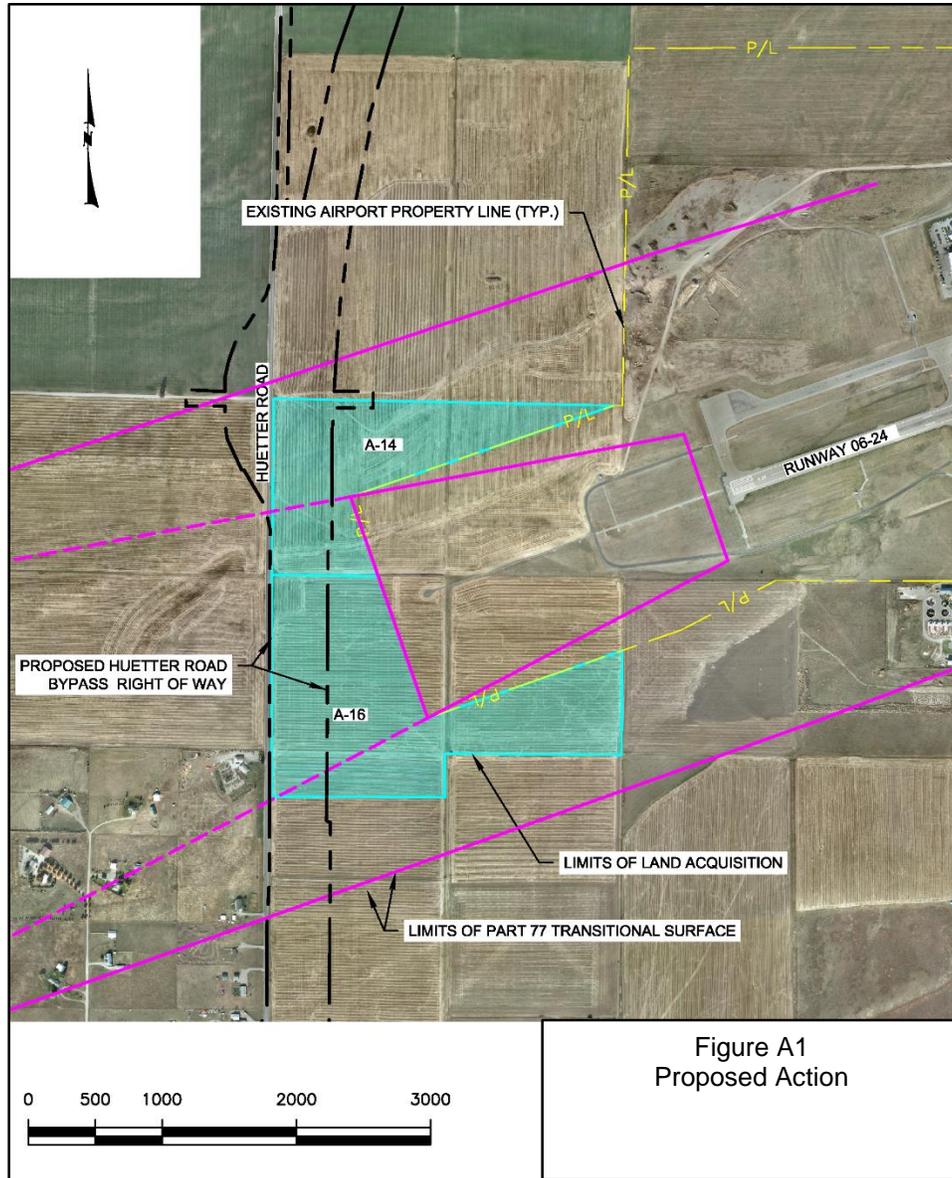
The purpose of this EA is to evaluate the potential environmental impacts associated with the proposed fee simple land acquisition of two parcels of property (Parcels A-14 and A-16) totaling approximately 95 acres. Figure A1 depicts the two parcels of property proposed for acquisition included in the analysis for this EA; Appendix One contains the Coeur d’Alene Airport – Pappy Boyington Field Property Map “Exhibit A” that depicts the land acquisition.da

1.3 Proposed Project Purpose

The purpose for the Proposed Action is to acquire land to protect the approach and transitional zones to Runway 6. The FAA provides guidance for approach protection through standards contained in Federal Aviation Regulations (FAR) Part 77, *Objects Affecting Navigable Airspace*. FAR Part 77 establishes standards for determining obstructions to air navigation. It applies to existing and proposed manmade objects, objects of natural growth, and terrain. The FAR Part 77 criteria specify five distinct imaginary surfaces that, when penetrated, designate an object as being an obstruction. Approach surfaces are the imaginary surfaces centered on the extended runway centerline, extending outward and upward from each runway end. They begin 200 feet from the runway end and the dimensions are determined by the lowest visibility minimum and the category of aircraft using the runway. For Runway 6, the dimensions of the approach surface are 1,000 feet wide at the inner edge, 10,000 feet in length, and 4,000 feet in width at the outer edge.

¹ It is understood that an updated version to this guidance was released in July 2015 (FAA Order 1050.1F). However, since this NEPA document was initiated prior to the release of the new guidance, it is appropriate to continue to utilize FAA Order 1050.1E.

It has a slope calculated at 50 feet outward for every 1 foot upward (i.e., 50:1). Figure A1 also illustrates the approach and transition zones for Runway 6.



1.4 Proposed Project Need

It is the policy of Kootenai County and Coeur d'Alene Airport – Pappy Boyington Field to accommodate existing and future aircraft operations in the safest, most efficient, and most reliable manner by providing for land uses that are compatible with aircraft noise, approach

zones, and operation activities and protect the health, safety, and welfare of the general public.”² Acceptance of FAA funding requires the Airport to maintain airport facilities to FAA standards regarding safety and efficiency. According to FAA’s *Grant Assurances for Airport Sponsors*, Airport Sponsor’s will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards³. Additionally, Sponsor’s will take appropriate action, to the extent reasonable, to restrict the use of land adjacent to or in in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft⁴.

Recently, a landowner in the vicinity of the Airport has listed his property as for sale with the intent for future development. The property is located south of the Airport, and was recently annexed into the City of Hayden. In a reasonable effort to provide airport-compatible land uses and to protect the approach airspace at the Airport, Kootenai County has identified the two parcels of property for proposed acquisition that will enable it to meet the existing and future aviation need while addressing incompatible land use development within the immediate vicinity of the Airport. Parcel A-16 is located in unincorporated Kootenai County; Parcel A-14 is within the Hayden City limits.

1.5 Requested Federal Actions

The FAA is the Federal agency responsible for the environmental approval of the proposed actions. Federal action is being requested by Kootenai County for the unconditional approval of the proposed project action as shown on the Airport Layout Plan (ALP). Determination that environmental analysis prerequisites associated with the proposed project action associated with any future Airport Improvement Program (AIP) funding application have been fulfilled pursuant to 49 U.S.C. Section 47101.

1.6 Action Time Frame

Parcel A-16 was acquired by Kootenai County on September 9, 2015 and it is anticipated that the acquisition of Parcel A-14 will occur in the fall 2016. FAA participation in the acquisition of the two parcels will be approved only after all Federal requirements, including this EA, have been satisfied.

² Kootenai County. (December 2010). *2010 Kootenai County Comprehensive Plan*. Retrieved from <http://www.kcgov.us/departments/planning/newcompplan.asp>

³ Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 20. Hazard Removal and Mitigation. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf

⁴ Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*. Assurance 21. Compatible Land Use. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf

Alternatives

2.1 Introduction

The Council on Environmental Quality (CEQ) regulations implementing NEPA requires Federal agencies to rigorously explore and objectively evaluate all reasonable alternatives during the environmental process, including the no action alternative. The examination of alternatives is of critical importance to the environmental process and serves to establish the conclusion that all reasonable alternatives have been considered, and that an alternative, which addresses the project purpose and might enhance environmental quality (or has a less detrimental effect), has not been prematurely dismissed from consideration.

2.2 Initial Range of Alternatives

The recently completed *Coeur d'Alene Airport – Pappy Boyington Field Master Plan* explored a range of alternative airport development proposals that explored future airport improvements and the provision of airport facilities that would meet future aviation demand in a safe and efficient manner. Through this evaluation process, the evaluation that involved land acquisition for approach protection to the west of Runway 6 was selected as the proposed project action.

Other alternatives considered, but dismissed from further consideration in this EA, include:

- Constructing a new airport.
- Relocating or realigning Runway 6/24.
- Closing Runway 6/24.

A realigned runway would only benefit the Airport if adequate wind coverage were not provided by the existing runway system, or if additional capacity was required to reduce aircraft delay deficiencies (neither of which exists or are anticipated to exist in the future). The time and costs involved in relocating Runway 6/24 or constructing a new airport would not be justified since the existing investment in airport facilities does not justify the benefit achieved. Closing Runway 6/24 is not a viable alternative as the crosswind runway, Runway 2/20, is not oriented with prevailing winds to provide sufficient wind coverage on its own to adequately support aircraft operations, nor is it of sufficient length to accommodate the entire existing or future aircraft fleet expected to serve the aviation needs of Coeur d'Alene and Kootenai County.

2.3 Alternatives Evaluated in Detail

2.3.1 Alternative One – No Action Alternative

This is the no action alternative, in which the Airport would not acquire additional land for

approach protection and the airport property would generally remain as it is today. This alternative would not preclude construction or establishment of structures that could be incompatible with airport operations such as residences, public facilities, or public roadways.

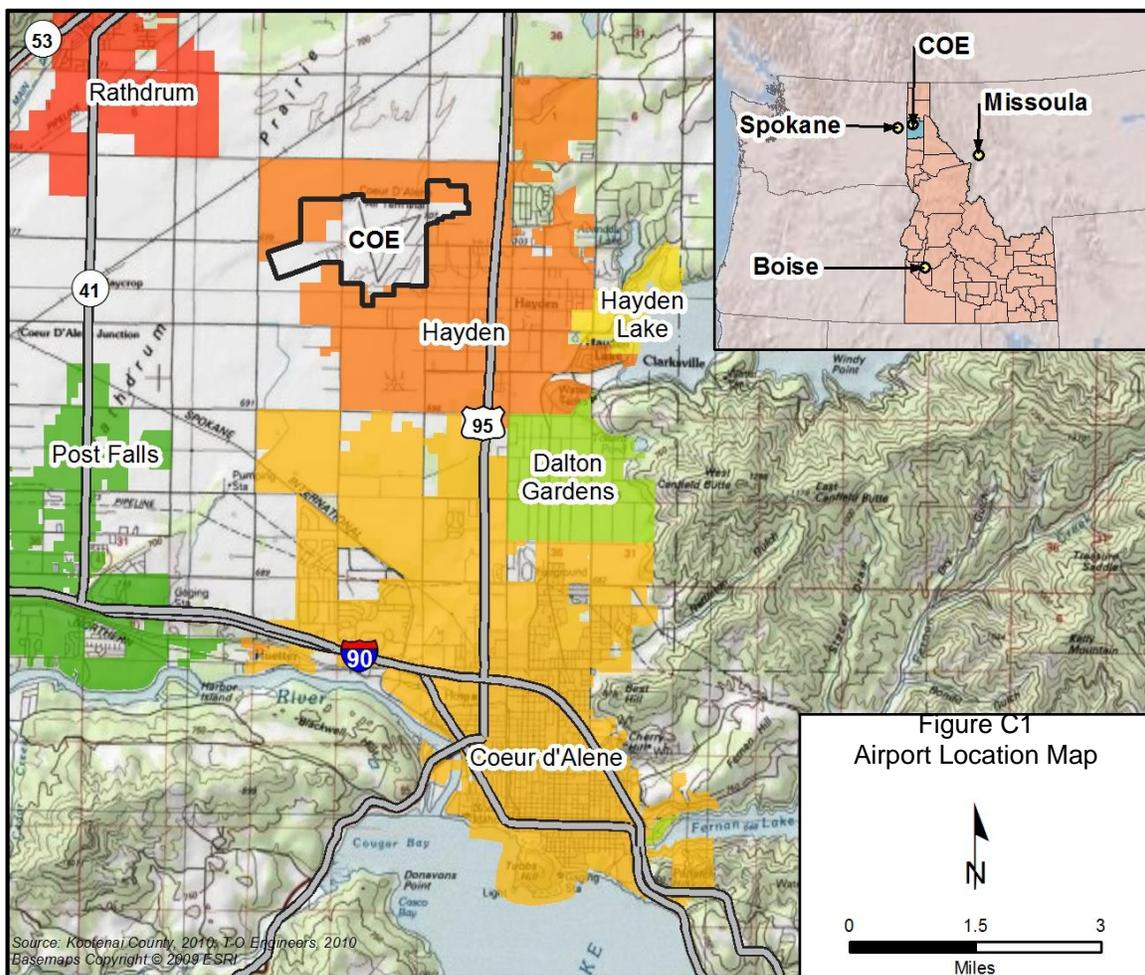
2.3.2 Alternative Two – Acquire Land for Approach Protection (Proposed Action)

This alternative provides approach protection for the existing Runway 6 within the FAR Part 77 approach and transitional surfaces. Acquisition of approximately 95 acres is eligible for federal funding through the AIP for the protection of the approach and transitional areas. The just compensation for the land will be based on Fair Market Value.

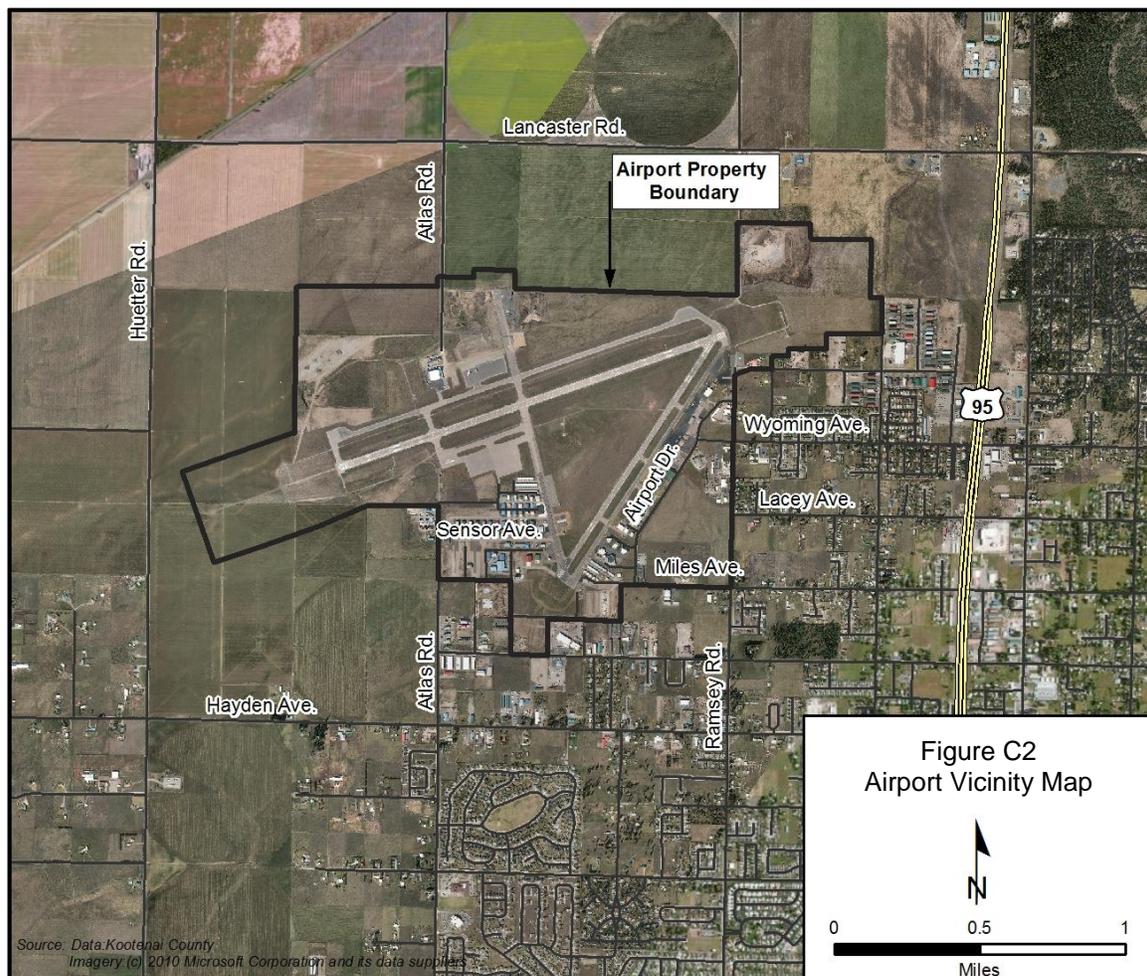
Affected Environment

3.1 Project Setting

Coeur d’Alene Airport – Pappy Boyington Field is owned and operated by Kootenai County, which is the ultimate decision-making body of the Airport. The vast majority of the Airport is located in unincorporated Kootenai County approximately nine miles northwest of Coeur d’Alene, but is virtually surrounded by the City of Hayden. Other municipalities in the vicinity of COE include Post Falls, Rathdrum, Hayden Lake, and Dalton Gardens. The Airport is located 30 miles east of Spokane, Washington, 140 miles west of Missoula, Montana, and 290 miles north of the Idaho state capital in Boise. The Airport location is shown in the following figure entitled *AIRPORT LOCATION MAP*.



U.S. Highway 95 and Interstate 90 are the primary highways in the vicinity of COE. The Airport is roughly bounded by U.S. Highway 95 to the east, Hayden Avenue to the south, Huetter Road to the west, and Lancaster Road to the north. Surface streets Wyoming Avenue, Miles Avenue, Lacey Avenue, Ramsey Road, Atlas Road, and Airport Drive connect COE with the larger arterial roads and highways. The figure entitled *AIRPORT VICINITY MAP*, illustrates the Airport location in relation to the surrounding road network.



Airport facilities consists of two runways, Runway 6/24 (7,400 feet in length and 100 feet in width) and Runway 2/20 (5,400 feet in length and 75 feet in width). Major taxiways on the Airport include Taxiway A, a parallel taxiway located east of Runway 2/20, Taxiway N, a parallel taxiway located north of Runway 6/24, Taxiway D providing access between Runway 6/24 and Runway 2, and Taxiway F, a partial parallel taxiway located south of Runway 6/24.

COE is divided into three subareas; Northside, north of Runway 6/24 and Taxiway N; Eastside, southeast of Runway 2/20 and Taxiway A; and Southside, south of Runway 6/24 and west of Taxiway D. COE maintains three aprons for public use: the Southside apron, the Northside apron, and the Eastside apron. There are six aprons used by airport tenants and their clients:

Resort Aviation, Transtector, Empire Airlines, Northern Sky Air, U.S. Forest Service (USFS), and Southfield Fuel.

3.2 Past, Present, and Reasonably Foreseeable Future Actions

The Airport currently contains 1,148 acres and proposes to acquire the 95 additional acres identified as the Proposed Action in this EA.

3.2.1 Past Actions

Recent past actions completed by the Airport include:

- Apron Reconstruction
- Pavement Rehabilitation of Runway 2/20, Runway 6/24, the North and South Aprons, and Taxiway D (2012-2013)
- Construction of Various Taxilanes (2008, 2010)
- Construction of an Aircraft Rescue and Fire Fighting (ARFF) Building (2011)
- Installation of Perimeter Fencing (2005, 2008, 2010)

3.2.2 Future Actions

The current COE Capital Improvement Program (CIP) on file with the Idaho Transportation Department Division of Aeronautics lists several projects programmed for implementation through the year 2021. These include:

- Taxiway D Rehabilitation
- Construct Snow Removal Equipment (SRE) Building
- Taxiway A Relocation
- Runway 6/24 Pavement Maintenance (Mill and Overlay)
- Land Acquisition

The Kootenai Metropolitan Planning Organization (KMPO) has identified a long-term need for a future high-speed, north-south transportation facility between U.S. 95 and Interstate 90 (an approximate length of 9 miles). Utilizing the *Huetter Road Corridor Alignment Study* undertaken in 2007 and 2008, the KMPO adopted a preliminary location and conceptual design for the future highway known as the Huetter Road Bypass. The proposed bypass would be located just east of existing Huetter Road and closer to the Airport.

In the latest Airport Master Plan (AMP) dated July 2012 and Airport Layout Plan (ALP) dated June 2013, COE identified a long-range runway extension of 1,100 feet to the west for Runway 6/24 (extending Runway 6) based on forecast aircraft demand that has not materialized and is not justifiable at this time. If implemented as proposed in the AMP, the runway extension would extend the future Runway Protection Zone (RPZ) over the KMPO-proposed location of the Huetter Road Bypass. FAA Memorandum, *Interim Guidance on Land Uses Within a Runway Protection Zone*, provides the FAA's policy on compatible land uses within RPZs. This guidance outlines the review and consultation process when land uses deemed incompatible with RPZ

functions would enter the limits of an RPZ as the result of an airfield project (i.e., runway extension or shift), change in the critical design aircraft that increases the RPZ size, a new or revised instrument approach procedure that increases the RPZ size, or a local development proposal. Transportation facilities, including public highways, are identified as incompatible land uses.

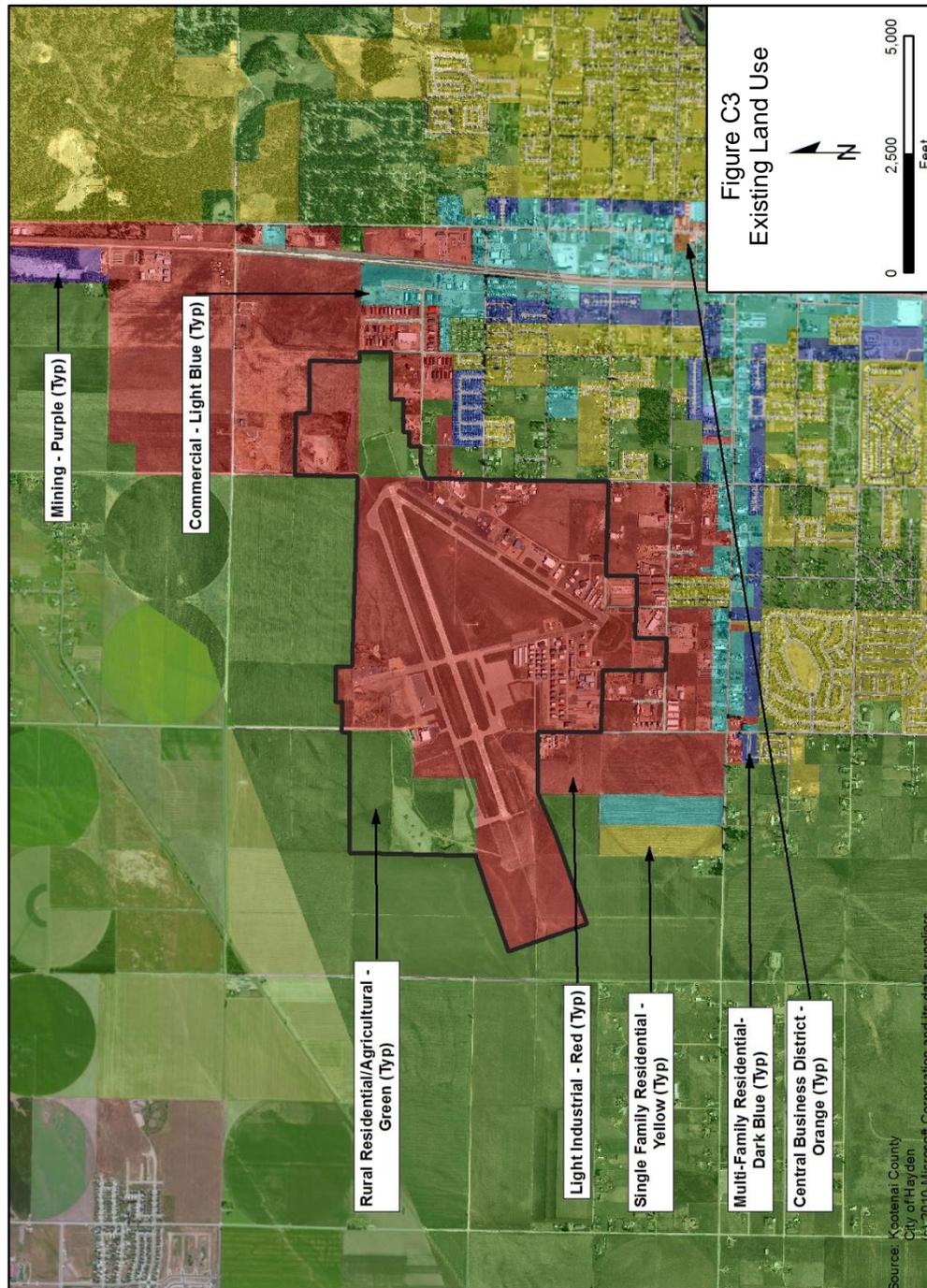
According to the Memorandums of Understanding (MOUs) that Kootenai County Board of County Commissioners (BOCC) entered into with both the City of Hayden and the KMPO (see Appendix Two), a new AMP will be undertaken in 2017, in which the actual and justifiable future runway length will be reevaluated. Additionally, Kootenai County agrees that it will not initiate any action on the runway extension until the new AMP is completed and approved, and a demonstrated need for the runway extension is provided and justified. It should be noted that, at this time, neither the runway extension nor the Huetter Road Bypass are considered imminent projects, both projects will likely require federal funding to complete, no funding has been approved for either project during the near-term time period, and additional planning and environmental analysis for both projects will be required. Additional stakeholder coordination to determine potential impacts to either project by the other will be a requirement as part the future environmental processes.

3.3 Compatible Land Use

Land uses generally considered incompatible with normal airport activities include residential, schools, hospitals, and places of public assembly as these are more sensitive to noise. Additionally, large objects within runway approach areas can interfere with navigation and different types of lighting may reduce visibility and confuse or disorient pilots.

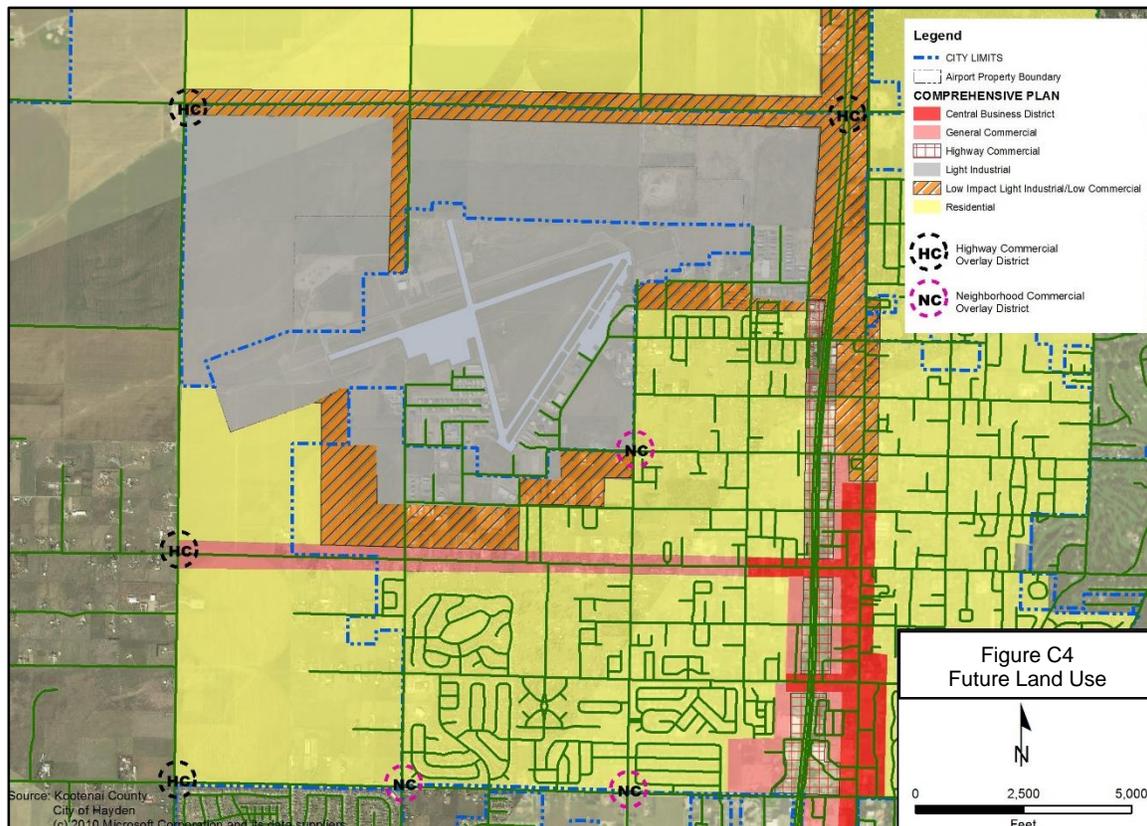
3.3.1 Existing Land Use

Land uses surrounding COE are primarily under the jurisdiction of the City of Hayden. Existing land uses include light industrial to the south and northeast, and rural residential/agricultural to the north. There are single and multi-family residential, commercial, and central business district land uses to the southeast. Kootenai County has jurisdiction over the majority of Airport property, which is zoned light industrial, and property to the west of the Airport, which is zoned for agricultural purposes. The existing land uses in the vicinity of the Airport is presented on Figure C3 entitled *EXISTING LAND USE*.



3.3.2 Local Comprehensive Plans

The 2008 *City of Hayden Comprehensive Plan* utilized information from past COE Airport Master Plans to identify development concerns around the Airport. It identified future lands around the Airport developing as light industrial, low impact commercial/light industrial, and low density residential land uses. The adopted City of Hayden Future Land Use Map is presented in Figure C4 entitled *FUTURE LAND USE*.



The 2010 *Kootenai County Comprehensive Plan* identified COE as a Border designation, which are areas within Areas of City Impact and immediately adjacent to city boundaries. The purpose of this designation is to allow very limited development that ensures future city expansion can be accomplished in an effective, orderly, and logical fashion. Prior to annexation, these areas are generally suitable for agricultural pursuits. The unincorporated Kootenai County lands southwest of the Airport are designated Transitional, the purpose of which is to reserve land for future annexation into an incorporated area. It identifies areas that may be appropriate for urban development and inclusion in the future when circumstances are appropriate. They will have limited development that should be easily redeveloped when annexed into cities. Additionally, the 2010 *Kootenai County Comprehensive Plan* established an Airport Influence Area, with goals and policies supporting the adopted Coeur d’Alene Airport – Pappy Boyington Field Master Plan by providing for land uses that are compatible with aircraft noise, approach zones, and operation activities, and protect the health, safety, and welfare of the general public.

As stated previously in Section 3.2.2, the long-range plans for both the Huetter Road Bypass and the Runway 6/24 extension to the west have the potential to conflict with each other. Additionally, the 2013 ALP provided for a Huetter Road Bypass alignment that was located west of Huetter Road, which accommodated the FAA guidance on land use incompatibilities within RPZs, but was a revision from the KMPO-proposed alignment. Subsequent to the acceptance of the 2012 AMP by Kootenai County and the approval of 2013 ALP by the FAA, and during stakeholder coordination for this EA, concerns were raised by the KMPO, the City of Hayden, the Post Falls

Highway District, and the Lakes Highway District that the conceptual future Huetter Road Bypass realignment as expressed on the ALP was inconsistent with the locally approved KMPO conceptual alignment of the bypass. Further coordination between the Kootenai County officials and the FAA resulted in a revised ALP dated June 2015 that reflected both Huetter Road Bypass alignments, with notes that included both bypass alignments required future coordination with appropriate agencies, and this coordination would be completed as necessary to determine feasibility of either alignment. Additionally, it was noted on the ALP that FAA might not support the future runway extension if roads are constructed in the ultimate RPZ.

It should be noted that the City of Hayden has recently obtained setbacks for the Huetter Road Bypass from property owners located east of Huetter Road from Prairie Avenue north to the southern boundary of the proposed land acquisition area (Parcel A-16). The setbacks were obtained through annexation agreements and only allow signage, parking, circulation facilities, landscaping, and buffers typically associated with roads to be placed within the Huetter Road Bypass Corridor area. Additionally, the annexation agreements allow agricultural practices not involving the construction of any structure over 200 square feet in size within the corridor area, and in no case shall on-site improvements required by City code, including but not limited to parking, be allowed within the corridor area.

Because of the expressed concerns, the Kootenai BOCC entered in to MOUs with both the City of Hayden and the KMPO (Appendix Two) with the expressed purposes of establishing and achieving various actions, goals, and objectives related to land acquisition for RPZ protection, among others. In return for revising the ALP and the adoption of the MOUs, Kootenai County solicited responses from the KMPO, the City of Hayden, the Post Falls Highway District, and the Lakes Highway District in November 2015 (see Appendix Three), and received response letters for the proposed project acquisition of Parcels A-14 and A-16 from the KMPO, the Post Falls Highway District, and the City of Hayden (also contained in Appendix Three).

Environmental Consequences

4.1 Introduction

The direct, indirect, and cumulative effects to the relevant environmental resources resulting from the proposed project action and the no action alternative are described in this chapter. The only environmental resources that could be negatively affected or is of public concern include those associated with compatible land uses and secondary (induced) impacts.

4.2 Resources Not Impacted

This section presents resources for which the proposed project action and no action alternative will either have no effect or will result in negligible impacts.

4.2.1 Air Quality

The proposed project area is not within a non-attainment area or maintenance area for any of the six criteria air pollutants having National Ambient Air Quality Standards (NAAQS) established under the Clean Air Act. The Clean Air Act allows Federal agencies to develop a list of actions that are presumed to conform to a State Implementation Plan (SIP) for criteria pollutants and their precursors. The FAA published list in the Federal Register¹ includes land acquisition that does not increase the capacity of an airport or change the operational environment affecting air emissions. After acquisition, the properties will remain in agricultural production. Aircraft operations, ground service equipment, and ground access vehicles activity will not increase as a result of either the proposed project action or the no action alternative. Therefore, implementation of either the proposed project action or the no action alternative will not cause a reasonable foreseeable increase in emissions and will have no direct, indirect, or cumulative effect on air quality, as referenced in FAA Order 1050.1E, Appendix A, Section 2, and the FAA's Aviation Emissions and Air Quality Handbook Version 3, Update 1.

4.2.2 Climate

Research has shown there is a direct correlation between fuel combustion and greenhouse gas (GHG) emissions, which can affect climate. There will be no increase in existing or future aircraft operations, airport facilities operation, ground service equipment, or ground access vehicles as a result of the proposed project action or the no action alternative. Therefore, there will be no direct, indirect, or cumulative impact to the climate by implementing either the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Change 1, Guidance Memo #3.

¹ Clean Air Act; FAA Federal Presumed To Conform Actions Under General Conformity Final Notice, 72 Fed. Reg. 145 (July 30, 2007):

4.2.3 Coastal Resources

There are no coastal resources in northern Idaho, therefore, no coastal resources will be directly, indirectly, or cumulatively impacted by either the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Appendix A, Section 3.

4.2.4 Construction Impacts

Since no construction will occur from the implementation of either the proposed project action or the no action alternative, there are no anticipated direct, indirect, or cumulative construction impacts, as referenced in FAA Order 1050.1E, Appendix A, Section 5.

4.2.5 Department of Transportation Act: Section 4(f)

A search of the City of Hayden's Interactive Maps website indicates there are three city parks in the general area of COE. Of the three, Broadmoore Park is the closest park to the proposed project at a distance of approximately 1.3 miles south/southeast of the Runway 6 end. Croffoot Park and Sports Complex is located approximately 1.7 miles east/northeast of the Runway 6 end and Stoddard Park is located 1.9 miles south/south east of the Runway 6 end. The Kootenai County Parks and Waterways Facilities Map identifies the closest county facility is located about 3.8 miles southeast of the Runway 6 end. The USFWS list of national wildlife refuges indicates the nearest refuge is the Little Pend Oreille National Wildlife Refuge near Arden, Washington, a distance of approximately 59 miles northeast of the proposed project. There are no historic places near the proposed project listed on the National Park Service National Register of Historic Places.

The proposed project and the no action alternative will not directly affect any Section 4(f) properties. There will be no increases to existing or future aircraft activity, facility operation, or vehicle operations as a result of the proposed project or the no action alternative, therefore, no Section 4(f) properties will be indirectly or cumulatively affected, as referenced in FAA Order 1050.1E, Appendix A, Section 6.

4.2.5 Farmlands

The U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) classifies the soils on and around the Airport as Avonville Fine Gravelly Silt Loam, which is considered prime farmland if irrigated. The proposed project action will occur on properties consisting primarily of this soil. However, there are no anticipated direct, indirect, or cumulative farmland impacts as referenced in FAA Order 1050.1E, Appendix A, Section 7, as the use of the land will remain in agricultural production after acquisition and the land will not be modified in any way.

4.2.6 Fish, Wildlife, and Plants

The proposed project action is located on lands impacted by past human activity, namely farming of cultivated crops. The U.S. Fish and Wildlife Service (USFWS) lists two threatened species believed or known to occur within Kootenai County, Idaho; the Bull Trout (*Salvelinus confluentus*)

and the Canada Lynx (*Lynx canadensis*). The USFWS also lists one recovery species believed or known to occur in Kootenai County, the Gray wolf (*Canis lupus*). Since the property proposed for acquisition will not be modified in any way or the use of the land change from agricultural production, there are no anticipated direct, indirect, or cumulative impacts to any of the three species through implementation of either the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Appendix A, Section 8.

4.2.7 Floodplains

Flood Insurance Rate Maps (FIRMs) developed by the Federal Emergency Management Agency (FEMA) indicate that the proposed project action does not lie in a floodplain. Therefore, there will be no direct, indirect, or cumulative impacts to floodplains by either the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Appendix A, Section 9.

4.2.8 Hazardous Materials, Pollution Prevention, and Solid Waste

Implementation of either the proposed project action or the no action alternative will have no direct, indirect, or cumulative effect on any known hazardous materials or wastes, will not generate any pollution, and will not increase the amount of solid waste generated, as referenced by FAA Order 1050.1E, Appendix A, Section 10.

4.2.9 Historical, Architectural, Archaeological, and Cultural Resources

There are no known archaeological or cultural resources occurring on in the vicinity of the proposed project area. There are no structures on the parcels proposed for acquisition and no ground disturbance will occur. Therefore, implementation of the proposed project action or the no action alternative will have no direct, indirect, or cumulative impact on any historical, architectural, archaeological, or cultural resources, as referenced by FAA Order 1050.1E, Appendix A, Section 11.

4.2.10 Light Emissions and Visual Impacts

The implementation of the proposed project action or the no action alternative will not involve any light emissions, will not change the visual environment, and will have no effect any officially designated scenic areas or visually sensitive resources. Therefore, there are no anticipated direct, indirect, or cumulative impacts, as referenced in FAA Order 1050.1E, Appendix A, Section 12.

4.2.11 Natural Resources and Energy Supply

There will be no direct, indirect, or cumulative impacts to energy reserves or mineral resources, will not increase energy consumption, and will not affect natural resources that are unusual or in short supply by either the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Appendix A, Section 13.

4.2.12 Noise

The proposed project action will have no additional direct, indirect, or cumulative effect on the noise environment at COE when compared to the no action alternative. No increases in existing or future aircraft operations, facility operation, or ground vehicle operations will occur. Therefore, no project related direct, indirect, or cumulative noise impacts are anticipated, as referenced in FAA Order 1050.1E, Appendix A, Section 14.

4.2.13 Secondary (Induced) Impacts

Secondary, or induced impacts generally result from the proposed project but occur later in time or farther removed in distance, but are still reasonably foreseeable. Possible impacts include the division or disruption of established communities, the creation of an appreciable change in employment, a shift in patterns of population movement or growth, straining public service demands, or changing business and economic activity.

The acquisition of the two parcels of property associated with the proposed project action will not likely affect the location of the planned Huetter Road Bypass. If highway right-of-way is required for construction of the bypass on airport property, there is an FAA-mandated process that must be followed before airport property can be released for non-aeronautical purposes to ensure compatible land uses are provided in the vicinity of COE; COE and the Kootenai County BOCC are bound by FAA grant assurances to follow these requirements and processes. The Kootenai BOCC has consulted and coordinated with the KMPO, the City of Hayden, the Post Falls Highway District and the Lakes Highway District throughout the land acquisition planning process, ultimately reaching the MOUs with the KMPO and the City of Hayden (see Appendix Two). The MOUs state that a new AMP will be prepared in the near-term that will address the future growth of COE. One of the primary focal points of the AMP will be a thorough analysis of the required runway length based on the existing and future aircraft fleet mix expected to operate at COE. At the conclusion of the new AMP, a decision will be made on the runway length requirements and any runway extensions, if any, that need to be preserved on the new ALP. Additionally, the MOUs provide that Kootenai County will not initiate any action that advances the runway extension and associated extended RPZ until the new AMP is completed and properly vetted with the appropriate stakeholders.

Otherwise, neither the proposed project action nor the no action alternative will directly, indirectly, or cumulatively divide or disrupt established communities, create an appreciable change in employment, result in a shift in patterns of population movement or growth, strain public service demands, or change business and economic activity, as referenced in FAA Order 1050.1E, Appendix A, Section 15. The letters of no objection received from the City of Hayden, the KMPO, and the Post Falls Highway District also provide evidence that the proposed project action will not have any secondary impacts.

4.2.14 Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks

Implementation of either the proposed project action or the no action alternative will not disproportionately affect any minority group, age group, or income group. No discrimination on the basis of race, color, or national origin will occur, nor will the environmental health and safety risks disproportionately affecting children occur with either the proposed project action or the no action alternative. No businesses will be affected by the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Appendix A, Section 16.

4.2.15 Water Quality

No direct, indirect, or cumulative impact to surface water, underground water, or drinking water resources will be affected by either the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Appendix A, Section 17.

4.2.16 Wetlands

Since there will be no construction or ground disturbance activities anticipated, no wetlands or waters of the United States, as defined the U.S. Army Corps of Engineers (COE), will be directly, indirectly, or cumulatively affected by implementing either the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Appendix A, Section 18.

4.2.17 Wild and Scenic Rivers

No wild and scenic rivers, as defined by the U.S. Department of the Interior (USDOI) Wild and Scenic Rivers Inventory, will be directly, indirectly, or cumulatively affected by either the proposed project action or the no action alternative, as referenced in FAA Order 1050.1E, Appendix A, Section 19.

4.3 Resources Impacted

The proposed project is the product of a long process that began with the Kootenai Board of County Commissioners (BOCC) acceptance and approval of the 2012 Coeur d'Alene Airport – Pappy Boyington Field AMP and the conditional approval of the ALP by the FAA in 2013. The AMP proposed a long-range runway extension of 1,100 feet to the west of Runway 6/24 and sufficient land acquisition to accommodate the runway extension and the extended RPZ associated with Runway 6. It also included the purchase of property to reflect the realignment of the KMPO-proposed Huetter Road Bypass from east of Huetter Road to the west of Huetter Road to comply with FAA guidance on incompatible land uses within RPZs contained in FAA Memorandum, *Interim Guidance on Land Uses Within a Runway Protection Zone*. This was presented in more detail in Section 3.2.2.

Subsequent to the AMP/ALP acceptance and approval, and during the stakeholder coordination for this EA, the KMPO, the City of Hayden, the Post Falls Highway District, and the Lakes Highway District expressed concerns that the conceptual future Huetter Road Bypass realignment as expressed on the ALP was inconsistent with the locally approved KMPO

conceptual alignment of the bypass. Therefore, after coordination between Kootenai County officials and the FAA, it was agreed that the ALP would reflect both Huetter Road Bypass alignments and the ALP was officially revised in 2015.

Additionally, the Kootenai BOCC entered into MOUs with both the City of Hayden and the KMPO for the expressed purposes of establishing and achieving various actions, goals, and objectives relating to land acquisition for protection of the RPZ, providing for an updated AMP that will address the actual demand for the Runway 6/24 extension to the west and the related public and NEPA processes, as well as allowing for the eventual potential development of land use compatibility between the parties. Further, Kootenai County also solicited additional response from the stakeholders in November 2015 regarding the proposed project acquisition of Parcels A-14 and A-16. Three letters of no objection to the two-parcel land acquisition were received (see Appendix Three).

The MOUs also stipulate that Kootenai County would not initiate any action advancing the runway extension and associated RPZ until completion and approval of the new AMP that will address land use and surface transportation system compatibility through the formation of a technical advisory committee that will participate in the AMP process. The technical advisory committee will include representatives from the City of Hayden, the KMPO, Post Falls Highway District, the Lakes Highway District, and other entities as requested. It should be noted that before the future runway extension or Huetter Road Bypass is implemented, each will be subject to its own NEPA environmental analysis.

4.3.1 Compatible Land Use

There are no direct or indirect impacts to compatible land uses anticipated with the implementation of either the proposed project action or the no action alternative. Existing and planned land uses, as presented in the previous chapter, are compatible with normal airport activities. Kootenai County has adopted a comprehensive plan that identified lands in the vicinity of COE as developing in airport-compatible uses. The City of Hayden has an adopted comprehensive plan that provides for consultation and coordination with the County to develop land in the vicinity of COE that is compatible with normal airport operations and minimizes potential conflicts between future development and airport activity.

Cumulative impacts could occur to compatible RPZ land use with the future implementation of the long-range project of Huetter Road Bypass. If implemented as planned by the KMPO, the Huetter Road Bypass would be located within the proposed project acquisition of Parcels A-14 and A-16. If it is determined that airport property is required for proposed right-of-way and bypass construction, then FAA-mandated processes must be followed before airport property can be released for non-aeronautical purposes to ensure compatible land uses are provided in the vicinity of COE; COE and the Kootenai County BOCC are bound by FAA grant assurances to follow these requirements and processes.

4.4 Permits

There are no permits required for the proposed land acquisition project.

4.5 Mitigation

The MOUs established between the Kootenai County BOCC and the City of Hayden and the KMPO (Appendix Two) serve as mitigation measures required to receive the letters of no objection received from the City of Hayden, the KMPO, and the Post Falls Highway District to the proposed project land acquisition of Parcels A-14 and A-16 (Appendix Three), so long as the terms of the MOUs are met. As presented in Section 3.2.2, the MOUs state a new AMP will be undertaken in 2017, in which the actual and justifiable future runway length will be reevaluated and land use compatibility will be fully addressed. A technical advisory committee will be formed to participate in the AMP process, which will include representatives from the City of Hayden, the KMPO, Post Falls Highway District, the Lakes Highway District, and other entities as requested. Additionally, the Kootenai BOCC agrees that it will not initiate any action on the runway extension until completion and approval of the new AMP that demonstrates a purpose and need for such improvements.

COE has included the funding of the AMP on its State Capital Improvement Program (SCIP) and Airport Capital Improvement Program (ACIP) for implementation in Fiscal Year 2017. The Kootenai BOCC has continued to coordinate with the State and FAA on the CIPs.

In response to the MOUs, the Kootenai BOCC has modified the limits of land acquisition to include only the property east of Huetter Road. They have also continued their coordination with the City of Hayden and the Highway Districts throughout the process for their approval of the revised acquisition limits. Additionally, regular coordination between the Kootenai BOCC and City of Hayden has been occurring regarding an unrelated project to relocate Ramsey Road and the evaluation of various alternatives.

COE is in the process of completing a Sustainability Plan with the intent of incorporating sustainable goals to run a more efficient and effective airport. It is not the AMP addressed in the MOUs, but does involve input from stakeholders, of which the City of Hayden, the KMPO, and the Post Falls Highway District have representatives. The inclusion of the stakeholder representatives on the committee represents a good-faith effort on the part of COE to fulfill the requirements of the MOU.

4.6 Public Involvement

COE and Kootenai BOCC have had numerous open meetings and discussions concerning future airport planning and development of the Airport Master Plan, the proposed land acquisition, the Environmental Assessment, and the Huetter Bypass and Ramsey Road Expansion project. Appendix Four contains meeting minutes of the various public meetings the County and COE have had throughout the process. Additionally, COE and Kootenai BOCC have consulted and coordinated with the KMPO, the City of Hayden, the Post Falls Highway District, and the Lakes

Highway District throughout the process in regards to the location of the Huetter Road Bypass, the Runway 6/24 extension, and the 95-acre land acquisition associated with the proposed project action. This process resulted in the signing of MOUs with both the KMPO and the City of Hayden, which are contained in Appendix Two. The MOUs contain, among others, an agreement to continue to work together in a cooperative and coordinated effort in compliance with public, FHWA, FAA, and the NEPA processes, and to contribute and take part in any and all phases of the planning and development of this project to the fullest extent possible.

The community stakeholders of the City of Hayden, the KMPO, the Post Falls Highway District, and the Lakes Highway District were provided copies of the Draft EA. The Draft EA was published on April 13, 2016 and was followed by a 30-day comment period that ended May 14, 2016. A Notice of Availability that the Draft EA was available for public review was advertised in the Coeur d'Alene Press on April 14, 2016 (see Appendix Five). Anyone wishing to comment on the Draft EA was able to do so. The Notice of Availability also included the opportunity to request a public hearing by April 28, 2016. No requests were received, therefore no Public Hearing was conducted. Copies of the Draft EA were available to the public in hard copy and made available for review at the Office of the Airport Manager. Electronic copies were also available through the Airport's website.

During the public comment period, two letters were received: one from the City of Hayden and one from the KMPO. Comments received during the comment period were considered in the development of the Final EA. All letters received and responses to the letters are provided in Appendix Six.

Preparers

5.1 Introduction

The following persons were primarily responsible for the preparation of this environmental assessment.

Kelly Maddoux
Mead & Hunt, Inc.
Document Preparation

Kevin Mulcaster
Mead & Hunt, Inc.
Document Review

JR Norvell
T-O Engineers
Document Review

Agencies and Persons Consulted

6.1 Introduction

The following list presents the agencies and individuals contacted and consulted prior to and during the preparation of this EA.

6.1.1 List of Agencies Contacted

Kootenai Metropolitan Planning Organization

City of Hayden

Post Falls Highway District

Lakes Highway District

Appendix

Appendix One – Coeur d’Alene Airport Property Map “Exhibit A”

Appendix Two – Memorandum of Understandings (MOUs)

Appendix Three – Solicitation Letters and Letters of No Objection

Appendix Four – Meeting Minutes

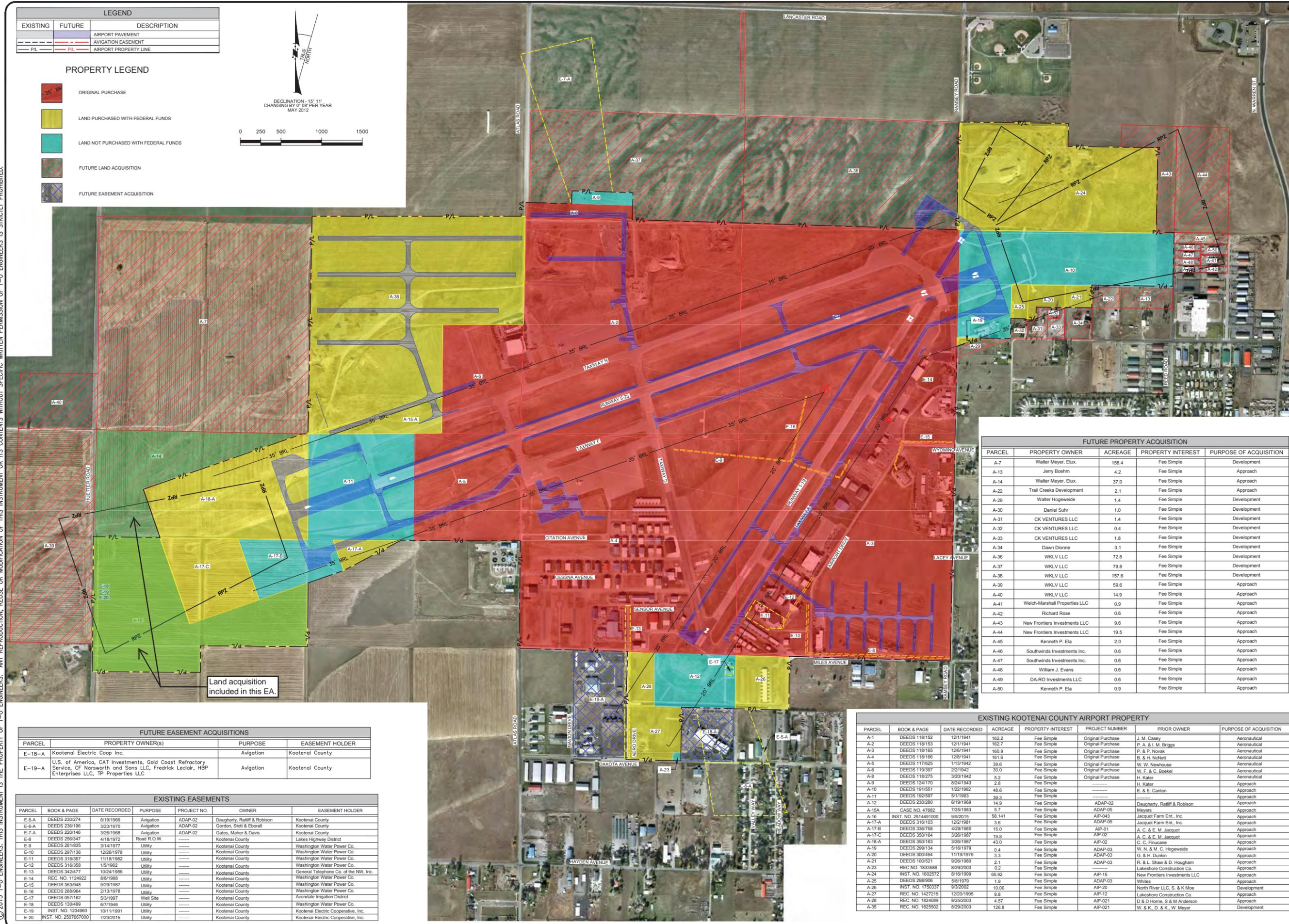
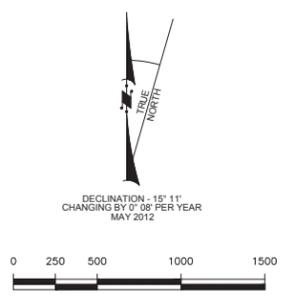
Appendix Five – Proof of Publication

Appendix Six – Comments and Responses On Draft EA

Appendix One – Coeur d’Alene Airport Property Map “Exhibit A”

LEGEND		
EXISTING	FUTURE	DESCRIPTION
		AIRPORT PAVEMENT
		AVIGATION EASEMENT
		AIRPORT PROPERTY LINE

PROPERTY LEGEND	
	ORIGINAL PURCHASE
	LAND PURCHASED WITH FEDERAL FUNDS
	LAND NOT PURCHASED WITH FEDERAL FUNDS
	FUTURE LAND ACQUISITION
	FUTURE EASEMENT ACQUISITION



FUTURE PROPERTY ACQUISITION				
PARCEL	PROPERTY OWNER	ACREAGE	PROPERTY INTEREST	PURPOSE OF ACQUISITION
A-7	Walter Meyer, Elux.	158.4	Fee Simple	Development
A-13	Jerry Boehm	4.2	Fee Simple	Approach
A-14	Walter Meyer, Elux.	37.0	Fee Simple	Approach
A-22	Trail Creeks Development	2.1	Fee Simple	Approach
A-29	Walter Hogeweide	1.4	Fee Simple	Development
A-30	Daniel Suhr	1.0	Fee Simple	Development
A-31	CK VENTURES LLC	1.4	Fee Simple	Development
A-32	CK VENTURES LLC	0.4	Fee Simple	Development
A-33	CK VENTURES LLC	1.8	Fee Simple	Development
A-34	Dawn Dionne	3.1	Fee Simple	Development
A-36	WKLV LLC	72.8	Fee Simple	Development
A-37	WKLV LLC	79.8	Fee Simple	Development
A-38	WKLV LLC	157.6	Fee Simple	Development
A-39	WKLV LLC	59.6	Fee Simple	Approach
A-40	WKLV LLC	14.9	Fee Simple	Approach
A-41	Welch-Marshall Properties LLC	0.9	Fee Simple	Approach
A-42	Richard Rose	0.6	Fee Simple	Approach
A-43	New Frontiers Investments LLC	9.6	Fee Simple	Approach
A-44	New Frontiers Investments LLC	19.5	Fee Simple	Approach
A-45	Kenneth P. Ela	2.0	Fee Simple	Approach
A-46	Southwinds Investments Inc.	0.6	Fee Simple	Approach
A-47	Southwinds Investments Inc.	0.6	Fee Simple	Approach
A-48	William J. Evans	0.6	Fee Simple	Approach
A-49	DA-RO Investments LLC	0.6	Fee Simple	Approach
A-50	Kenneth P. Ela	0.9	Fee Simple	Approach

FUTURE EASEMENT ACQUISITIONS			
PARCEL	PROPERTY OWNER(S)	PURPOSE	EASEMENT HOLDER
E-18-A	Kootenai Electric Coop Inc.	Avigation	Kootenai County
E-19-A	U.S. of America, CAT Investments, Gold Coast Refractory Service, CF Norsworth and Sons LLC, Fredrick Leclair, HBP Enterprises LLC, TP Properties LLC	Avigation	Kootenai County

EXISTING EASEMENTS						
PARCEL	BOOK & PAGE	DATE RECORDED	PURPOSE	PROJECT NO.	OWNER	EASEMENT HOLDER
E-5-A	DEEDS 230274	6/19/1999	Avigation	ADAP-02	Daugherty, Ratliff & Robison	Kootenai County
E-6-A	DEEDS 236196	3/23/1970	Avigation	ADAP-02	Gordon, Stett & Eborall	Kootenai County
E-7-A	DEEDS 220148	3/26/1968	Avigation	ADAP-02	Gates, Maher & Davis	Kootenai County
E-8	DEEDS 256347	4/18/1972	Road R.O.W.	-----	Kootenai County	Lakes Highway District
E-9	DEEDS 281835	3/14/1977	Utility	-----	Kootenai County	Washington Water Power Co.
E-10	DEEDS 287136	12/26/1978	Utility	-----	Kootenai County	Washington Water Power Co.
E-11	DEEDS 316357	11/18/1982	Utility	-----	Kootenai County	Washington Water Power Co.
E-12	DEEDS 316358	1/5/1982	Utility	-----	Kootenai County	Washington Water Power Co.
E-13	DEEDS 342477	10/24/1986	Utility	-----	Kootenai County	General Telephone Co. of the NW, Inc.
E-14	REC. NO. 1124922	8/8/1987	Utility	-----	Kootenai County	Washington Water Power Co.
E-15	DEEDS 353948	9/29/1987	Utility	-----	Kootenai County	Washington Water Power Co.
E-16	DEEDS 289964	2/13/1978	Utility	-----	Kootenai County	Washington Water Power Co.
E-17	DEEDS 057162	5/3/1997	Well Site	-----	Kootenai County	Aviation Irrigation District
E-18	DEEDS 130499	6/7/1946	Utility	-----	Kootenai County	Washington Water Power Co.
E-19	INST. NO. 1234960	10/11/1991	Utility	-----	Kootenai County	Kootenai Electric Cooperative, Inc.
E-20	INST. NO. 250767000	7/23/2015	Utility	-----	Kootenai County	Kootenai Electric Cooperative, Inc.

EXISTING KOOTENAI COUNTY AIRPORT PROPERTY							
PARCEL	BOOK & PAGE	DATE RECORDED	ACREAGE	PROPERTY INTEREST	PROJECT NUMBER	PRIOR OWNER	PURPOSE OF ACQUISITION
A-1	DEEDS 118162	12/1/1941	162.2	Fee Simple	-----	J. M. Casey	Aeronautical
A-2	DEEDS 118163	12/1/1941	162.7	Fee Simple	-----	P. A. & I. M. Briggs	Aeronautical
A-3	DEEDS 118165	12/8/1941	160.9	Fee Simple	-----	P. & P. Novak	Aeronautical
A-4	DEEDS 118166	12/8/1941	161.6	Fee Simple	-----	B. & H. Nettell	Aeronautical
A-5	DEEDS 117625	1/13/1942	39.6	Fee Simple	-----	W. W. Newhouse	Aeronautical
A-6	DEEDS 119397	2/2/1942	30.0	Fee Simple	-----	W. F. & G. Boebel	Aeronautical
A-8	DEEDS 118275	3/20/1942	5.2	Fee Simple	-----	H. Kater	Aeronautical
A-9	DEEDS 124170	8/24/1943	2.8	Fee Simple	-----	H. Kater	Approach
A-10	DEEDS 191561	1/22/1962	48.6	Fee Simple	-----	E. & E. Canton	Approach
A-11	DEEDS 193597	5/17/1963	39.3	Fee Simple	-----	-----	Approach
A-12	DEEDS 230280	8/19/1989	14.9	Fee Simple	ADAP-02	Daugherty, Ratliff & Robison	Approach
A-15A	CASE NO. 47882	7/25/1983	5.7	Fee Simple	ADAP-05	-----	Approach
A-16	INST. NO. 2514491000	9/9/2015	58.141	Fee Simple	AIP-043	Jacquot Farm Ent., Inc.	Approach
A-17-A	DEEDS 316103	12/2/1981	3.6	Fee Simple	ADAP-05	Jacquot Farm Ent., Inc.	Approach
A-17-B	DEEDS 336758	4/29/1985	15.0	Fee Simple	AIP-01	A. C. & E. M. Jacquot	Approach
A-17-C	DEEDS 350164	3/28/1987	19.8	Fee Simple	AIP-02	A. C. & E. M. Jacquot	Approach
A-18-A	DEEDS 350163	3/28/1987	43.0	Fee Simple	AIP-02	C. C. Finucane	Approach
A-19	DEEDS 299134	5/16/1979	0.4	Fee Simple	ADAP-03	W. N. & M. C. Hogeweide	Approach
A-20	DEEDS 300494	11/19/1979	3.3	Fee Simple	ADAP-03	G. & H. Dunkin	Approach
A-21	DEEDS 100521	9/26/1980	2.1	Fee Simple	ADAP-03	R. & L. Shaw & D. Hougham	Approach
A-23	REC. NO. 1833588	8/29/2003	0.2	Fee Simple	-----	Lakeshore Construction Co.	Approach
A-24	INST. NO. 1802572	8/16/1999	65.92	Fee Simple	AIP-15	New Frontiers Investments LLC	Approach
A-25	DEEDS 288906	5/8/1979	1.9	Fee Simple	ADAP-03	Whitless	Approach
A-26	INST. NO. 1750337	9/3/2002	10.00	Fee Simple	AIP-20	North River LLC, S. & K. Moe	Development
A-27	REC. NO. 1427215	12/20/1995	9.8	Fee Simple	AIP-12	Lakeshore Construction Co.	Approach
A-28	REC. NO. 1824089	8/25/2003	4.57	Fee Simple	AIP-021	D & D Home, S. & M. Anderson	Approach
A-35	REC. NO. 1825502	8/29/2003	126.8	Fee Simple	AIP-021	W. & K. D. & K. W. Meyer	Development

Land acquisition included in this EA.

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E-FILE NAME		DATE		REVISIONS	
DESIGNED	JRL	NO.	ITEM	NO.	DESCRIPTION
C-21-ST-APR					
DRAWN					
CHECKED					
APPROVED					

T-O ENGINEERS
 CONSULTING ENGINEERS, SURVEYORS & PLANNERS
 WEST 280 PRAIRIE AVENUE
 COEUR D'ALENE, IDAHO 83815-7710
 PHONE: 208-762-9644 FAX: 208-762-2708
 OFFICES ALSO IN:
 BOISE, IDAHO

COEUR D'ALENE AIRPORT
HAYDEN, IDAHO
AIRPORT LAYOUT PLAN
AIRPORT PROPERTY MAP

Appendix Two – Memorandum of Understandings (MOUs)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, hereinafter referred to as the “MOU”, entered into on this 25th day of August 2015, by and between the Kootenai County Board of Commissioners, for Kootenai County, a political subdivision of the state of Idaho, located at 451 Government Way, Coeur d’Alene, Idaho 83814, hereinafter referred to as “KOOTENAI COUNTY,” and the City of Hayden, with offices located at 8930 North Government Way, Hayden, Idaho, 83835, hereinafter referred to as the “CITY,” and collectively known as the “PARTIES,” for the purpose of establishing and achieving various actions, goals and objectives relating to acquisition of land for the protection of the existing runway protection zone, allowing for decoupling of runways for safety purposes, providing for an updated Airport Master Plan and related public and NEPA processes, as well as allowing for the eventual potential development of land use compatibility between the Coeur d’Alene Airport, which is owned and operated by KOOTENAI COUNTY, and the CITY, hereinafter referred to as the “Project.”

MISSION

The aforementioned Project is established with the following intended mission in mind:

Adopt land use policies and plans for the Coeur d’Alene Airport and the CITY that are congruent with one another and that protect the well-being and safety of the residents and businesses of Kootenai County. Land use policies and plans are congruent when they allow for the future surface and air transportation needs of the residents and businesses while promoting a high quality of life balanced with opportunities for growth and economic development and expansion.

WHEREAS, the aforementioned PARTIES’ desire to enter into the herein described agreement in which they shall work together to accomplish the actions, goals and objectives set forth;

WHEREAS, the aforementioned Parties agree that certain actions have been agreed to as follows:

The precision approach on Runway 24 has been modified to a non-precision approach which along with a proposed decoupling of runways 24 and 20 is shown on the revised Airport Layout Plan (Exhibit A- depicting Huetter alignment or realignment, Ramsey realignment, Runway 24 and 20 decoupling, and Ramsey acquisition area) and narrative (Exhibit B—Coeur d’Alene Airport Layout Plan Sheet Revisions, July 14, 2015).

Additionally, the parties recognize that potential runway extensions and the purpose they may serve in terms of future use of the airport as proposed in the 2012 Master Plan Update conflict with previously approved and existing land use and surface transportation plans and as such, are subject to further review during the Master Plan scheduled for 2017 noted herein. Parties have also agreed that the planned Ramsey Road extension will require an alignment and acquisition of future right-of-way on property owned by the County that is within the airport boundaries.

WHEREAS, the parties recognize that the City has adopted zoning and comprehensive land use plans consistent with the Airport Master Plan adopted in 2000. Thereby providing for,

through prevention of incompatible land uses, protection of properties slated for acquisition in said Plan.

WHEREAS, the City and other KMPO member agencies have adopted the Huetter Corridor Plan, pursuant to local, State and federal law as an integral part of their adopted Transportation Plans and have taken steps to effectuate this plan through both planning and procuring two hundred foot +/- setbacks for the corridor as a part of development and annexation agreements. These setbacks are a requirement of development and use of land and were a required condition of annexation for each of those properties abutting the corridor.

AND WHEREAS, the PARTIES desire to enter an understanding, thus setting out all necessary working arrangements that both PARTIES agree shall be necessary to complete the Project.

PURPOSE AND SCOPE

The PARTIES hereby intend for this MOU to provide the cornerstone and structure for any and all possibly impending binding contract, grants, ordinances, or policies which may be related to the project.

OBJECTIVES

The PARTIES endeavor to work together to develop and establish policies and procedures that will promote and sustain a market for agreement that allows for acquisition of land to protect existing Airport runway approaches; while at the same time assuring the CITY's collaboration on updating the Airport Master Plan.

RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

It is the desire and the wish of the aforementioned PARTIES to this MOU that this document should not and thus does not establish nor create any form or manner of a formal agreement or indenture, but rather an agreement between the PARTIES to work together in such a manner that would promote a genuine atmosphere of collaboration in the support of an effective and efficient partnership.

NOW, THEREFORE, it is hereby agreed by and between the PARTIES as follows:

1. KOOTENAI COUNTY will initiate an Airport Master Plan Update (AMPU) which shall be initiated no later than the beginning of federal fiscal year 2017, subject to federal funding. KOOTENAI COUNTY intends to fund the sponsor's matching share of a grant to prepare the master plan. KOOTENAI COUNTY shall take all actions necessary to request and procure FAA funding for the AMPU in federal fiscal year 2017. At a July 29, 2015 meeting between the parties and the FAA, the FAA representative, Gary Gates, indicated that the FAA will advocate for said funding and, subject to congressional approval, said funding shall be provided. Parties understand funding is subject to local and Federal appropriations law.

2. Land use compatibility will be addressed at the time of AMPU.
3. It is the intent of the PARTIES to form an AMPU technical advisory committee (TAC), which includes, at a minimum, representatives from City of Hayden, Kootenai Metropolitan Planning Organization (KMPO), Post Falls Highway District, Lakes Highway District, and other entities as might be requested by the parties. The TAC will endeavor to meet regularly during the master plan update process and will attempt, as much as practicable, to provide comment on the master plan update analysis and recommendations. The TAC will report their recommendations to the County Commissioners and Airport Advisory Board, which will objectively consider input provided by the TAC in their legislative decision-making related to the AMPU.
4. KOOTENAI COUNTY agrees that it will not initiate any action(s) that will advance extension of any runways and their associated Runway Protection Zones until completion and approval of the Airport Master Plan Update and in accordance with the City's Comprehensive Plan, Transportation Plan and zoning. This excepts runway 24 which may be decoupled as identified in the revised ALP as shown in Exhibit A, specifically for safety related purposes. The parties recognize that design and engineering for the decoupling project has not yet been completed. The County will use all reasonable engineering analysis efforts to ensure that the decoupling is within the footprint of the runway, approach, and protection zones as depicted in Exhibit A and should the design and engineering results indicate additional encroachment outside of this footprint, KOOTENAI COUNTY shall agree to revisit this issue with the City prior to any submittal to the FAA for review and approval for any approval, or commencement of any project or environmental assessment related thereto. The City reserves the right to object to any revised action.
5. In consideration of KOOTENAI COUNTY's intention to undertake an Airport Master Plan Update, complete and submit for approval an updated ALP, revise the environmental assessment's scope, purpose and need to reflect the terms of this agreement (if required by the FAA) and to purchase that property located east of Huetter Road as described in Exhibit C, the CITY intends to provide KOOTENAI COUNTY with a written statement of "mitigated no-objection" regarding the ongoing environmental assessment for the land acquisition effort that is in process for that land located east of Huetter Road. In issuing this statement, the parties recognize that the ultimate actions, including runway extensions, proposed within the 2012 Plan are not addressed at this time. Nothing in this MOU shall preclude the City's ability to object to any other NEPA process related to the master plan, AMPU, new, additional land acquisitions, or to new issues which may arise related to this land acquisition. The revised ALP was submitted to the FAA for review and approval as of June 2015 and the revised environmental assessment shall be reissued for comment no later than September 30, 2015. The statement of no-objection will be issued by the CITY at the earliest possible opportunity, and the intent is to issue no later than October 30, 2015.
6. Following completion of the AMPU, the PARTIES intend to develop and adopt by ordinance, land use policy plans and regulations that protect existing and future aviation needs while considering FAA FAR Part 77 surfaces and runway protection zones, and

impacts on transportation facilities, land use, and zoning within their respective jurisdictions. Each party will seek and consider the other's input during this process and in doing so, will maintain consistency with the terms of the adopted Area of City Impact Agreements.

7. The parties recognize that adoption of plans and regulations is subject to a legislative process as established by Idaho Code and local ordinance, the outcome of which cannot be governed by contractual requirements.

SERVICES COOPERATION

KOOTENAI COUNTY intends to provide the following services that include, but are not limited to:

To provide to the CITY input regarding a model land use policy plan for development of general land use policies and ordinances. City shall consider said input, in addition to other information and input, as part of their legislative decision-making process.

COMMUNICATIONS

Where it does not breach any confidentiality protocols, the PARTIES will endeavor to communicate in the most open and transparent fashion,

TIMELINE

The PARTIES intend to make all reasonable efforts to perform the Responsibilities and Obligations of the PARTIES within the dates indicated. The PARTIES acknowledge that the timing of certain Responsibilities is contingent upon receiving federal grants from the Federal Aviation Administration and availability of local resources, financial and otherwise. As such the timeline may be adjusted accordingly to fit the timing of when sufficient funds and resources are obligated and available.

TERMS OF UNDERSTANDING

The term of this MOU shall continue until all Responsibilities and Obligations outlined above have been completed by the PARTIES, or until a time as this Agreement is no longer practicable in the discretion of the individual PARTIES.

AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This MOU may be amended or modified at any time in writing by mutual consent of both PARTIES.

GENERAL PROVISIONS

The PARTIES hereby acknowledge and understand that they must be able to fulfill their Responsibilities under this Memorandum of Understanding in accordance with the provisions of the law and regulations that govern their activities. Nothing in this MOU is intended to

negate or otherwise render ineffective any such provisions or operating procedures. The PARTIES assume full responsibility for their performance under the terms of this MOU.

If at any time either PARTY is unable to perform their duties or responsibilities under this MOU consistent with such PARTIES' statutory and regulatory mandates, the affected PARTY shall provide written notice to the other PARTY within a reasonable time in order to establish a date for resolution of the matter.

LIMITATION OF LIABILITY

No rights or limitation of rights shall arise or be assumed between the PARTIES as a result of the terms of this MOU.

NOTICE

Any notice or communication required or permitted under this MOU shall be sufficiently given if delivered in person or by certified mail, return receipt required, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

GOVERNING LAW

This MOU shall be governed by and construed in accordance with the laws of the State of Idaho.

SEVERABILITY CLAUSE

In the event that any provision of this MOU is deemed to be severable or invalid, and if any term, condition, phrase or portion of this MOU is determined to be unlawful or otherwise unenforceable, the remainder of this MOU will remain in full force and effect, so long as the clause severed does not affect the intent of the PARTIES. If a court of competent jurisdiction finds that any provision of this MOU to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

ENTIRE UNDERSTANDING

The herein contained MOU constitutes the entire understanding of the PARTIES pertaining to all matters contemplated hereunder at this time. The PARTIES signing this MOU desire or intend that any implementing contract, license, or other agreement entered into between the PARTIES subsequent hereto shall supersede and preempt any conflicting provision of this MOU whether written or oral.

MOU SUMMARIZATION

FURTHERMORE, the PARTIES hereby mutually acknowledge and agree to the following:

- The PARTIES intend to work together in a cooperative and coordinated effort in compliance with public and NEPA processes, and in such a manner and fashion to bring about the achievement and fulfillment of the goals and objectives of the AMPU, as well as local and regional transportation and land use plans.

- It is not the intent of this MOU to restrict the PARTIES to the Agreement from their involvement or participation with any other public or private individuals, agencies or organizations.
- The PARTIES intend to mutually and willingly contribute and take part in any and all phases of the planning and development of this project, to the fullest extent possible, with the express purpose of achieving the objectives of this MOU.
- It is not the intent or purpose of this MOU to create any rights, benefits and/or trust responsibilities by or between the PARTIES.
- The MOU shall in no way hold or obligate either Party to supply or transfer funds to maintain and/or sustain the project.
- In the event that contributed funds should become necessary, any such endeavor shall be approved in advance and outlined in a separate and mutually agreed upon written agreement by the PARTIES in accordance with current governing laws and regulations, and in no way does this MOU provide such right or authority.
- The PARTIES have the right to individually or jointly terminate their participation in this MOU provided that written notice is delivered to the other party.
- Upon the signing of this MOU by both PARTIES, the Agreement shall be in full force and effect.

RIGHTS OF THIRD PARTIES

This MOU is intended for the exclusive benefit of the City and the County, and their successors and assigns. There are no intended or incidental third party beneficiaries. This Operating Agreement is not intended to benefit any creditor of the Company or any other Person.

AUTHORIZATION AND EXECUTION

The signing of this MOU does not constitute a formal undertaking, and as such it simply intends that the PARTIES should strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This MOU shall be signed by Kootenai County Board of Commissioners and the City of Hayden and shall be effective as of the date first written above.



David Stewart, Chairman
Kootenai County Board of Commissioners

8/25/2015
Date



Dan Green
Kootenai County Board of Commissioners

8/25/15
Date



Marc Eberlein
Kootenai County Board of Commissioners

8/25/15
Date



Gerald B. Melchior
For the City of Hayden

8-25-15
Date:

For the Federal Aviation Administration

Date

Exhibit A Revised Airport Layout Plan

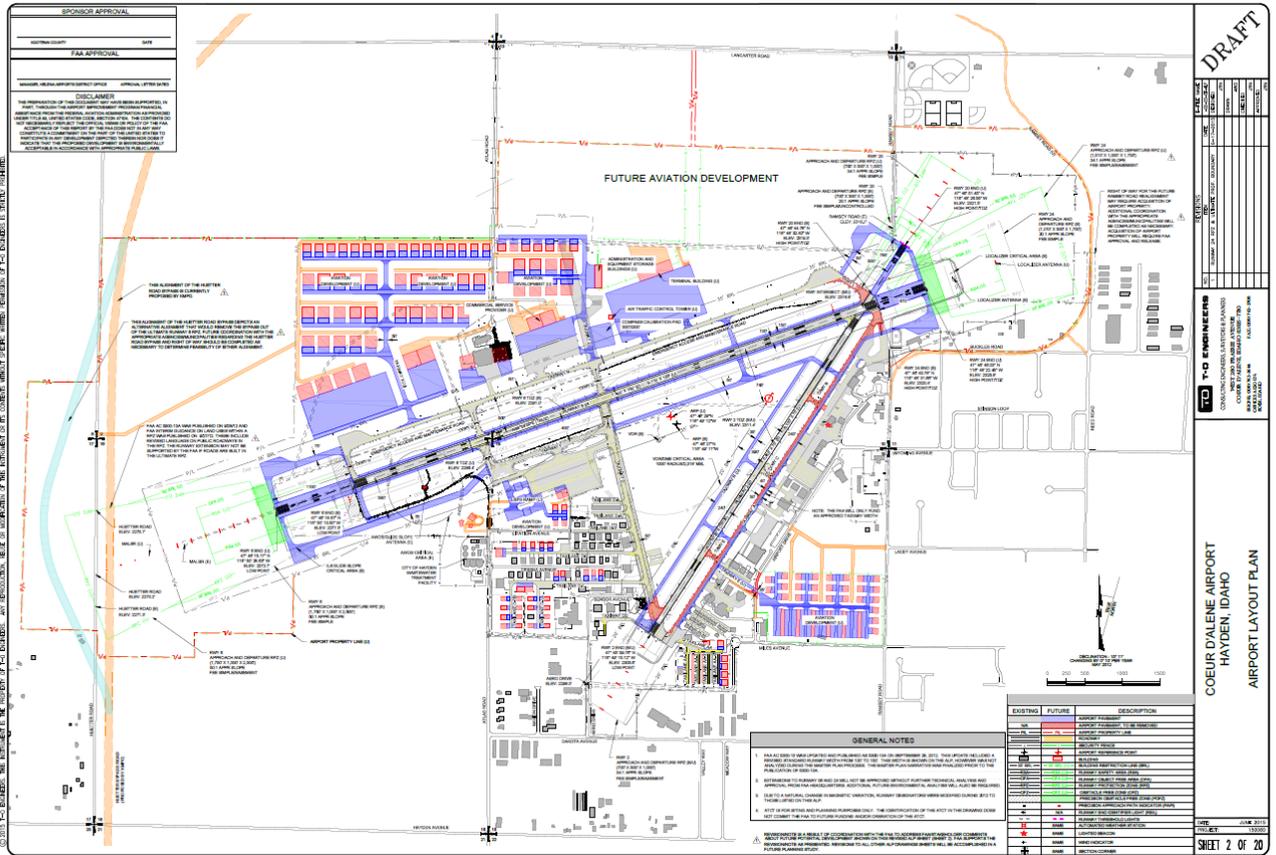


Exhibit B

Coeur d'Alene Airport Layout Plan Sheet Revisions, July 14, 2015



Coeur d'Alene Airport Airport Layout Plan Sheet Revisions Summary of Revisions July 14, 2015

Background

The existing Coeur d'Alene Airport master plan was adopted by the Kootenai County Board of County Commissioners in 2012. The associated Airport Layout Plan (ALP) set for the airport was conditionally approved by the FAA on June 24, 2013. The ALP sheet (Sheet 2) was revised in June 2015 to address stakeholder comments borne out of an Environmental Assessment for land acquisition. Significant coordination was accomplished between Kootenai County officials, airport staff, stakeholder representatives, the airport's consultant and the FAA to arrive at the June 2015 revisions.

Following is a summary of the revisions:

Runway 24 Runway Protection Zone (RPZ) (East Side)

As part of the adopted 2012 airport master plan/2013 FAA approved ALP, protection for a future precision approach (visibility minima lower than $\frac{3}{4}$ miles) to the Runway 24 end was identified and included on the 2013 ALP as the ultimate configuration. Protection for this precision approach requires a larger RPZ and results in a large area off current airport property that encompasses incompatible development including existing and future roads and development.

A major revision to the June 2015 ALP includes a reduction in the size of the future Runway 24 RPZ. A formal analysis of the feasibility of the Runway 24 end to accommodate future instrument approach procedures, including a precision approach, was not performed as part of the master plan process. Dailey Airspace Consulting (DAC) was retained by the county to conduct an approach feasibility study to determine the potential for instrument approach capabilities to the Runway 24 end as a driver to determining RPZ size. Completed in January 2015, this feasibility study considered all approach procedure options including non-precision, approach with vertical guidance, and precision, to the Runway 24 end.

It was the conclusion of the approach analysis that a standard, straight-in non-precision, approach with vertical guidance, or precision approach, is not feasible for Runway 24. This reduces the size of the RPZ the county is required to protect. The June 2015 ALP now reflects a smaller future Runway 24 RPZ which will accommodate not lower than $\frac{3}{4}$ mile visibility minima. This reduction in RPZ size will not degrade the future utility of the

Exhibit B

Coeur d'Alene Airport Layout Plan Sheet Revisions, July 14, 2015



airport from an instrument flight procedures standpoint. The reduced RPZ will remain on existing airport property.

The results of the DAC Runway 24 approach feasibility study were submitted to the FAA Helena ADO for review and comment. The study was also forwarded to other FAA lines of business for full airspace coordination as airspace evaluation #2105-ANM-365-NRA. FAA concluded they have no objection to the change in size of the RPZ.

The change in the size of the Runway 24 RPZ has significant impacts on local land use planning. The City of Hayden is considering a realignment of Ramsey Road on this end of the airport. Protection of a precision approach RPZ as shown on the approved 2013 ALP would have resulted in the preferred Ramsey Road alignment being located in the future Runway 24 RPZ. Roadways in RPZs is not acceptable per current FAA policy in accordance with FAA Advisory Circular 150/5300-13A, *Airport Design*, and FAA *Interim Guidance on Land Uses Within a Runway Protection Zone* released on September 27, 2012. A reduction in Runway 24 RPZ size to conform to feasible approach capabilities as determined in the DAC study will allow for a preferred Ramsey Road alignment that will not be located in the future, smaller RPZ.

The initial preferred realignment concept for Ramsey Road provided by the City of Hayden indicates new road right of way may require acquisition of a small portion of airport property. A new note has been added to the June 2015 ALP to address this potential issue:

“Right of way for the future Ramsey Road alignment may require acquisition of airport property. Additional coordination with the appropriate agencies/municipalities will be completed as necessary. Acquisition of airport property will require FAA approval and release.”

Huetter Road Bypass (West Side)

The 2013 approved ALP depicts a 1,100 foot extension to the Runway 6 end. Also shown on the 2013 approved ALP is a realignment concept of a future Huetter Road Bypass around the future Runway 6 RPZ. The purpose of this realignment concept was to address current FAA policy of no roadways through RPZs. During the EA stakeholder coordination process, concerns were raised that the conceptual future Huetter Road Bypass realignment around the future RPZ is inconsistent with a locally approved Kootenai Metropolitan Planning Organization (KMPO) conceptual alignment of the bypass.

After coordination between Kootenai County officials and the FAA, it was agreed that both Huetter Road Bypass alignments would remain on the June 2015 ALP. To address

Exhibit B

Coeur d'Alene Airport Layout Plan Sheet Revisions, July 14, 2015



FAA and stakeholder concerns, new notes were added to the ALP and include the following:

"This alignment of the Huetter Road Bypass is currently proposed by KMPO."

"This alignment of the Huetter Road Bypass depicts an alternative alignment that would remove the bypass out of the ultimate Runway 6 RPZ. Future coordination with the appropriate agencies/municipalities regarding the Huetter Road Bypass and right of way should be completed as necessary to determine feasibility of either alignment."

"FAA AC 5300-13A was published on 9/28/2012 and FAA interim guidance on land uses within a RPZ was published on 9/27/2012. These include revised language on public roadways in the RPZ. The runway extension may not be supported by the FAA if roads are built in the ultimate RPZ."

At this point, neither the runway extension nor the Huetter Road Bypass are considered imminent projects. As both projects will likely require federal funding to complete, additional environmental analysis for either project will be required. Additional stakeholder coordination to determine potential impacts to either project by the other will be a requirement as part of future environmental.

Miscellaneous Revisions (Notes)

In addition to the above revisions, a new explanatory note was added to the ALP that corresponds to notation marks for the Ramsey and Huetter Road Bypass revision/note summarized above. It states:

"Revision/note is a result of coordination with the FAA to address FAA/stakeholder comments about future potential development shown on this revised ALP Sheet (Sheet 2). FAA supports the revision/note as presented. Revisions to all other ALP drawings sheets will be accomplished in a future planning study."

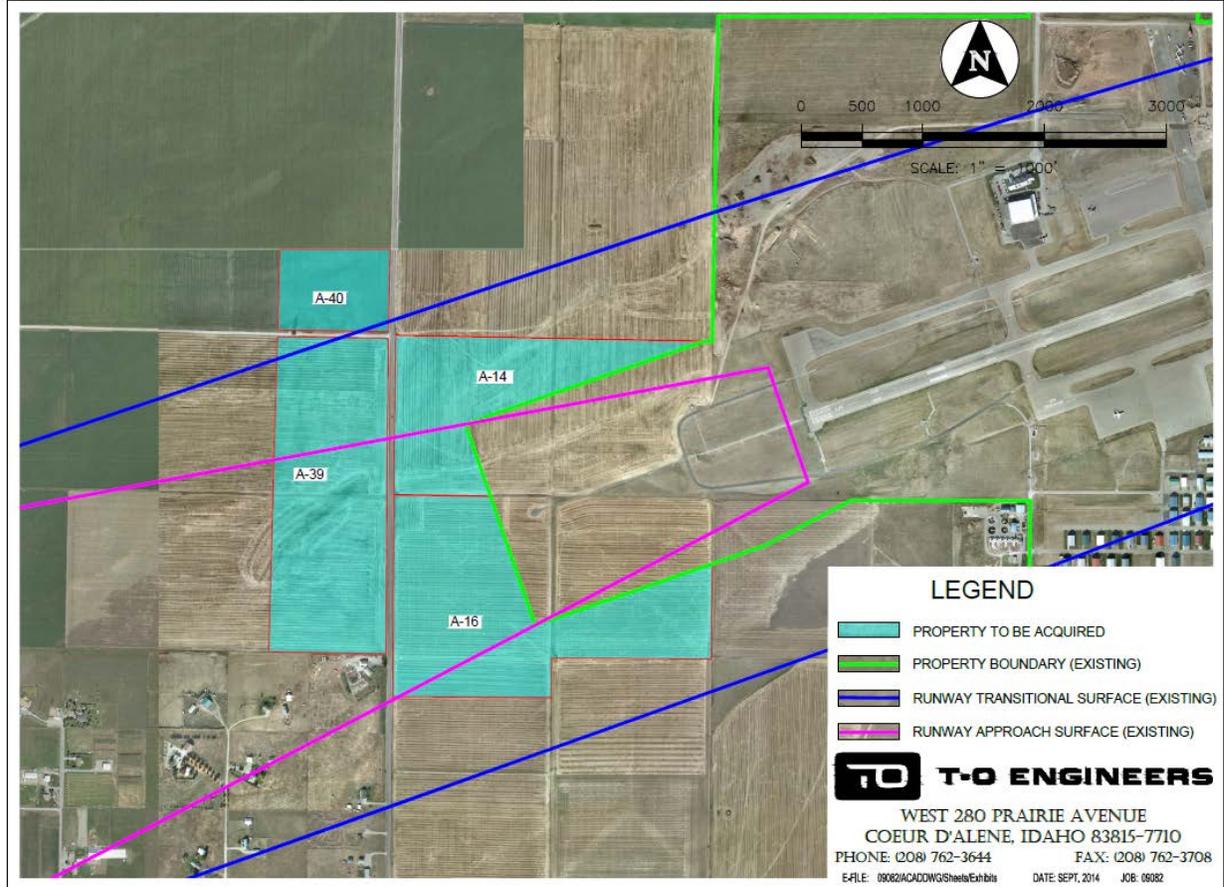
Lastly, General Note #2 in the General Notes box was revised:

*"Extensions to Runway and 6 and 24 ends will not be approved without further technical analysis and approval from FAA Headquarters. **Additional future environmental analysis will also be required.**" (Bold denotes the revision)*

Exhibit C Land Acquisition

J:\06052\Acaddwg\Master Plan Files\Acaddwg\Sheets\Exhibits\Property Acquisition.dwg , 8/22/2014 11:32:28 AM, Schreindl, Jeremiah, DWG To PDF.pc3

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Note: Properties A-14 and A-16 are the properties located east of Huetter Road that are referenced in Section #5 of this agreement.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, hereinafter referred to as the "MOU", entered into on this 8th day of October 2015, by and between the Kootenai County Board of Commissioners for Kootenai County, a political subdivision of the state of Idaho, located at 451 Government Way, Coeur d'Alene, Idaho 83814, hereinafter referred to as "KOOTENAI COUNTY," and the Kootenai Metropolitan Planning Organization, with offices located at 250 Northwest Blvd. Ste. 209, Coeur d'Alene, Idaho, 83814, hereinafter referred to as the "KMPO," and collectively known as the "PARTIES," for the purpose of establishing and achieving various actions, goals and objectives relating to acquisition of land for the protection of the existing runway protection zone, allowing for decoupling of runways for safety purposes and providing for an updated Airport Master Plan and related public and NEPA processes between the Coeur d'Alene Airport, which is owned and operated by KOOTENAI COUNTY, and the KMPO, hereinafter referred to as the "Project."

MISSION

The aforementioned Project is established with the following intended mission in mind:

Adopt land use and transportation policies and plans for the Coeur d'Alene Airport and the KMPO that are congruent with one another and that protect the well-being and safety of the residents and businesses of Kootenai County. Land use and transportation policies and plans are congruent when they allow for the future surface and air transportation needs of the residents and businesses while promoting a high quality of life balanced with opportunities for growth and economic development and expansion.

WHEREAS, the aforementioned PARTIES' desire to enter into the herein described agreement in which they shall work together to accomplish the actions, goals and objectives set forth;

WHEREAS, the aforementioned Parties agree that certain actions have been agreed to as follows:

The precision approach on Runway 24 has been modified to a non-precision approach which along with a proposed decoupling of runways 24 and 20 is shown on the revised Airport Layout Plan (Exhibit A- depicting Huetter alignment or realignment, Ramsey realignment, Runway 24 and 20 decoupling, and Ramsey acquisition area).

Additionally, the parties recognize that runway extensions and runway protection zones depicted as proposed in the 2012 Master Plan Update conflict with previously approved and existing local and regional surface transportation plans and as such, are subject to further review during the Master Plan scheduled for 2017 noted herein. Parties have also agreed that the planned Ramsey Road extension will require an alignment and acquisition of future right-of-way on property owned by the County that is within the airport boundaries.

WHEREAS the KMPO, Hayden and other KMPO member agencies have adopted the Huetter Corridor Plan and Right of Way Needs Map, pursuant to local, State and federal law as an integral part of their adopted Transportation Plans, and have taken steps to effectuate this plan through both planning and procuring two hundred foot +/- setbacks for the corridor as a part of development and annexation agreements. These setbacks are a requirement of development and use of land and were a required condition of annexation for each of those properties abutting the corridor.

AND WHEREAS, the PARTIES desire to enter an understanding, thus setting out all necessary working arrangements that both PARTIES agree shall be necessary to complete the Project.

PURPOSE AND SCOPE

The PARTIES hereby intend for this MOU to provide the cornerstone and structure for any and all possibly impending binding contract, grants, ordinances, or policies which may be related to the project.

OBJECTIVES

The PARTIES endeavor to work together to develop and establish policies and procedures that will promote and sustain a market for agreement that allows for acquisition of land to protect existing Airport runway approaches; while at the same time assuring the KMPO's collaboration on updating the Airport Master Plan.

RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

It is the desire and the wish of the aforementioned PARTIES to this MOU that this document should not and thus does not establish nor create any form or manner of a formal agreement or indenture, but rather an agreement between the PARTIES to work together in such a manner that would promote a genuine atmosphere of collaboration in the support of an effective and efficient partnership.

NOW, THEREFORE, it is hereby agreed by and between the PARTIES as follows:

1. KOOTENAI COUNTY will initiate an Airport Master Plan Update (AMPU) pursuant to most current FAA Advisory Circulars; which shall be initiated no later than the beginning of federal fiscal year 2017, subject to federal funding. KOOTENAI COUNTY intends to fund the sponsor's matching share of a grant to prepare the master plan. KOOTENAI COUNTY shall take all actions necessary to request and procure FAA funding for the AMPU in federal fiscal year 2017. At a July 29, 2015 meeting between the parties and the FAA, the FAA representative, Gary Gates, indicated that the FAA will advocate for said funding and, subject to congressional approval, said funding shall be provided. Parties understand funding is subject to local and Federal appropriations law.
2. Land use and surface transportation system compatibility will be addressed at the time of the AMPU.
3. It is the intent of the PARTIES to form an AMPU technical advisory committee (TAC), which includes, at a minimum, representatives from City of Hayden, Kootenai Metropolitan Planning Organization (KMPO), Post Falls Highway District, Lakes Highway District, and other entities as might be requested by the parties. The TAC will endeavor to meet regularly during the master plan update process and will attempt, as much as practicable, to provide comment on the master plan update analysis and recommendations. The TAC will report their recommendations to the County Commissioners and Airport Advisory Board, which will objectively consider input provided by the TAC in their legislative decision-making related to the AMPU.

4. **KOOTENAI COUNTY** agrees that it will not initiate any action(s) that will advance extension of any runways and their associated Runway Protection Zones until completion and approval of the Airport Master Plan Update which demonstrates a purpose and need for such improvements; and in accordance with the KMPO's Metropolitan Transportation Plan; Huetter Corridor Plan and Right of Way Needs Map; and City of Hayden Transportation Plan. This excepts runway 24 which may be decoupled as identified in the revised ALP as shown in Exhibit A, specifically for safety related purposes as required by FAA guidance and regulation. The parties recognize that design and engineering for the decoupling project has not yet been completed. The County will use all reasonable engineering analysis efforts to ensure that the decoupling is within the footprint of the runway, approach, and protection zones as depicted in Exhibit A and should the design and engineering results indicate additional encroachment outside of this footprint, KOOTENAI COUNTY shall agree to revisit this issue with the KMPO prior to any submittal to the FAA for review and approval for any approval, or commencement of any project or environmental assessment related thereto. The KMPO reserves the right to object to any subsequent revised action.
5. In consideration of KOOTENAI COUNTY's intention to undertake an Airport Master Plan Update, complete and submit for approval an updated ALP, revise the environmental assessment's scope, purpose and need to reflect the terms of this agreement (if required by the FAA) and to purchase that property located east of Huetter Road, as described in Exhibit C, the KMPO intends to provide KOOTENAI COUNTY with a written statement of "mitigated no-objection" regarding the ongoing environmental assessment for the land acquisition effort that is in process for that land located east of Huetter Road. In issuing this statement, the parties recognize that the ultimate actions, including runway extensions and future runway protection zones proposed within the 2012 Plan are not included in the NEPA Scope at this time. Nothing in this MOU shall preclude the KMPO's ability to object to any other NEPA process related to the 2012 Master Plan, AMPU, new/additional land acquisitions, or to new issues which may arise related to this land acquisition. The revised ALP was submitted to the FAA for review and approval as of June 2015 and the revised environmental assessment is anticipated to be reissued for comment no later than November 30, 2015. The statement of mitigated no-objection will be issued by the KMPO at the earliest possible opportunity, and the intent is to issue comment no later than October 30, 2015.
6. Following completion of the AMPU, the PARTIES intend to develop and adopt by ordinance, land use policy plans and regulations that protect existing and future aviation needs while considering FAA FAR Part 77 surfaces and runway protection zones, and impacts on transportation facilities, land use, and zoning within their respective jurisdictions. Each party will seek and consider the other's input during this process and in doing so, will maintain consistency with the terms of the adopted Area of City Impact Agreements.
7. The parties recognize that adoption of plans and regulations is subject to a legislative process as established by Idaho Code and local ordinance, the outcome of which cannot be governed by contractual requirements.

SERVICES COOPERATION

KOOTENAI COUNTY intends to provide the following services that include, but are not limited to:

To provide to the KMPO input regarding airport related surface transportation plan changes for updates to the Metropolitan Transportation Plan. KMPO shall consider said input, in addition to other information and input, as part of their legislative decision-making process.

COMMUNICATIONS

Where it does not breach any confidentiality protocols, the PARTIES will endeavor to communicate in the most open and transparent fashion,

TIMELINE

The PARTIES intend to make all reasonable efforts to perform the Responsibilities and Obligations of the PARTIES within the dates indicated. The PARTIES acknowledge that the timing of certain Responsibilities is contingent upon receiving federal grants from the Federal Aviation Administration and availability of local resources, financial and otherwise. As such the timeline may be adjusted accordingly to fit the timing of when sufficient funds and resources are obligated and available.

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The term of this MOU shall continue until all Responsibilities and Obligations outlined above have been completed by the PARTIES, or until a time as this Agreement is no longer practicable in the discretion of the individual PARTIES.

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This MOU may be amended or modified at any time in writing by mutual consent of both PARTIES.

GENERAL PROVISIONS

The PARTIES hereby acknowledge and understand that they must be able to fulfill their Responsibilities under this Memorandum of Understanding in accordance with the provisions of the law and regulations that govern their activities. Nothing in this MOU is intended to negate or otherwise render ineffective any such provisions or operating procedures. The PARTIES assume full responsibility for their performance under the terms of this MOU.

If at any time either PARTY is unable to perform their duties or responsibilities under this MOU consistent with such PARTIES' statutory and regulatory mandates, the affected PARTY shall provide written notice to the other PARTY within a reasonable time in order to establish a date for resolution of the matter.

LIMITATION OF LIABILITY

No rights or limitation of rights shall arise or be assumed between the PARTIES as a result of the terms of this MOU.

NOTICE

Any notice or communication required or permitted under this MOU shall be sufficiently given if delivered in person or by certified mail, return receipt required, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

GOVERNING LAW

This MOU shall be governed by and construed in accordance with the laws of the State of Idaho.

SEVERABILITY CLAUSE

In the event that any provision of this MOU is deemed to be severable or invalid, and if any term, condition, phrase or portion of this MOU is determined to be unlawful or otherwise unenforceable, the remainder of this MOU will remain in full force and effect, so long as the clause severed does not affect the intent of the PARTIES. If a court of competent jurisdiction finds that any provision of this MOU to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

ENTIRE UNDERSTANDING

The herein contained MOU constitutes the entire understanding of the PARTIES pertaining to all matters contemplated hereunder at this time. The PARTIES signing this MOU desire or intend that any implementing contract, license, or other agreement entered into between the PARTIES subsequent hereto shall supersede and preempt any conflicting provision of this MOU whether written or oral.

MOU SUMMARIZATION

FURTHERMORE, the PARTIES hereby mutually acknowledge and agree to the following:

- The PARTIES intend to work together in a cooperative and coordinated effort in compliance with public, FHWA, FAA, and NEPA processes, and in such a manner and fashion to bring about the achievement and fulfillment of the goals and objectives of the AMPU, as well as local and regional transportation and land use plans.
- It is not the intent of this MOU to restrict the PARTIES to the Agreement from their involvement or participation with any other public or private individuals, agencies or organizations.
- The PARTIES intend to mutually and willingly contribute and take part in any and all phases of the planning and development of this project, to the fullest extent possible, with the express purpose of achieving the objectives of this MOU.
- It is not the intent or purpose of this MOU to create any rights, benefits and/or trust responsibilities by or between the PARTIES.
- The MOU shall in no way hold or obligate either Party to supply or transfer funds to maintain and/or sustain the project.

- In the event that contributed funds should become necessary, any such endeavor shall be approved in advance and outlined in a separate and mutually agreed upon written agreement by the PARTIES in accordance with current governing laws and regulations, and in no way does this MOU provide such right or authority.
- The PARTIES have the right to individually or jointly terminate their participation in this MOU provided that written notice is delivered to the other party.
- Upon the signing of this MOU by both PARTIES, the Agreement shall be in full force and effect.

RIGHTS OF THIRD PARTIES

This MOU is intended for the exclusive benefit of the KMPO and the County, and their successors and assigns. There are no intended or incidental third party beneficiaries. This MOU is not intended to benefit any other Person, Business, Organization or Agency.

AUTHORIZATION AND EXECUTION

The signing of this MOU does not constitute a formal undertaking, and as such it simply intends that the PARTIES should strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This MOU shall be signed by Kootenai County Board of Commissioners and the Kootenai Metropolitan Planning Organization and shall be effective as of the date first written above.



Daniel H. Green, Chairman
Kootenai County Board of Commissioners

10-20-15

Date



Marc Eberlein, Commissioner
Kootenai County Board of Commissioners

10-20-15

Date



David Stewart, Commissioner
Kootenai County Board of Commissioners

10-20-15

Date

For the Kootenai Metropolitan Planning
Organization

Date

For the Federal Aviation Administration

Date

This MOU shall be signed by Kootenai County Board of Commissioners and the Kootenai Metropolitan Planning Organization and shall be effective as of the date first written above.

Daniel H. Green, Chairman
Kootenai County Board of Commissioners

Date

Marc Eberlein, Commissioner
Kootenai County Board of Commissioners

Date

David Stewart, Commissioner
Kootenai County Board of Commissioners

Date

James Mangen

For the Kootenai Metropolitan Planning
Organization

Oct. 20, 2015

Date

For the Federal Aviation Administration

Date

Exhibit A
Revised Airport Layout Plan

Exhibit B

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Exhibit C
Land Acquisition

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Appendix Three – Solicitation Letters and Letters of No Objection



T-O ENGINEERS

November 9, 2015

Mayor Ronald B. McIntire
City of Hayden
8930 N. Government Way
Hayden, Idaho 83835

RE: Kootenai County / Coeur d'Alene Airport - Environmental Assessment for Land Acquisition

Dear Mr. McIntire,

Coeur d'Alene Airport (COE), owned by Kootenai County, Idaho, has acquired one parcel of property and is proposing to acquire a second parcel of property totaling approximately 95 Acres. To comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) and in accordance with Federal Aviation Administration (FAA) requirements and guidelines, an Environmental Assessment (EA) is being prepared for this land acquisition. An important step in the EA process is coordination with interested stakeholders. You or your organization has been identified as such a stakeholder.

Last October Kootenai County solicited input on the acquisition of 4 parcels of property. Following your response, the County initiated an outreach program involving several stakeholders. The primary deliverable of this outreach program is a Memorandum of Understanding between stakeholders and Kootenai County.

Proposed Action

The Proposed Action is fee simple land acquisition of two parcels of property totaling approximately 95 acres (as shown in the attached **Exhibit 1**). The purpose of the EA is to evaluate the potential environmental impacts associated with the proposed action.

Proposed Project Purpose

The purpose for the Proposed Action is to acquire land to protect the approach and transitional zones for Runway 6. The FAA provides guidance for approach protection through standards contained in Code of Federal Regulations (CFR) Part 77, Objects Affecting Navigable Airspace. CFR Part 77 establishes standards for determining obstructions to air navigation. It applies to existing and proposed manmade objects, objects of natural growth, and terrain. FAA Order 5100.38C, Airport Improvement Program Handbook, (AIP Handbook) Paragraph 701(b) states, "The approach zones (including the runway protection zone) horizontal, conical, and transitional zones at airports are required to convey a right of flight. This also includes the right to remove existing obstructions and to restrict the establishment of future obstructions". Paragraph 701(b)(2) indicates that land



T-O ENGINEERS

interest in the approach and transitional areas should be pursued to insure compatible land use. **Exhibit 1** illustrates the approach and transition zones for Runway 6.

Proposed Project Need

It is the policy of Kootenai County and Coeur d'Alene Airport to accommodate existing and future aircraft operations in the safest, most efficient, and most reliable manner by providing for land uses that are compatible with aircraft noise, approach zones, and operation activities and protect the health, safety, and welfare of the general public."¹ Acceptance of FAA funding requires the Airport to maintain airport facilities to FAA standards regarding safety and efficiency. According to FAA's Grant Assurances for Airport Sponsors, Airport Sponsors will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting, or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards². Additionally, Sponsors will take appropriate action, to the extent reasonable, to restrict the use of land adjacent to or in in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft³.

In a reasonable effort to provide airport-compatible land uses and to protect the approach airspace at the Airport, Kootenai County has identified the two parcels of property for proposed acquisition that will enable it to meet the existing and future aviation need while warding off further incompatible land use development within the immediate vicinity of the Airport.

At this time, the county is soliciting your input as a stakeholder regarding this project. Please submit written comments to JR Norvell, T-O Engineers, Project Manager, by close of business **November 27, 2015**. Comments should be submitted by email to jnorvell@to-engineers.com or to the following address:

JR Norvell, Project Manager
T-O Engineers
280 W Prairie Avenue
Coeur d'Alene, ID 83815

¹ Kootenai County. (December 2010). *2010 Kootenai County Comprehensive Plan*. Retrieved from <http://www.kcgov.us/departments/planning/newcompplan.asp>

² Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 20. Hazard Removal and Mitigation. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf

³ Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 21. Compatible Land Use. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf



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If you have questions regarding this project or the information provided, you can contact JR Norvell at 208-762-3644 or jnorvell@to-engineers.com

Thank you.

JR Norvell, Project Manager
T-O Engineers



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November 9, 2015

Chairman Lynn Humphreys
Post Falls Highway District
5629 E. Seltice Way
Post Falls, Idaho 83854

RE: Kootenai County / Coeur d'Alene Airport - Environmental Assessment for Land Acquisition

Dear Mr. Humphreys,

Coeur d'Alene Airport (COE), owned by Kootenai County, Idaho, has acquired one parcel of property and is proposing to acquire a second parcel of property totaling approximately 95 Acres. To comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) and in accordance with Federal Aviation Administration (FAA) requirements and guidelines, an Environmental Assessment (EA) is being prepared for this land acquisition. An important step in the EA process is coordination with interested stakeholders. You or your organization has been identified as such a stakeholder.

Last October Kootenai County solicited input on the acquisition of 4 parcels of property. Following your response, the County initiated an outreach program involving several stakeholders. The primary deliverable of this outreach program is a Memorandum of Understanding between stakeholders and Kootenai County.

Proposed Action

The Proposed Action is fee simple land acquisition of two parcels of property totaling approximately 95 acres (as shown in the attached **Exhibit 1**). The purpose of the EA is to evaluate the potential environmental impacts associated with the proposed action.

Proposed Project Purpose

The purpose for the Proposed Action is to acquire land to protect the approach and transitional zones for Runway 6. The FAA provides guidance for approach protection through standards contained in Code of Federal Regulations (CFR) Part 77, Objects Affecting Navigable Airspace. CFR Part 77 establishes standards for determining obstructions to air navigation. It applies to existing and proposed manmade objects, objects of natural growth, and terrain. FAA Order 5100.38C, Airport Improvement Program Handbook, (AIP Handbook) Paragraph 701(b) states, "The approach zones (including the runway protection zone) horizontal, conical, and transitional zones at airports are required to convey a right of flight. This also includes the right to remove existing obstructions and to restrict the establishment of future obstructions". Paragraph 701(b)(2) indicates that land



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interest in the approach and transitional areas should be pursued to insure compatible land use. **Exhibit 1** illustrates the approach and transition zones for Runway 6.

Proposed Project Need

It is the policy of Kootenai County and Coeur d'Alene Airport to accommodate existing and future aircraft operations in the safest, most efficient, and most reliable manner by providing for land uses that are compatible with aircraft noise, approach zones, and operation activities and protect the health, safety, and welfare of the general public."¹ Acceptance of FAA funding requires the Airport to maintain airport facilities to FAA standards regarding safety and efficiency. According to FAA's Grant Assurances for Airport Sponsors, Airport Sponsors will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting, or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards². Additionally, Sponsors will take appropriate action, to the extent reasonable, to restrict the use of land adjacent to or in in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft³.

In a reasonable effort to provide airport-compatible land uses and to protect the approach airspace at the Airport, Kootenai County has identified the two parcels of property for proposed acquisition that will enable it to meet the existing and future aviation need while warding off further incompatible land use development within the immediate vicinity of the Airport.

At this time, the county is soliciting your input as a stakeholder regarding this project. Please submit written comments to JR Norvell, T-O Engineers, Project Manager, by close of business **November 27, 2015**. Comments should be submitted by email to jnorvell@to-engineers.com or to the following address:

JR Norvell, Project Manager
T-O Engineers
280 W Prairie Avenue
Coeur d'Alene, ID 83815

¹ Kootenai County. (December 2010). *2010 Kootenai County Comprehensive Plan*. Retrieved from <http://www.kcgov.us/departments/planning/newcompplan.asp>

² Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 20. Hazard Removal and Mitigation. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf

³ Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 21. Compatible Land Use. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf



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If you have questions regarding this project or the information provided, you can contact JR Norvell at 208-762-3644 or jnorvell@to-engineers.com

Thank you.

JR Norvell, Project Manager
T-O Engineers



T-O ENGINEERS

November 9, 2015

Walter Meyer
6308 W. Lancaster Road
Rathdrum, Idaho 83858

RE: Kootenai County / Coeur d'Alene Airport - Environmental Assessment for Land Acquisition

Dear Mr. Meyer,

Coeur d'Alene Airport (COE), owned by Kootenai County, Idaho, has acquired one parcel of property and is proposing to acquire a second parcel of property totaling approximately 95 Acres. To comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) and in accordance with Federal Aviation Administration (FAA) requirements and guidelines, an Environmental Assessment (EA) is being prepared for this land acquisition. An important step in the EA process is coordination with interested stakeholders. You or your organization has been identified as such a stakeholder.

Last October Kootenai County solicited input on the acquisition of 4 parcels of property. Following your response, the County initiated an outreach program involving several stakeholders. The primary deliverable of this outreach program is a Memorandum of Understanding between stakeholders and Kootenai County.

Proposed Action

The Proposed Action is fee simple land acquisition of two parcels of property totaling approximately 95 acres (as shown in the attached **Exhibit 1**). The purpose of the EA is to evaluate the potential environmental impacts associated with the proposed action.

Proposed Project Purpose

The purpose for the Proposed Action is to acquire land to protect the approach and transitional zones for Runway 6. The FAA provides guidance for approach protection through standards contained in Code of Federal Regulations (CFR) Part 77, Objects Affecting Navigable Airspace. CFR Part 77 establishes standards for determining obstructions to air navigation. It applies to existing and proposed manmade objects, objects of natural growth, and terrain. FAA Order 5100.38C, Airport Improvement Program Handbook, (AIP Handbook) Paragraph 701(b) states, "The approach zones (including the runway protection zone) horizontal, conical, and transitional zones at airports are required to convey a right of flight. This also includes the right to remove existing obstructions and to restrict the establishment of future obstructions". Paragraph 701(b)(2) indicates that land interest in the approach and transitional areas should be pursued to insure compatible land use. **Exhibit 1** illustrates the approach and transition zones for Runway 6.



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Proposed Project Need

It is the policy of Kootenai County and Coeur d'Alene Airport to accommodate existing and future aircraft operations in the safest, most efficient, and most reliable manner by providing for land uses that are compatible with aircraft noise, approach zones, and operation activities and protect the health, safety, and welfare of the general public."¹ Acceptance of FAA funding requires the Airport to maintain airport facilities to FAA standards regarding safety and efficiency. According to FAA's Grant Assurances for Airport Sponsors, Airport Sponsors will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting, or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards². Additionally, Sponsors will take appropriate action, to the extent reasonable, to restrict the use of land adjacent to or in in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft³.

In a reasonable effort to provide airport-compatible land uses and to protect the approach airspace at the Airport, Kootenai County has identified the two parcels of property for proposed acquisition that will enable it to meet the existing and future aviation need while warding off further incompatible land use development within the immediate vicinity of the Airport.

At this time, the county is soliciting your input as a stakeholder regarding this project. Please submit written comments to JR Norvell, T-O Engineers, Project Manager, by close of business **November 27, 2015**. Comments should be submitted by email to jnorvell@to-engineers.com or to the following address:

JR Norvell, Project Manager
T-O Engineers
280 W Prairie Avenue
Coeur d'Alene, ID 83815

If you have questions regarding this project or the information provided, you can contact JR Norvell at 208-762-3644 or jnorvell@to-engineers.com

¹ Kootenai County. (December 2010). *2010 Kootenai County Comprehensive Plan*. Retrieved from <http://www.kcgov.us/departments/planning/newcompplan.asp>

² Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 20. Hazard Removal and Mitigation. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf

³ Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 21. Compatible Land Use. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf



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Thank you.

JR Norvell, Project Manager
T-O Engineers



T-O ENGINEERS

November 9, 2015

Glenn Miles
Kootenai Metropolitan Planning Organization
250 Northwest Boulevard, Suite 209
Coeur d'Alene, Idaho 83814

RE: Kootenai County / Coeur d'Alene Airport - Environmental Assessment for Land Acquisition

Dear Mr. Miles,

Coeur d'Alene Airport (COE), owned by Kootenai County, Idaho, has acquired one parcel of property and is proposing to acquire a second parcel of property totaling approximately 95 Acres. To comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) and in accordance with Federal Aviation Administration (FAA) requirements and guidelines, an Environmental Assessment (EA) is being prepared for this land acquisition. An important step in the EA process is coordination with interested stakeholders. You or your organization has been identified as such a stakeholder.

Last October Kootenai County solicited input on the acquisition of 4 parcels of property. Following your response, the County initiated an outreach program involving several stakeholders. The primary deliverable of this outreach program is a Memorandum of Understanding between stakeholders and Kootenai County.

Proposed Action

The Proposed Action is fee simple land acquisition of two parcels of property totaling approximately 95 acres (as shown in the attached **Exhibit 1**). The purpose of the EA is to evaluate the potential environmental impacts associated with the proposed action.

Proposed Project Purpose

The purpose for the Proposed Action is to acquire land to protect the approach and transitional zones for Runway 6. The FAA provides guidance for approach protection through standards contained in Code of Federal Regulations (CFR) Part 77, Objects Affecting Navigable Airspace. CFR Part 77 establishes standards for determining obstructions to air navigation. It applies to existing and proposed manmade objects, objects of natural growth, and terrain. FAA Order 5100.38C, Airport Improvement Program Handbook, (AIP Handbook) Paragraph 701(b) states, "The approach zones (including the runway protection zone) horizontal, conical, and transitional zones at airports are required to convey a right of flight. This also includes the right to remove existing obstructions and to restrict the establishment of future obstructions". Paragraph 701(b)(2) indicates that land



T-O ENGINEERS

interest in the approach and transitional areas should be pursued to insure compatible land use. **Exhibit 1** illustrates the approach and transition zones for Runway 6.

Proposed Project Need

It is the policy of Kootenai County and Coeur d'Alene Airport to accommodate existing and future aircraft operations in the safest, most efficient, and most reliable manner by providing for land uses that are compatible with aircraft noise, approach zones, and operation activities and protect the health, safety, and welfare of the general public."¹ Acceptance of FAA funding requires the Airport to maintain airport facilities to FAA standards regarding safety and efficiency. According to FAA's Grant Assurances for Airport Sponsors, Airport Sponsors will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting, or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards². Additionally, Sponsors will take appropriate action, to the extent reasonable, to restrict the use of land adjacent to or in in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft³.

In a reasonable effort to provide airport-compatible land uses and to protect the approach airspace at the Airport, Kootenai County has identified the two parcels of property for proposed acquisition that will enable it to meet the existing and future aviation need while warding off further incompatible land use development within the immediate vicinity of the Airport.

At this time, the county is soliciting your input as a stakeholder regarding this project. Please submit written comments to JR Norvell, T-O Engineers, Project Manager, by close of business **November 27, 2015**. Comments should be submitted by email to jnorvell@to-engineers.com or to the following address:

JR Norvell, Project Manager
T-O Engineers
280 W Prairie Avenue
Coeur d'Alene, ID 83815

¹ Kootenai County. (December 2010). *2010 Kootenai County Comprehensive Plan*. Retrieved from <http://www.kcgov.us/departments/planning/newcompplan.asp>

² Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 20. Hazard Removal and Mitigation. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf

³ Federal Aviation Administration. (March 2014). *Grant Assurances for Airport Sponsors*, Assurance 21. Compatible Land Use. Retrieved from http://www.faa.gov/airports/aip/grant_assurances/media/airport-sponsor-assurances-aip.pdf



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If you have questions regarding this project or the information provided, you can contact JR Norvell at 208-762-3644 or jnorvell@to-engineers.com

Thank you.

JR Norvell, Project Manager
T-O Engineers



November 30, 2015

JR Norvell, Project Manager
T-O Engineers
280 West Prairie Avenue
Coeur d'Alene, ID 83815

RE: Kootenai County/Coeur d'Alene Airport—Environmental Assessment for Land Acquisition
Parcels A-14 and A-16

The City of Hayden has received your letter dated November 9, 2015 (received on November 16, 2015) identifying the City as a stakeholder in an Environmental Assessment for the purchase of two parcels of property totaling approximately 95 acres. In your letter you state that an Environment Assessment is being prepared for the fee simple land acquisition of parcels of property described as A-14 and A-16 and that the purpose of the proposed action is to acquire the land to protect the approach and transitional zones for Runway 6. Your "Proposed Project Need" indicates a desire to make a reasonable effort to provide airport compatible land uses and to protect the approach airspace, stating that the two parcels identified for acquisition will enable the Airport to meet the existing and future aviation need while warding off further incompatible land use development within the immediate vicinity of the Airport. The map that you included with the letter depicts the properties to be acquired abutting the east side of Huetter Road along with "existing" transitional and approach surfaces.

Based on the Memorandum of Understanding (MOU) signed by the City of Hayden and Kootenai County, it is the City's understanding that the acquisition of the land is to protect the existing runway approach and that any actions related to advancing extension of runways along with associated runway protections zones or related to land use compatibility will be addressed at, or following, the time of an update to the Airport Master Plan. The MOU also recognizes the existence of the Huetter Corridor Plan and the associated steps that have been taken to effectuate the plan through procurement of setbacks as a condition of development and annexation agreements. Pursuant to the terms of the MOU, the City of Hayden supports the acquisition of the properties described as A-14 and A-16 so long as the terms of the MOU are adhered to and hereby issues a **Statement of Mitigated Non-objection** to the land acquisition. Note that pursuant to the terms of the MOU, nothing in the MOU shall preclude the City's ability to object to any other NEPA process related to the master plan, master plan update, new, additional land acquisitions, or new issues which may arise related to this land acquisition.

The City of Hayden thanks you for the opportunity to comment on the revised notice.

Regards,



Connie Krueger, AICP
Director of Community and Economic Development

Cc:

Kootenai County Board of County Commissioners

Gary M. Gates, FAA, Helena Airports District Office

City of Hayden: Mayor McIntire and Council Members: Panabaker, Saterfiel, DeLange, and Timmins;

City Administrator, Stefan Chatwin



City of Coeur d' Alene
City of Post Falls
City of Hayden
City of Rathdrum
Coeur d' Alene Tribe
East Side Highway District
Idaho Transportation Department
Kootenai County, Idaho
Lakes Highway District
Post Falls Highway District
Worley Highway District

Cooperatively Developing a Transportation System for all of Kootenai County, Idaho

November 24, 2015

Mr. JR Norvell, Project Manager
T-O Engineers
280 W Prairie Avenue
Coeur d' Alene, ID 83815

Subject: Kootenai County/Coeur d' Alene Airport - Environmental Assessment for Land Acquisition (Parcels A-14 & A-16)

Dear Mr. Norvell,

Kootenai Metropolitan Planning Organization (KMPO) is in receipt of your letter dated November 9, 2015, which was received on November 16, 2015 with regard to the above subject. Based on the letter, it is the understanding of KMPO the Environmental Assessment will be limited to the acquisition of parcels A-14 and A-16 as depicted on the exhibit provided. It is also our understanding the acquisition of land described is to solely to protect the existing Runway Approach Surface to Runway 5; and not to accommodate or support potential runway extensions or the subsequent need to relocate the existing Runway Protection Zone further west. It is also KMPO's understanding the adopted Huetter Right of Way Corridor is located on the west side of both parcels A-14 and A-16, is an allowed use in a Runway Approach Surface, and therefore not incompatible with existing FAA regulations or guidance.

Based on these understandings, and the Memorandum of Understanding (MOU) related to the Coeur d' Alene Airport and signed by KMPO and Kootenai County; the Kootenai Metropolitan Planning Organization supports Kootenai County's acquisition of parcels A-14 and A-16 as depicted in the exhibit provided with the T-O Engineers letter dated November 9, 2015; and do not believe it will have an adverse impact to existing transportation plans adopted for the region, or the efforts to secure the Huetter Corridor Right of Way.

If however, the understandings described above are incorrect, KMPO should be apprised of the differences and reserves the right to request a NEPA environmental process that would fully consider potential environmental impacts of any future intended use of the property, which may be described in the existing FAA approve Airport Master Plan and Airport Layout Plan.

Should you have any questions, please feel free to contact me at (208) 930-4164. I want thank you for the opportunity to comment on the revised scoping notice for the Environmental Assessment related to land acquisition.

Regards,

Glenn F. Miles
Executive Director

KOOTENAI METROPOLITAN PLANNING ORGANIZATION

250 Northwest Blvd, Suite 209 Coeur d' Alene, ID 83814
1-208-930-4164 website: www.kmpo.net



POST FALLS HIGHWAY DISTRICT
5629 EAST SELTICE WAY
POST FALLS, IDAHO 83854
208-765-3717

December 2, 2015

JR Norvell
T-O Engineers
280 W Prairie Avenue
Coeur d'Alene, Idaho 83815

Re: Kootenai County/Coeur d'Alene Airport - Environmental Assessment for Land Acquisition

Dear Mr. Norvell,

The Post Falls Highway District appreciates the opportunity to again provide stakeholder comments concerning the Coeur d'Alene Airport proposed Land Acquisition and Environmental Assessment. The Post Falls Highway District has previously expressed concern over the impact the Coeur d'Alene Airport Master Plan will have on the approved plan for the Huetter Corridor and still maintains the same position on this issue.

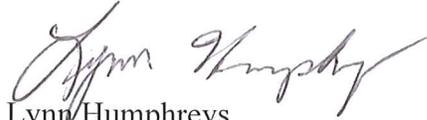
The previous request for stakeholder comments, by Chris Pomeroy of T-O Engineers dated October 1, 2014, described a proposal to acquire four parcels of property totaling approximately 160 acres located both east and west of Huetter Road between Lancaster Road and Hayden Avenue. This previous request was to comply with requirements set forth in the National Environmental Policy Act of 1969 (NEPA) and with Federal Aviation Administration (FAA) guidelines. On October 31, 2014, Post Falls Highway District responded with a letter opposing the Coeur d'Alene Airport Master Plan, the proposed airport expansion, and the land acquisition proposed by the Coeur d'Alene Airport. The Coeur d'Alene Airport Master Plan proposed a realignment of the Huetter Corridor that had not been properly vetted through the impacted stakeholders, namely Kootenai County Metropolitan Organization, Post Falls Highway District, the City of Hayden, and the City of Rathdrum. This realignment conflicted with the publicly approved alignment of the Huetter Corridor.

This current request for stakeholder comments on the proposed land acquisition of two parcels, east and adjacent to Huetter Road between Lancaster Road and Hayden Avenue, states the purpose of the land acquisition is to enable existing and future aviation needs while warding off further incompatible land use development within the immediate vicinity of the airport. While Post Falls Highway Districts understands the necessity of this effort, these parcels contain the future publically approved alignment of the Huetter Corridor. Post Falls Highway District does not object to the acquisition of these two parcels as long as

right of way for the future alignment of the Huetter Corridor is preserved in a location that has been properly vetted.

Thank you for the opportunity as an interested stakeholder to provide comment on this matter.

Sincerely,
POST FALLS HIGHWAY DISTRICT

A handwritten signature in cursive script, appearing to read "Lynn Humphreys".

Lynn Humphreys
Chairman

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Appendix Four – Meeting Minutes

1.0 MEETINGS AND COORDINATION

1.1 COEUR D'ALENE AIRPORT ADVISORY BOARD

The following section lists the Minutes of Meeting of Business Meetings conducted between January 2014 and September 10, 2014 as well as on June 24, 2013 and January 28, 2013.

Meetings discussing the Huetter Bypass and Ramsey Road Expansion Project, the Airport Master Plan, the Land Acquisition and the Environmental Assessment were conducted on:

- ✦ June 23, 2014,
- ✦ April 25, 2014,
- ✦ March 24, 2014,
- ✦ June 24, 2013,
- ✦ January 28, 2013.

1.1.1 MEETING MINUTES

Minutes of Meeting
Airport Advisory Board
July 28, 2014
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Advisory Board Chairman John Adams, and Deputy Clerk Cheryl Baumann. Also in attendance was citizen Jerry Shriner.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:34 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.

E. New Business: Airport Director Greg Delavan and Airport Advisory Board Chairman John Adams came before the Board to review items that were discussed at the Airport Advisory Board Meeting, which was held on July 11, 2014.

Mr. Delavan reported that an airplane sustained damages while it was parked on the general aviation ramp. Mr. Delavan advised that an estimate of the aircraft's damages will be submitted to the Airport's insurance company. Mr. Adams stated that the Airport Advisory Board made a recommendation that a sign be installed informing airport customers that they are parking aircraft at their own risk.

The attendees updated the Board on the following airport activities:

- The next meeting with Kootenai Metropolitan Planning Organization (KMPO) will be held on September 3, 2014 at 5:30 p.m., with the location to be determined later.
- Life Flight Network has an air medical helicopter based at the Airport. This helicopter is being used to transport critical care patients to local care providers.
- The last flying B-29 Superfortress was on display at the Airport on July 9, 2014, in conjunction with the National Air Tour of Historic WWII Aircraft.
- A fire bomber aircraft based at the Airport has been making frequent flights to support local emergency fire crews.

Mr. Adams asked the Commissioners for an update regarding a recent meeting between the Federal Aviation Administration (FAA) and the Board regarding acceptance of the Airport Sustainability Plan discretionary grant funds. Commissioner Nelson stated that FAA Representative Gary Gates will provide the Board with a list of required compliance items should the County decide to accept the grant. Commissioner Nelson asked Mr. Gates to also provide a list of allowed discretionary items.

The Board recommended that the Airport's business plan be expanded further, identifying additional revenue sources for Airport sustainability. Commissioner Green suggested that the key to the Airport's financial independence is an improved infrastructure to support additional revenue generating businesses. Mr. Delavan agreed, and stated that several improvement ideas are already documented in the Airport Strategic Plan. Mr. Adams identified aircraft parking for major companies as an example of an instant revenue source, and Mr. Delavan stated that a few large companies have been contacted, but a response had not been received yet.

Minutes of Meeting
Airport Advisory Board
June 23, 2014
9:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Advisory Board Chairman John Adams, and Deputy Clerk Cheryl Baumann.

A. Call to Order: Chairman Tondee called the meeting to order at 9:01 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Airport Advisory Board Chairman John Adams provided a recap of the Airport Advisory Board meeting that took place on June 11, 2014. Topic highlights included:

- Huetter Road By-Pass and Airport Runway extension update
- Pending hangar improvements and recent hangar sales
- Safety observations
- Status of the AGC Composites (Unitech) lease, including the need for additional parking and fencing

The Board directed Mr. Delavan to work with Legal to draft a resolution which will modify the existing sewer fee structure for tenants who lease at the Airport. After review of a Sewer Rate Study by T-O Engineering, the Airport Advisory Board recommended tenants be charged a fee of \$37.50 per month, for ongoing maintenance and Hayden Area Regional Sewer Board (HARSB) monthly usage fees. Mr. Delavan also agreed to meet with Legal to add a capital reserve fee to the resolution, based on the sewer study results. The capital reserve fee will be charged to new lease customers, and will cover infrastructure upgrades, such as pipe and pump replacements, and access to the sewer plant.

Mr. Delavan also updated the Board on the following Airport issues:

- A plane accident occurred last month in the Runway Protection Zone, which illustrates the need for safety areas around the Airport.
- The bulldozer that was stolen from the Airport will be replaced with settlement funds from ICRMP.
- Airport Drive is being reconstructed between the Panhandle Area Council building and the Resort Aviation hanger.

Mr. Delavan informed the Board that he has been tracking the time that Airport staff has dedicated to improving the entrance at the Kootenai County Fairgrounds. He explained that any future Airport Infrastructure Grants, which require matching funds that are not available in the Airport budget, can be matched by proof of in-kind work within the County.

Minutes of Meeting
Airport Advisory Board
April 28, 2014
9:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Advisory Board Chairman John Adams, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:02 a.m.
B. Introductions: There were no introductions made.
C. Changes to the Agenda: There were no changes made to the agenda.
D. Old Business: There was no old business discussed.

E. New Business:

Airport Advisory Board Chairman John Adams updated the Board on the Airport Advisory Board meeting, which was held on April 9, 2014. Mr. Adams advised the Board of County Commissioners that Unitech (ACG Aerospace) has grown and is in need of additional space. Unitech is exploring the option of adding on to the existing building, which will require them to find additional space for employee parking. Mr. Adams advised the Board that some options are available to facilitate this need, but they will require some additional discussion.

The Federal Aviation Administration (FAA) may be changing their program. With these changes the FAA may be less supportive of the Airport's business plan and more supportive of a "green" plan. Airport Director Greg Delavan advised that he is continuing to have discussions with the FAA on this subject. Commissioner Nelson suggested using a consultant to assist with the development of a plan that will receive FAA support.

Mr. Adams informed the Board that the Hayden City Spring 2014 Newsletter contained an article entitled "Roads and Airplanes". This article discussed the Ramsey Road Extension, Huetter Road Bypass, and Airport Runway Extension projects. Mr. Adams explained that the map that was included with the article did not accurately represent the airport runway extensions.

Commissioner Green noted that the Airport Advisory Board's meeting minutes indicated that they had located a generator for the Juvenile Justice Center. Commissioner Green advised that the generator that was located was for the Juvenile Detention Center and was a donation from the City of Hayden. The donation of this generator saved the County approximately \$125,000 and Commissioner Green recommended that the Board acknowledge the donation from the City of Hayden in their minutes.

The attendees discussed the Hayden Area Regional Sewer Board (HARSB) agreement. Commissioner Green advised that the HARSB Board is considering a flow usage fee, which may benefit the Airport. Commissioner Nelson inquired about the sewer fee increases and if a recommendation will be received

soon. Mr. Delavan advised that the Airport Advisory Board is discussing the fees and will be proposing a new fee.

Minutes of Meeting
Consultant Issues/Airport Advisory Board
April 25, 2014
1:30 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Advisory Board Members John Adams, Jim Thorpe, Phill Cummings, Nolan Wiley, Joan Genter, Brian Simpson and John Parmann, Panhandle Area Council Executive Director Greg Cook and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:34 p.m.
- B. Introductions:** The attendees introduced themselves for the record.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.

E. New Business:

The attendees met to discuss the list of questions that were received from Kootenai Area Planning Reconciliation Effort Facilitator Marsha Bracke. Airport Director Greg Delavan advised the Board of County Commissioners that the Airport Advisory Board had answered questions ten (10) through twenty-nine (29) and Panhandle Area Council (PAC) Executive Director Greg Cook explained that PAC had drafted answers to some of the questions as well. The Board of County Commissioners reviewed the responses that were provided by the Airport Advisory Board and PAC and discussed the parameters surrounding the questions. The Board of County Commissioners agreed that they would take on the task of answering questions one (1) through nine (9) and Commissioner Nelson asked the Advisory Board to review the list of questions that she had received to ensure that they had been answered as well. Commissioner Nelson offered to notify Ms. Bracke of the delay for these responses and to inform her that the answers will be available to her by May 7, 2014.

Minutes of Meeting
Airport Advisory Board
March 24, 2014
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Advisory Board Chairman John Adams and Deputy Clerk Nancy Jones. Commissioner Jai Nelson was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:33 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.

E. New Business:

Airport Director Greg Delavan provided a recap of the Airport Advisory Board meeting that took place on March 12, 2014. Advisory Board Chairman John Adams noted that previous minutes were not approved at the meeting, due to the lack of a quorum.

Mr. Delavan informed the Board that the Federal Aviation Administration (FAA) responded with initial comments to the Sustainability Grant scope, and that he would be forwarding those comments to the Commissioners for review and response. Further, Mr. Delavan noted that an Independent Fee Estimate (IFE), requiring input from an independent consultant, would be necessary for any threshold over \$100,000. He clarified that costs associated with the hire of a consultant are included in the grant.

Commissioner Jai Nelson joined the meeting at 9:36 a.m.

Mr. Delavan shared that Certified Professional Facilitator Marsha Bracke attended the Advisory Board meeting and introduced herself to the attendees. Ms. Bracke is the facilitator assigned to negotiate the Huetter Bypass and Runway Extension conflict. Mr. Delavan suggested that a meeting between the Commissioners and Ms. Bracke might be beneficial. Commissioner Nelson stated that Ms. Bracke had distributed a calendar of scheduled meetings with the various groups involved in mediation, although some of those meetings might be rescheduled. Mr. Delavan mentioned that he would be speaking to Ms. Bracke later in the week and that he will forward any relevant information or schedule updates. The final meetings in the process will likely be held in August or September of this year.

Mr. Delavan stated that he received a copy of the existing lease for the Army Reserve Building. This was a fifty (50) year government land lease that was signed and paid for in advance in 1987, at the lease rate of one dollar (\$1.00) per year. Civil Deputy Prosecuting Attorney R. David Ferguson is reviewing the agreement to determine whether the Forest Service will be eligible to assume the lease under those terms if they move into the building. If a new lease is appropriate, the new land lease agreement would be drafted at the current rate of eighteen (18) cents per square foot, resulting in an annual lease of \$30,000 to \$35,000 per year, depending on the amount of land included in the contract. More information will be available when review of the contract is complete and the new tenant of the Army Reserve Building is officially designated. 2

Mr. Delavan described the Dog Drop Event that took place at the Airport on March 22, 2014. Ten (10) planes arrived to deliver dogs to the Kootenai Humane Society, and two (2) PBS crews were on hand to film the event for a documentary. The planes arrived later than originally scheduled, and Airport Operations Supervisor Phil Cummings volunteered to stay late to accommodate the delay. Mr. Delavan stated that, other than those timing issues, the event was efficient and well organized.

The COE Airport Association (Association) is continuing their efforts to construct an observation area at the Airport. Mr. Delavan remarked that he is waiting to receive a business plan from the Association, noting that they will be responsible for all supplies and construction costs associated with this project.

The attendees discussed the sewer rate study and pending changes to the Joint Powers Agreement, which will likely affect the anticipated sewer rate adjustments. Commissioner Green reviewed some of the considerations and issues related to these changes. Mr. Delavan reviewed historic and current sewer use at the Airport. Commissioner Green advised that a meeting should be scheduled so that Hayden Area Regional Sewer Board representatives can discuss this issue with the Commissioners in further detail.

The attendees discussed the possibility of the Airport serving as a customs point in the future, and the challenges with pursuing this option. Chairman Tondee agreed to get additional information about this possibility and to report his findings to Mr. Delavan.

Commissioner Green initiated a discussion regarding the receivables at the Airport, and it was determined that this item should be discussed in a separate meeting. Commissioner Green agreed to submit this topic for discussion at an upcoming Commissioners' Debriefing.

Minutes of Meeting
Airport Advisory Board Update
February 24, 2014
2:30 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Advisory Board Chairman John Adams, Airport Director Greg Delavan, and Deputy Clerk Nancy Jones. Commissioner Dan Green was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 2:34 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. New Business:

Airport Advisory Chairman John Adams thanked the Commissioners for their recent presentation at the Upbeat Breakfast meeting, and shared that representatives from the CDA Vision 2030 alliance have approached him about including the Airport in their planning scope.

Mr. Adams shared that Seaport Airlines has been identified as a small, regional provider that might be a good fit for providing commercial service at the Airport. Airport Director Greg Delavan is working to contact the president of the airline, and he will provide additional information as it becomes available. Gem Air remains interested in the Airport and is expected to revisit their proposal this spring. Mr. Delavan shared that he was also approached by the regional station chief from Alaska Airlines, who would like to visit the Airport and discuss expansion needs. Mr. Delavan stated that it is unlikely anything would come of that meeting, but that he will schedule an appointment in order to ask questions and gather information.

Mr. Adams stated that Unitech is still considering moving due to space and parking issues. Mr. Delavan is working with them on options to maximize the footprint of their current property and encourage them to stay at the Airport, and the owners may pursue a construction loan to that end.

The Airport Association is working on another proposal for a public viewing pavilion and picnic shelter at the Airport, and two members of the Airport Advisory Board have been tasked with helping develop a plan that addresses physical and logistical concerns. The final concept will require advisory board approval.

Mr. Adams shared that the Advisory Board had discussed the advantages and disadvantages of increasing sewer fees in the near future. Ultimately, their board endorsed a proposal to raise fees by twenty percent (20%), from \$25 to \$30 per unit. Mr. Delavan explained that he has spoken with Administrator Ken Windram from the Hayden Area Regional Sewer Board (HARSB) regarding their plans to possibly move to a flow system, which will favor low-use tenants. Mr. Delavan stated that this could create cost savings, depending on how the change is implemented by HARSB. The attendees discussed the timeline for completion of this project, and the Board expressed concern about raising sewer fees at a time when significant changes might be occurring. Mr. Delavan acknowledged that any fee increase in excess of three percent (3%) will require a public hearing. The Board gave direction to postpone a fee increase at this time, pending receipt of additional information from HARSB, in order to ensure that fees are raised in a sufficient amount for long-term planning.

In closing, Mr. Adams shared that Trevor Budge, an instructor from the North Idaho College (NIC) Aerospace Composites Technology Program, gave a presentation to the advisory board at their last meeting. Mr. Adams stated that there is currently a waiting list to be accepted and that NIC is having success placing students after program completion. The advisory board will be scheduling a tour of the NIC facility, which is currently located on Dakota Avenue. Mr. Delavan and Mr. Adams shared their opinion that the facility should be located on airport property and that, as the program expands, it is likely that this option would be considered by the college.

Minutes of Meeting

Airport Advisory Board

June 24, 2013

9:30 a.m.

Airport Director Greg Delavan updated the Board regarding the Runway Extension Project. Mr. Delavan explained that there are some issues the Airport is currently trying to work out with the Huetter Bypass. Discussion was held regarding the possibility of extending the runway to the East instead, but options are limited because of the Rimrock Area.

Minutes of Meeting

Airport Advisory Board

January 28, 2013

9:30 a.m.

Mr. Delavan updated the Board regarding recent communications with the City of Hayden (Hayden) concerning the Ramsey Road Expansion Project. While Hayden has expressed interest in meeting with Federal Aviation Administration (FAA) officials to clarify the issues associated with this project, Mr. Delavan stated it is unlikely that FAA officials would be willing to send representatives to our area for a meeting. Mr. Delavan reported that Hayden is moving forward in annexing property near the airport, but that some land was kept from the annexation request after the Airport Board submitted a letter of interest in that property. Mr. Delavan shared that a zoning plan is to be established as part of the annexation request, including the pledge of an aviation easement. The Board encouraged Mr. Delavan to submit comments to Hayden regarding any concerns that the Airport Board has about the pending annexation request.

1.2 BUSINESS MEETINGS

The following section lists the Minutes of Meeting of Business Meetings conducted between January 2014 and September 10, 2014.

Meetings discussing the Huetter Bypass and Ramsey Road Expansion Project, the Airport Master Plan, the Land Acquisition and the Environmental Assessment were conducted on:

- ✦ July 22, 2014,
- ✦ July 1, 2014,
- ✦ March 18, 2014.

1.2.1 MEETING MINUTES

Minutes of Meeting

Business Meeting

September 9, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Elections Manager Carrie Phillips, Finance Director David McDowell, Human Resources Director Skye Reynolds, Juvenile Diversion Caseworker Annette Brandvold, Community Development Director David Callahan, County Assistance Manager Todd Rickard, Information Systems Director James Martin, Buildings and Grounds Operations Manager Shawn Riley, Interim Transit Manager Willeen Corey, Office of Emergency Management Manager Sandy Von Behren, Airport Director Greg Delavan, Board of County Commissioners Administrative Assistant Nancy Jones, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, and Deputy Clerk Daniel Robertson.

Lease Agreement/Young Construction Group of Idaho, Inc./Airport

Airport Director Greg Delavan asked the Board to consider approving a lease between Kootenai County (Airport) and Young Construction Group of Idaho, Inc. for the vacant airport parcel located at the corner of North Aero Drive and West Dakota Avenue. Mr. Delavan stated that the lease rate would be lower than the market rate as this parcel is located at the end of the Runway Protection Zone and the construction of permanent structures is limited. This lease will be in effect for twelve (12) months with an annual lease rate of \$7,500, (\$0.12 per square foot) for 62,500 square feet.

Commissioner Nelson moved to approve the lease agreement between Kootenai County (Airport) and Young Construction Group of Idaho, Inc. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Minutes of Meeting

Business Meeting

August 19, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were 9-1-1 Director Matt Street, Human Resources Director Skye Reynolds, Buildings and Grounds Operations Manager Shawn Riley, Kootenai County Sheriff's Office Support Captain Lee Richardson, Reprographics/Mail Center Supervisor David Reid, Grants Compliance Officer Jody Bieze, Juvenile Detention Director J.T. Taylor, Juvenile Probation Director Debra Nadeau, Clerk Jim Brannon, Airport Director Greg Delavan, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, and Deputy Clerk Cheryl Baumann.

Work Order 14-04/Wildlife Hazard Assessment/Management Plan/T-O Engineers/Airport

Airport Director Greg Delavan asked the Board to consider Work Order 14-04, which outlines the scope of professional services for a Wildlife Hazard Assessment and a Wildlife Hazard Management Plan. Mr. Delavan explained that this work order, as proposed by T-O Engineers, identifies hazards that are presented by the presence of wildlife at the Airport, and develops a plan to manage these hazards. The costs of these services are \$80,393 with a completion date of October 2015. Mr. Delavan explained that completion of the assessment and management plan are needed to ensure that the County is in compliance with the Federal Aviation Administration's requirements for grant funds that were received by the Airport to rehabilitate the existing airfield pavement and general aviation ramp.

Commissioner Green moved that the Board approve Work Order 14-04 between Kootenai County (Airport) and T-O Engineers for a Wildlife Hazard Assessment and Management Plan. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Baumann called the roll.

Minutes of Meeting

Business Meeting

July 22, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were 9-1-1 Director Matt Street, Airport Director Greg Delavan, Buildings and Grounds Director Shawn Riley, Solid Waste Director Cathy Mayer, Architects West, Inc. Principal Scott Fischer, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, and Deputy Clerk Cheryl Baumann.

Grant Offer/AIP 3-16-0010-041-2014/Apron Design/Environmental Assessment/Federal Aviation Administration/Airport

Airport Director Greg Delavan asked the Board to consider the Grant Agreement between Kootenai County (Airport) and the Federal Aviation Administration (FAA). This grant allows for reimbursement of costs that the County has expended during the design phase of the Airport Apron Rehabilitation project. The grant also provides funding for an FAA Environmental Assessment, which is required prior to any Airport property acquisition.

Commissioner Green moved to accept the Grant Agreement between Kootenai County (Airport) and the Federal Aviation Administration, for Airport Improvement Program Number 3-16-0010-041-2014 grant funds, for Airport general aviation ramp design expenditures and an Airport land acquisition environmental study.

Minutes of Meeting

Business Meeting

July 15, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Parks and Waterways Director Nick Snyder, Juvenile Detention Director J.T. Taylor, Solid Waste Director Cathy Mayer, Airport Director Greg Delavan, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, and Deputy Clerk Cheryl Baumann.

Public Hearing: Resolution 2014-51/Sewer Connection/Fees/Airport

The Board met to conduct a Public Hearing, for the purpose of hearing public comment regarding a request by the Airport to increase tenants' sewer fees. The Notice of Hearing was published in the *Coeur d'Alene Press* on July 1, 2014, and July 8, 2014. Airport Director Greg Delavan stated that it had been several years since the sewer rates were increased. The fee for sewer connection would be \$8,795, and would become effective upon adoption of this resolution. The monthly sewer service fee would be \$37.50, and would become effective October 1, 2014. Sewer fees were originally managed by the Hayden Area Regional Sewer Board (HARSB).

Minutes of Meeting

Business Meeting

July 1, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Parks and Waterways Director Nick Snyder, Coeur d'Alene Airport Director Greg Delavan, Kootenai County Sheriff's Office Lieutenant Stuart Miller and Lieutenant Joe Jovick, Solid Waste Director Cathy Mayer, Civil Deputy Prosecuting Attorneys Jamila Holmes and R. David Ferguson, and Deputy Clerk Cheryl Baumann. ersee the management of these sewer fees.

Work Order 14-03/Environmental Assessment/Scope of Services/Land Acquisition for Coeur d'Alene Airport/3-16-0010-041/Airport

Coeur d'Alene Airport Director Greg Delavan requested that the Board consider Work Order 14-03, between Kootenai County (Coeur d'Alene Airport) and T-O Engineers, which defines the scope of consulting services and includes an environmental assessment for the proposed land acquisition surrounding the airport. One of T-O Engineers' services includes applying for a grant from the Federal Aviation Administration (FAA), which would assist in the purchase of one hundred twenty five (125) acres of land needed for a runway protection zone and for airplane approach protection. To fulfill the FAA grant funding requirement, the County must conduct an environmental assessment, which would provide project details and address the environmental impacts on the land to be acquired. T-O Engineers would act as the County's consultant in the assessment process and oversee the activities of the sub-consultant, Mead and Hunt, Inc.

Commissioner Green moved to approve Work Order 14-03, between Kootenai County (Coeur d'Alene Airport) and T-O Engineers, for an environmental assessment of the land proposed for acquisition, which surrounds the Coeur d'Alene Airport.

Work Order 14-01/General Aviation Ramp Rehabilitation Design Only Services/Description of Project and Scope of Consultant Services for Coeur d'Alene Airport/3-16-0010-041/Airport

Mr. Delavan asked the Board to consider Work Order 14-01, between Kootenai County (Coeur d'Alene Airport) and T-O Engineers, for the improvement of a general aviation ramp at the Coeur d'Alene Airport. T-O Engineers would provide professional consulting services for this project, beginning with the initial survey and then completing of the final design and bidding process.

Commissioner Green moved to approve Work Order 14-01, between Kootenai County (Coeur d'Alene Airport) and T-O Engineers, for consulting services to design the Coeur d'Alene Airport's general aviation ramp.

Minutes of Meeting

Business Meeting

May 20, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Frontier Communications Enterprise Account Manager Jeff Odland, Sheriff's Support Captain Lee Richardson, Airport Director Greg Delavan, Juvenile Detention Director JT Taylor, 9-1-1 Communications Services Manager Robert Kesson, Juvenile Detention Administrative Supervisor Eric Sheffield, Buildings and Grounds Operations Manager Shawn Riley, Federal Transit Administration Grant Administrator Christine

Fueston, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, and Deputy Clerk Brandie Bradley.

Termination of Lease/Lake City T-Hangers/Lease Agreement 4K Field of Dreams, LLC/Airport

Airport Director Greg Delavan asked the Board to consider termination of the Lease Agreement between Kootenai County (Airport) and Lake City T-Hangers due to the sale of this hanger to Robert Field, owner of 4K Field of Dreams. Mr. Delavan also requested that the Board approve the new Lease Agreement with 4K Field of Dreams in the amount of \$388.50 per month effective May 20, 2014, and continuing through 2039.

Commissioner Green moved to terminate the Lease Agreement between Kootenai County (Airport) and Lake City T-Hangers and approve the new Lease Agreement between Kootenai County (Airport) and 4K Field of Dreams. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Termination of Lease/Property/Williams/Beacon West/Lease Agreement/Plummer Forest Products/Airport

Mr. Delavan requested that the Board consider the termination of Lease Agreement between Kootenai County (Airport) and Bob Williams (Beacon West, LLC). Mr. Delavan explained that this property has been sold to Plummer Forest Products and asked the Board to consider approval of the new Lease Agreement between Kootenai County (Airport) and Plummer Forest Products. This lease will be effective May 20, 2014 through the year 2039, for a rental amount of \$1,095.27 per month.

Commissioner Green moved to approve the termination of the Lease Agreement between Kootenai County (Airport) and Bob Williams (Beacon West, LLC), as well as, to approve the new Lease Agreement between Kootenai County (Airport) and Plummer Forest Products. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Termination of Lease/Hangar/Williams/Beacon West/Lease Agreement/Plummer Forest Products/Airport

Mr. Delavan asked the Board to consider the termination of Lease Agreement between Kootenai County (Airport) and Bob Williams (Beacon West, LLC), as this hangar has been sold to Plummer Forest Products. Mr. Delavan also requested that the Board consider the new Lease Agreement between Kootenai County (Airport) and Plummer Forest Products. The Lease Agreement will be in effect May 20, 2014, through the year of 2039. The amount of this Lease Agreement is \$436.32 per month.

Commissioner Green moved to approve the termination of Lease Agreement between Kootenai County (Airport) and Bob Williams (Beacon West, LLC) and to approve the new Lease Agreement between Kootenai County (Airport) and Plummer Forest Products.

Minutes of Meeting

Business Meeting

May 6, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Solid Waste Director Roger Saterfiel, Buildings and Grounds Operations Manager Shawn Riley, Noxious Weeds Superintendent Bill Hargrave, Benefits/Risk Management Specialist Dorothy Cross, Chaplain Larry Green, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, and Deputy Clerk Brandie Bradley. Commissioner Jai Nelson was excused.

Lease Agreement/US Army Reserve/Airport

Airport Director Greg Delavan asked the Board to approve the Lease Agreement between Kootenai County (Airport) and the United States Army Reserve. Mr. Delavan explained that the Army leases space at the Airport to conduct realistic combat engineer training. This is an annual renewal and will remain in effect from April 1, 2014, through March 31, 2015. The Army has the option of renewing the lease for four (4) additional terms of one (1) year each. The amount of this lease is \$13,000 per year.

Commissioner Green moved to approve the Lease Agreement between Kootenai County (Airport) and the United States Army Reserve.

Renewal/General Aviation Liability Insurance/ICRMP/Risk Management

Benefits/Risk Management Specialist Dorothy Cross requested that the Board consider the General Aviation Airport Liability Application that will be submitted to the Idaho Counties Risk Management Program (ICRMP). This application requests insurance coverage limits of \$10,000,000 for single limit bodily injury and property damage liability, as well as \$50,000,000 for personal injury. Ms. Cross advised that this is for the annual renewal for coverage at the Airport.

Commissioner Green moved to approve the General Aviation Airport Liability Application for submission to ICRMP.

Minutes of Meeting

Business Meeting

April 22, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Treasurer Tom Malzahn, Juvenile Probation Director Debra Nadeau, Buildings and Grounds Operations Manager Shawn Riley, Customer Service Tech II Teresa Mallery, Human Resources Director Skye Reynolds, Administrative Assistant Nancy Jones, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson, and Deputy Clerk Brandie Bradley.

Ratification/Grant Amendment No. 1/AIP 3-16-0010-038/Airport

Airport Director Greg Delavan asked the Board to ratify Grant Amendment No. 1 for AIP 3-16-0010-038, which will allow for closure of this grant. This grant was used for the rehabilitation of taxiways, aprons, and the installation of nav aids and a guidance sign at the Coeur d'Alene Airport.

Minutes of Meeting
Business Meeting
March 18, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Office of Emergency Management Manager Sandy Von Behren, Airport Director Greg Delavan, Elections Manager Carrie Phillips, Chief Deputy Clerk Pat Raffee, Noxious Weed Superintendent Linda Ely, Noxious Weed Assistant Bill Hargrave, Buildings and Grounds Operations Manager Shawn Riley, Accounting Technician Lori Shaw, Human Resources Director Skye Reynolds, Benefits Specialist Dorothy Cross, Sheriff Ben Wolfinger, Program Assistant II Nancy Mabile, Architects West Principal Scott Fischer, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Brandie Bradley.

Grant Application/AIP 3-16-0010-041/GA Ramp Rehabilitation/Environmental Assessment for Approach Land Acquisition/Airport

Airport Director Greg Delavan requested that the Board consider a Grant Application for FY2014 Airport Improvement Program Project 3-16-0010-041. Mr. Delavan advised that the General Approach Ramp is deteriorating and these funds will be used to design and inspect the new ramp. They will also be used to perform an environmental assessment for approach land acquisitions. This grant application requests funds in the amount of \$295,420, and will require matching funds from the County in the amount of \$16,249.

Commissioner Nelson moved to approve the grant application for ramp rehabilitation and land acquisition at the Airport.

Master Agreement for Professional Services/T-O Engineers, Inc./Airport

Mr. Delavan asked the Board to consider the Master Agreement for Professional Services between Kootenai County (Airport) and T-O Engineers, Inc. The Agreement allows T-O Engineers, Inc. to perform professional engineering services for all planning projects and tasks conducted at the Coeur d'Alene Airport. This agreement will be effective for five (5) years, commencing from the date of selection.

Commissioner Green moved to approve the Master Agreement for Professional Services between Kootenai County (Airport) and T-O Engineers, Inc.

Minutes of Meeting
Business Meeting
January 28, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Elections Manager Carrie Phillips, Accounting Technician Lori Shaw, Solid Waste Director Roger Saterfiel, Airport Director Greg Delavan, Buildings and Grounds Operations Manager Shawn Riley, Captain Kim Edmondson, Prosecutor Barry McHugh, Chief Prosecuting Attorney Barry Black, Civil Deputy Prosecuting Attorneys Pat Braden and R. David Ferguson and Deputy Clerk Brandie Bradley.

Airport Director Greg Delavan requested that the Board declare as surplus one (1) 1984 Chevrolet S10 pickup truck. Mr. Delavan explained to the Board that this vehicle does not run and that parts cannot be obtained for repairs. Mr. Delavan advised that Empire Airlines has expressed an interest in trading scaffolding materials for this vehicle and asked the Board to consider allowing transfer of this vehicle to Empire Airlines. The Board did not support trading the vehicle to Empire Airlines due to the inequity of value between the vehicle, which is valued at \$180 and the scaffolding, which is valued at \$4,200. The Board explained to Mr. Delavan that the vehicle can be given to Empire Airlines without the contingency that these materials are received in trade.

Commissioner Green moved to adopt Resolution 2014-14, to declare as surplus one (1) 1984 Chevrolet S10 pickup truck no longer in use by the Airport.

Minutes of Meeting

Business Meeting

January 21, 2014

2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Solid Waste Director Roger Saterfiel, Lieutenant Stuart Miller, Human Resources Director Skye Reynolds, Airport Director Greg Delavan, Airport Administrative Assistant Mary Hopkins, Accounting Technician Lori Shaw, Accounting Clerk Jessica Guenther, Civil Deputy Prosecuting Attorney R. David Ferguson and Deputy Clerk Brandie Bradley.

Grant Agreement/Resolution 2014-12/AIP 3-16-0010-038/040 Rehabilitate Taxiway and Apron & Wildlife Hazard Assessment/Airport

Airport Director Greg Delavan requested that the Board consider the Grant Agreement between Kootenai County (Airport) and the State of Idaho Transportation Department (Division of Aeronautics), as well as adopt Resolution 2014-12, which confirms the approval of the State Grant. Mr. Delavan explained that these grant funds will be used for the Taxiway and Apron Rehabilitation project, as well as a Wildlife Hazard Assessment project. The Board held a discussion about the method Mr. Delavan has developed for funding this grant acceptance and the need to make sure that all grants are completely reviewed by the Grant Office.

Commissioner Nelson moved to approve the Grant Agreement between Kootenai County (Airport) and the State of Idaho Transportation Department and to adopt Resolution 2014-12, confirming the approval of the State Grant for the taxiway and apron rehabilitation project, and the Wildlife Hazard Assessment project. Chairman Tondee seconded the motion.

1.3 AIRPORT MASTER PLAN DISCUSSION

The following section lists the Minutes of Meeting of Airport Master Plan Discussions mentioning the Huetter Bypass and Ramsey Road Expansion Project, the Airport Master Plan, the Land Acquisition and the Environmental Assessment.

These discussions were conducted on:

- ✦ September 10, 2014,
- ✦ August 18, 2014,
- ✦ June 23, 2014.

1.3.1 MEETING MINUTES

Minutes of Meeting
Airport Master Plan Discussion
September 10, 2014
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Community Development Director David Callahan, Airport Advisory Board Chairman John Adams, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:00 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.

E. New Business:

The attendees met to discuss the Kootenai Metropolitan Planning Organization (KMPO) facilitation meeting that was held on September 3, 2014. The Board deliberated about the request that was made by the other local agencies for the Airport Master Plan to be re-opened and amended. Chairman Tondee advised that he would like to meet with the City of Hayden and KMPO to discuss their specific concerns and see if the parties can compromise on a plan that will work for everyone. He did not agree that the Airport Master Plan will need to be amended. The Board discussed the possibility of inviting representatives of the Federal Aviation Administration (FAA) to attend this meeting to answer questions about the federal requirements. The Board agreed that a letter will be sent to the City of Hayden and KMPO requesting them to list and prioritize their concerns and a half day workshop will be scheduled to address these issues.

Minutes of Meeting
Airport Master Plan Update
August 18, 2014
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Senior Secretary Linda Leigh, Airport Advisory Board Members Brian Simpson, Joan Genter, Nolan Wiley, John Adams, and Jim Thorpe, and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:34 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.

E. New Business:

The attendees reviewed the Power Point presentation prepared by Airport Director Greg Delavan which will be presented at the Kootenai Metropolitan Planning Organization (KMPO) meeting to be held on September 3, 2014. This presentation outlines the major differences between the Airport Master Plan that was adopted in 2000 and the updated Airport Master Plan that was adopted in 2012.

The Board made recommendations about the presentation to Mr. Delavan and the Airport Advisory Board Members, which included: a final summary slide, numbering slides for easy reference, and the addition of a glossary of acronyms. Chairman Tondee advised Mr. Delavan that he will contact KMPO Facilitator Marsha Bracke and request that the County be given thirty (30) minutes instead of twenty (20) minutes to present this information. Commissioner Nelson suggested that Mr. Delavan also bring printed copies of his presentation to hand out at the meeting for reference and notes. The Board directed Mr. Delavan to prepare for possible questions and concerns that will be addressed at the KMPO meeting and to elaborate on the concessions that the County has made in an effort to accommodate the other agencies and their master plans.

Minutes of Meeting
Airport Discussion
June 23, 2014
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Advisory Board Chairman John Adams, and Deputy Clerk Cheryl Baumann.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:44 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.

E. New Business:

The Board asked Airport Director Greg Delavan to identify the significant changes between the Coeur d'Alene Airport Master Plans that were adopted in 2000 and 2012 and explain how those changes conflict with the Kootenai Metropolitan Planning Organization (KMPO) Master Plan.

Mr. Delavan provided a concise, comprehensive analysis written in draft form by T-O Engineering, which outlines the primary differences and area impacts described in the two (2) Coeur d'Alene Airport Master Plans.

Mr. Delavan noted that the two (2) Coeur d'Alene Airport Master Plans were designed to analyze current and future inventory and facility needs. Mr. Delavan stated that it is the responsibility of the County, the City of Hayden, and KMPO to recognize factors in the surrounding area that affect the Airport, such as zoning regulations and the road system. The 2012 Coeur d'Alene Airport Master Plan recognizes the potential conflicts with the Airport and the County roads, such as Huetter and Ramsey Roads, and details the importance of compatible land use planning around the airport.

Federal Aviation Administration (FAA) regulations do not permit roadways within the Runway Protection Zone, but the road plan adopted by KMPO does not adhere to these regulations. Mr. Delavan believes that the road conflicts can be resolved, and he requested that the Board review T-O Engineering's report for discussion at a later date.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property, which is not owned by a public agency.

1.4 COMMISSIONERS' DEBRIEFING

The following section lists the Minutes of Meeting of Commissioners' Debriefing meetings conducted between January 2014 and September 10, 2014.

Discussions about the Huetter Bypass and Ramsey Road Expansion Project, the Airport Master Plan, the land acquisition and the Environmental Assessment were conducted on:

- ✦ June 30, 2014,
- ✦ June 16, 2014,
- ✦ May 5, 2014,
- ✦ April 14, 2014.

1.4.1 MEETING MINUTES

**Minutes of Meeting
Commissioners' Debriefing
September 8, 2014
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Jobs Plus President Steve Griffiths, Airport Director Greg Delavan, Board of County Commissioners' Administrative Assistant Nancy Jones, and Deputy Clerk Brandie Bradley.

Jobs Plus President Steve Griffiths asked the Board to consider a letter of support for AGC Composites (previously Unitech). Mr. Griffiths explained that AGC Composites is considering relocating to another state, which would impact 150 local jobs. He advised that the State of Idaho offers tax reimbursement incentives to businesses that employ at least fifty (50) individuals with annual earnings of at least \$33,000 and AGC Composites meets these requirements. The State of Idaho offers this incentive to attract and retain employers. The State of Idaho also requires that local governmental agencies provide a meaningful community match for these companies to qualify. Mr. Griffiths advised that if AGC Composites does not relocate they will need additional parking and would like to add 25,000 square feet of manufacturing space. Airport Director Greg Delavan stated that AGC Composites has adequate land to expand the manufacturing space and that the Airport has land available adjacent to AGC Composites that could be leased and used for parking. Mr. Griffiths explained that this expansion would allow meaningful community match opportunities by the County, which include reduced lease rates and fee waivers to meet the State of Idaho's requirements. A meaningful community match would equate to approximately \$130,000 to \$150,000. In return AGC Composites plans to add an additional 125 jobs. The Board agreed to review these options and provide the letter of support for AGC Composites recommending that they receive the tax reimbursement incentives from the State of Idaho.

Mr. Griffiths, Mr. Delavan, and Board of County Commissioners' Administrative Assistant Nancy Jones exited the meeting at 9:44 a.m.

Minutes of Meeting
Commissioners' Debriefing
September 2, 2014
3:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Solid Waste Director Cathy Mayer, Humane Society Director of Development Victoria Nelson, Office of Emergency Management (OEM) Manager Sandy Von Behren, Buildings and Grounds Operations Manager Shawn Riley, Undersheriff Dan Mattos, Captain John Holecek, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Nancy Jones.

Airport Director Greg Delavan came to discuss the current status of the lease agreement between the Airport and the Kootenai Humane Society (KHS). Mr. Delavan provided a handout detailing the lease history and he talked about previous attempts to bring the lease in line with market rates. The current (month-to-month) lease was negotiated about ten (10) years ago and totals about \$6,700 per year. A new lease, at current market rates, would total \$16,790 per year for the 2.3 acre parcel. Humane Society Director of Development Victoria Nelson acknowledged that the increase would be difficult for the non-profit organization, but stated that she was willing to take the proposal before the KHS Board for consideration. Chairman Tondee encouraged Ms. Nelson to seek guidance from her Board and then engage in negotiations with the Airport so that a new annual lease can be drafted and brought before the Board of Commissioners. The Board asked Mr. Delevan to have a draft lease ready for review by October 1, 2014.

Minutes of Meeting
Commissioners' Debriefing
August 25, 2014
2:00 p.m.

Commissioner Nelson shared her concerns in regard to the expired contracts for the Airport. She advised that several of these contracts have been expired for quite some time despite the fact those services are still being provided. Commissioner Nelson recommended that the Board give direction to Airport Director Greg Delavan to ensure that all of the expired contracts are brought current within thirty (30) days. Chairman Pro Tem Green agreed to follow-up with Mr. Delavan about these contracts.

Minutes of Meeting
Commissioners' Debriefing
August 18, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Buildings and Grounds Operations Manager Shawn Riley, Major Neal Robertson, Grants Compliance Officer Jody Bieze, Airport Director Greg Delavan, Parks and Waterways Director Nick Snyder, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Brandie Bradley.

Airport Director Greg Delavan presented the Board with the revised scope of work for the Airport Sustainability Plan and the Sustainability Planning Pilot Program Requirements for consideration. The attendees discussed further revisions to refine the scope, the timeline for completion, and the amount of grant funds that will be expended on this project. The Board agreed to accept the grant funds for this project, but directed Mr. Delavan to restrict spending to less than \$200,000. The Board also requested that Mr. Delavan review his budget to ensure that he has matching grant funds available in Fiscal Year 2014.

Commissioner Green moved that the Board direct staff to contact the Federal Aviation Administration (FAA) and advise them of the County's intention to move forward on the Airport Sustainability Grant with the refined scope and project completion no later than October 2015, noting that the project expenditures should not exceed \$200,000. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll.

Minutes of Meeting
Commissioners' Debriefing
August 11, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Buildings and Grounds Operations Manager Shawn Riley, Airport Director Greg Delavan, and Deputy Clerk Brandie Bradley. Commissioner Jai Nelson was excused.

Chairman Tondee stated that a written notice needs to be given to terminate the lease at the current building occupied by Buildings and Grounds. The lease requires a thirty (30) day termination notice and Buildings and Grounds Operations Manager Shawn Riley advised that they will vacate the space no later than September 30, 2014.

Commissioner Green moved that the Board authorize Chairman Tondee to submit written notice to the owner of the Buildings and Grounds building, advising them that the County will vacate this space no later than September 30, 2014. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Commissioner Green stated that a response is due to the Federal Aviation Administration (FAA) by August 18, 2014, as to whether or not the County would accept the grant funds that were awarded for the Airport Sustainability Master Plan. Chairman Tondee explained that this plan could be beneficial for creating a commitment of the community partners and stakeholders. He advised that he would like to see a refined scope, which could potentially reduce the amount of grant funds that are expended to develop this plan. Commissioner Green shared that he was not favorable to expending \$300,000 for this project and may be willing to consider a proposal for a lesser amount. Airport Director Greg Delavan informed the Board that a decision is not required by August 18, 2014, and the Board could take some additional time to consider this project once Commissioner Nelson is available. The Board directed Mr. Delavan to submit a refined scope and timeframe for the project to the Board before the Commissioners' Debriefing to be held on August 18, 2014.

The Board reviewed the letter that will be mailed out to all Airport tenants to advise them of the increase in sewer fees. The Board approved this letter for distribution.

Mr. Delavan exited the meeting at 2:36 p.m.

Minutes of Meeting
Commissioners' Debriefing
June 30, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Office of Emergency Management Manager Sandy Von Behren, Grants Compliance Officer Jody Bieze, Airport

Director Greg Delavan, Information Systems Director James Martin, Civil Deputy Prosecuting Attorneys R. David Ferguson and Jamila Holmes, and Deputy Clerk Brandie Bradley.

Commissioner Nelson wanted to ensure that the Board had reviewed the comparisons of the Airport Master Plans and were in agreement as to the response that would be provided to Kootenai Metropolitan Planning Organization (KMPO) Facilitator Marsha Bracke. The Board agreed that they were only able to comment on the impact to Kootenai County and could not comment on the impact to the other agencies.

Minutes of Meeting
Commissioners' Debriefing
June 16, 2014
2:00 p.m.

Commissioner Green advised that the Airport has not requested enough grant match funds for Fiscal Year 2015 (FY15) for land acquisition. The Board agreed that a meeting needs to be scheduled with Airport Director Greg Delavan to discuss the properties that the Airport is acquiring and the intended uses of these properties.

Minutes of Meeting
Commissioners' Debriefing
May 12, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Buildings and Grounds Operations Manager Shawn Riley, Parks and Waterways Director Nick Snyder, Prosecutor Barry McHugh, Chief Deputy Prosecutor Barry Black, County Surveyor Rodney Jones, and Deputy Clerk Brandie Bradley.

Commissioner Green informed the Board that he spoke with Community Development Director David Callahan about his participation on the Kootenai County Area Transportation Team (KCATT) Board. Commissioner Green stated that Mr. Callahan had indicated that his involvement on this committee was valuable and that he would like to remain a member of the KCATT Board. Mr. Callahan agreed to work in conjunction with Airport Director Greg Delavan in the event that issues or subject matter involving the airport arise. Commissioner Green will relay this information to Mr. Delavan.

Commissioner Green stated that the Airport Sustainability Plan came to fruition in response to the Board's request for Airport Director Greg Delavan to provide a Business Plan for the Airport. Commissioner Green advised that he is supportive of hiring a consultant to develop a Business Plan for the Airport as Mr. Delavan is not able to, but is not supportive of obtaining a grant for the Sustainability Plan. Commissioner Green will inform Mr. Delavan that the Board is not opting to move forward with the grant at this time.

Minutes of Meeting
Commissioners' Debriefing
May 5, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Buildings and Grounds Operations Manager Shawn Riley, Airport Director Greg Delavan, 9-1-1 Shift Supervisor Cheryl Hallgren, and Deputy Clerk Brandie Bradley.

Chairman Tondee stated that one (1) position is available on the Kootenai County Area Transportation Team and that currently that position is filled by Community Development Director David Callahan. The Board agreed that a discussion should be held with Mr. Callahan to determine if he is the appropriate

individual to be serving on this Board or if Airport Director Greg Delavan would be better suited to fill this position.

Commissioner Nelson advised that all of the questions submitted by Kootenai Metropolitan Planning Organization Facilitator Marsha Bracke in regard to the Airport Master Plan have now been answered. Panhandle Area Council Executive Director Greg Cook has drafted responses to questions four (4) through nine (9), which will be submitted with the responses from the Board. Commissioner Nelson sent the Board's responses to Ms. Bracke.

Minutes of Meeting
Commissioners' Debriefing
April 28, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were County Assistance Manager Todd Rickard, Buildings and Grounds Operations Manager Shawn Riley, Airport Director Greg Delavan, Support Captain Lee Richardson, and Deputy Clerk Brandie Bradley.

Commissioner Green requested that an Executive Session pursuant to *Idaho Code* §67-2345(1)(b), to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent be added to agenda for the Kootenai County Area Transportation Team (KCATT) Letter Response discussion.

Minutes of Meeting
Commissioners' Debriefing
April 21, 2014
2:00 p.m.

Commissioner Green proposed that the Airport sewer fees be increased to thirty-five dollars (\$35). Commissioner Green recommended that these fees be increased now and reviewed once the Joint Powers Agreement has been approved. Currently the fees are twenty-five dollars (\$25), which does not cover the County's costs. Commissioner Nelson inquired if the sewer fees were included in the internal audit report for the Airport and asked that the Auditor's Office be invited to present their findings to the Board. The Board agreed to schedule the meeting.

Commissioner Green explained that the Board will be meeting with the Hayden Area Recreational Sewer Board (HARSB) Administrator Ken Windram on Friday, April 25, 2014, to discuss the Phase I Sewer Expansion. Commissioner Green advised that the Board would need to approve the agreement for this project and presented a copy of the agreement for the Board's review in preparation for the upcoming meeting.

Minutes of Meeting
Commissioners' Debriefing
April 14, 2014
3:00 p.m.

Chairman Tondee presented the list of questions for the Kootenai Area Planning Reconciliation Effort. Chairman Tondee acknowledged that the Board is not going to be able to answer all of the questions. Commissioner Nelson advised that Airport Director Greg Delavan has scheduled time to answer all of these questions and would be providing the answers to the Board for review prior to submission.

Minutes of Meeting
Commissioners' Debriefing
March 31, 2014
2:00 p.m.

Airport A/R Methods

Commissioner Green explained that the Clerk's Office (Auditor) has been providing follow-up on delinquent Airport lease accounts, and that he felt Board direction was needed on this issue. Commissioner Green suggested that the Auditor's staff is responsible for revenue collection but that arranging payments and contacting clients is beyond the scope of their responsibility. Chairman Tondee agreed with this assessment, but noted that the Auditor will remain responsible for issuing timely aging reports to the Airport staff. Commissioner Green agreed to contact Clerk Jim Brannon and Airport Director Greg Delavan on behalf of the Board to direct that the Airport staff will be responsible for all outreach to their clients, effective immediately.

**Minutes of Meeting
Commissioners' Debriefing
February 21, 2014
2:00 p.m.**

Commissioner Green shared a sense of frustration with the lack of response on pending Airport issues. Commissioner Green noted that the Hayden Area Regional Sewer Board (HARSB) maintenance agreement is in process, and that Airport Director Greg Delavan will be receiving contract amounts from HARSB in the near future. The Board discussed information that was shared earlier in the day (at the Strategic Plan meeting) regarding the sewer study and possible sewer fee increases. Commissioner Green also briefly updated the Board on the status of a snowplow issue, the Airport lease audit completion, follow up on the issue of the stolen tractor, and the Airport grant scope status. Further, Commissioner Green asked his fellow Board members to watch for Airport items that may arise during his absence, and to ensure that all items receive timely response.

**Minutes of Meeting
Commissioners' Debriefing
January 27, 2014
2:30 p.m.**

Commissioner Green gave an update on the Airport Long Term Parking Fees and advised that a Resolution has been located that gives the Board latitude to determine parking fees for the Airport on a case by case basis. No additional action is required by the Board at this time.

**Minutes of Meeting
Commissioners' Debriefing
January 3, 2014
3:30 p.m.**

The Board briefly discussed the anticipated Strategic Plan for the Airport and agreed that Airport Director Greg Delavan should submit a completed Business Plan within six (6) months.

1.5 MISCELLANEOUS MEETINGS

The following section lists the Minutes of Meeting of Miscellaneous Meetings conducted between December 2013 and September 10, 2014.

Meetings discussing the Huetter Bypass and Ramsey Road Expansion Project, the airport master plan, the land acquisition and the Environmental Assessment were conducted on:

- ✦ September 4, 2014,
- ✦ September 3, 2014,
- ✦ August 27, 2014,
- ✦ June 9, 2014,
- ✦ May 6, 2014,
- ✦ May 5, 2014,
- ✦ December 9, 2013.

1.5.1 MEETING MINUTES

**Minutes of Meeting
Strategic Planning Meeting
September 4, 2014
2:00 p.m.**

Commissioner Nelson inquired if a response has been received from the Federal Aviation Administration about the County's acceptance of grant funds for the Airport Sustainability Plan. Commissioner Green advised that a response has not been received. He will contact Airport Director Greg Delavan to get additional information.

The Board also briefly discussed the Kootenai Metropolitan Planning Organization facilitated meeting that was held on September 3, 2014. Chairman Tondee advised that he would like to obtain additional information from the City of Hayden before he makes a decision about reopening the Airport Master Plan. Commissioner Nelson stated that she will be meeting with Mr. Delavan to obtain answers to some of the questions that she has as a result of information that was provided at that meeting. Commissioner Green and Commissioner Nelson agreed that they would like to have a separate meeting to further discuss the Airport Master Plan.

**Minutes of Meeting
Kootenai Area Planning Reconciliation
(Elected Officials Meeting 2)
September 3, 2014
5:30 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Bracke and Associates Inc. Facilitator Marsha Bracke; City of Hayden Council President Roger Saterfiel, Councilwoman Jeri DeLange, Councilman Richard Panabaker, and Community and Economic Development Director Connie Krueger; Lakes Highway District Commissioners Rod Twete, Monty Montgomery, Dan Malcolm and Director of Highways Eric Shanley; Rathdrum Mayor Vic Holmes and City Manager Brett Boyer; City of Coeur d'Alene Councilman Dan Gookin; Kootenai Metropolitan Planning

Organization Executive Director Glenn Miles; Kootenai County Airport Director Greg Delavan and Deputy Clerk Brandie Bradley.

A. Call to Order: Facilitator Marsha Bracke called the meeting to order at 5:35 p.m.

B. Introductions: Bracke and Associates Inc. Facilitator Marsha Bracke had the attendees introduce themselves to the group.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Ms. Bracke explained that the purpose of this second meeting was to give the elected officials in the area the opportunity to collectively discuss and understand the impacts of the current Airport Master Plan. She advised that each entity would have the opportunity to present their information and once all of the presentations were completed, the elected officials would have the opportunity to address questions.

Airport Greg Delavan presented a comparative analysis of the 2000 and 2012 Airport Master Plans.

Mr. Delavan discussed the following in his presentation:

- Runway Changes
- Existing Operations
- Taxiway Modifications
- Development Modifications
- Airport Safety/Compatibility Zones
- Land Acquisition
- Ramsey Road Conflicts and Resolutions
- Huetter Road Conflicts and Resolutions

City of Hayden Community and Economic Development Director Connie Krueger shared the concerns and impacts that the 2012 Airport Master Plan has on the planning efforts of the City of Hayden. Ms. Krueger focused on topics which included:

- City of Hayden's Planning History
- Impacts to Planned Roadways
- Safety Compatibility Zones
- Noise Impacts
- FAA Grant Assurances/State Laws
- Airport Future Land Use
- Cost Implications
- Suggestions for Consideration

Kootenai Metropolitan Planning Organization (KMPO) Executive Director Glenn Miles provided information for the following items:

- KMPO Purpose
- Adopted Corridors and Studies
- Airport Reference Code C-III Aircraft Requirements
- Runway Length Requirements
- Transportation Impacts for Huetter and Ramsey Roads
- Differences between the Master Plan and the Airport Layout Plan

Rathdrum City Manager Brett Boyer stated that there is a minimal impact to the City of Rathdrum, but shared his concerns that Rathdrum was not included in previous discussions. He also provided information on issues that affect Rathdrum, such as:

- Huetter Bypass
- Future Land Use and Zoning Impacts
- Ramsey Road Bypass

Lakes Highway District Director of Highways Eric Shanley stated that his agency also was not included in the initial meetings about the Airport Master Plan and advised that they share the concerns that were presented by the City of Hayden, KMP, and the City of Rathdrum.

Ms. Bracke invited Mr. Delavan, Ms. Krueger, and Mr. Miles to the table and the attendees were given the opportunity to question these individuals. Ms. Bracke asked the attendees how they would like to proceed in resolving this issue. Several of the attendees requested that the Board of County Commissioners reopen the Airport Master Plan for amendment. Chairman Tondee advised the attendees that this was not the appropriate forum for the Board to make that decision and Commissioner Green advised that the Board would need to discuss this issue further in a public meeting that was properly noticed for that discussion.

City of Hayden Council President Roger Saterfiel advised that the City of Hayden has not moved forward with certain projects as they were waiting for a resolution to be reached on this issue. He asked the Board to provide information to the attendees once the Board has made a decision. Ms. Bracke also encouraged the Board to expedite their discussion on this topic, so that the group can continue progressing towards a resolution. The Commissioners agreed to schedule a public meeting discussion of the Airport Master Plan as soon as possible and will advise the attendees of any decisions that they make about this plan.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

Minutes of Meeting

Airport Presentation Preview

August 27, 2014

9:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Senior Secretary II Linda Leigh, and Deputy Clerk Brandie Bradley. Commissioner Jai Nelson was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 9:03 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

The attendees reviewed the updated Power Point presentation prepared by Airport Director Greg Delavan, which will be presented at the Kootenai Metropolitan Planning Organization (KMPO) meeting to be held on September 3, 2014. Mr. Delavan advised that he made the changes as recommended by the Board on August 18, 2014.

The attendees discussed the layout of the handouts that will be distributed at the meeting and the changes that were made, which included an acronym glossary and reference numbers on the slides. Commissioner Jai Nelson joined the meeting at 9:23 p.m.

The Board approved the presentation as prepared by Mr. Delavan and directed him to submit the presentation to KMPO Facilitator Marsha Bracke. Chairman Tondee advised the attendees that he will contact Ms. Bracke to request a thirty (30) minute time slot for the Airport's presentation at the September 3, 2014 meeting.

Minutes of Meeting

Airport Audit Update

August 18, 2014
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Clerk Jim Brannon, Staff Accountant Melissa Merrifield, Airport Director Greg Delavan, Airport Senior Secretary II Linda Leigh, and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 11:10 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Airport Director Greg Delavan updated the Board as to the items that have been completed in response to the internal audit recommendations as made by the Auditor's Department. The items discussed included:

(1A) Lapsed or Missing Insurance Certificates: Airport Senior Secretary II Linda Leigh advised that they have obtained all but three (3) certificates. Ms. Leigh also provided a copy of the procedures that were established to ensure future compliance.

(1B) Outdated Liability Limits: Liability limits were reviewed with Legal and they are appropriate.

(2A) Confusion on Billing Information – New Tenants: A tenant information form has been developed, which contains all of the necessary billing information. This form will be sent to the Auditor's Office with the lease and accompanying documents. Ms. Leigh advised that she has been working with Applications Systems Manager Carrie Cole to include access to the Airport PaperClip files through Logos. This access should be available by the end of September 2014.

(2B) Auditor's Office Sewer Fee Notification: The Auditor's Office will be able to access this information on the tenant information form and the Airport will send the Auditor's Office an email that continues this information for each tenant.

(2C) Untimely Lease Addendums: The Airport staff will notify tenants and provide the Auditor's Office with written notification of new lease rates prior to the July billing period each year. Invoices for back-billing have been sent out to all applicable tenants and the Airport provided a list of the tenants that received these invoices and the current payment status.

(2D) Master Sewer Records – Ms. Leigh advised that these records have been reconciled with the Hayden Area Regional Sewer Board (HARSB), but advised that there is still a discrepancy of one (1) Equivalent Residence Unit. The Board advised that if there is still a discrepancy then this has not been reconciled and directed the Airport staff to reach an agreement with HARSB or locate the missing unit and bring their findings back before the Board.

(3) Fuel Flowage System Lacks Accountability: Ms. Leigh stated that Fuel Flowage Procedures have been established and that Audit Authorization Releases have been returned from all of the Airport's tenants, except Southfield Fuel and Panhandle Helicopter. Ms. Leigh explained that Southfield Fuel has been non-responsive and she shared other concerns that she had about this tenant with the Board. Commissioner Green advised that he will follow-up with Southfield Fuel. Panhandle Helicopter has declined to sign the Audit Authorization Form, but agreed to have Airport staff do an on-site audit of their fuel purchase records.

(4 – 4C) File Organization: Ms. Leigh stated that she is currently organizing and scanning all files. She stated that she should have this project completed by May 2015.

(5) Deficiency of Procedures: The Airport staff has completed their process procedures and have received a copy of the Auditor's procedures. Airport Staff is working on merging these two (2) documents.

(6) Auditor's Office Lack of Documentation in Logos: Ms. Leigh advised that this item requires completion by the Auditor's Office and not the Airport.

(7) Lack of Inspections on Property: Mr. Delavan stated that inspections will be performed as necessary, that documentation will be completed on each inspection, and a copy of the inspection will be placed in the tenant's file. Mr. Delavan explained that inspections are usually only completed when a

compliance issue has been identified. Mr. Delavan shared his concern that without good cause, inspections could be perceived as intrusive or offensive.

□ (8) Incomplete Lease Termination: Lease termination procedures and a Mutual Rescission of Lease Agreement form have been established. These documents will be included in each tenant's file.

□ (9) Untracked Services from Lakes Highway District: A process has been established to track meter hours and material costs that are provided by Lakes Highway District, in lieu of lease fees. Chairman Tondee informed Mr. Delavan that he has received information from the Highway District indicating that they may just want to enter into a regular lease agreement and eliminate the in-kind trade. Mr. Delavan agreed to discuss this option with Lakes Highway District.

□ (10) Unpaid Property Taxes: Ms. Leigh stated that she is currently working with Board of County Commissioners' Administrative Assistant Nancy Jones, the Treasurer's Office, and the Assessor's Office to resolve this issue. The Board directed staff to have this project completed no later than October 15, 2014.

The Board explained to Ms. Leigh and Mr. Delavan that several of the items on this list that they had indicated were completed require additional follow-up. The Board directed the Airport Staff to continue their efforts to complete the following items: (1A) Lapsed or Missing Insurance Certificates, (2A) Confusion on Billing Information, (2C) Untimely Lease Addendums, (2D) Master Sewer Records, (3) Fuel Flowage System Lacks Accountability, (5) Deficiency of Procedures, and (9) Untracked Services from Lakes Highway District no later than September 30, 2014.

Minutes of Meeting

Executive Session §67-2345(1)(b)

August 8, 2014

9:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met for Executive Session pursuant to *Idaho Code* §67-2345(1)(b). Also present were Airport Director Greg Delavan and Deputy Clerk Cheryl Baumann.

A. Call to Order: Chairman Tondee called the meeting to order at 9:03 a.m.

B. Changes to the Agenda: There were no changes to the agenda.

C. New Business:

Commissioner Nelson moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Baumann called the roll:

Minutes of Meeting

Discussion with FAA Representatives

July 23, 2014

1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Administrative Assistant Mary Hopkins, Airport Advisory Board Chairman John Adams, Federal Aviation Administration (FAA) Representatives Gary Gates and Scott Eaton, T-O Engineers Project Manager J.R. Norvell, and Deputy Clerk Brandie Bradley.

A. Call to Order: Chairman Tondee called the meeting to order at 1:03 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Federal Aviation Administration (FAA) Representatives Gary Gates and Scott Eaton came before the Board to inquire about the decision that was made to reject acceptance of the Airport Sustainability Plan discretionary grant funds.

The Board advised the attendees that they made their decision based on the scope of the Sustainability Master Plan, the future impact to the grant funding for the Airport, the increased workload on the Airport staff, and the potential lack of implementation. The Board also shared concerns that the Sustainability Plan will be in further conflict with the master plans of other agencies within the community.

Mr. Gates addressed the concerns of the Board and advised that the County has the option to implement or forego any recommendations that are made in the Sustainability Plan, without negative impacts to future grant funding. He reiterated that the goal of the Sustainability Plan is to move the Airport from the current funding mechanism to a self-sufficient, revenue generating Airport. Mr. Gates encouraged the Board to review the documentation again and reconsider accepting the grant.

Commissioner Nelson requested that Mr. Gates provide the Board with a list of items that the County would be required to comply with, upon acceptance of the grant, for the Board's reconsideration.

Mr. Gates stated that a response is needed from the Board by the beginning of September 2014. Mr. Gates asked the Board, should they choose not to accept the grant award, to draft a letter to the FAA outlining the County's reasoning for not accepting these funds.

Minutes of Meeting
Department Heads
June 25, 2014
4:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Solid Waste Director Cathy Mayer, Information Services Director James Martin, Building & Grounds Operations Manager Shawn Riley, Veterans Services Officer Scott Thorsness, Administrative Assistant Nancy Jones, Parks and Waterways Director Nick Snyder, Federal Transit Administration Administrator Christine Fueston, Airport Director Greg Delavan, Community Development Director David Callahan, Grant Compliance Officer Jody Bieze, Adult Misdemeanor Probation Director Kevin Creighton, Office of Emergency Management Manager Sandy Von Behren, Administrative Supervisor II Jamie Woods, Juvenile Probation Director Debbie Nadeau, Juvenile Detention Director JT Taylor, Human Resources Director Skye Reynolds, and Deputy Clerk Brandie Bradley.

Minutes of Meeting
Kootenai Area Planning Reconciliation Effort Meeting
June 9, 2014
5:30 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Bracke and Associates Inc. Facilitator Marsha Bracke, City of Hayden Council President Roger Saterfiel, Councilwoman Jeri DeLange, Councilman Richard Panabaker, and Councilman Tim Timmins, Lakes Highway District Commissioners Rod Twete, Monty Montgomery, and Dan Malcolm, Post Falls Highway District Chairman Lynn Humphreys, Rathdrum Mayor Vic Holmes, City of Coeur d'Alene Councilman Dan Gookin, Kootenai Metropolitan Planning Organization Executive Director Glenn Miles, and Deputy Clerk Brandie Bradley.

A. Call to Order: Facilitator Marsha Bracke called the meeting to order at 5:40 p.m.

B. Introductions: Bracke and Associates Inc. Facilitator Marsha Bracke had the attendees introduce themselves to the group.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Ms. Bracke explained that the purpose of this workshop was to give the attendees the opportunity to have a discussion about the planning area conflicts and opportunities. Ms. Bracke advised that her role as facilitator was to ensure that everyone had the opportunity to express their concerns with the Airport's Master Plan and to ensure that the concerns were received and perceived accurately. Ms. Bracke stated that the County Commissioners would also be given the opportunity to respond to the stated concerns.

The attendees stated their concerns which included the lack of communication between all of the involved parties and the effects that the Airport Master Plan has on each of these agencies. The Board of County Commissioners advised the group that they were not aware of the impacts of the adopted Airport Master Plan and were of the understanding that all interested parties were notified and given the opportunity to have input prior to the plan being adopted.

The group agreed that further discussion needs to take place with all of the interested parties to discuss the impacts, as well as available options. Ms. Bracke informed the group that she would be scheduling workshops for the group to discuss this topic further.

**Minutes of Meeting
Budget Meeting – Airport
May 28, 2014
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Pro-Tem Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Airport Director Greg Delavan, Finance Director David McDowell, Staff Accountant Kimberli Price, Airport Operations Supervisor Phil Cummings, Senior Secretary II Linda Leigh, Administrative Assistant Mary Hopkins and Deputy Clerk Pamela Bogaert. Chairman Todd Tondee was excused.

A. Call to Order: Chairman Pro-Tem Green called the meeting to order at 2:07 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Airport Director Greg Delavan came before the Board to present the Fiscal Year 2015 (FY15) budget for the Airport. Line item topics of discussion included:

- Bad Debt Expense
- Non-Capital Safety Equipment
- Firefighting Support
- Other Professional Services
- Travel and Training
- Water/Sewer/Garbage
- 700 MHz Radio Access Fees
- Road Maintenance (Pavement Maintenance Program)
- Grounds Maintenance and Sewer Operations
- Building Repair and Maintenance
- Infrastructure Improvements

It was agreed that Finance Director David McDowell would have the specific line item figures updated per the Board's request and will make his recommendations based on the facts presented by the Airport personnel.

**Minutes of Meeting
Airport Audit**

May 8, 2014
10:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Airport Director Greg Delavan, Finance Director David McDowell, Staff Accountants Kim Stevenson and Melissa Merrifield, Administrative Assistant Mary Hopkins, Senior Secretary II Linda Leigh and Deputy Clerk Pamela Bogaert.

A. Call to Order: Chairman Tondee called the meeting to order at 10:03 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Finance Director David McDowell presented the Board with the final Airport Leases Internal Audit report that was performed to assist with the improvement of business practices at the Airport.

Staff Accountant Melissa Merrifield explained the objectives of auditing the Airport Leases and the methodologies used:

Interviews with various Airport employees

Review and analysis of Idaho Code and departmental procedures from the Airport

Interviews with other city and county owned airports

Performance of lease file testing using a random statistical sample of account numbers including fuel flowage and sewer records

Review of the Airport job descriptions for Senior Secretary II, administrative Assistant, Airport Operations Specialist, Deputy Director and Airport Director

Review of Auditor's Office Airport lease files

Review of the Coeur d'Alene Airport Advisory Board Minutes

Review of FAA Grant Assurances Airport Sponsors

Further, Ms. Merrifield outlined the critical, significant and important findings as well as the audit follow up recommendations. The Auditor's office will perform a follow up audit in one (1) year to assess the success of procedural changes.

The group discussed the gaps in communication between the Auditor's office and the Airport and agreed to develop and implement a checklist of information required from each lease that will be available no later than July 7, 2014. Airport staff will be responsible to distribute this checklist of information to all interested parties.

Ms. Merrifield pointed out that there is no consistent reporting on whether or not a lessee's building has a sewer connection. Administrative Assistant Mary Hopkins will include a sewer line on the proposed checklist.

Ms. Merrifield also recommended that lease addendums be given to the Auditor's office in a more timely manner. Airport Director Greg Delavan advised that lease addendums are no longer required to increase a lessee's monthly lease amount because increases are stipulated in the Lease Agreement. However, Mr. Delavan agreed to provide the Auditor's Department with notification of lease increases no later than June 6 of each year.

Ms. Merrifield further provided a list of Airport lessees who are in arrears in lease amounts as well as sewer fees. Commissioner Green directed Auditor's staff to bill out all amounts in arrears and to inform Airport staff when this task has been accomplished.

It was suggested by Ms. Merrifield that Airport staff create and maintain a master sewer record and verify all sewer hook-ups with the Hayden Area Regional Sewer Board (HARSB). It was also suggested that,

after verification of all sewer hook-ups, the master sewer record be shared with the Auditor's Office. Airport staff agreed to create a master sewer record no later than July 7, 2014.

Ms. Merrifield recommended that the current process being used to track fuel flowage fees be reviewed and improved as it lacks sufficient information to audit fuel flowage activity. It was found that in the past three years, there have been sixty-six (66) gallons in fuel flowage activity that was not reported. Mr. Delavan suggested that Airport staff work with the Legal Department to create a Release Form for tenants to sign that allows Kootenai County to audit their fuel purchases. It was agreed that an update on this issue would be brought before the Board prior to July 7, 2014.

Ms. Merrifield went on to outline inadequacies in the Airport's current database and recommended a review of the database and paper files to verify the accuracy of all existing information. Ms. Hopkins is working on updating the records but was unable to provide a definite completion timeframe.

Ms. Merrifield also recommended that Airport staff develop an extensive written procedure covering all aspects of the lease process. In addition, it was suggested that Airport staff develop a checklist to document all steps in the lease process, including new leases, adjustments and/or terminations. Ms. Hopkins advised that she is currently in the process of developing a procedure manual as suggested and it would be completed by July 7, 2014.

Ms. Merrifield suggested that the Auditor's office create and implement a procedures manual for entry of Airport leases into the County's Logos system. Accounting Manager Pamela Bogaert explained that a complete procedures manual is already in place and recommended invoicing Airport clients only once per year. Further, the Board instructed Ms. Bogaert to begin the implementation of late fees and penalties for lessees who are in arrears.

Finally, Ms. Merrifield recommended that Airport staff perform annual inspections of lessees' property to verify that all properties are being kept in good condition and no hazardous materials are being kept. Mr. Delavan was opposed to annual inspections because the buildings are the personal property of each lessee; however, he advised the Board that Airport staff is vigilant about watching for any misuse of the property.

Commissioner Nelson left the meeting at 11:46 a.m.

Chairman Tondee asked Mr. Delavan to update the Board in regard to the status of correcting the issues noted in the Internal Audit of the Airport Leases by July 7, 2014.

Minutes of Meeting
Strategic Planning
May 6, 2014
1:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Lieutenant Stuart Miller, Airport Director Greg Delavan and Deputy Clerk Brandie Bradley.

Airport Director Greg Delavan advised that the Airport's Business Plan has been approved by the Federal Aviation Association (FAA) and is ready to be reviewed by Grants Compliance Officer Jody Bieze. The Board advised Mr. Delavan that they will also need to review the scope of the Business Plan.

An emergency table top exercise will be take place at the Airport during the week of May 12, 2014, through May 16, 2014. Mr. Delavan noted that the Airport has been accident and injury free and that daily safety inspections and annual safety training continues to take place.

Mr. Delavan explained that he is preparing to present a proposal to have the Idaho Airport Management Association conference held in Coeur d'Alene. This would be held in Spring 2015. Mr. Delavan advised that he has also been working with the B29 Fighter Plane Group to schedule a fly-in to the Airport.

Mr. Delavan stated that an offer has been made and accepted to purchase land adjacent to the Airport. This purchase is supported by the FAA and is waiting for the environmental review to be completed so the Airport can move forward with obtaining grant funding for this purchase.

Mr. Delavan reported that there is nothing new to report on commercial passenger service, rental car fees, army reserve, and the airport business park projects.

Minutes of Meeting

Airport Audit

April 29, 2014

3:30 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Airport Director Greg Delavan, Administrative Assistant Mary Hopkins and Deputy Clerk Pamela Bogaert.

A. Call to Order: Chairman Tondee called the meeting to order at 3:36 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Commissioner Green advised the Board that, recently the Auditor's Department presented an Internal Audit on Airport Leases and asked Chief Deputy Clerk Pat Raffee to give a brief synopsis of that audit report.

The group briefly discussed the critical, significant and important issues reported in the Audit:

Critical Findings:

o Insurance

Lapsed or Missing Liability Certificates

Outdated Liability Limits

o Gaps in Communication:

Confusion on Billing Information – New Tenants

Auditor's Office Sewer Fee Notification

Untimely Lease Addendums

Master Sewer Records

o Fuel Flowage System Lacks Accountability

o File Organization

Airport Database Accuracy

Electronic File Keeping

Inconsistent File Keeping

o Deficiency of Procedures

o Auditor's Office Lack of Documentation in Logos

Significant Findings:

o Lack of Inspections of Property

o Incomplete Lease Termination

Important Findings:

o Untracked Services from Lakes Highway District

o Unpaid Property Taxes

The Board agreed to schedule a meeting, to be held on May 8, 2014, to review the Airport's and Auditor's Action Plans.

Minutes of Meeting
Department Heads
March 26, 2014
4:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Solid Waste Director Roger Saterfiel, Reprographics Supervisor Dave Reid, Buildings and Grounds Operations Manager Shawn Riley, Juvenile Probation Director Debbie Nadeau, Juvenile Detention Director JT Taylor and Operations Manager Linda Hoss, Human Resources Director Skye Reynolds, Information Services Director James Martin, Community Development Director David Callahan, Veterans' Services Officer Scott Thorsness, Office of Emergency Management Manager Sandy Von Behren, Administrative Supervisor II Jamie Woods, Adult Misdemeanor Probation Director Kevin Creighton, Airport Director Greg Delavan, FTA Grant Administrator Christine Fueston, Grants Compliance Officer Jody Bieze and Deputy Clerk Nancy Jones.

Minutes of Meeting
Airport Grant Discussion
March 10, 2014
11:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 11:05 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.

E. New Business:

Airport Director Greg Delavan verified that the purpose of the meeting was to discuss the Airport Sustainability Grant. Mr. Delavan stated that the Federal Aviation Administration (FAA) has approved the initial application and made a grant offer to the Airport. The next step in the grant process is to obtain FAA approval of the final project scope, which is now complete. Mr. Delavan explained that the initial scope was presented to the Board last fall, and that adjustments were made based on input from the Commissioners. In January, the updated version was submitted to the FAA office in Helena for review. Upon their recommendation, the scope was fully submitted for approval through the Washington, D.C. office. Mr. Delavan stated that this was done without additional Board review in order to meet time constraints, and he confirmed that the scope may still be revised if necessary. Once the FAA responds, their recommendations will be made available so that the Board can determine whether or not to move forward with acceptance of the grant. The attendees deliberated how the scope of the grant might be affected by potential changes to the Airport Master Plan. Chairman Tondee stated his opinion that the goals included in the scope of the grant are interrelated but separate from the goals of the Master Plan. He suggested that both should be considered planning documents with a degree of flexibility. Mr. Delavan agreed that the plans should be considered as supplemental with a degree of overlap. In response to questions from Chairman Tondee, Mr. Delavan clarified that the match amount would be about \$17,482, which could be allocated in the FY2015 budget. Further, Mr. Delavan shared that the State has already approved distribution of their match in the amount of \$15,817.50, which will be available immediately upon our acceptance of the grant. The attendees went on to discuss Airport electrical concerns and the request for an energy audit.

The group held a general discussion regarding the changes that were made to the scope before final submission. In addition, they discussed the anticipated grant timeline and applicable deadlines for response. The Board asked Mr. Delavan to forward the FAA response to the Board upon receipt, in order to provide a review period before meeting to discuss acceptance. Mr. Delavan agreed to provide the response to the Board and to highlight areas of the scope that would be affected by the FAA recommendations.

**Minutes of Meeting
Strategic Planning
February 21, 2014
9:30 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Parks and Waterways Director Nick Snyder, Information Systems Director James Martin and Network Administrator Grant Kinsey, and Deputy Clerk Nancy Jones.

Airport Director Greg Delavan spoke about the general initiatives of the Airport Strategic Plan, and he asked Mr. Martin and Mr. Kinsey about potential IS upgrades at the Airport that may be grant-funded. Mr. Delavan provided an update regarding the Army Reserve building, which is scheduled to be vacated and transferred to another federal agency, and he explained that the building will likely be given to the United States (US) Forest Service. Mr. Delavan detailed the significant upgrades that the building needs (including transfer from a septic system to the sewer system), and how the cost of those upgrades may direct which agencies are able to take ownership. In response to Board questions, Mr. Delavan explained the circumstances that could allow the Airport to obtain the building. Further, Mr. Delavan stated that he is attempting to obtain a copy of the land lease for the property. The lease is believed to have been a 100-year US government lease that was signed about sixty (60) years ago. If that is the case, the Airport may not be able to charge lease fees after the property transfers. (The Department of Defense Army Reserve is not paying rent at this time.) However, Mr. Delavan is looking at alternatives for the new lease and stated that the property should net revenue of about \$2,000 per month. Federal Aviation Administration (FAA) representatives are willing to help research options for federal government leases on Airport-owned property. 2

The Board inquired about the status of the Airport Business Plan updates and the scope for the FAA grant that Mr. Delavan has been pursuing. Mr. Delavan stated that he submitted the scope to the Board for review. The Board agreed that this matter will require a separate meeting, and asked Mr. Delavan to work with staff to schedule a meeting for the week of March 10, 2014.

**Minutes of Meeting
Department Heads
January 29, 2014
3:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Solid Waste Director Roger Saterfiel, Building and Grounds Operations Manager Shawn Riley, Juvenile Probation Director Debbie Nadeau, Juvenile Detention Director JT Taylor, Parks and Waterways Director Nick Snyder, Human Resources Director Skye Reynolds, Grants Compliance Officer Jody Bieze, Information Services Director James Martin, Reprographics/Mail Center Supervisor Dave Reid, Veterans Services Officer Scott Thorsness, Community Development Director David Callahan, Airport Director Greg Delavan, Emergency Management Manager Sandy von Behren, Public Defender Administrative Supervisor II Jamie Woods, Juvenile Detentions Operations Manager Linda Hoss and Deputy Clerk Brandie Bradley.

**Minutes of Meeting
Airport Runway Length Scope Changes**

December 9, 2013
9:00 a.m.

Airport Director Greg Delavan outlined the process that was used to develop the existing Airport Master Plan and the timeline of its design. Mr. Delavan acknowledged that the proposed runway extension creates roadway conflicts with both Huetter and Ramsey Roads. Further, Mr. Delavan shared that he has been working with the Federal Aviation Administration (FAA) to access federal funding for property acquisition. This would allow for expansion of the Airport boundaries and the accommodation of additional safety zones. The attendees discussed the purpose of the runway extension and the types of aircraft that might need to be supported in the future. Empire Airlines President Tim Komberec spoke regarding the advantages of proactive Airport planning and expansion.

KMPO Executive Director Glenn Miles described the steps that were taken to accommodate Airport expansion and safety zones when the Huetter Quarter Study was coordinated in 2006, including elimination of a full Wyoming interchange. Further, Mr. Miles reported on steps that were taken to accommodate the Airport when the Ramsey Road project was designed in 2009. Mr. Miles agreed with the FAA determination that adjacent roadways may not encroach on the Airport safety zones; however, he questioned whether options might exist for a shorter runway and smaller safety zone area. The group discussed the potential of eventually decoupling the runways and the limited options that are available with regard to the Ramsey Road project.

Commissioner Green noted that the City of Hayden, KMPO, and the Airport appear to be developing associated long-term plans without the full consult of the correlating entities. Commissioner Nelson asked whether it may be beneficial to have the Airport Master Plan consultants complete an additional analysis that incorporates information from the Huetter and Ramsey Road projects and directly addresses the question of runway length. Chairman Tondee acknowledged that two master plans exist, which are in direct conflict with each other, and that it will take cooperation to move forward.

Mr. Miles recommended that any firms that are hired to conduct supplemental runway length analysis should be impartial, third-party firms who will not be involved in the construction or development projects that are being assessed. Mr. Miles presented, for Board review, a draft scope of work for this further examination. Mr. Delavan stated that this draft rewrites components of the existing Airport Master Plan, and that this scope will invalidate that plan. Mr. Delavan indicated that a draft scope of work for the reanalysis was also completed by Mead and Hunt, with a significantly different focus from the scope that was proposed by Mr. Miles. The Board determined that both proposals should be reviewed, and that a meeting should be set to meet with the Airport consultants, in order to seek additional clarification about whether a reanalysis would be beneficial. Mr. Delavan encouraged the Board to meet with the consultants to gain insight into the long-term ramifications of initiating additional analysis. Commissioner Nelson recommended that Mr. Miles should be invited to that meeting, as well, in order to fully address all questions and concerns.

1.0 MEETINGS AND COORDINATION

1.1 BOCC BUSINESS MEETINGS

The following section lists relevant portions of the Minutes of Board of County Commissioner (BOCC) Business Meetings discussing the Huetter Bypass and Ramsey Road Expansion Project, the Airport Master Plan, the Land Acquisition and Environmental Assessment. Meetings were conducted on:

- ✈ November 10, 2014
- ✈ December 10, 2014
- ✈ October 20, 2015

1.1.1 MEETING MINUTES

**Minutes of Meeting
Business Meeting
November 10, 2014
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Prosecutor Barry Black, Board of County Commissioners Administrative Secretary Teri Johnston, Treasurer Tom Malzahn, Solid Waste Principal Planner Laureen Chaffin, Airport Administrative Assistant Mary Hopkins, Preparedness Coordinator Tamie Eberhard, Sheriff Deputy Patrol Michael Douglass, Citizen Tina Kunishige, and Deputy Clerks Courtney McKinnie and Daniel Robertson.

Grant Offer/ AIP 3-16-0010-041/EA and Apron Rehab Design/ Idaho Transportation Department/Airport

Airport Administrative Assistant Mary Hopkins requested grant approval in the amount of \$7,977 for the EA and Apron Rehab Design Project. Ms. Hopkins said that the State has offered match funds for the AIP 041 grant project and the Board has already approved the federal funding for the grant. The State amount of \$7,977 provides an offset to the match requirement for the County.

Commissioner Green moved to approve the match offer of \$7,977 for AIP 3-16-0010-041 for EA and Apron Rehab Designs with the Airport and the Idaho Transportation Department. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Robertson called the roll:

- Commissioner Nelson: Aye
- Commissioner Green: Aye

- Chairman Tondee: Aye
- The motion carried.

Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

The meeting was adjourned at 11:25 a.m.

**Minutes of Meeting
Business Meeting Continued
December 10, 2014
3:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Administrative Assistant Nancy Jones, and Deputy Clerks Ashleigh Suggs and Mary Enquist.

Professional Services Agreement/RS & H, Inc./Domino/Board of Commissioners

Chairman Tondee said that the Board now has the contract for RS&H Inc with Mr. Domino's signature. Commissioner Nelson asked if the changes to the agreement had been made that they agreed upon in the December 9, 2014 Business Meeting. Administrative Assistant Nancy Jones said the changes have been made and referenced specific pages.

Commissioner Green moved to authorize the Board to sign the contract for three (3) meetings with RS & H Inc. to help facilitate and advise the Board on the Airport Master Plan.

Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll:

- Commissioner Nelson: Aye
- Commissioner Green: Aye
- Chairman Tondee: No

The motion carried.

The meeting was adjourned at 3:07 p.m.

**Minutes of Meeting
Business Meeting
October 20, 2015
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Undersheriff Daniel Mattos, Patrol Captain Andrew Boyle, 9-1-1 Director Lieutenant Matt Street, 9-1-1 Communications Services Manager Robert Kesson, Civil Deputy Prosecuting Attorney Pat Braden, Legal Assistant Barb Nyquist, Grants Management Office Director Jody Bieze, Solid Waste Director Cathy Mayer, Parks & Waterways Director Nick Snyder, Human Resources Director Skye Reynolds, Finance Director Sondra Emerson, Senior

Staff Accountant Kimberli Price, Tax Auditing Technicians Julina Hildreth and JoAnn Conner, Office of Emergency Management Preparedness Coordinator Tamie Eberhard, Administrative Secretary Teri Johnston, and Deputy Clerks Theresa Atchley and Alicia Lynch. Also present was citizen Tina Kunshige.

MOU/ Kootenai Metropolitan Planning Organization (KMPO)/ Airport/ Lakes Highway District/ Post Falls Highway District/ Board of Commissioners

Commissioner Eberlein explained that the MOU between the County (Airport) and Kootenai Metropolitan Planning Organization (KMPO) had been sent to KMPO for review and was accepted with the amendment that Exhibit B be removed. He added that matching MOUs had been written for Lakes Highway District and Post Falls Highway District and asked that all three be approved as they were received providing they were signed by the Districts first.

Commissioner Eberlein moved to approve the signing of the MOUs between the County (Airport) and Kootenai Metropolitan Planning Organization, Lakes Highway District, and Post Falls Highway District. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

- Commissioner Stewart: Aye
- Commissioner Eberlein: Aye
- Chairman Green: Aye

The motion carried.

Chairman Green adjourned the meeting at 3:03 p.m.

1.2 AIRPORT MASTER PLAN DISCUSSION

The following section lists the Minutes of Meeting of Airport Mast Plan Discussions mentioning the Huetter Bypass and Ramsey Road Expansion Project, the Airport Master Plan, the Land Acquisition and the Environmental Assessment. Meetings were conducted on:

- ✦ October 2, 2014
- ✦ October 21, 2014
- ✦ November 5, 2014
- ✦ April 10, 2015
- ✦ May 26, 2015
- ✦ June 11, 2015
- ✦ October 26, 2015

1.2.1 MEETING MINUTES

**Minutes of Meeting
Airport Project Updates**

October 2, 2014
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Jai Nelson, and Commissioner Dan Green met to discuss the following agenda items. Also present were Airport Director Greg Delavan and Deputy Clerk Daniel Robertson.

Airport Director Greg Delavan met with the Board to discuss the current and upcoming airport projects. He stated that he had met with the biologist and engineer who will be completing the wildlife hazard assessment. This is a yearlong project, at the end of which the data will be compiled and the contractors will submit their findings, which will be used to create a Wildlife Management Plan.

Mr. Delavan updated the Board on the general aviation ramp, which needs to be reconstructed. The airport has received a design only grant for this ramp for Fiscal Year (FY) 2015, which includes a requirement to conduct an Environmental Assessment (EA). T-O Engineers will be sending a revised draft of the EA to the stakeholders. Once approved by the Federal Aviation Administration (FAA) the EA will be sent to the public, which will initiate a thirty (30) day comment period. A public hearing may be required, if requested. These requirements have delayed the acquisition of land that was budgeted for FY14. Commissioner Nelson inquired as to what the FAA requirements are for a public hearing, such as whether the Board will need to attend, etc. Mr. Delavan stated that he would research her question.

Mr. Delavan estimated that an additional grant will be available from the FAA in FY16 to begin construction work on the general aviation ramp. Commissioner Nelson requested clarification on the timeline, as the document listing airport projects that Mr. Delavan submitted to the Board indicates FY15. Mr. Delavan clarified that it may be possible for the FAA funds to become available in FY15, but this is more likely to be the case in FY16.

Mr. Delavan reported that the FAA is prioritizing safety standards. He stated that new safety standards have been published which may require reconstruction of Taxiway Alpha, which was reconstructed in 1994 and is in decent condition. He stated that this would likely require reconstruction of the end of Runway 220 as well. He estimated that these projects would cost more than \$10 million. He stated that safety projects may qualify for discretionary funding from the FAA. Mr. Delavan informed the Board that these projects may take priority over other Capital Improvement Projects (CIP) if the FAA continues to prioritize safety projects. He submitted two (2) alternative CIP lists to the Board with different options depending on the guidance from the FAA.

The attendees discussed whether an offer could be made on the proposed land acquisition. Chairman Tondee stated that FAA regulations may stipulate that the EA be completed before an offer can be made, as was the case with the Federal Transit Administration (FTA) land acquisition. Mr. Delavan did not believe that this would be the case with the FAA and that an offer could be made, but that he would do research to confirm this. Commissioner Green was in favor of making an offer, if the FAA rules allow.

Mr. Delavan stated that he is awaiting the notarized copy of the lease agreement with the Kootenai Humane Society. Commissioner Green asked about when this was expected to be received. Mr. Delavan stated he had already expected it and would follow up with the Humane Society.

Mr. Delavan reported that the lease with the Lakes Highway District is still under discussion. He stated that the Highway District was not in favor of increasing the cost of the lease to bring it up to market value, and had expressed concerns that as they lease property to the County for \$1 per year, their lease on the airport property should remain at the same rate. Mr. Delavan had informed them of the FAA guidance to charge fair market value for all airport property, and that even other County entities were required to pay this amount to the airport for land use. The Highway District has suggested that paying cash, rather than the current in-kind services, may be preferable. Mr. Delavan stated that the contract does not specify cash payments as an acceptable alternative.

Mr. Delavan reported on the pending lease with the United States Forest Service (USFS), which plans to lease the property that was previously leased to the United States Army Reserves (USAR) as a component of the Department of Defense (DoD). The USFS has stated that they would prefer to assume the USAR lease, rather than be assigned a new lease. Mr. Delavan did not believe this was possible, as the former lease was with the DoD, a separate federal entity from the USFS. Commissioner Green requested clarification on this, as they are both entities of the federal government. He also inquired about the cost of the DoD lease. Mr. Delavan clarified that this was according to the opinion he received from Legal, which the USFS did not agree with. He also stated that the DoD lease was for \$1 per year, paid 100 years in advance. He stated that the FAA would make the final determination whether the USFS could assume the DoD lease. Commissioner Green was in favor of forwarding this issue to the FAA in order to move forward with the lease.

Mr. Delavan reported that he mailed the Panhandle Area Council (PAC) their proposed updated lease in order to bring them up to market rate, as required by the FAA guidance. They have not returned it yet, although Mr. Delavan has spoken with PAC Executive Director Jim Hammond, who was favorable to signing it, pending approval by the PAC Board of Directors. Commissioner Green inquired if the lease was up for renewal, and stated that he was not in favor of asking the PAC and other lessees to sign a new lease to bring them to market rate, unless the current lease is expiring. Mr. Delavan stated that he was unaware of whether the current lease is expiring, but stated that the lessee could determine whether they were willing to sign a new lease. Commissioner Nelson echoed Commissioner Green's concerns.

Mr. Delavan reported that the Sheriff's Office is now paying market rate for the lease.

Mr. Delavan stated that Aspen Homes has expressed interest in leasing another parcel and building a hangar similar to their current hangar, and that the stated purpose is to rent the space out for revenue. This would be a deviation for the airport's normal policy of not allowing potential tenants to lease property unless they have an immediate use to store aircraft. However, he was inclined to approve the lease as they already have a hangar housing an airplane. These policies have been in place to prevent speculative and non-aviation use of the property, as the FAA guidance is for all hangars to be used for aviation purposes. In the past tenants have used hangars for storage, which is not appropriate. However, Aspen Homes would be using the property for aviation use if they rent the space out for aircraft housing. The Board was amenable to this.

The attendees discussed responses to the letters sent to the Kootenai Metropolitan Planning Organization (KMPO) members. Only a few responses have been received. This will be further discussed at the next Commissioners' Debriefing.

Mr. Delavan updated the Board on the airport sustainability plan, stating that the scope of work has been refined based on input received during the teleconference he had attended with the

FAA. Commissioner Green inquired why the sustainability plan was not completed before the end of FY14, as required by the grant. Mr. Delavan reported that the FAA did not accept the scope of work. Chairman Tondee inquired why the scope was not accepted, and Mr. Delavan responded that the FAA requested changes to the language.

Mr. Delavan reported that the airport has received a response from Southfield Fuel regarding their fuel flowage payments, stating that they will likely choose a quarterly payment system. Commissioner Nelson inquired if the airport has received all the forms and documents required, Mr. Delavan replied that they have, other than the fuel flowage release form. He reported that Southfield Fuel was not inclined to meet with him, as they were busy.

The meeting was adjourned at 11:05 a.m.

Minutes of Meeting
Steven Domino – Airport Consultant Discussion
October 21, 2014
3:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Community Development Director David Callahan, Airport Operations Supervisor Phil Cummings, and Deputy Clerk Brandie Bradley.

Commissioner Green explained that he had scheduled this meeting to allow the Board the opportunity to discuss the qualifications of Steven Domino, who serves as the Senior Aviation Consultant and Planning Services Group Lead for Reynolds, Smith and Hills, Inc. Community Development Director David Callahan stated that he had worked with this firm previously, but had not worked with Mr. Domino.

Reynolds, Smith and Hills, Inc. Aviation Engineer Alex McKean and Mr. Domino joined the meeting via teleconference at 3:08 p.m.

Commissioner Green explained that the Board was meeting with Mr. Domino to determine if he could assist the County by consulting on the Airport's Master Plan. The Board briefly explained the facilitation process that the County had been participating in to resolve issues arising from the Airport Master Plan that was adopted in 2012 and the conflicts as perceived by the Highway Districts, surrounding Cities, and the Kootenai Metropolitan Planning Organization (KMPO).

Mr. Domino shared information about other airports that he has worked with, the conflicts that he has helped resolve, and the methods that he utilizes to resolve these issues. He explained that he has worked with both small and large airports, planning organizations, cities, highways district, and citizens.

The Board inquired about Mr. Domino's availability to meet with the Board in person. Mr. Domino provided some upcoming dates that he could be available. The Board thanked Mr. Domino.

Mr. Domino and Mr. McKean exited the meeting at 4:02 p.m.

The Board agreed that they would like to have additional meetings with Mr. Domino to discuss this option further. Chairman Tondee advised that he will work with Mr. Domino to schedule the additional meetings.

The meeting was adjourned at 4:13 p.m.

Minutes of Meeting
Discussion of Airport Issues
November 5, 2014
10:30 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Clerk Jim Brannon, Interim Airport Director Phil Cummings, Airport Advisory Board President John Adams, T-O Engineers Project Manager J.R. Norvell and Planning Services Leader Chris Pomeroy, Reynolds, Smith and Hills, Inc. Senior Aviation Consultant Steven Domino, and Deputy Clerks Courtney McKinnie and Daniel Robertson. Commissioner Elect David Stewart, Citizen Greg Delavan, and Coeur d'Alene Press Reporter Jeff Selle were also in attendance.

Chairman Tondee explained that Reynolds, Smith and Hills, Inc. (RS&H) Senior Aviation Consultant Steven Domino was attending the meeting as an advisor on the Airport Master Plan (AMP) and the challenges the County has faced in gaining support for the planned airport land acquisition. Commissioner Green said that it would be beneficial to gain an outside perspective as there was mistrust between the various organizations involved.

Mr. Domino indicated that in order to resolve these conflicts it would be important to listen to the concerns of the community and stakeholders, and to identify the community's vision for the airport. He said that the primary driver of the vision would be the Board of County Commissioners as the owners of the airport.

The attendees discussed the importance of educating and communicating with local organizations such as the City of Hayden and the Kootenai Metropolitan Planning Organization (KMPO) in order to gain support for the airport. The key areas discussed were:

- The recent Federal Aviation Administration (FAA) policy changes regarding roads in the Runway Protection Zone
- The importance of airports acquiring land in order to ensure community safety, allow for future development, and maintain financial sustainability by generating revenue rather than relying on tax dollars
- The plans for extending the runways may not be implemented for 20 years or more, although acquiring land now will enable that future use
- The importance of local communities planning around the airport, rather than limiting the airport's growth through development
- The affect of runway length on the type and capacity of aircraft operating in the airport
- Whether commercial airline services, especially commuter service, could be attracted to the airport with a longer runway
- The importance of FAA funds to the operation of the airport
- Recent Idaho legislation directing communities to consider airports in their planning processes

- How the airport's ability to serve the community may be diminished if the plans for Huetter Road do not change, and the financial and environmental impact of changing these plans
- The fact that the planned land acquisition would not predetermine the runway length

Chairman Tondee advised that two (2) new Commissioners will take office in January, 2015 and that the Board's vision for the airport may change.

Chairman Tondee stated that the FAA was recommending that the Environmental Assessment (EA) be put on hold until other issues could be resolved. Airport Advisory Board President John Adams clarified that the EA is the last step required before acquiring and said some local organizations are using public comment to delay the process. The attendees discussed options for hiring Mr. Domino to consult with the County to resolve these conflicts, and Mr. Domino said he would send a proposed scope of work to the Commissioners.

Commissioner Nelson said a telephone conference with the FAA was scheduled directly following this meeting, and asked the attendees to review six (6) items pertaining to the airport before the teleconference. Chairman Tondee said that he would call a recess so that attendees could discuss these topics over lunch.

Commissioner Elect David Stewart left the meeting at 11:59 p.m.

Chairman Tondee recessed the meeting at 12:00 p.m. and reconvened at 12:10 p.m.

The attendees discussed six (6) topics to be addressed in the meeting with the FAA:

- **Status of current airport EA for land acquisition:** T-O Engineers Project Manager J.R. Norvell reported that they had stopped working on the EA at the FAA's advice. Commissioner Nelson noted that T-O Engineers works for the County, not the FAA. Mr. Domino advised resuming work on the EA, as communicating with community stakeholders is part of the process for completing the EA.
- **Previous airport planning process (2013 approved Airport Layout Plan):** The attendees reviewed technical drawings for the AMP and ALP, and discussed the differences.
- **Runway approach land protection**
- **Huetter and Ramsey Road planned improvements:** The attendees discussed the planned location for Huetter Road before and after the change in FAA guidance, and the City Of Hayden's concerns about changing the plans.
- **Potential next steps, including on-site meeting with community stakeholders**
- **Status of Sustainability Master Plan:** Mr. Norvell indicated that the FAA would be asking about whether the County would be moving forward with the scope of work. The attendees discussed the process for developing a Sustainability Master Plan, and how the community outreach portion of this process would be similar to the process for developing the Airport Master Plan. They also discussed whether the AMP and ALP could be updated during this process.

The meeting was adjourned at 1:02 p.m.

**Minutes of Meeting
Airport Discussion with FAA
November 5, 2014
1:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Clerk Jim Brannon, Interim Airport Director Phil Cummings, Airport Advisory Board President John Adams and member Jim Thorpe, T-O Engineers Project Manager J.R. Norvell and Planning Services Leader Chris Pomeroy, City of Hayden Public Works Director Sean Hoisington, Reynolds, Smith and Hills, Inc. Senior Aviation Consultant Steven Domino, and Deputy Clerks Courtney McKinnie and Daniel Robertson. Also in attendance via teleconference were Federal Aviation Administration representatives Gary Gates, Dave Stelling, Scott Eaton, Ryan Zulauf, and Diane Stilson, and Idaho Division of Aeronautics representatives Mike Pape, Melissa Kaplan, Rodger Sorenson, and Bill Statham. Citizen Greg Delavan was also in attendance.

Federal Aviation Administration (FAA) representative Gary Gates said that a letter had been sent to key airport stakeholders requesting feedback on the Environmental Assessment (EA) for the planned airport land acquisition. He said that comments had been received from some entities regarding conflicts with improvement plans for Heutter and Ramsey Roads. Mr. Gates said that the FAA is obligated to address these conflicts and he suggested putting the EA on hold until the key stakeholders, including the FAA, could meet to discuss their concerns and reach an agreement on the land acquisition. He said that the FAA supports acquiring land to protect the runway approach, as long as environmental requirements are satisfied.

The attendees discussed the logistical details of such a meeting, including:

- The possible times, dates, venues and topics
- Entities interested in attending
- Who from the FAA, the Idaho Division of Aeronautics, the Idaho Transportation Department, Kootenai County, and the various stakeholders would be invited to attend, would be asked to present topics for discussion, and when to send the invitations
- The possibility of hiring Reynolds, Smith and Hills, Inc. Senior Aviation Consultant Steven Domino as a consultant to help resolve the conflicts with the stakeholders, and his role in the meeting if he is hired
- Mr. Gates requested a timeline on the history of previous meetings and key events regarding these issues, which the Commissioners agreed to send to him
- Whether a planning meeting should be held prior to the discussion meeting, and the details of such a meeting
- What other preparations and information would be needed prior to the event

The Commissioners stated that they would contact the interested parties to organize the meeting and pull the relevant data together.

The attendees discussed the inconsistencies between the Airport Master Plan (AMP) and Airport Layout Plan (ALP), and whether these plans should be updated. Mr. Gates indicated that the FAA would support updating these plans if the Commissioners decided to move in that direction.

Chairman Tondee asked whether the County would be moving forward with the proposed scope of work for the Airport Sustainability Plan. He asked if the scope of work, as written, would still be acceptable under these conditions. FAA representative Diane Stilson indicated that she would review the scope of work and make her recommendation to the Commissioners, but that the final decision was in the Commissioners' hands.

Mr. Gates asked the Commissioners if they had any specific concerns about the proposed scope of work. The Commissioners indicated that they did not have any concerns other than what had already been discussed.

Chairman Tondee asked if any of the attendees had other questions or concerns. Airport Advisory Board President John Adams asked if the comments on the EA from the highway districts, the Kootenai Metropolitan Planning Organization, and the City of Hayden could be made available. Chairman Tondee indicated that the County already had these comments.

Chairman Tondee thanked the attendees for their time and input, and thanked the FAA for hosting the conference call.

Chairman Tondee adjourned the meeting at 2:06 p.m

Minutes of Meeting
Airport Monthly Discussion
April 10, 2015
9:00 a.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Advisory Board member and Airport Association President John Adams, Chief Deputy Clerk Pat Raffee, Staff Accountant Kimberli Price, and Deputy Clerk Meshell Missler.

Chairman Stewart said the next Airport issue concerned the Board's meeting with the City of Hayden. He said after this meeting he had received some emails from T-O Engineering regarding the east side of the Airport. He asked if Mr. Delavan had seen these emails.

Mr. Delavan confirmed that he had seen the email forwarded by the Federal Aviation Administration (FAA).

Chairman Stewart said there were a lot of questions that came up during the meeting with the city of Hayden regarding the Airport.

Mr. Delavan said it was unfortunate that he and Commissioner Eberlein were not in attendance. He asked why the meeting was called without them there, so the questions could have been answered.

Commissioner Eberlein said it was the city of Hayden's regularly-scheduled quarterly meeting which had been scheduled for quite some time.

Commissioner Green said he was sorry Commissioner Eberlein was not there at the meeting but that is going to happen as all three Commissioners cannot attend every single meeting. Chairman Stewart said if he knew what the conversation was going to be, he would have rescheduled that meeting, as it had everything to do with the Airport. With Commissioner Eberlein the Airport liaison, Chairman Stewart said he and Commissioner Green were left in the position of not being able to give many answers.

Commissioner Eberlein said he and Mr. Delavan spoke on April 3, 2015 and Mr. Delavan had said he received an email from the FAA but Mr. Delavan had not read it yet. Mr. Delavan said he did not immediately forward the email to Commissioner Eberlein because there wasn't relevant information in it.

Commissioner Eberlein said he was aware of the FAA issues and the Runway Protection Zone (RPZ) and that the Board had been waiting for the FAA decision. He continued that the Board was willing to draft a letter to the FAA urging them to make a decision so we could publicize that and move forward, but that Mr. Delavan had not let him know the FAA had sent their decision.

Mr. Delavan said he sent Commissioner Eberlein an email on Friday and discussed it with him. Chairman Stewart requested a copy of the email.

Mr. Delavan said he urged Commissioner Eberlein to set up a meeting as soon as he returned, so the County could take it directly to the city of Hayden.

Commissioner Eberlein said he requested Mr. Delavan to hand deliver the letter to the FAA on Monday while he was in Seattle, and hopefully it would prod them along to get the final decision. Mr. Delavan said when he was pressing for a meeting in Seattle and it was Gary Gates that he wanted to talk to, but he did not go to Seattle.

Commissioner Green asked if that email was received last week, and when Mr. Delavan was away.

Mr. Delavan said he received it Friday morning, but he was in Seattle on Monday, so the email arrived right before he had left for the weekend.

Commissioner Eberlein said another email was sent to Mr. Delavan, Steven Domino and a few of the T-O Engineers, and it was dated Thursday April 2, 2015.

Mr. Delavan said he received that email at 3:30 p.m. on Friday, April 3, 2015.

Commissioner Green said he phoned T-O Engineers because the meeting with the city of Hayden concerned rumors that the County was going to present the city with some MOUs, but that they had not participated in drafting any MOUs. He also said the city of Hayden had been waiting for the Runway Protection Zone issue to be cleared up by February. Commissioner Eberlein said Chris Pomeroy forwarded the email to him. Commissioner Green asked Mr. Delavan when the Board was going to see this correspondence, knowing this was a big issue for the city of Hayden.

Mr. Delavan said he had planned to do that as soon as he returned from Seattle. He said he and Commissioner Eberlein had discussed this in great detail.

Commissioner Eberlein said the FAA email was a very critical piece of information that would have helped with the city of Hayden meeting. He said when he finally received the email he forwarded it on to many people as it was the answer that the County has been looking for the last five months.

Mr. Delavan said it was just a part of the answer. He admitted he does not yet have a plan for resolution, and said the point of MOUs were to clarify specifics for all stakeholders, including the city of Hayden.

Commissioner Eberlein said the highlighted portion was critical information, and he did not receive it until the prior afternoon, April 9, 2015. Chairman Stewart asked Commissioner Eberlein if he actually had received the email Friday April 3, 2015. Commissioner Eberlein concurred, but noted Mr. Delavan had said he should not forward it on.

Mr. Delavan said that was correct. He said until the full Board had met to discuss how they were going to handle it and present the information he didn't want it shared.

Chairman Stewart said the city of Hayden's concerns might be reduced if there was a project schedule shared with them, especially regarding Ramsey Road. He asked if Mr. Delavan could produce such a schedule.

Mr. Delavan summarized the history on the situation. He said in a December 17, 2014 meeting the FAA committed to contact the Air Force, Army and Navy to gather their input on giving up the runway extension or runway approach so Ramsey Road could be extended. Yet after the delay over the holidays, in the new year the FAA said they were not going to initiate these contacts. The County wanted it done quickly, so T-O Engineers analyzed the Runway Protection Zone (RPZ) issues, and once their work was done, it was circulated within Federal government agencies. Mr. Delavan reiterated the necessity of having all the entities in agreement and without objections. He emphasized that he had not dallied on this.

Commissioner Eberlein agreed that it had been a long, slow process. However, he requested that from now on Mr. Delavan be more forthcoming to the Board with any relevant information.

Mr. Delavan said he tries to keep the Board apprised but some of the files he receives are difficult to read or in a draft format before the Board has made a decision. He expressed concern that if he sends it to the Board it becomes public record.

Commissioner Eberlein said he would like that decision to be the Board's. He said knowing more of what Mr. Delavan knew would have made the city of Hayden's meeting much more positive. Commissioner Green said the city of Hayden has not had enough communication from the County. He noted one of the city's concerns was that Mr. Delavan had held a meeting with Mayor McIntire who had suggested Mr. Delavan talk with city Administrator Stefan Chatwin instead. Commissioner Green reported that the Mayor meeting was about 3 – 4 weeks ago, but Mr. Chatwin reported on Wednesday that he had not yet heard from Mr. Delavan.

Mr. Delavan said he had nothing to talk to Mr. Chatwin about. He said he had contacted the Mayor regarding who the city of Hayden was appointing to the Sustainability Study.

Mr. Delavan said he did not recall the Mayor's request to contact Mr. Chatwin, then said he had tried to set up a meeting to discuss some of the technical details of upcoming map documents.

Commissioner Eberlein said if he would have seen this email last week he would have forwarded it on to Mr. Chatwin right away.

Mr. Delavan objected, and said an email like that leads to other questions so he would prefer an in-person meeting where he would have been able to answer questions. Mr. Delavan also said T-O Engineers' Chris Pomeroy had been keeping the city of Hayden informed all along.

Commissioner Eberlein said he was unaware of the T-O communications with the city. He said he had not been one of the recipients from the T-O email.

Mr. Delavan said the email went to technical people and that's why he had sent Commissioner Eberlein an email explaining it to him.

Commissioner Green said the only way the County is going to move forward is to rebuild trust, and that all parties needed to do a better job of that. He said he knows we need to gain support from a variety of entities to release their opposition and progress on the environmental assessment at the Airport. He asked Mr. Delavan to confirm that the FAA put things on hold until receiving a release from the criticism or concerns from the other entities.

Mr. Delavan said the Airport's intention was to actually go beyond what the FAA would typically require. His intent was to address various submitted objections through MOUs. He said MOU is the mechanism the FAA used successfully with consultant Steven Domino in St. George, Utah. He described that effectively covering paper with paper to satisfy the FAA concerns. Mr. Delavan said he has been pressing Mr. Domino for a draft MOU for each entity that had sent a protest letter.

Commissioner Green asked Mr. Delavan if he had spoken to any of the entities to see if they were interested in entering into an MOU because the city of Hayden still has this adopted Airport Master Plan which is at odds with some of their development goals, and they would like an amended Plan.

Mr. Delavan said it was never the County moving forward with an MOU that he wanted Hayden to sign. He clarified that it was a draft MOU because that was a format that the County could explain to them and which would satisfy the FAA. Mr. Delavan admitted he had not discussed this with the city of Hayden because he does not have a draft yet. Mr. Delavan said it was unfortunate that the city of Hayden somehow heard about the MOUs and jumped to the conclusion that the County was going to bring an MOU and demand that they sign it. He admitted he had not reached out to Mr. Chatwin specifically. He said he and Commissioner Eberlein were talking about going together to the city of Hayden and involving one of the council members as well as Mr. Chatwin in the discussion. Mr. Delavan said in the past information has been changed by the time it has gotten to the council members. Mr. Delavan expressed the possibility that feedback from the meeting on Wednesday was a result of misinformation.

Mr. Delavan said his recommendation to the Board was to have direct communication with each level of players so there is no obstruction to the information as it goes up the channels. He said he was trying to figure out the document the County will use to amend the Airport Master Plan to give the city the assurances they need. He said at this point it was premature to meet with the city until the Airport knows the FAA would not object to releasing their recommendation for that approach.

Mr. Delavan agreed there are things he should be coming to the Board to discuss, but said the problem was the city of Hayden came in asking questions which could have been answered if it would have been a week later.

Chairman Stewart said that if he and Commissioner Green would have had the information sooner from Mr. Delavan, they could have turned the Hayden meeting completely around.

Mr. Delavan said the information that the FAA will not object to removing that approach from the Airport Master Plan was just the beginning of information, but now the details of how to do that needed to be worked out.

Commissioner Eberlein said details are of concern to the city's engineer Sean Hoisington and that Wednesday's meeting was with Mr. Chatwin who just wants to know if the city can move forward with Ramsey Road. Chairman Stewart said Mr. Chatwin wants a definite direction.

Mr. Delavan said what Mr. Chatwin wanted would all be addressed in an MOU. He said if the County starts communicating directly with the city of Hayden the situation can be worked out pretty easily, and that he was prohibited from going to talk to the city's engineer for the last couple of years. He thought it could be worked out if Mr. Delavan could get this to a mechanical level and then bring the Board only the final decision.

Chairman Stewart asked who prohibited him from talking to Sean Hoisington. Mr. Delavan said the previous Board had said issues needed to be handled at an executive level.

Commissioner Green said in May or June 2014 the level of trust among all entities had deteriorated badly and there was no hope of any reconciliation of Mr. Delavan, Hayden's Economic Development Director Connie Krueger and Kootenai Metropolitan Planning Organization (KMPO) Glen Miles getting any progress together.

Chairman Stewart asked who at the executive level was supposed to take this on and have those communications. Commissioner Green said when the situation was going nowhere last year, the Board brought in consultant Steven Domino to restart the discussion.

Mr. Delavan said he remembered it quite differently, that he had not had effective communication with Mr. Hoisington since the previous Board had become more involved in the Airport. He said one of the challenges is if Mr. Chatwin had questions he could have picked up the phone and called Mr. Delavan, but instead Mr. Chatwin contacts the Board. Mr. Delavan said he had never had a cross word with Mr. Chatwin.

Commissioner Eberlein said obviously there is a breakdown someplace so people do not want to talk.

Mr. Delavan said as a general rule you will find that people prefer to go around those of us who are the department heads and go directly to the Board as decision makers.

Chairman Stewart asked what Mr. Delavan needed from the Board to be successful.

Mr. Delavan said he would like to set up a meeting with a city of Hayden elected official and Mr. Chatwin.

Chairman Stewart said Commissioner Eberlein is the liaison, and encouraged Mr. Delavan to include him, as well as Mr. Chatwin and city council member Roger Saterfiel, and to schedule a meeting quickly.

Chairman Stewart said there is a lot of communication that is going to go on in the process.

Commissioner Eberlein agreed with Mr. Delavan's point that when new information is presented one way, not everyone will understand. Yet if the same information is explained in another way it is understood. He said having two county people at the meeting is good because each party may say things in different ways so common ground can be found.

Chairman Stewart asked if the County understood what the city of Hayden's ultimate goal is. Mr. Delavan said he did not know.

Chairman Stewart said we need to meet, have a conversation and find out what the city's goals are, then the County will know what needs to be done to get to their goals.

Mr. Delavan said the MOU is supposed to delineate the goals and provide a framework to take to the city of Hayden.

Community Development Director David Callahan joined the meeting at 10:13 a.m. Commissioner Green said he is incredulous that the Board adopted an Airport Master Plan impacting the city of Hayden which had already been working on design for extending Ramsey Road. He said the County knows what the city of Hayden wants, and to say we don't is not true. He said amending the RPZ portion of the Master Plan lets the city move forward with Ramsey Road on which they have already expended money on design work. He said Ramsey Road was the biggest issue, but others included land use planning. Commissioner Green said the December 17, 2014 meeting drew out that the city of Hayden would be good if the RPZ went back to what was originally proposed. When the city saw T-O Engineers' report that the RPZ could be retracted, they just wanted something memorialized. He said what Mr. Chatwin asked for at the Wednesday meeting was just something in writing. Chairman Stewart said Mr. Chatwin wants the plan amended; Commissioner Green said yes, that is what they want.

Mr. Delavan said he understood the RPZ and the Ramsey Road issue but not the details because the city of Hayden had submitted eleven alternatives for the extension.

Commissioner Green said he would like to get these issues resolved and not make them bigger. He said if we could take some points like Ramsey Road off the table then the County and the city of Hayden could address compatible land use issues. Chairman Stewart said that could be secondary to the amendment of the Airport Master Plan. Commissioner Green said that is what the city is hoping for.

Chairman Stewart said if Hayden's goal is for the County to amend the Airport Master Plan, he would like to know the details, and to see a schedule on how the County could work towards that.

Commissioner Eberlein said the city of Hayden has been pretty explicit on many issues. He said the city wants to be able to know they can proceed with Ramsey Road. Commissioner Green said Ramsey Road is a huge issue for the city right now.

Commissioner Eberlein agreed with Commissioner Green, and reminded everyone that Hayden has requested news from the FAA. He said the County talked about this at the December 17, 2014 meeting and five months later the city is understandably starting to lose patience. Hayden would like to see the FAA's ruling, and they would like the Airport Master Plan to show amended maps without that pink line.

Mr. Delavan said only some of the Master Plan could be amended, maybe a map; but if the plan changed substantially it would have to be completely redone. He said those were some of the details he is working through with the FAA now.

Mr. Delavan said from listening to the recording of Wednesday's meeting the city of Hayden seemed to want a redone Airport Master Plan. He said an MOU would include that and what he has discussed with the FAA is the County could find money to redo the Airport Master Plan the fiscal 2017 budget. He said he would want a completed Sustainability Plan prior to redoing the Master Plan because elements of each impact the other. Mr. Delavan continued with more needs for environmental assessments, and perhaps land purchases.

At this point Commissioner Green interrupted, and expressed frustration about a revised Airport Master Plan maybe starting in 2017, and perhaps some funding from the FAA in 2018 by the time the County gets a Request for Proposal done actually meaning there might not be an Airport Master Plan completed until 2020 or 2022.

Mr. Delavan said exactly, which is why the County should amend the Plan we have now. And he said that would be defined in the MOU.

Commissioner Green said why an MOU? Why not just amend the plan now? Commissioner Eberlein supported amending it now, so that the County could tell the city and it is fixed. Chairman Stewart said he agreed with that approach as well.

Mr. Delavan said he thought it was possible in the next few months, depending on how the Plan is amended.

Chairman Stewart said that if Mr. Delavan needed additional funds, to come to the Board rather than not doing something because it is not yet budgeted.

Mr. Delavan said he would like to know what documentation the FAA would support and that he thought they are nearing their decision in the next couple of weeks. He added that the County and the city needed to be explicit about exactly where the Ramsey Road extension would be shown on the amended Airport document.

Commissioner Green said his frustration is about the County having known for months what Hayden wants, yet the discussion Mr. Delavan described hasn't already happened with the FAA. He asked how to accelerate it, rather than waiting for another decision.

Mr. Delavan said the County knew what we wanted to do but not which direction the FAA would go, and the FAA would not make their decision until they heard from the Army, Air Force, Navy and all the others.

Chairman Stewart said he thought the County was making great progress. Mr. Delavan agreed. Commissioner Green said he thought the city of Hayden would like to see the Airport Master Plan amended and memorialized, although the city might get immediate comfort with a letter from the Board stating our intentions to modify the Master Plan. Maybe a letter and a face to face meeting will give them and their legal counsel enough comfort.

Commissioner Eberlein said Commissioner Green's suggestion addressed this city's most pressing issue at this time.

Commissioner Green offered key points for such a letter, and that including the FAA notification would be good, along with briefly describing the County's next steps and estimated timelines to amend the Master Plan. He said maybe that would make Hayden comfortable.

Chairman Stewart said we need to sit down and talk.

Mr. Delavan said the County needs Hayden to remove their objections and do some land use planning. He said so far he has not seen any movement from the City along those lines, and that he would appreciate Community Development Director David Callahan being part of those discussions. He continued that an MOU would address all parties' issues, and should not take more than a couple of weeks to draft. He said it would be possible to have signatures on an MOU a month from now.

Chairman Stewart asked how soon Mr. Delavan anticipated communicating with the Board and sitting down with the city of Hayden.

Mr. Delavan said as soon as a Commissioner arranged a meeting he would make himself available.

Commissioner Eberlein said he would make time that day to phone the city and set up a meeting.

With no further business, Chairman Stewart adjourned the meeting at 10:40 a.m.

Airport Advisory Board and Airport Monthly Discussion

May 26, 2015

3:30 p.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were

Airport Director Greg Delavan, Airport Advisory Board member John Adams, Administrative Assistant Mary Hopkins, and Deputy Clerk Meshell Missler.

Airport Director Greg Delavan discussed with the Board the current General Aviation Ramp Rehabilitation Project, upcoming road improvements, Draft Memorandum of Understanding, and the Runway Protection Zone (RPZ). Commissioner Green and Commissioner Eberlein agreed that they would like to see the RPZ amended and memorialized as soon as possible.

Chairman Stewart adjourned the meeting at 4:38 p.m.

Minutes of Meeting

FY 2016 Airport Budget Request Discussion

June 11, 2015

1:30 p.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Senior Staff Accountant Kimberli Price, Airport Director Greg Delavan, Deputy Director Phil Cummings, Administrative Secretary Linda Leigh, and Deputy Clerks Theresa Atchley and Meshell Missler.

Airport Director Greg Delavan presented and discussed with the Board the Airport's B Budgets (Operating Expenses), C Budget (Capital Expenditures) and New Program requests.

C Budget (Capital Requests)

After some discussion about the new Capital requests the Board agreed to cut \$40,000 for a tractor and defer the decision regarding Land Acquisitions until after the executive session on June 22, 2015.

Commissioner Eberlein moved to tentatively cut \$40,000 new Capital request for a tractor from the Airport FY2016 Budget. Commissioner Green seconded the motion. There being no further discussion.

The motion carried.

Minutes of Meeting
Airport Advisory Board/Airport Monthly Discussion
October 26, 2015
9:00 a.m.

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Advisory Board Member Joan Genter, and Deputy Clerks Theresa Atchley and Alicia Lynch.

Airport Advisory Board
Review October 14, 2015, Airport Advisory Board Minutes

Airport Director Greg Delavan provided an overview of the Advisory Board meeting.

Reed-Ramsey Right-of-Way

Mr. Delavan shared project maps of the preferred alternative routes for Ramsey and Reed Roads as provided by David Evans and Associates. Mr. Delavan suggested there might be other opportunities for the right-of-way and wanted the plan to be reviewed by the FAA. The group discussed several alternatives and noted that the plans were not final and a public comment period was the next step.

Kootenai Metropolitan Planning Organization (KMPO) Memorandum of Understanding (MOU)

The Board said they would provide Mr. Delavan with a final copy of the KMPO MOU and asked him to forward it to FAA District Engineer Gary Gates for feedback. Chairman Green adjourned the meeting at 10:07 a.m.

1.3 COMMISSIONERS' DEBRIEFING

The following section lists the Minutes of Commissioner Debriefing meetings mentioning the Huetter Bypass and Ramsey Road Expansion Project, the Airport Master Plan, the Land Acquisition and the Environmental Assessment. Meetings were conducted on:

- ✈ October 27, 2014
- ✈ November 10, 2014
- ✈ December 8, 2014
- ✈ July 13, 2015
- ✈ August 3, 2015
- ✈ August 5, 2015
- ✈ August 10, 2015
- ✈ August 12, 2015
- ✈ September 8, 2015

1.3.1 MEETING MINUTES

Minutes of Meeting

Commissioners' Debriefing
October 27, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Accounting Manager Grace Blomgren, County Assistance Manager Todd Rickard, and Deputy Clerk Daniel Robertson. Commissioner Dan Green was excused.

Chairman Tondee requested to add discussions about the Airport Director and the Airport Environmental Impact Study to the agenda.

Commissioner Nelson moved to add discussions about the Airport Director and the Airport Environmental Impact Study to the agenda. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

- Commissioner Nelson: Aye
- Commissioner Green: Excused
- Chairman Tondee: Aye

The motion carried.

Chief Deputy Clerk Pat Raffee stated that Personnel Policy 120, Section 3.10 is the only section in the Personnel Policy Manual that addresses compensation for training. However, she stated that this section does not address a specific training need within the Clerk's division, as it assumes that the trainee will permanently replace the trainer and is in the same department as the trainer. She said that the Auditor's office has only one (1) employee who knows how to perform a job function that in Fiscal Year 2014 (FY14) processed \$131 million in tax payments to forty-five (45) taxing districts. She stated that another employee, in a different department of the Clerk's division, has relevant experience and could be cross-trained in this function as a back-up. Ms. Raffee requested that the Board approve use of the Clerk's FY15 budget funds to pay these two (2) employees a bonus at the conclusion of the six (6) month training period.

Chairman Tondee inquired as to why Ms. Raffee was requesting the Board's approval, as the funds are already available in the Clerk's budget. Ms. Raffee responded that she had been advised by Human Resources and Legal that the Board would need to approve this use, since it was not addressed in the Personnel Policy Manual. Chairman Tondee and Commissioner Nelson

stated that the Board's approval was not necessary, but that they were favorable to this training plan and use of funds. Chairman Tondee also advised Ms. Raffee to consider revising the job description for the back-up position in order to determine if it can be rated at a higher grade. Ms. Raffee, Finance Director David McDowell, Accounting Manager Grace Blomgren, and County Assistance Manager Todd Rickard exited the meeting at 2:21 p.m.

The Board discussed a list of three (3) expired contracts and whether these contracts would be renewed. Commissioner Nelson stated that Human Resources Director Skye Reynolds had indicated that the contract with the American Red Cross for first aid training would not be renewed. The Board discussed the contract with Dish Network for the Public Defender's Office, which would also not be renewed.

Chairman Tondee called a recess at 2:26 p.m.

Chairman Tondee called the meeting back into order at 2:29 p.m.

The Board discussed changes to be made to two (2) draft memorandums. They also discussed the letter which had been sent to the Idaho Department of Environmental Quality (DEQ). Commissioner Nelson inquired whether a Memorandum of Understanding (MOU) would be implemented with DEQ. Chairman Tondee responded that a MOU would not be required.

Chairman Tondee stated that Federal Aviation Administration (FAA) Representative Gary Gates had called to discuss the Airport Environmental Impact Study. Mr. Gates had reviewed the public's comments and recommended putting the project on hold until the comments could be addressed. Chairman Tondee reported that the FAA also reviewed the Airport Master Plan and Airport Layout Plan and Mr. Gates had indicated that there were inconsistencies between those plans. Chairman Tondee continued that Mr. Gates had stated that he was available to meet with the Board by conference call to discuss the comments and inconsistencies. Commissioner Nelson suggested making the conference call from the airport, where drawings and plans would be readily available for reference. The Commissioners also discussed options for holding a facilitated meeting with airport stakeholders and Mr. Gates.

Chairman Tondee stated that the scope of work for the Airport Sustainability Plan has been received from the FAA. He said that the Board could review the scope at the Commissioners' Debriefing scheduled for November 3, 2014, and could make a decision on it at the November 4, 2014 Business Meeting. Commissioner Nelson agreed to this proposal.

Chairman Tondee said he had a meeting scheduled with the Interim Airport Director Phil Cummings for the next morning (October 27, 2014) to discuss Mr. Cummings' responsibilities and the airport staff's concerns. The Commissioners discussed options for helping Mr. Cummings transition into the role of Interim Director.

Chairman Tondee adjourned the meeting at 2:48 p.m.

**Minutes of Meeting
Commissioners' Debriefing
November 10, 2014
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Clerk Jim Brannon, Assessor Mike McDowell, Information Systems Director James Martin, and Deputy Clerk Daniel Robertson. Also present were Schaffer's Towing owners Tim and Terry Vuller and citizen Tina Kunishige.

Chief Deputy Clerk Pat Raffee entered at 2:12 p.m. and citizen Greg Delavan entered at 2:18 p.m.

Commissioner Nelson requested that the Board extend the hiring process deadline for the Airport Director position in order to advertise to a wider pool of candidates, or stop the process

altogether so that the incoming Board could make the decision. Commissioner Green said that he was in favor of extending the deadline only if they did not receive quality applicants within the currently allotted timeframe. Commissioner Nelson said she was not in favor of continuing the process. Commissioner Green recalled that Commissioner Elect David Stewart had said that this decision would be dependent on the facts that he was not yet aware of. Chairman Tondee said that Commissioner Elect Marc Eberlein had said something similar. Chairman Tondee suggested that both Commissioners Elect could be asked to sign a confidentiality agreement and be involved in the hiring process. Commissioner Green said that it was not appropriate to turn this decision over to the oncoming Board, as the Commissioners Elect were not aware of several years of issues relevant to this decision.

The Board discussed under what conditions they would consider extending the deadline. They also discussed logistical details of reviewing applications and conducting interviews.

The Board discussed the draft letter prepared by Commissioner Nelson to be sent to airport stakeholders regarding the upcoming meeting to discuss the Airport Environmental Assessment for the planned land acquisition. They discussed the potential times, dates, and locations for the meeting. They agreed that the draft letter was acceptable.

The Board discussed whether to interview KLJ Engineers Airport Planner Ben Mello on his proposal to consult with the County on the Airport Master Plan. Commissioner Nelson said that Mr. Mello has extensive aviation experience and lives in the community. The Board agreed that it would be beneficial to meet with him.

Clerk Jim Brannon and Ms. Raffee exited the meeting at 3:13 p.m.

Commissioner Nelson indicated that Reynolds, Smith and Hills, Inc. Senior Aviation Consultant Steven Domino had proposed that the Board hire him under individual work orders rather than a long term contract. Commissioner Nelson said that she was favorable to this, as it would avoid obligating the oncoming Board. The Commissioners discussed the advantages and drawbacks of hiring Mr. Mello or Mr. Domino, and whether to involve both or either of them in the upcoming meeting with the airport stakeholders. The Board agreed to meet with Mr. Mello to discuss his proposal and to consider executing a work order with Mr. Domino.

The meeting was adjourned at 3:21 p.m.

**Minutes of Meeting
Commissioners' Debriefing
December 8, 2014
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Finance Director Dave McDowell, Staff Accountants Debbie Stoner, Kim Price, and Melissa Merrifield, Interim Airport Director Phil Cummings, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Daniel Robertson. Also present was citizen Tina Kunishige. The Board discussed the proposed contract and work order between the County and consultant Steve Domino. Board of County Commissioners Administrative Assistant Nancy Jones explained that the contradicting clauses on record retention requirements have been corrected. The Board agreed that the documents would be acceptable if the language referring to a "not to exceed" amount was removed.

Ms. Jones exited the meeting at 2:32 p.m.

Interim Airport director Phil Cummings reported that the Lakes Highway District has renewed interest in purchasing the airport land they have been leasing. Mr. Cummings noted the Federal Aviation Administration (FAA) did not support selling this land, and the Board concurred they too were still not willing to sell the parcel. The Board directed Mr. Cummings to contact the Lakes Highway District Commissioners to schedule a meeting, as they had thought the previous agreement with the Lakes Highway District had resolved this conflict.

The Board discussed the draft letter to Ed Lowry regarding the back-billing on his airport lease, and agreed to amend the letter to add a response deadline.

The Board discussed the fixed asset inventory produced by the Auditor's staff, and agreed to have Commissioner staff draft resolutions to clean up the Board's assets from the list.

Mr. Cummings asked for clarification on what value to include on resolutions to surplus items from his department. Finance Director Dave McDowell said it should be the acquisition cost if the item was purchased, or the fair market value if the item was donated or acquired from another department's surplus.

Clerk Jim Brannon, Mr. McDowell, and Staff Accountants Debbie Stoner, Kim Price, and Melissa Merrifield exited the meeting at 2:56 p.m.

Mr. Cummings reported that the FAA requested a response on whether the Board was moving forward with the Sustainability Grant scope of work. He also said that the FAA indicated that the sustainability study and scope of work would remain valid even if the Airport Master Plan is changed as a result of the upcoming airport stakeholder meeting. The Board asked Mr. Cummings to confirm whether the Idaho Division of Aeronautics still had matching funds available, and agreed to continue discussion on this item at the budget meeting scheduled for December 11.

The Board agreed to retain the vehicle that was assigned to the previous Airport Director.

Commissioner Nelson asked the other Commissioners to consider postponing the hiring process for the Airport Director, as she was concerned about the quality of applicants and possible liability issues. Commissioner Nelson announced that she intends to abstain from voting on hiring for the position if the process continues. Chairman Tondee and Commissioner Green agreed that they would not delay the process, but neither would they hire someone who was under-qualified. They also were committed to informing a new hire of the current airport issues.

Citizen Tina Kunishige exited the meeting at 3:38 p.m.

Chairman Tondee adjourned the meeting at 4:24 p.m.

**Minutes of Meeting
Commissioners' Debriefing
July 13, 2015
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Buildings and Grounds Director Shawn Riley, Undersheriff Daniel Mattos, Jail Maintenance Supervisor Thomas Reed, Airport Director Greg Delavan, County Assistance Manager Shelly Amos, Administrative Assistant Nancy Jones, and Deputy Clerk Meshell Missler.

Airport Draft Memorandums of Understanding

Commissioner Marc Eberlein said he had been working with Airport Director Greg Delavan on two Memorandums of Understanding; one between the County and the City of Hayden, and another between the County and Kootenai Metropolitan Planning Organization. Mr. Delavan provided draft copies to the Board and said he had forwarded copies to the Legal department for review.

Chairman Stewart adjourned the meeting at 4:13 p.m.

Minutes of Meeting

Commissioners' Debriefing

August 3, 2015

2:30 p.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green, and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Assessor Mike McDowell, Chief Deputy Assessor Rich Houser, Buildings and Grounds Director Shawn Riley, Human Resources Director Skye Reynolds, Airport Director Greg Delavan, Civil Prosecuting Attorney Darrin Murphey, Vehicle License Manager Carlene Coit, and Deputy Clerk Theresa Atchley.

Airport Meeting Follow-Up

Commissioners Marc Eberlein and Dan Green provided Chairman Stewart with an update on the progress made in the FAA-Airport Meeting on July 29, 2015.

Airport Director Greg Delavan shared a voicemail with the Board regarding a property that might be available for purchase.

The Board decided to schedule an Executive Session to discuss the matter on August 5, 2015, at 2:00 p.m.

Mr. Delavan exited the meeting at 4:41 p.m.

Chairman Stewart adjourned the meeting at 4:59 p.m.

Minutes of Meeting

Executive Session §74-206(1)(c)

August 5, 2015

2:00 p.m.

The Kootenai County Board of Commissioners, Chairman Stewart, Commissioner Green (via telephone) and Commissioner Eberlein met for Executive Session pursuant to Idaho Code §74-

206(1)(c) with Deputy Clerk, Stephanie Clark present. Also present were Civil Prosecuting Attorney, Dave Ferguson, Airport Director, Greg Delevan, Airport Deputy Director, Phil Cummings, Airport Advisory Board member, John Adams and Airport Advisory Board Chairman, Jim Thorp.

Commissioner Eberlein moved that the Board enter into Executive Session pursuant to *Idaho Code* §74-206(1)(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Chairman Stewart seconded the motion.

There being no discussion, Deputy Clerk, Stephanie Clark called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Executive Session was entered into at 2:32 p.m.

Commissioner Green exited the meeting at 3:01 p.m.

The Board exited Executive Session at 3:02 p.m.

Commissioner Eberlein moved that the Board instruct staff to proceed with the direction as discussed in the Executive Session. Chairman Stewart seconded the motion.

There being no further discussion, Deputy Clerk, Stephanie Clark called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Excused
- Chairman Stewart: Aye

The motion carried.

Chairman Stewart adjourned the meeting at 3:04 p.m.

Airport Meeting Follow-Up

Commissioners Marc Eberlein and Dan Green provided Chairman Stewart with an update on the progress made in the FAA-Airport Meeting on July 29, 2015.

Airport Director Greg Delavan shared a voicemail with the Board regarding a property that might be available for purchase.

The Board decided to schedule an Executive Session to discuss the matter on August 5, 2015, at 2:00 p.m.

Mr. Delavan exited the meeting at 4:41 p.m.

Chairman Stewart adjourned the meeting at 4:59 p.m.

**Minutes of Meeting
Commissioners' Debriefing
August 10, 2015
2:30 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green, and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Human Resources Director Skye Reynolds, Airport Director Greg Delavan and Deputy Director Phil Cummings, Chief Deputy Assessor Richard Houser, Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey, and Deputy Clerk Theresa Atchley. Also present were citizen Tina Kunishige and Coeur d' Alene Press staff writer David Cole.

Airport Projects/Updates

Executive Session pursuant to Idaho Code §74-206(1)(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code §74-206(1)(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency*. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

The Board entered into Executive Session at 3:27 p.m.

Mr. Delavan and Airport Deputy Director Phil Cummings; and Civil Deputy Prosecuting Attorneys R. David Ferguson and Darrin Murphey joined the Board in Executive Session.

The Board exited Executive Session at 3:33 p.m.

Commissioner Green moved to authorize Chairman Stewart to sign the real estate agreement as discussed in Executive Session. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Minutes of Meeting

Commissioners' Debriefing Continued

August 12, 2015

1:30 p.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green, and Commissioner Marc Eberlein met to discuss the following agenda item. Also present were Airport Director Greg Delavan and Deputy Director Phil Cummings, Airport Advisory Board Member John Adams, and Deputy Clerk Theresa Atchley.

Airport Projects/Updates

Commissioner Marc Eberlein distributed a copy of the revised draft Memorandum of Understanding (MOU) between the County and the City of Hayden regarding the Coeur d'Alene Airport. The Board reviewed and discussed the revised draft MOU. The Board expressed

concern as some of the items changed by the City of Hayden were regulated by the Federal Aviation Administration.

After some discussion, the Board decided to call members of the Hayden City Council directly to ascertain their mindset and to determine next steps.

Chairman Stewart adjourned the meeting at 2: 04 p.m.

Minutes of Meeting
Executive Session §74-206(1)(c)
September 8, 2015
1:15 p.m.

The Kootenai County Board of Commissioners, Chairman Stewart and Commissioner Eberlein met for Executive Session pursuant to *Idaho Code* §74-206(1)(c) with Deputy Clerk Stephanie Clark present. Also present were Airport Director, Greg Delevan, Airport Deputy Director, Phil Cummings, and Airport Advisory Board Chairman, Jim Thorp.

Commissioner Eberlein moved that the Board enter into Executive Session pursuant to *Idaho Code* §74-206(1)(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Commissioner Green seconded the motion.

There being no further discussion, Deputy Clerk Stephanie Clark called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Executive session was entered into at 1:16 p.m.

The Board exited Executive Session at 1:53 p.m.

Commissioner Green moved to direct staff to discuss with the other jurisdiction the ideas they contemplated in the Executive Session. Commissioner Eberlein seconded the motion.

There being no further discussion, Deputy Clerk Stephanie Clark called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Chairman Stewart adjourned the meeting at 1:55 p.m.

1.4 SPECIAL MEETINGS

The following section lists the Minutes of special meetings mentioning the Huetter Bypass and Ramsey Road Expansion Project, the Airport Master Plan, the Land Acquisition and the Environmental Assessment. Meetings were conducted on:

✦ July 29, 2015

- ✦ August 20, 2015
- ✦ September 8, 2015
- ✦ September 23, 2015

1.4.1 MEETING MINUTES

Minutes of Special Meeting FAA – Airport Meeting July 29, 2015 10:00 a.m.

The Kootenai County Board of Commissioners: Chairman Pro Tem Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Deputy Director Phil Cummings and Airport Administrative Assistant Mary Hopkins; City of Hayden Council President Roger Saterfiel, City Administrator Stefan Chatwin, Community and Economic Development Director Connie Krueger, Public Works Director Sean Hoisington, and City Attorney John Cafferty; Airport Advisory Board Members John Adams, Joan Genter, John Parmann, Sholeh Patrick, Brian Simpson, and Nolan Wiley; and Deputy Clerk Theresa Atchley. Also present were Federal Aviation Administration District Engineer Gary Gates and environmental consultant Michelle Anderson. Chairman David Stewart was excused.

Discuss and review Airport Memorandum of Understanding (MOU)

The Board presented a draft MOU between the Coeur d'Alene Airport and the City of Hayden and asked for input from the attendees.

Federal Aviation Administration (FAA) District Engineer Gary Gates acknowledged that there had been some challenges between the County and the City of Hayden regarding the Airport Layout Plan (ALP). He stated that the MOU was one mechanism for addressing the issues, but not a requirement of the FAA. Mr. Gates stated that the FAA, as one of the main administrators of Federal funding to the County, had the primary responsibility of ensuring favorable land use practices.

Mr. Gates said the FAA was in agreement with the revised ALP, but the Environmental Assessment (EA) must be completed before the FAA could approve the ALP. Chairman Pro Tem Green clarified that if the EA was complete, the Board could memorialize the revised ALP with the amended approach path. Mr. Gates concurred and also clarified that the County could complete the EA without the MOU.

Chairman Pro Tem Green asked what the timeline would be for the ALP approval by the FAA, if the County had a completed EA. Mr. Gates said the FAA could approve the revised ALP within a few weeks.

Hayden Community and Economic Development Director Connie Krueger said that although the MOU was generally acceptable to the City there were still several technical areas of concern. She outlined several of these concerns including:

- Overall size of the airport
- Proposed land acquisitions and land use
- Decoupling and realignment of the Runway Protection Zone

- Technical advisory committee as mentioned in the MOU

The group also discussed issues regarding Ramsey and Heutter Roads. After further discussion regarding the MOU, Chairman Pro Tem Green expressed optimism that the group had moved closer to having an agreed upon and signed MOU. Hayden City Administrator Stefan Chatwin suggested that the City of Hayden rework the draft MOU and present the document to the group for further discussion. All parties agreed to a three-week timeline to revisit the issue.

General Airport Discussion

Deputy Director Phil Cummings advised that Airport Staff were available as a resource for future meetings regarding airport specific issues between the County, the City of Hayden, and the FAA.

Chairman Stewart adjourned the meeting at 11:18 a.m.

Minutes of Special Meeting

Airport Memorandum of Understanding (MOU) Discussion

August 20, 2015

10:00 a.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green, and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Administrative Supervisor Nancy Jones, and Deputy Clerk Theresa Atchley.

Discussion with Airport Director Greg Delavan regarding the MOU

The Board discussed how to proceed regarding the revisions to the MOU between the County and the City of Hayden. Commissioner Green suggested keeping the overall goals in mind and not allowing small details to derail the process. The Board agreed to work through the document paragraph by paragraph with the hope of having a document back to the City of Hayden for their next Council meeting. Administrative Supervisor Nancy Jones revised the document as the Board provided the changes.

Civil Prosecuting Attorney Pat Braden entered the meeting at 10:36 p.m.

Chairman Stewart paused the meeting at 11:15 a.m. for a break and resumed the meeting at 11:31 a.m.

In an effort to build trust, the Board made minor revisions to the MOU keeping in mind the concerns of the City of Hayden. The items addressed included: the mission statement, Huetter and Ramsey road realignments, future land acquisitions, and the Runway Protection Zone.

Airport Director Greg Delavan expressed concern about the City of Hayden's deletion of the Federal Aviation Administration FAR Part 77 imaginary surfaces reference. Commissioner Green said this reference did not belong in this document, as this is an MOU not a contract.

Chairman Stewart paused the meeting at 12:18 p.m. for lunch and resumed the meeting at 12:37 p.m.

Commissioner Green moved to adopt the revised MOU between the County and the City of Hayden with the addition of mediation wording to be inserted by Civil Prosecuting Attorney Pat

Braden. In addition, Commissioner Green directed staff to forward two copies of the revised MOU to the City of Hayden, a corrected copy and a copy showing all revisions. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Mr. Delavan said he would provide the Board with a copy of the Airport Layout Plan Summary of Revisions created by T-O Engineers. The Board said they would share this document with the City of Hayden.

Chairman Stewart adjourned the meeting at 12:48 p.m.

Minutes of Special Meeting

Airport

September 8, 2015

10:00 a.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green, and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Airport Advisory Board Member Jim Thorpe, Administrative Supervisor Nancy Jones, and Deputy Clerk Theresa Atchley. Also present was T-O Engineers project manager J.R. Norvell.

Discussion of revisions to the Memorandum of Understanding (MOU) between Kootenai County and the Kootenai Metropolitan Planning Organization (KMPO)

The Board and attendees considered several options regarding the MOU between the County and KMPO. The parties discussed building on the MOU between the County and the City of Hayden. A memo dated September 27, 2012, from the Federal Aviation Administration and the Airport Layout Plan Sheet Revisions dated July 14, 2015 from T-O Engineers were also discussed.

T-O Engineers project manager J.R. Norvell expressed concern that the MOU with KMPO should not conflict with any agreements made in the MOU with the City of Hayden. All parties agreed.

Commissioner Green said he wanted to build trust with KMPO as had been done when creating the MOU with the City of Hayden. He suggested contacting KMPO board members directly to better understand their concerns.

Chairman Stewart instructed Administrative Supervisor Nancy Jones to contact KMPO staff for an electronic version of the MOU containing KMPO's changes. He said the Board would then reschedule a meeting to a date uncertain and work through the document tracking revisions.

Chairman Stewart adjourned the meeting at 11:20 p.m.

Minutes of Special Meeting

Airport

September 23, 2015

1:15 p.m.

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Airport Director Greg Delavan, Administrative Supervisor Nancy Jones, and Deputy Clerks Theresa Atchley and Alicia Lynch. Also present was TO Engineers Project Manager JR Norvell. Commissioner David Stewart was excused.

**Continue discussion of revisions to the Memorandum of Understanding (MOU) between Kootenai County and the Kootenai Metropolitan Planning Organization (KMPO)
Continue discussion of revisions to the MOU between Kootenai County and the City of Hayden**

Chairman Green suggested that the MOU between the County and KMPO be as close to the existing MOU between the County and the City of Hayden as possible.

The group decided to address the concerns raised by the Federal Aviation Administration (FAA) by responding directly to FAA District Engineer Gary Gates. Airport Director Greg Delavan said he would contact Mr. Gates.

Mr. Delavan exited the meeting at 2:00 p.m.

The group worked from a revised copy of the MOU provided by KMPO Executive Director Glenn Miles and made minor changes to maintain consistency with the City of Hayden MOU.

They determined that the original exhibits that were attached to the MOU between the County and the City of Hayden should not be altered, and that they would invite KMPO to attach additional exhibits, as they deemed necessary.

Chairman Green and Commissioner Marc Eberlein said they would reach out to KMPO, Lakes, and Post Falls Highway Districts to advise them of the project status.

Chairman Green directed Administrative Supervisor Nancy Jones to provide copies of the revised MOU to KMPO, and to Lakes and Post Falls Highway Districts.

Chairman Green adjourned the meeting at 2:27 p.m.

1.5 MISCELLANEOUS MEETINGS

The following section lists the Minutes of miscellaneous meetings discussing the Huetter Bypass and Ramsey Road Expansion Project, the airport master plan, the land acquisition and the Environmental Assessment. Meetings were conducted on:

- ✦ October 6, 2014
- ✦ October 29, 2014
- ✦ December 15, 2014
- ✦ December 17, 2014
- ✦ April 24, 2015

✧ July 31, 2015

✧ August 25, 2015

1.5.1 MEETING MINUTES

**Minutes of Meeting
Airport Project Updates
October 6, 2014
10:30 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Clerk Jim Brannon, Airport Director Greg Delavan, and Deputy Clerk Daniel Robertson.

Airport Director Greg Delavan met with the Board to discuss the current and upcoming airport projects. He reported that the airport has received the land survey for the Humane Society lease, including the legal description of the parcel. He stated that the Humane Society is not utilizing the entire area and that their septic system drain field is not described in the recently signed lease. The Board directed Mr. Delavan to amend the lease to more accurately reflect the land being utilized and to include the description of the drain field. The Board asked Mr. Delavan to attempt to have the amendment, signed by the Humane Society, ready to come before the Board at the November 4, 2014 Business Meeting.

The attendees discussed the airport lease back billing list and the suggested methods for resolution provided by Mr. Delavan. Mr. Delavan reported that many of the tenants have disputed the charges and declined to pay, and that he could not verify some of these claims as the previous billing software did not have sufficient reporting capabilities. His recommendation was to write-off most of the charges, except as follows:

- Intermountain Air disputes the charges, but was willing to pay fifty percent (50%) of the invoice as a good faith gesture.
- The Hagadone Corporation was still discussing the invoice with the Auditor's office.

The Board Directed Mr. Delavan to draft a resolution to cancel the charges as recommended. The Board also advised that Mr. Delavan, not the Auditor's Office, should be working directly with the tenants to resolve any remaining issues.

Mr. Delavan notified the Board that he had researched whether the lease with the Panhandle Area Council was expired, as directed in a previous meeting. He stated that the language in the lease made it difficult for him to ascertain this information and he would do further research and update the Board at a later date.

Commissioner Nelson inquired whether Mr. Delavan has submitted the revised scope of work for the Airport Sustainability Plan to the Federal Aviation Administration (FAA). Mr. Delavan responded that this is his next step for the project. The attendees discussed further edits to be made to the scope of work before submitting it to the FAA.

Mr. Delavan updated the Board on the budget for the sustainability survey, stating that \$11,600 was budgeted. Commissioner Nelson inquired whether this was included in the amount to be

carried over from the Fiscal Year 2014 (FY14) budget. Mr. Delavan was not aware of whether this was the case.

The attendees reviewed the results of the airport audit and discussed the items still needing to be addressed. These included:

- Lapsed or missing insurance certificates: Mr. Delavan notified the Board that the final three (3) certificates had been received.
- Confusion on billing information for new tenants: Mr. Delavan advised that information sheet has been added to the lease application packet and that Logos access to PaperClip has been established.
- Untimely lease addendums: This was addressed earlier in the meeting and will be resolved once a resolution to cancel airport back bills is adopted by the Board and an agreement is reached with the Hagadone Corporation.
- Master sewer records: Commissioner Green stated that the last outstanding record has been reconciled. This item was complete.
- Fuel flowage system lacks accountability: Southfield Fuel has declined to authorize the airport to request information from their fuel supplier, but has submitted a bill of lading. The attendees discussed how to resolve this issue. The Board directed Mr. Delavan to attempt to meet with Southfield Fuel to explain the reasons for this request.
- File organization: This is expected to be complete by May of 2015.
- Deficiency of procedures: The airport staff has developed new procedures. Commissioner Nelson inquired whether the Auditor's office has reviewed and approved these procedures. Mr. Delavan was not aware of whether this was done and will update the Board on this.
- Unpaid property taxes: This item was still being resolved.

Commissioner Green inquired whether the fire protection suits were purchased. Mr. Delavan stated that they were not, and was not aware if the remaining FY14 budget would have covered this.

The attendees discussed the CliftonLarsonAllen audit results, which suggested updating the lease packets to include current lease rates. Mr. Delavan notified the Board that the tenants sign an addendum agreeing to the updated rates.

Commissioner Nelson inquired about the presence of personal vehicles and equipment on airport property. Mr. Delavan stated that all this equipment has been removed. The attendees discussed the liability ramifications of using equipment that is not owned by the County.

Commissioner Nelson moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(c), to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Robertson called the roll:

- Commissioner Nelson: Aye
- Commissioner Green: Aye
- Chairman Tondee: Aye

The motion carried.

The Board entered into Executive Session at 11:52 a.m. Mr. Delavan joined the Board in Executive Session.

The Board exited Executive Session at 12:03 pm. No decision was made by the Board.

The meeting was adjourned at 12:04 p.m.

Minutes of Meeting
Airport Advisory Board
October 29, 2014
3:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Interim Airport Director Phil Cummings, Coeur d'Alene Press Reporter Jeff Selle, Chief Deputy Clerk Pat Raffee, Clerk Jim Brannon; Citizens Greg Delavan, David Stewart, Brent Reagan, and Marc Eberlein; Airport Advisory Board Chairman John Adams and members Joan Genter, Nolan Wiley and Jim Thorpe; and Deputy Clerk Brandie Bradley. Commissioner Dan Green was excused.

Airport Advisory Board Chairman John Adams updated the Board of County Commissioners on the Airport Advisory Board meeting, which was held on October 8, 2014.

Mr. Adams shared the Advisory Board's concerns about the comment by Chairman Tondee, as reported by the *Coeur d'Alene Press*, that the Board of County Commissioners would like to "take the Airport in a new direction". Mr. Adams inquired what direction the Board would like to go and how this will affect the current projects at the Airport. He identified the Airport Improvement Program (AIP) projects that have already been funded and are in progress, which included:

- General Aviation Ramp Design and Rehabilitation
- Wildlife Hazard Assessment
- Environmental Assessment
- Sustainability Study

Chairman Tondee stated that there would be no change to the Wildlife Assessment, but said that the Environmental Assessment may be delayed to allow the other jurisdictions the opportunity to provide more input on the process and the Airport Master Plan. He assured Mr. Adams that no operational changes were anticipated and that no certification changes were planned.

The Board informed Mr. Adams that the revised scope for the Airport Sustainability Plan has been received and will be reviewed by the Commissioners at the Commissioners' Debriefing scheduled on November 3, 2014. Commissioner Nelson stated that she will provide a copy of the scope to the Advisory Board for their review as well.

The Commissioners stated that the Airport Director position has been advertised, with applications to be due November 14, 2014. At this point the Commissioners plan to conduct interviews on November 21, 2014, provided that the applicants will be available at that time. Chairman Tondee explained that they would like a member of the Advisory Board to participate in the interview process.

Minutes of Meeting
Preparation Meeting – Airport Master Plan Workshop

December 15, 2014
9:30 a.m.

The Kootenai County Board of Commissioners: Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Interim Airport Director Phil Cummings, T-O Engineers Project Manager J.R. Norvell and Planning Services Leader Chris Pomeroy, Airport Advisory Board members John Adams and Joan Genter, and Deputy Clerk Daniel Robertson. Citizen Tina Kunishige was also in attendance. Chairman Todd Tondee was excused.

Chairman Tondee entered the meeting at 10:28 a.m., and Commissioner Elect David Stewart entered at 10:30 a.m.

The attendees reviewed the planned agenda for the upcoming airport stakeholders meeting, and discussed the following topics:

- The list of invitees and expected attendees
- The facilitation process
- Discussion topics and presenters
- Distribution of the agenda
- Exhibits
- Roundtable discussion time
- The timeline of significant events, both past and planned
- Policies and laws regarding runway and approach protection zones

Chairman Tondee adjourned the meeting at 10:49 a.m.

Minutes of Meeting
Presentation Review – Airport Master Plan Workshop
December 17, 2014
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Interim Airport Director Phil Cummings, Airport Advisory Board members John Adams, Joan Genter, and Brian Simpson, T-O Engineers Project Manager J.R. Norvell and Planning Services Leader Chris Pomeroy, FAA representatives Gary Gates and Scott Eaton, RS&H consultant Steve Domino, and Deputy Clerk Daniel Robertson. Also present were Commissioners Elect David Stewart and Marc Eberlein and citizens Greg Delavan and Tina Kunishige.

The attendees met to discuss the Airport Master Plan Workshop scheduled for later in the day. T-O Engineers Planning Services Leader Chris Pomeroy said that he has made the requested changes to the agenda for the meeting, and that he made PowerPoint slides from the exhibits to be displayed.

Federal Aviation Administration (FAA) representative Diane Stilson joined the meeting via telephone at 2:07 p.m. and Idaho Department of Transportation (ITD), Division of Aeronautics representatives Mike Pape and Bill Statham entered at 2:08 p.m.

The attendees discussed the plan for the upcoming meeting, such as who would lead the discussions for each agenda item, how to handle key stakeholder and public comments and

questions, whether the stakeholders would be giving their own presentations, whether to review the past events leading up to the current situation, whether the Board was amenable to opening or revising the Airport Master Plan, and the order of the discussion topics. They also discussed key concerns of the surrounding jurisdictions, especially pertaining to compatible land use planning and roadway rights in relation to the Airport Master Plan and planned land acquisition.

Chairman Tondee thanked the FAA and ITD representatives for coming and being willing to discuss these issues with the stakeholders.

Chairman Tondee adjourned the meeting at 3:20 p.m.

Minutes of Meeting
Coordination Meeting-Invoice Review
April 24, 2015
10:30 a.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Marc Eberlein, and Commissioner Dan Green met to discuss the following agenda items. Also present were Airport Director Greg Delavan and Deputy Director Phil Cummings, Airport Advisory Board Vice-Chair John Adams, T-O Engineers Project Manager J. R. Norvell, and Deputy Clerk Mary Enquist.

Discussion regarding the T-O Engineers invoices for the agency coordination meetings

Chairman Stewart said the reason for this discussion is to understand invoices from T-O Engineers which were submitted for the Airport agency coordination meetings from November 2014 to March 2015.

T-O Engineers Project Manager J. R. Norvell said at the request of the Airport and the Board of County Commissioners (BOCC), T-O Engineers was requested to assist in preparing for and facilitating stakeholder involvement. Mr. Norvell said the issues and tasks were associated with the Airport Master Plan, the Environmental Assessment for land acquisition, the Sustainability Master Plan, and land use compatibility around the Airport. He summarized the primary tasks, work accomplished, meetings and key decisions, and problem areas encountered.

Commissioner Green suggested some ways to remedy the situation by Airport staff sending a memo to the Board and copying Auditor staff noting that contingency funds will be moved to the Airport budget so payment to T-O Engineers in the amount of \$25,052.33 can be authorized and memorialized.

Commissioner Green made a motion to direct the Airport Staff to send a request to the Board appropriating an additional \$26,000 from contingency funds to cover expenses for T-O Engineering related to the RS&H Inc.-Steve Domino process. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Enquist called the roll.

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Chairman Stewart adjourned the meeting at 11:13 a.m.

Minutes of Meeting
Final FY2016 Budget Deliberations
July 31, 2015
9:00 a.m.

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Senior Staff Accountant Kimberli Price, Treasurer Steve Matheson, Chief Deputy Treasurer Laurie Thomas, Undersheriff Dan Mattos, Sheriff's Majors Kim Edmonson and Neal Robertson, and Deputy Clerk Meshell Missler.

Final Budget Deliberations with the Auditor's Office
Airport Land Discussion

Commissioner Dan Green said it was likely that the Airport would not use the total funds in FY2015 for Land Acquisitions and said these capital funds should be carried forward to FY2016.

Commissioner Green moved to tentatively appropriate an additional \$60,000 for Airport Land Acquisitions from Airport Fund Balance for FY2016. Commissioner Eberlein seconded the motion. There being no further discussion, Deputy Clerk Missler called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Chairman Stewart adjourned the meeting at 11:22 a.m.

Minutes of Meeting
Airport Memorandum of Understanding
City of Hayden
August 25, 2015
5:00 p.m.

Hayden City Hall Council Chambers
8930 N. Government Way, Hayden, ID 83835

The Kootenai County Board of Commissioners: Chairman Pro-Tem Dan Green and Commissioner Marc Eberlein met to discuss the following agenda item. Also present were Airport Director Greg Delavan and Deputy Clerk Theresa Atchley.

The Board joined the City of Hayden's Council Meeting: Mayor McIntire, Council President Saterfiel, Council Members Delange, Panabaker, and Timmins were present.

Call to Order: Chairman Pro-Tem Dan Green called the meeting to order at 5:20 p.m. Chairman Pro-Tem Green opened the discussion by stating that the Board had reviewed and revised the Memorandum of Understanding (MOU) between the County and the City of Hayden. He added that the concerns of both parties were considered and the revisions were minor. Chairman Pro-Tem Green stated that it was his intention to take testimony and formally obligate the County by decisions made at this meeting.

Chairman David Stewart joined the meeting at 5:30 p.m.

The Board and Hayden City Council Members reviewed the MOU and made the following changes:

- Language regarding the Ramsey and Huetter road realignments in relation to the adopted Airport Layout Plan.
- Land use compatibility and the Airport Sustainability Plan.
- Future land acquisition parcel numbers and mitigation language.
- Exhibits and attachments.

The Board provided the City of Hayden with a copy of the Airport Layout Plan Summary of Revisions drafted by T-O Engineers dated July 14, 2015.

All parties accepted the changes and prepared to sign the revised MOU between the Board and the City of Hayden.

Commissioner Eberlein moved to adopt the revised MOU between the County and the City of Hayden. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Atchley called the roll:

- Commissioner Eberlein: Aye
- Commissioner Green: Aye
- Chairman Stewart: Aye

The motion carried.

Chairman Stewart adjourned the meeting at 6:29 p.m.

Appendix Five – Proof of Publication

AFFIDAVIT OF PUBLICATION

STATE OF IDAHO, }
County of Kootenai, } ss.

Melinda Vansickie being first duly sworn

upon oath deposes and says:

1. I am now and at all times hereinafter mentioned was a citizen of the United States, resident of the State of Idaho, over the age of twenty-one years and not a party of the above entitled action.

2. I am now and at all times hereinafter mentioned was the printer (principal clerk) of the "Coeur d'Alene Press," a newspaper printed and published daily except Sunday in Coeur d'Alene, Kootenai County, Idaho, and having a general circulation in said county.

3. The Legal notice

of which the annexed is a printed copy, was published in the regular Thursday issue of said newspaper for 1 consecutive Week commencing on the 14 day of April, 2016, and ending on the 14 day of April, 2016, and such publication was made as often during said period as said Daily newspaper was regularly issued.

4. That said newspaper has been continuously and uninterruptedly published in said Kootenai County, during a period of more than seventy-eight consecutive weeks immediately prior to the first publication of said notice Melinda Vansickie. On this 14 day of April in the year of 2016, before me, a Notary Public, personally appeared Melinda Vansickie, known or identified to me to be the person whose name subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he executed the same.

Katrina Georg
Notary Public for the State of Idaho,
residing at Coeur d'Alene, Idaho.



MY COMMISSION EXPIRES 8/29/17

NOTICE OF AVAILABILITY OF A DRAFT ENVIRONMENTAL ASSESSMENT (EA), NOTICE OF PUBLIC COMMENT PERIOD, and NOTICE OF OPPORTUNITY FOR A PUBLIC HEARING for the ACQUISITION OF PROPERTY AT THE COEUR D'ALENE AIRPORT

Public Comment Period: April 13, 2016 to May 13, 2016.
A Draft Environmental Assessment (EA) has been prepared and is now available for public review and comment until May 13, 2016. The Federal Aviation Administration and the Kootenai County Board of County Commissioners are also jointly announcing a Notice of Opportunity for a Public Hearing pursuant to the National Environmental Policy Act and 49 U.S.C. 47106(c)(1)(A)(i). Anyone interested in the project has up to 15 days from the date of this Notice of Opportunity for a Public Hearing to request a hearing. Requests may be provided to Greg Delavan, Airport Director, Coeur d'Alene Airport, 10375 Sensor Avenue, Hayden, ID 83835.

Purpose of the EA: Kootenai County is proposing to acquire two parcels of property totaling approximately 95 acres. This action and associated request for Federal grant assistance require review and approval by the Federal government. The purpose of the EA is to evaluate the potential environmental impacts associated with the proposed fee simple land acquisition that will protect the approach and transitional zones to Runway 6.

Draft Environmental Assessment Available: Copies of the Draft EA are now available for public review and may be viewed during regular business hours at the following locations:

-Electronically on the Airport's web site at <http://www.cdaairport.com>
-Coeur d'Alene Airport, Airport Office, 10375 Sensor Avenue, Hayden, ID 83835

Comments on the Draft EA are encouraged and may be presented during the comment period through May 13, 2016:

By email to gdelavan@kcgov.us
Written to:
Greg Delavan, Airport Director
Coeur d'Alene Airport
10375 Sensor Avenue
Hayden, ID 83835

Before including your address, phone number, e-mail address, or any other personal identifying information in your comment, you should be aware that your entire comment, including personal identifying information, may be made publicly available at any time. While individuals may request that personal identifying information be withheld from public view, the FAA cannot guarantee it will be able to do so. The Kootenai

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Appendix Six – Comments and Responses On Draft EA



May 13, 2016

JR Norvell, Project Manager
T-O Engineers
280 West Prairie Avenue
Coeur d'Alene, ID 83815

RE: Kootenai County/Coeur d'Alene Airport—Environmental Assessment for Land Acquisition
Parcels A-14 and A-16

The City of Hayden has reviewed the draft Environmental Assessment dated March of 2016 for the purchase of two parcels of property totaling approximately 95 acres. The documents states that the Environment Assessment is being prepared the fee simple land acquisition of parcels of property described as A-14 and A-16 (both of which are located to the east of Huetter Road) and that the purpose of the proposed action is to acquire the land to protect the approach and transitional zones for Runway 6. The “Proposed Project Need” indicates a desire to make a reasonable effort to provide airport compatible land uses and to protect the approach airspace, stating that the two parcels identified for acquisition will enable the Airport to meet the existing and future aviation needs while warding off further incompatible land use development within the immediate vicinity of the Airport.

Based on the Memorandum of Understanding (MOU) signed by the City of Hayden and Kootenai County, it is the City’s understanding that this acquisition of the land is to protect the existing runway approach and that any actions related to advancing extension of runways along with associated runway protections zones or related to land use compatibility will be addressed at, or following, the time of an update to the Airport Master Plan. The MOU also recognizes the existence of the Huetter Corridor Plan and the associated steps that have been taken to effectuate the plan through procurement of setbacks as a condition of development and annexation agreements.

We thank you for the opportunity to comment and have only a few items to recommend for the purposes of clarification in the draft Environmental Assessment. Chapter 3 Affected Environment; Section 3.3.2 Local Comprehensive Plans describes the lands around the Airport as planned by the City to develop into light industrial and low impact commercial land uses. To further clarify, residential land uses are also planned in close proximity to properties slated for acquisition. The City’s adopted Future Land Use Map reflecting plans for growth and development in this area is attached and it is recommended that it be included as a graphic

within this Assessment. It is likely that that these future planned land uses will be topics of discussion as our agencies move forward in varying plan updates, but for the purpose of creating the record for the Environmental Assessment, this more accurately reflects the current state of planned land use. In this same section there is a discussion about the Huetter Corridor Plan. The City recommends that this section be amended to include information related to the setbacks that have been obtained for the corridor with recent annexation activities. These setbacks have been obtained for that area lying north and east of Prairie Avenue and running north to the southern property line of the property planned for acquisition. Because there are a number of annexation agreements for the length of that area, just one is attached for review in analyzing this comment. If you would like copies of the remaining agreements, please feel to request these.

The City of Hayden is pleased to see the Coeur d'Alene Airport move forward with this land acquisition and with the protection of an airport that is such an important asset to our region. As such, the City supports the acquisition of the properties described as A-14 and A-16 so long as the terms of the MOU are adhered to and hereby issues a **Statement of Mitigated Non-objection** to the land acquisition. Note that pursuant to the terms of the MOU, nothing in the MOU shall preclude the City's ability to object to any other NEPA process related to the master plan, master plan update, new, additional land acquisitions, or new issues which may arise related to this land acquisition.

The City of Hayden thanks you for the opportunity to comment on the draft Environmental Assessment.

Regards,



Connie Krueger, AICP
Director of Community and Economic Development

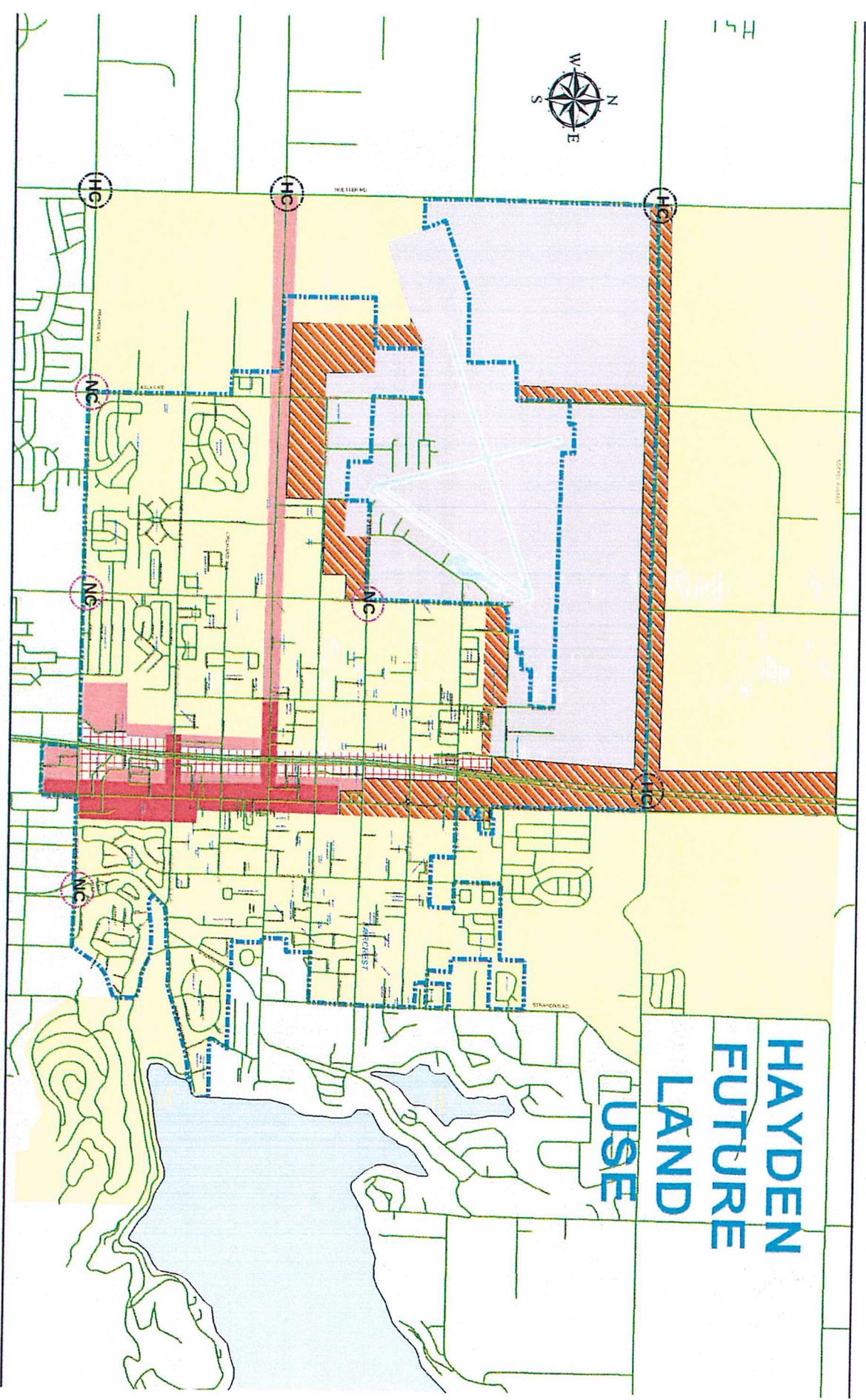
Cc:

Kootenai County Board of County Commissioners
Gary M. Gates, FAA, Helena Airports District Office
Hayden City Council Members and Mayor
Hayden City Administrator—Brett Boyer

Attachments:

City of Hayden Future Land Use Map
Sample Annexation Agreement

FIGURE IVA-2: FUTURE LAND USE MAP



ANNEXATION AGREEMENT
Bluegrass Annexation
(Upper Columbia Corporation of Seventh-day Adventist)

THIS AGREEMENT is made effective this 14th day of March, 2013, by and between the CITY OF HAYDEN, a municipal corporation organized pursuant to the laws of the State of Idaho, hereinafter termed the "City," and Upper Columbia Corporation of Seventh-day Adventists, a Washington corporation, P.O. Box 19039, Spokane, WA 99219, hereinafter termed the "Owner."

WHEREAS, the Owner owns a tract of land which is part of the Bluegrass annexation request comprised of several parcels of land, which as a whole are adjacent and contiguous to the City limits of the City of Hayden; and

WHEREAS, the Owner wishes to develop his parcel in accordance with zoning designations applied by the City of Hayden at a density set forth herein. The Owner's portion of the said property for which annexation is requested is more particularly described as follows:

**The southwest quarter of the northwest quarter of Section 21, Township 51
North, Range 4 west, Boise Meridian, Kootenai County Idaho
Less any portion lying within the Huetter Road right-of-way**

hereinafter termed to as "Described Lands"; and

WHEREAS, the Mayor and City Council of the City of Hayden have determined it to be in the best interests of the City to annex the Described Lands, subject to the Owner performing the covenants and conditions hereafter set forth;

NOW THEREFORE, IN CONSIDERATION of the covenants and conditions set forth herein, the parties agree as follows:

1.0 Purpose: Owner enters into this Agreement to obtain annexation of the Described Lands, while City seeks to obtain partial mitigation of the effects of annexation of the Described Lands. Owner acknowledges that City has no duty to annex the Described Lands and that the promises of Owner constitute an inducement for City to do so. The term "Owner" is deemed to include any successor in interest in the Described Lands.

2.0 Municipal Utilities:

2.1 Water: Owner agrees to use a reasonably available City-designated public water supply system at such time as the Described Lands are developed. If the City has

become a municipal water purveyor, and the property lies within the City water service boundary, the Owner agrees to transfer the Owner's water rights attached to the Described Lands to the City. Transfer of the water rights does not eliminate the requirements for the Owner to construct the necessary infrastructure to serve the Described Lands. Terms of service to be provided by a water purveyor other than the City are subject to the policies of that independent public entity.

2.2 Sewer: Owner agrees to use City of Hayden Sanitary Sewer system to serve future development of the Described Lands subject to this Agreement.

2.2.1 At such time as Owner connects to the Hayden Sanitary Sewer, Owner agrees to be responsible for all required fees and charges including all connection and/or capitalization charges generally applicable at the time service is requested.

2.2.2 City does not warrant that water and sanitary sewer capacity will be available at the time Owner requests connection to the specified public systems. If available capacity cannot be assured as determined by the City, within 90 days of the date that service is to be provided pursuant to a request by Owner, Owner is authorized to provide sewer service by resorting to any lawful public or private alternative so long as legal requirements can be met. Assurance of capacity may include the obligation on the part of the Owner to extend collector lines or construct sewer lift stations in order to connect to the existing sewer system. Owner recognizes that City operates its sanitary sewer system as an enterprise undertaking subject to the economic realities of such endeavors.

3.0 Construct to City Standards: Owner agrees that all improvements required by this Agreement or by City codes shall be built to City standards or to the standards of any public agency providing service to the development, adhering to all City policies and procedures; including, but not limited to, the sanitary sewer improvements, water lines, fire hydrants, flood works, storm water management, curbs, sidewalks, sewage pump station, and roads. Such policies include extending the public utility lines, transportation infrastructure, and similar items in a manner acceptable to the City and the serving entity to make service available to adjoining lands and to maintain continuity of municipal systems at minimal public cost.

4.0 Applicable Standards: The Owner agrees that all laws, standards, policies and procedures regarding public improvement construction that the Owner is required to comply with or otherwise meet pursuant to this Agreement or City codes shall be those in effect when construction is commenced. If Owner fails to comply with applicable laws in the course of constructing improvements, public or otherwise, on the lands subject to this Agreement, Owner consents to issuance of stop work orders, suspension of issuance of building permits or denial of certificates of occupancy until such compliance is attained.

5.0 As-Built Drawings: Accurate as-built drawings shall be provided to the City within thirty (30) days of the date of substantial completion of construction of any public improvements. If as-builts are not provided as required by this agreement, City is authorized to suspend further issuance of building permits or site approvals upon the Described Lands or to discontinue utility

service. In no event shall City accept public improvements for maintenance or allow occupancy of constructed improvements upon the Described Lands until suitable "as-builts" are provided and until planned improvements have complied with inspection requirements and have been accepted for public maintenance or approved for private use. The use of sureties may be allowed when in the public interest and consistent with City code requirements.

5.1 All required public improvements associated with development of the Described Lands shall be inspected and tested during construction by Owner's engineer with all such costs of testing and inspection to be borne by the Owner. The Owner shall provide the City Engineer or Public Works Director with inspection field reports and test results accompanied by a certification that the improvements have been installed in compliance with applicable City requirements. A representative of the City shall be present at the pressure testing of sanitary sewer mains and a representative of the water purveyor at the testing of all water lines. The City shall be notified at least twenty-four (24) hours before testing.

6.0 Considerations: Owner agrees to provide specific consideration to the City in the amounts and at the times specified herein. The considerations specified are deemed by the parties to be a reasonable consideration for City benefits to the Owner's use or development of its lands annexed hereby, including, but not limited to: public safety, street services, community and traffic planning, fire protection, and public utilities. The considerations are detailed in Sections 6.1 - 6.9.

6.1 Upon the proper execution and recordation of this Agreement and the Agreements related to the other parcels of property that make up the Bluegrass Annexation, the City will prepare for passage an annexation ordinance annexing the Described Lands. The parties agree that until the date of publication of the annexation ordinance, no final annexation of Owner's property shall occur.

6.2 In anticipation of the future development of the Huetter By-Pass Owner agrees that signage, parking, circulation facilities, landscaping and buffers typically associated with roads shall be the only items allowed to be placed within the Huetter Road bypass corridor area as shown in Exhibit "A". Additionally, agricultural practices not involving the construction of any structure over two hundred (200) square feet in size shall be allowed within the corridor area. In no case shall on-site improvements required by City code, including but not limited to parking, be allowed to be placed within the corridor area.

6.3 The 2007 Transportation Strategic Plan designates an extension of Orchard Avenue from its existing location known as W Robison, west to Huetter Road as a Collector 1, with a right of way width of 80'. Owner agrees that at the time of development of any of the Described Lands the Owner will grant to the City by right-of-way deed the right-of-way necessary to equal the full width of right-of-way of eighty feet (80') along the full width of the northern property boundary from the east property line to the west property line. For the purposes of this Agreement, the term "development" shall include but not be limited to subdivision, or commercial, or residential construction on any portion of the described lands.

6.4 The 2007 Transportation Strategic Plan indicates that the future right of way width of Honeysuckle Ave is ninety feet (90'). Owner agrees that at the time of development of any of the Described Lands the Owner will grant to the City by right-of-way deed the right-of-way necessary to equal the width of right-of-way of fifty feet (50') along the full length of the southern property line of the subject site for the future alignment of Honeysuckle Avenue

6.5 The rights-of-way that are required as consideration of annexation are the minimum rights-of-way to be dedicated. Nothing herein is intended to over-ride or substitute for any City code or transportation plan requirements in effect at the time of development of the property as provided in Section 4.0 above.

6.6 It is anticipated that the Owner could develop the Described Lands as a residential subdivision. As a condition of annexation and in order to partially mitigate the effects of annexation upon the City the Owner expressly agrees to limit any development of the area to be annexed to a density of no greater than 4.0 units per gross acre as a condition of annexation and development of the Described Lands.

6.7 Owner agrees to grant an Avigation Easement with any future subdivision or other development of the Described Lands and that an FAA Form 7460-1 notification (Notice of Proposed Construction or Alteration) will be submitted with any building permit application.

6.8 Owner agrees to comply with Northern Lakes Fire Protection District requirements at the time of development.

6.9 In the event the Described Lands, or any portion of it, is not actively farmed and left to go fallow, Owner shall maintain the property free of noxious weeds and at a length that will not promote the rapid spread of wildfire.

7.0 Annexation: Upon proper execution and recordation of this Agreement, and upon performance of the prerequisite steps called for herein, the City will, to the extent lawfully permitted, adopt and thereafter publish an ordinance annexing the Described Lands.

8.0 Covenant to Run with the Land: The covenants herein to be performed by Owner shall be binding upon Owner and Owner's heirs, assigns, and successors in interest, and shall be deemed to be covenants running with the land.

9.0 Severability: Should any provision of this Agreement be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and be interpreted to effectuate the purposes of the entire Agreement to the greatest extent possible.

10.0 Merger and Amendment: All promises and prior negotiations of the parties merge into this Agreement. The parties agree that this Agreement shall only be amended in writing and signed by both parties. The parties agree that this Agreement shall not be amended by a change in law. The parties agree that this Agreement is not intended to replace any other requirement of

City Code and that its execution shall not constitute a waiver of requirements established by City ordinance or other applicable provisions of law.

11.0 Enforcement - Attorney's Fees: Should either party require the services of legal counsel to enforce compliance with the terms of this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees and related costs of enforcement.

IN WITNESS WHEREOF, the City of Hayden has caused this Agreement to be executed by its Mayor and City Clerk, and the Owner has executed this Agreement to be effective the day and year first above written.

CITY OF HAYDEN

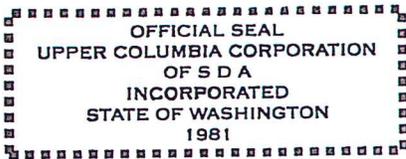
Ronald B. McIntire
Ronald B. McIntire, Mayor

Attest:

Vicki Rutherford
Vicki Rutherford, City Clerk



UPPER COLUMBIA CORPORATION OF SEVENTH-DAY ADVENTISTS

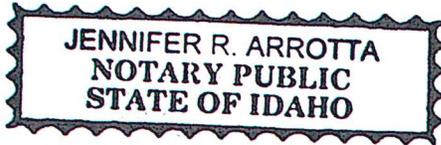


By *William H. House* / *R. Andrew Medley*
Its Vice President Secretary

STATE OF IDAHO)
) ss.
County of Kootenai)

On this 14th day of JUNE, 2013, before me, a Notary Public, personally appeared Ronald McIntire and Ronald B. McIntire, known to me to be the Mayor and City Clerk, respectively, of the City of Hayden that executed the foregoing instrument and acknowledged to me that said City of Hayden executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

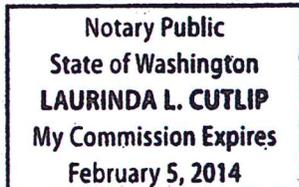


Jennifer R. Arrotta
Notary Public for Idaho
Residing at: Hayden, ID
My Commission expires: 2/22/2017

STATE OF WASHINGTON)
) :ss
County of Spokane)

On this 14th day of March, 2013, before me, a Notary for said state, personally appeared Yvonne M. House, concl known, or identified to me to be the Vice President and Secretary, of the corporation that executed this instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.



Laurinda L. Cutlip
Notary Public for the state of Washington
Residing at: Spokane
Commission Expires: 2-5-2014



Huetter Road Proposed Footprint

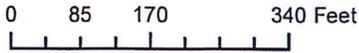
Exhibit A



Legend

CONCEPT_ID

- 1
- 2013 City Limits
- Roads
- Legal Parcels



Response to City of Hayden

Hayden Comment 1: The City of Hayden has reviewed the draft Environmental Assessment dated March of 2016 for the purchase of two parcels of property totaling approximately 95 acres. The document states that the Environment Assess is being prepared (for) the fee simple land acquisition of parcels of property described as A-14 and A-16 (both of which are located to the east of Huetter Road) and that the purpose of the proposed action is to acquire the land to protect the approach and transitional zones for Runway 6.

Response: Comments noted. Section 1.2 of the Final EA does state that the purpose of the EA is to evaluate the potential environmental impacts associated with the proposed fee simple land acquisition of two parcels of property (Parcels A-14 and A-16) totaling approximately 95 acres. Section 1.3 of the Final EA states that the purpose for the Proposed Action is to acquire land to protect the approach and transitional zones to Runway 6.

Hayden Comment 2: The “Proposed Project Need” indicates a desire to make a reasonable effort to provide airport compatible land uses and to protect the approach airspace, stating that the two parcels identified for acquisition will enable the Airport to meet the existing and future aviation needs while warding off further incompatible land use development within the immediate vicinity of the Airport.

Response: Comments noted. Section 1.4 of the Draft EA did state that in a reasonable effort to provide airport-compatible land uses and to protect the approach airspace at the Airport, Kootenai County has identified the two parcels of property for proposed acquisition that will enable Coeur d’Alene Airport (COE) to meet the existing and future aviation need while warding off further incompatible land use development within the immediate vicinity of the Airport. However, Section 1.4 of the Final EA has been changed to state that in a reasonable effort to provide airport-compatible land use and to protect the approach airspace at the Airport, Kootenai County has identified the two parcels of property for proposed acquisition that will enable Coeur d’Alene Airport (COE) to meet the existing and future aviation need while addressing incompatible land use development within the immediate vicinity of the Airport.

Hayden Comment 3: Based on the Memorandum of Understanding (MOU) signed by the City of Hayden and Kootenai County, it is the City’s understanding that this acquisition of the land is to protect the existing runway approach and that any actions related to advancing extension of runways along with associated runway protections zones or related to land use compatibility will be addressed at, or following, the time of an update to the Airport Master Plan.

Response: The City is correct in its understanding that the land acquisition is to protect the existing approach airspace to Runway 6 and that any actions related to runway extensions, associated Runway Protection Zones (RPZs), and airport-related land use compatibility issues will be addressed during the upcoming Airport Master Plan (AMP). As stated in Section 1.3 of the Final EA, the purpose of the Proposed Action is to acquire land to protect the approach and transitional zones to Runway 6. Additionally, as contained in Sections 3.2.2 and 4.5 of the Final EA, Kootenai County fully intends to comply with the terms of the MOU entered into with the City of Hayden that any future runway extension

will be evaluated in the upcoming Airport Master Plan (AMP), scheduled to be undertaken in 2017. Further, Kootenai County agrees that it will not initiate any action on the runway extension until the new AMP is completed and approved, a demonstrated need of the extension is provided and justified, land use compatibility within future Runway Protection Zones (RPZs) will be fully addressed, and a technical advisory committee will be formed to participate in the AMP process so that continued stakeholder coordination is ensured.

Hayden Comment 4: The MOU also recognizes the existence of the Huetter Corridor Plan and the associated steps that have been taken to effectuate the plan through procurement of setbacks as a condition of development and annexation agreements.

Response: Comments noted. Kootenai County also recognizes the existence of the Huetter Corridor Plan and the associated steps that have occurred to effectuate the plan through planning and procurement of setbacks as a condition of development and annexation agreements as contained in the MOU. In the Final EA, Figure A1, entitled Proposed Action, reflects the KMPO-proposed location of the Huetter Corridor Plan in relation to the parcels proposed for acquisition. Section 3.3.2 of the Final EA has been amended to include development details of the setbacks obtained by the City of Hayden during recent annexation agreements.

Hayden Comment 5: We thank you for the opportunity to comment and have only a few items to recommend for the purpose of clarification in the draft Environmental Assessment. Chapter 3 Affected Environment; Section 3.3.2 Local Comprehensive Plans describes the lands around the Airport as planned by the City to develop into light industrial and low impact commercial land uses. To further clarify, residential land uses are also planned in close proximity to properties slated for acquisition.

Response: Section 3.3.2 of the Final EA has been revised to reflect that the City of Hayden Future Land Use map allows for residential development in close proximity to the Airport.

Hayden Comment 6: The City's adopted Future Land Use Map reflecting plans for growth and development in this area is attached and it is recommended that it be included as a graphic within the Assessment. It is likely that these future planned land uses will be topics of discussion as our agencies move forward in varying plan updates, but for the purpose of creating the record for the Environmental Assessment, this more accurately reflects the current state of planned land use.

Response: Section 3.3.2 of the Final EA has incorporated the City of Hayden's Future Land Use Map as Figure C4, entitled Future Land Use.

Hayden Comment 7: In this same section there is a discussion about the Huetter Corridor Plan. The City recommends that this section be amended to included information related to the setbacks that have been obtained for the corridor with recent annexation activities. These setbacks have been obtained for that area lying north and east of Prairie Avenue and running north to the southern property line of the property planned for acquisition.

Response: Section 3.3.2 of the Final EA has been amended to include details of the setbacks obtained by the City of Hayden during recent annexation agreements.

Hayden Comment 8: The City of Hayden is pleased to see the Coeur d'Alene Airport move forward with this land acquisition and with the protection of an airport that is such an important asset to our region. As such, the City supports the acquisition of the properties describe as A-14 and A-16 so long as the terms of the MOU are adhered to and hereby issues a Statement of Mitigated Non-objection to the land acquisition.

Response: The City of Hayden's support of the land acquisition for Airport protection and the issuance of a Statement of Mitigated Non-objection are noted. As stated in Sections 3.2.2 and 4.5 of the Final EA, Kootenai County fully intends to comply with the terms of the MOU established with the City of Hayden.

Hayden Comment 9: Note that pursuant to the terms of the MOU, nothing in the MOU shall preclude the City's ability to object to any other NEPA process related to the master plan, master plan update, new, additional land acquisitions, or new issues which may arise related to this land acquisition.

Response: Kootenai County recognizes the City of Hayden's ability, as reflected in the MOU, to object to any other NEPA processes related to the master plan, master plan update, additional land acquisitions, or any new issues arising from this land acquisition. As stated in Sections 3.2.2 and 4.5 of the Final EA, Kootenai County fully intends to comply with the terms of the established MOU, which would include the upcoming AMP, a complete and thorough evaluation and justification of any future runway extension, continued coordination with both the KMPO and the City of Hayden throughout the AMP process to ensure airport development and adjacent land uses are considered and analyzed, and any additional land acquisition that is deemed necessary.

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City of Coeur d' Alene
City of Post Falls
City of Hayden
City of Rathdrum
Coeur d' Alene Tribe
East Side Highway District
Idaho Transportation Department
Kootenai County, Idaho
Lakes Highway District
Post Falls Highway District
Worley Highway District

Cooperatively Developing a Transportation System for all of Kootenai County, Idaho

May 12, 2016

Mr. Greg Delevan, Airport Director
Coeur d' Alene Airport
10375 Sensor Avenue
Hayden, ID 83835

Subject: Kootenai County/Coeur d' Alene Airport - Environmental Assessment for Land Acquisition

Dear Mr. Delevan,

Kootenai Metropolitan Planning Organization (KMPO) is in receipt Draft Environmental Assessment Dated March, 2016. Based on the Assessment, it is the understanding of KMPO the Environmental Assessment is limited to the acquisition of parcels A-14 and A-16 as depicted on the exhibit provided. It is also our understanding the acquisition of land described is solely to protect the existing Runway Approach Surface to Runway 5; and not to accommodate or support potential runway extensions or the subsequent need to relocate the existing Runway Protection Zone further west. It is also KMPO's understanding the adopted Huetter Right of Way Corridor is located on the west side of both parcels A-14 and A-16, is an allowed use in a Runway Approach Surface, and therefore is compatible with existing FAA regulations or guidance. The exhibit does not however, depict the adopted Huetter Right of Way Corridor that is also on the Federal Functional Classification System, and should be identified on all exhibits related to this acquisition.

Based on these understandings, and the Memorandum of Understanding (MOU) related to the Coeur d' Alene Airport and signed by KMPO and Kootenai County; the Kootenai Metropolitan Planning Organization supports Kootenai County's acquisition of parcels A-14 and A-16 as depicted in the exhibit provided in the Assessment; and do not believe it will have an adverse impact to existing transportation plans adopted for the region. As an adopted right of way corridor under Idaho Code and pursuant to Title 23 U.S.C. Section 134, KMPO requests Kootenai County designate and reserve 250 ft. along the west boundary of both parcels A-14 and A-16 in order to preserve and protect ongoing efforts to secure the Huetter Corridor Right of Way by City of Hayden and Post Falls Highway District.

If however, the understandings described above are incorrect, KMPO should be apprised of the differences and reserves the right to request a NEPA environmental process that would fully consider potential environmental impacts to the Huetter Right of Way Corridor and any future intended use of the property, which may be described in the existing FAA approve Airport Master Plan and Airport Layout Plan.

Should you have any questions, please feel free to contact me at (208) 930-4164. I want thank you for the opportunity to comment on the revised the Environmental Assessment related to land acquisition.

Regards,

Glenn F. Miles
Executive Director

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Response to KMPO

KMPO Comment 1: Kootenai Metropolitan Planning Organization (KMPO) is in receipt Draft Environmental Assessment Dated March, 2016. Based on the Assessment, it is the understanding of KMPO the Environmental Assessment is limited to the acquisition of parcels A-14 and A-16 as depicted on the exhibit provided. It is also our understanding the acquisition of land described is solely to protect the existing Runway Approach Surface to Runway 5; and not to accommodate or support potential runway extensions or the subsequent need to relocate the existing Runway Protection Zone further west.

Response: The KMPO is correct in its understanding that the Environmental Assessment (EA) is limited to the acquisition of parcels A-14 and A-16, and that the acquisition of land is solely to protect the existing Runway Approach Surface to Runway 6 and not to accommodate or support potential runway extensions or the subsequent need to relocate the existing Runway Protection Zone further west. As stated in Section 1.3 of the Final EA, the purpose of the Proposed Action is to acquire land to protect the approach and transitional zones to Runway 6. Additionally, as contained in Sections 3.2.2 and 4.5 of the Final EA, Kootenai County fully intends to comply with the terms of the Memorandum of Understandings (MOUs) entered into with the KMPO and the City of Hayden that any future runway extension will be evaluated in the upcoming Airport Master Plan (AMP), scheduled to be undertaken in 2017. Further, Kootenai County agrees that it will not initiate any action on the runway extension until the new AMP is completed and approved, a demonstrated need of the extension is provided and justified, land use compatibility within future Runway Protection Zones (RPZs) will be fully addressed, and a technical advisory committee will be formed to participate in the AMP process so that continued stakeholder coordination is ensured.

KMPO Comment 2: It is also KMPO's understanding the adopted Huetter Right of Way Corridor is located on the west side of both parcels A-14 and A-16, is an allowed use in a Runway Approach Surface, and therefore is compatible with existing FAA regulations or guidance.

Response: The KMPO is correct in its understanding that the adopted Huetter Right of Way Corridor is located on the west side of both parcels A-14 and A-16, is an allowed use in a Runway Approach Surface, and therefore is compatible with existing FAA regulations or guidance. Sections 3.2.2 and 4.5 of the Final EA provide that a new AMP will be undertaken in 2017, which will fully address the compatibility of proposed airport development with surrounding land uses and proposed future transportation projects.

KMPO Comment 3: The exhibit does not however, depict the adopted Huetter Right of Way Corridor that is also on the Federal Functional Classification System, and should be identified on all exhibits related to this acquisition.

Response: Figure A1, entitled Proposed Action, of the Final EA has been updated to include the proposed Huetter Right of Way Corridor. As presented in Section 3.3.2 of the Final EA, the existing approved COE Airport Layout Plan (ALP), dated June 2105, reflects two Huetter Road Bypass alignments: one to the west of the existing Huetter Road location as proposed by Kootenai County to accommodate a future runway extension at COE, and the KMPO-proposed alignment east of the existing Huetter Road location.. The ALP noted that both proposed bypass alignments required future

coordination with appropriate agencies, and the coordination would be completed as necessary to determine feasibility of either alignment. According to the terms of the MOU established with the KMPO, Kootenai County is committed to continued coordination with the KMPO to determine the compatibility and feasibility of the proposed Huetter Road Bypass.

KMPO Comment 4: Based on these understandings, and the Memorandum of Understanding (MOU) related to the Coeur d'Alene Airport and signed by KMPO and Kootenai County; the Kootenai Metropolitan Planning Organization supports Kootenai County's acquisition of parcels A-14 and A-16 as depicted in the exhibit provided in the Assessment; and do not believe it will have an adverse impact to existing transportation plans adopted for the region.

Response: The KMPO's support for the acquisition of parcels A-14 and A-16 and belief that the land acquisition will not have an adverse impact to existing transportation plans is noted. As stated in Sections 3.2.2 and 4.5 of the Final EA, Kootenai County is committed to complying with the terms of the MOUs established between Kootenai County, the City of Hayden, and the KMPO. Continued coordination between Kootenai County and the KMPO will occur throughout the development of the AMP, the examination and justification of demonstrated need for airport improvements, and the determination of land use compatibility with proposed transportation improvements.

KMPO Comment 5: As an adopted right of way corridor under Idaho Code and pursuant to Title 23 U.S.C. Section 134, KMPO requests Kootenai County designate and reserve 250 ft. along the west boundary of both parcels A-14 and A-16 in order to preserve and protect ongoing efforts to secure the Huetter Corridor Right of Way by City of Hayden and Post Falls Highway District.

Response: Kootenai County recognizes that KMPO has adopted the Huetter Right of Way Corridor, which includes the potential use of the west ends of parcels A-14 and A-16 for future highway development. However, at this time Kootenai County cannot designate and reserve 250 feet along the west boundary of Parcels A-14 and A-16 for the Huetter Right of Way Corridor. FAA Grant Assurance 5, Rights and Powers, prohibits an airport sponsor from taking any action that may deprive the airport of rights and powers to direct and control airport development on property that has been acquired with Federal grant participation monies. A commitment to designate and reserve 250 feet along the west boundary of the acquired parcels would encumber the properties and deprive COE of its rights and powers to direct and control airport development. Kootenai County currently does not intend to propose any type of development on parcels A-14 and A-16. As stated in Section 4.3.1 of the Final EA, if it is determined that airport property is required for proposed right-of-way and bypass construction, then FAA-mandated processes must be followed before airport property can be released for non-aeronautical purposes. Kootenai County and the FAA may consider releasing airport property for bypass development in the future when corridor development is deemed necessary. Additionally, as stated in Sections 3.2.2 and 4.5 of the Final EA, Kootenai County fully intends to comply with the terms of the established MOUs, which would include the upcoming AMP, a complete and thorough evaluation and justification of any future runway extension, and continued coordination with the KMPO and the City of Hayden through the AMP process to ensure airport development and adjacent land uses, including the proposed Huetter Right of Way Corridor, are considered and thoroughly analyzed.

KMPO Comment 6: If however, the understandings described above are incorrect, KMPO should be apprised of the differences and reserves the right to request a NEPA environmental process that would fully consider potential environmental impacts to the Huetter Right of Way Corridor and any future intended use of the property, which may be described in the existing FAA approved Airport Master Plan and Airport Layout Plan.

Response: Kootenai County recognizes the KMPO's right to request an NEPA environmental process that would fully consider potential environmental impacts to the Huetter Right of Way Corridor. Kootenai County currently does not intend to propose any type of development on parcels A-14 and A-16 as the acquisition of the land is to protect the existing Runway Approach Surface to Runway 6. Any future development will be considered as part of the upcoming Airport Master Plan (AMP), and a technical advisory committee will be formed to participate in the AMP process so that continued stakeholder coordination is ensured. As stated in Sections 3.2.2 and 4.5 of the Final EA, Kootenai County will continue coordinating with the KMPO involving the development of airport property through the upcoming AMP process and resulting FAA approved Airport Layout Plan, as detailed in the MOUs.

Prepared by

**Mead
& Hunt**

in association with



T-O ENGINEERS