

**Minutes of Meeting
KLJ Airport Consultants
November 13, 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 T-O Engineers Project Manager JR Norvell, Airport Advisory Board members Brian Simpson, Jerry Rose, John Parmann, and Joan Genter, Interim Airport Director Phil Cummings, KLJ Engineers Airport Planner Ben Mello, and Deputy Clerks Courtney McKinnie and Daniel Robertson. Also present was Commissioner Elect Marc Eberlein.

- A. Call to Order:** Chairman Tondee called the meeting to order at 4:10 p.m.
- B. Introductions:** Chairman Tondee asked the attendees to introduce themselves.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**
The Board met with the attendees to discuss hiring KLJ Engineers Airport Planner Ben Mello as a consultant for the Airport Master Plan. Chairman Tondee thanked the attendees for their patience for the late start as the previous meetings had run longer than expected, and asked Mr. Mello to begin.

Mr. Mello highlighted his 18 years of experience in aviation, which included working for the Federal Aviation Administration (FAA) to approve Airport Master Plans. He also discussed the experience of the aviation arm of KLJ Engineers.

Mr. Mello presented the attendees with a memo which explains why he believes the Airport Master Plan (AMP) should be updated. He discussed his suggestions with the attendees:

- The AMP used Terminal Area Forecast data as the primary basis for the forecast. He explained why this data is not reliable. He suggested updating the forecast by using more accurate data.
- Mr. Mello suggested reevaluation of current and projected critical aircraft, which is defined as aircraft with 500 operations or more per year, and would drive design standards and runway length.
- Mr. Mello informed the attendees that the FAA published a new Advisory Circular in 2012 describing design standards. He suggested that the AMP be updated to reflect these standards.
- Mr. Mello suggested updating the Land Use Report based on new Land Use legislation passed in 2014.
- Mr. Mello suggested holding meetings with all affected entities to discuss the AMP and to develop a visioning statement for the airport.

- Mr. Mello suggested that a Runway Protection Zone (RPZ) reevaluation report be filed with the FAA, if substantiated by an updated AMP or supported by the community.

Mr. Mello stated that the FAA would support increasing the size of the runways or the RPZ as long as community outreach was conducted to their satisfaction, although the FAA may not fund the project unless substantiated by the data. The attendees discussed the community outreach process and how to gain buy-in from airport stakeholders. They also discussed the process for requesting an exemption to the FAA's guidance against building roads in the RPZ.

Mr. Mello said that the FAA prefers the AMP data to be updated every 5-7 years. T-O Engineers Project Manager JR Norvell confirmed that the baseline data for the current AMP was from 2008. Mr. Mello suggested that now is the right time to update the data and the AMP.

The Board agreed to consider Mr. Mello's proposal.

- 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.

The meeting was adjourned at 5:23 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Daniel Robertson, Deputy Clerk
