

Minutes of Special Meeting
Airport
December 9, 2015
1:30 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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Airport Director Greg Delavan, Airport Deputy Director Phil Cummings and Deputy Clerks Alicia Lynch and Cecilia Sweet. Also present were T-O Engineers representatives; Vice President/ Aviation Services Manager Dave Mitchell, Project Manager J.R. Norvell and Airport Advisory Board member John Adams.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 1:30 p.m.
- B. Introductions.** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. New Business**

Presentation of the Sustainable Business Plan by T-O Engineers

T-O Engineers Vice President/ Aviation Services Manager Dave Mitchell said the Sustainable Business Plan has been vetted by a subcommittee of six members and the stakeholders; input was used from a variety of sources including the City of Hayden Mayor Steve Griffiths. Mr. Mitchell informed the Board that the financial summary contained in the document only addressed operational costs, not the capital costs. He said T-O Engineers compared data from the airports in McCall and Sandpoint, Idaho and Felts Field in Spokane, Washington.

Chairman Green stated, in his opinion, the real increase to the airport's revenue would be when the County leased more land. Airport Director Greg Delavan stated transient traffic made only limited contributions to airport management, and he supported raising transient fees.

Chairman Green asked if the County could produce the infrastructure before the customer base service, or if it was better to build the customer base before driving the infrastructure. Mr. Mitchell recommended securing the customer service base and building charter flight demand before further developing the infrastructure.

Chief Deputy Clerk Pat Raffee asked if other airports used urban renewal funds to develop infrastructure which spurred economic development. Airport Director Greg Delavan and Mr. Mitchell responded that they were not aware of any airports using urban renewal funds. Airport Deputy Director Phil Cummings said he was aware of the airport in Chandler, AZ which had used urban renewal funds for infrastructure such as

sewer. T-O Engineers Project Manager J.R. Norvell said this was good information and T-O Engineers would look into this for the next draft.

Commissioner Marc Eberlein suggested that the term “threats” in the Strengths, Weaknesses, Opportunities, Threats (S.W.O.T.) analysis had a negative connotation and using “concerns” or “constraints” that needed to be managed had a better implication when working with other outside entities. Chairman Green agreed.

Commissioner Eberlein asked why some of the fees were listed in the document as total amounts and not individual fees. Ms. Raffee pointed out unclear information regarding low personnel expenditures and high operating expenses of the comparable airports. Clerk Jim Brannon emphasized the importance of using fiscal year instead of calendar year for the report. Mr. Mitchell said he would address these concerns in the subsequent draft.

Mr. Mitchell talked about the Coeur d’Alene Airport Business Goals being:

- Grow aviation related jobs on the airport by 10% by 2020.
- Be economically sustainable by balancing the airport budget within five years.
- Develop and sustain a marketing and public relations program by June 2016.
- Develop compatible land use zoning by 2018.
- Develop 50 acres of airside land with new lease tenants by 2020.
- ~~Introduce commercial air service by 2020, and ultimately accommodate more than 10,000 enplanements~~ *Pulled by T-O Engineers as not recommended at this time. This can be pursued, but not recommended as a defined goal.*
- Host at least one fly-in type event per year.
- Host an annual event for the community.

Mr. Norvell stated there was a subcommittee meeting in January and he expected the next phase of goal-setting would be completed by spring 2016.

E. 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.

Chairman Green adjourned the meeting at 1:31 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Cecilia M. Sweet, Deputy Clerk
