

**Division of Aeronautics
Advisory Board Meeting**

**April 27, 2022
Driggs Airport
Driggs, Idaho**

9:00 a.m.

Attendees: Mark Sweeney, Chair
Chip Kemper, Member
John Blakley, Member
Todd Hitchcock, Member
Chris Pomeroy, Member
Jeff Marker, Administrator
Tammy Schoen, Administrative Assistant
Dan Conner, Airport Manager
Ross Engle, Director of Flight Operations

Tim Steffen, Safety/Education Coordinator
Ben Elkins, UAS Coordinator
Ruth Munoz, Business Operations Manager
Jennifer Schildgen, Planning & Dev. Manager
Lori Kyle, Driggs Airport Manager
Christy Holdhouse, Cottonwood airport commissioner
August Christensen, Mayor, Driggs
Jim Jackson, Board member
Matt Engle, Board member

Minutes

A=Action
I=Information

Call meeting to order – 5	Chairman Sweeney	9:00 am	A
<ul style="list-style-type: none"> Meeting called to order at 8:59 am. 			
Welcome & Introductions – 5	Chairman Sweeney	9:05 am	I
<ul style="list-style-type: none"> Chairman Sweeney welcomed everyone and introductions were made. 			
Review of agenda – 5	Chairman Sweeney	9:10 am	A
<ul style="list-style-type: none"> The agenda was reviewed and no changes were made. 			
Review and approval of last minutes – 5	Board	9:15 am	A
<ul style="list-style-type: none"> Update last minutes: Unless PAPI OR VASI light is available on that runway. The minutes of the previous board meeting were reviewed. Member Kemper moved to approve the minutes as amended. Seconded by Member Pomeroy. Motion carried. 			
Board Reports – 20	Board	9:20 am	I
<ul style="list-style-type: none"> Member Pomeroy: <ul style="list-style-type: none"> KSUN (Hailey airport) is closed for 30 days for a major runway project. Enplanements and jet fuel sales are at an all-time high. The upward trend is expected to continue. Chairman Sweeney: <ul style="list-style-type: none"> Idaho County is working on a master plan and they are asking for input electronically. GPS NOTAMs are appearing in the middle of the night and early morning. It's important to have paper backups in the cockpit for back up navigation. Member Hitchcock: <ul style="list-style-type: none"> The military has a big exercise going on. Cargo continues to be on the rise. The Twin Falls airport construction projects we saw are pretty much completed and lines will be painted in May. SkyWest is down to one flight and they are asking for a subsidy of \$400,000 to bring in a second flight. Member Blakley: <ul style="list-style-type: none"> The backcountry is waking up. Member Blakley has already flown boaters and their gear into Indian Creek airstrip. Caldwell changed their CTAF frequency from 122.7 to 123.00 – this separates Caldwell and Nampa. Member Blakley explained how this is working and the challenges to it. There is a new pilot group, the Caldwell Pilot's Association, who are unhappy with some of the changes at the airport. They are working with the city to see if they can find a solution. 			

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- Member Blakley said they are working on an alternate landing area in Nampa. Discussion continued.
- Member Kemper asked what airport boards should do with these alternate strips. Jennifer recommended that they get the strip published. She has seen this in a few other areas also. Member Pomeroy said one of their big learning lessons was that there are standard operating procedures for that area and recommended getting those out to the flying community so everyone is aware. Member Blakley said that the FAA is saying yes, it can be a legitimate use of an alternate area and they are supportive.
- **Member Kemper:**
 - Not a lot of changes lately.
 - The closure of Hailey and Jackson Hole have pushed carryover traffic to Idaho Falls and Rigby.

Administrator – 30

Marker

9:40 am

I

- Personnel
 - Jeff acknowledged Tammy and Derra for Administrative Professional’s day.
 - Personnel is changing drastically in the next few months. Ross and Ben are both leaving Aeronautics. Ross’s job is currently listed and Jeff is trying to get some updates done to positions.
- Team norms
 - The Aeronautics team is working to establish Team Norms. We have had one brainstorming session and now will consolidate them down to something we can all support.
- Legislature
 - The legislature is done for the year.
 - Member Blakley was confirmed.
 - Member Kemper asked what the state is doing about retention and salaries. Jeff responded that there is an earnest effort to increase wages across the board. Jeff explained how the raises worked and how the state system works.
- Transportation Board meetings & workshops
 - During the nicer weather months, the ITD Board travels to the districts. The first day is community engagement offering an opportunity for the district engineer to update the public on what is going on in the district and the public is able to answer questions. Next one will be in District 6 - Idaho Falls.
- Burley incident
 - There is a plan to move the airport and a proposed location has been identified. They have asked for grant funding to do a feasibility study.
 - There is an individual who is willing to trade the property for something elsewhere.
 - The Rexburg airport is an impact. If Burley closes, there is a hole in the National Plan of Integrated Airport Systems (NPIAS). From a scoring criteria, moving Burley is a higher score move than Rexburg. However, Rexburg has been more engaged and proactive in the process of their move, there will need to be a decision made. Member Kemper asked how much the Feasibility study cost – it was \$300,000.
 - Member Blakley asked what score Jeff is talking about. Jeff said the FAA holds the criteria and scoring ability. He then asked how they determine there is a hole in the NPIAS – this was explained.
 - Jeff explained that he is receiving regular communications from the father of the pilot. Jeff is talking with the FAA to strategically identify hazardous airports/challenges. Jeff explained the ideas behind mitigating these issues. Member Pomeroy asked Jeff to make sure that land use compatibility is part of the discussion. Jeff said that since Jennifer has moved into the position, she has spent a significant amount of time on land use issues. Jeff and Jennifer will go around the state and discuss land use in the future. Member Pomeroy said that there were others involved in land use planning and he would be happy to assist Jeff with the process. Jeff said yes, he will take anyone up on helping to spread the word.

Budget – 35

Marker

10:10 am

I

- Budget discussion

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- Jeff introduced Ruth Munoz, our new Business Operations Manager (BOM) and explained how he'll go through the included slides and the information he will share.
- The FAA gives money directly to the airports. The pandemic funds were 100% so we weren't involved in doing reimbursements since we didn't have matching funds.
- One thing to keep in mind is that the graphs don't show what our spending authority is. We can't spend one dollar without having the spending authority to do it.
- To change an appropriation (more money to spend), we would need to go back to the legislature to get approval (spending authority).
- Member Kemper asked how we keep the money flowing when the expenditures outpace the revenues. Jeff said he will explain that in a minute.
- Today's status
 - Jeff explained the graph on page 28.
 - Member Kemper asked if it would be problematic to move the Trustee and Benefits (T&B) amounts to the bottom of the budget sheet so we can see what we have when T&B is not included.
 - Jeff said federal sources and T&B are both misleading and can be very confusing. They skew the numbers and that makes it difficult to look at. They are going to figure out a better way to show the 'current status' of our budget.
- End of year plan
 - Pay raises will come to about \$18,000 through the rest of this fiscal year from personnel.
 - It is estimated that we need an additional \$60,000 for fuel expenses.
 - Mitigation of the storm water in the old building should have been done last year, but was done this year instead, costing Dan's program \$13,000.
 - UAS stuff is challenging since we have to budget two years out, so we are working to figure that out.
 - Trying to change some of the classifications for jobs in Aero, which will impact the end of year spending.
 - Jeff outlined the plan to get through the fiscal year:
 - This plan requires \$72,000
 - Because Ben and Ross have leave time built up, we may potentially have to pay them out.
 - Member Kemper said that everything costs more these days. He asked if we have bumped the revenues, created a surcharge, etc.? Jeff said we will talk about that in Ross's presentation in detail.
 - Chairman Sweeney asked if, going forward, we will we face this based on the constant fluctuation. We are making money, we should be able to put that back into the fuel tank. Can the system be changed to fix that in the future? Member Kemper said that his federal contract with BLM would have, twice a year, adjusted the contracts based on the fuel prices found throughout the year. A legislative change long term would be the way to fix this.
 - Member Blakley asked where the revenues go. Jeff explained there is basically a bank account and savings. That is where the money goes and sits until we have the spending authority to spend it. He can borrow money from T&B, but that money is already committed, so would need to be paid back.
- Line items
 - This is a two year process.
 - Approved line items for \$150,000 ongoing and \$231,000 one-time capital outlay.
 - Jeff explained all of the line items and the reasons behind them.
 - Member Blakley asked if the \$80,000 is the entire budget for the airplanes, Jeff said no, that was an increase.
 - If we have to borrow T&B, how will we replace it since we are low in money? We will have to find the money somewhere,
 - Member Pomeroy asked if they cap the increase you can make. Jeff said no they don't and then explained.
 - Chairman Sweeney asked about the money for hexacopter....is this new? Jeff said yes, the drones were purchased by Highways. Because of that, we are trying to get our own hexacopter in order to build an

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inventory for Aeronautics. Highways purchased them and they need to be used on their projects. We need our own.

- Will the \$105,000 recoup the money over the life of the equipment? Jeff said most of that charge is LIDAR, but we will be determining what the life cycles are of the equipment and how much the direct operating costs should be. (rate of return)
- Ben said the big unknown is how much use the drones will see. Agrees that the jobs that the drones do would quickly pay for themselves.

BREAK – 10

10:45 am

Airport Planning & Development (AP&D) - 45

Schildgen

10:55 am

A

- Leading Idaho grant funds
 - Jennifer explained the Leading Idaho recommendations for the NPIAS, Community and primary airports.
 - Glens Ferry asked for additional money and that was not funded. She and Steffen, the new Airport Planner, are working with Glens Ferry to see if they can get the ITD Districts to do some of the work. This offers training opportunities for ITD staff. They would like to spread that idea throughout the state.
 - Chairman Sweeney asked if the reserve is enough. Jennifer said she believes it is.
 - Jeff commented that under Leading Idaho we received 6.4M and 1.5M goes to Dan's backcountry airports.
 - Member Hitchcock asked about the Council airport. Jennifer said they will not be eligible until they become reclassified and that will be the fall of this year. They have been good at keeping their based aircraft up and they have a good group working on the airport to get reinstated.
 - 1.5M for Dan – any money going toward Hoodoo? Jennifer deferred to Dan.

Airport Maintenance – 30

Conner

1:00 am

I

- Airport Spotlight – May
 - May airport spotlight. We have renewed the lease for another 20 years.
 - The slides show the runway before and after the maintenance crew arrives.
- Caretakers
 - Caretakers are being hired and are coming online this week.
 - Member Blakley asked about a caretaker for Big Creek. Dan said he's been unable to find anyone willing to do that much hard work as there are hand lines that have to be moved. Even the USFS won't offer their trail crews to help it, however, they complain how it gets dry and they want it maintained. Blakely said he's going to make an inquiry.
- Leading Idaho
 - Dan reviewed the plan for the 1.5M for the backcountry airports.
 - It was asked what the total length be at Stanley is. Dan thinks it will be about 3000'. If pricing allows, the tie down area will be added to the project. Member Blakley thinks Stanley will be very busy.
- Maintenance
 - Dan job shadowed Member Pomeroy for four days in order to understand the needs of an airport.
 - It will be difficult to keep the highway maintenance personnel engaged with Aeronautics as there has been a large amount of turnover.
 - Justin is the newest Utility Craftsman Sr. and is doing a great job.
 - Dan talked with a training manager at ITD headquarters in order to be able to utilize their equipment and trainings available.
- Jeff said that the legislature allowed us to increase from \$50 to \$100,000 a year, but that doesn't stretch very far. When we knew that the Leading Idaho money was coming out, we asked for the 1.5M to do things we may have never been able to do.

Flight Operations – 30

Engle

1:30 am

I

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- Training
 - Ross did some proficiency work with our part-time pilots in order to ensure they are up-to-date prior to him and Ben departing Aeronautics.
 - Tim Henderson, our mechanic, went back to Flight Safety for King Air training. If he goes to two more trainings, he will earn the Master Mechanic designation.
 - We took the doors off the 206 and strapped a photographer into the back of the plane. The Transportation Expansion Congestion Mitigation (TECM) money will be used to do some filming of those corridors. They wanted to use the drones, but it was identified that the 206 could be used efficiently. This was a test of that potential.
- Maintenance
 - Since the last board meeting, the 206 and Kodiak annuals have both been done.
 - We will take the King Air out on May 23 for its annual inspection.
- Fleet Activity
 - Ross reviewed the fleet activity block hours.
- Aircraft hourly rate
 - All expenses for each plane were put into a spreadsheet to determine the operational costs to operate the aircraft. That information was presented to Scott Stokes. After a lengthy discussion, and for numerous reasons, it was decided that we will maintain our current cost structure.
 - We are here to serve the state employees and an increase in cost would price them out of utilizing the plane.
 - Member Kemper said he is curious about all of the items listed and what the costs were identified.
- Aircraft comparison
 - Ross did a comparison between the State King Air, the dry lease King Air and a charter.
 - Turbo Air gave us a prop off of one of their planes so we could still fly and we were able to do the flight and only be 18 minutes late.
- Member Blakley asked how we procure the dry lease. Ross explained that we call them or email and we lease it empty and dry. Member Blakley asked about insurance. Ross said we work with the state's insurance and Turbo Air to have the pilot insured by Turbo Air. Member Blakley asked if the insurance coverage is the same as the state airplane. Ross said he would have to check into that.
- How does insurance approve out state crew to fly Turbo's airplane. Ross can get that answer and will do that.

Driggs Airport - 20	Lori Kyle	11:40 am	I
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- Driggs Airport presentation
 - Jim read the mission statement of the Driggs Airport Board.
 - Jim reviewed the list of projects that have been done and some of the policies they are strict about.
 - Noise abatement system in place.
 - Driggsairport.org – all information for the airport.
 - Drones have become an issue and they created an ordinance to respond.
 - Civil Air Patrol (CAP), balloon activities, ACE Academy, scholarships \$10,000.
 - Aviation education ideas –getting it started.
 - Idaho Space Grant Consortium (ISGC) grants and availability.
 - Women in aviation scholarships
 - Member Kemper has been involved in one way or the other with the Driggs airport for 40+ years and congratulated everyone involved in Driggs' updates and how it has changed and improved over the years.
 - Jeff agreed and said that the Driggs airport has been great to work with and it is fun to engage with people who are so interested and engaged in their airport.

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- Member Pomeroy asked about the community to airport relationship with all of the influx. August said that there are a lot of people who don't support the airport so they want to highlight the good things about the airport. The noise seems to be the biggest issue that they are facing. Housing is a critical issue.
- Property taxes that are collected are put back into the airport.
- Overview of ownership: strictly the city.
- Lori complimented Dr. Sugden on the work he has done here at the Driggs airport.

LUNCH – 60

12:00 pm

- Planning and Development is seeking acceptance for the plan presented earlier for the Leading Idaho program. Member Pomeroy moved to approve the previously presented plan. It was seconded by Member Blakley. Motion carried.

Safety/Education – 35

Steffen

2:00 pm

I

- Safety Stand Down
 - The Safety Stand Down was held on April 9 in Boise. It was a success and well attended.
 - Tim explained how the IAASC report fits back into the initiatives we put our effort into.
 - Tim talked about the Red Bird simulators and the work Rich Stowell is doing to make those simulators more available.
 - AOPA backcountry portal combines information from states who have 'products' to get out to pilots and people who are flying to Idaho.
 - To get ready for backcountry flying in Alaska, they would paint markings on the side of the actual runway to create an area for practice.
 - The FAA did a circular because they are seeing more and more 'events' occur with over-the-counter drugs being involved. Be sure to look outside the cockpit.
 - Loss of control prevent
 - Mid-air collision avoidance
 - 140 attendees. TVCC brought in his simulator that people could practice in.
- K-12 Outreach
 - Expo May 20-21 in Idaho Falls
 - Jennifer and Tim will be speaking.
 - We have received a stack of artwork and will be picking winners in the next week or two.
 - ACE Academy will be back to a three day program this year. Topic suggestion: Airport management with Chris Pomeroy
- ADS-B initiative
 - We are looking at places around Idaho where we can put more of these. We will continue to expand the program as is possible.
 - Tim Henderson has set up a remote radio at his home in Emmett and they are testing it. The system is a receiver only.
 - We are collecting the gear to set this up at Smiley Creek also.
- IAASC Report
 - The report was reviewed.

Search and Rescue (SAR) – 10

Steffen

2:35 pm

I

- SAR Update
 - Tim reviewed the SAR events that have happened over the last two years.
 - We are seeking direction finding gear as nobody is making it since the inception of 406 MHz ELT. Tim Henderson was able to find another one of the old L-PERs.

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- LPER, Kraken
 - Tim explained the old and new technology.
- Cameras – Member Hitchcock asked what the status is. Jeff said the resources are a little short right now. We are trying to explore ways to add automated weather to the cameras so we give a more holistic look.
- Tim Steffen will be doing a longer summary of IAASC and how SAR works at the Aviation Expo.

UAS – 15	Elkins	2:45 pm	I
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- Program update
 - Ben updated the board on the things that are going on recently. They are developing policy and working on licensure, etc.
 - In Texas, a federal judge reversed a law around being able to fly drones to capture video for media. Florida created a law to limit the type of drones state agencies could fly.
 - Ben explained the Transportation Expansion & Congestion Mitigation Program (TECM) goals and what that team needed Aeronautics to help with. Ben recommended trying to use an airplane to do some of the flying. They are figuring out how to move forward with this.
 - Operating costs for the drones are being worked on.
 - All aspects of the costs are being looked at: Travel, labor, per diem, etc. All of those things are being considered.
 - Member Blakley – the TECM project is too big because of personnel? Ben said his background is in film, so it would be a huge task for one person as they expect that person to do the editing, filming, etc.
 - Tim said that in the Air Force they had two ways they did things - ask for a capability instead of identifying the end result. Identifying the appropriate system to use should be up to the person doing the job.
- Next steps
 - Ben outlined the projects he has been working with and how the program is going.
 - LIDAR will be a big benefit for the bridges for ITD as it can penetrate vegetation and objects to get images.
 - UAS policies were completed and are in the process of being approved.
 - Member Kemper said he’s been skeptical about drones and he believes Ben has been a professional in how he’s brought the program forward. He feels Ben has done a great job.

Other Business – 5	Chairman Sweeney	3:00 pm	I
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- None

Next Meeting – 10	Chairman Sweeney	3:05 pm	I
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- Smiley Creek 7/29
 - Member Kemper will meet everyone there
 - 1 day meeting

Meeting adjourned	Chairman Sweeney	3:15 pm	I
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- Member Blakley moved, to adjourn the meeting. Member Sorensen seconded. Motion carried.

***The meal will be served and reimbursed by the department. Meal reimbursement will not be claimed by any employee participating in the working lunch. Attendance is mandatory.*

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