

MINUTES

Caldwell Executive Airport Advisory Board
4814 E. Linden Street
Caldwell, ID 83605

Date: 09 October 2025

Time: 5:00 PM – 7:00 PM

Location: Caldwell Executive Airport – Hubler Terminal Conference Room

Board Members Present: John Kreidel, Steve Kahn, Brandon Sweeny

Board Members Absent: Randy Neary, Zach Erlebach, Justin Harrison

Facilitator: Scott Swanson

Guest: Toby Epler

The Meeting was called to order by John Kreidel at 5:10 PM.

Action Item:

1. **Acceptance of Meeting Minutes 10 July 2025 and 04 September 2025.**

Steve Kahn made a motion to approve the July 10th and Sept 4th Board Meeting Minutes. Brandon Sweeny made a second. All were in favor of approval.

2. **Meeting schedule for FY26:**

Steve Kahn made a motion to approve the Scheduling of the FY26 Airport Advisory Board Meetings. Brandon Sweeny made a second. The meetings will be held at the Hubler Terminal at 12:00 pm on the dates below. All were in favor of approval.

All dates are for the calendar year 2026:

15 January at 12:00 pm

16 April at 12:00 pm

16 July at 12:00 pm

15 October at 12:00 pm

Discussion Item:

1. **Airport Development Design Council Concept.**

A broad discussion was held on potential concepts on the best way to control future hangar design and layout on the airport, specifically the Northeast Area.

2. Airport Strategic Goals Update.

John Kreidel led a briefing on a suggested the best way for staff way to track and brief the ongoing progress for both the airport and the strategic plan. processes regarding goal tracking against the strategic plan. This was a very informative discussion, and it was decided that Scott would take the suggested tracking and reporting tool and implement it to brief the Board on a quarterly basis. Scott will review the draft metrics and give the Board his suggestions for measuring the airports progress by mid November. some products developed for future monitoring of progress should be implemented.

Also discussed, John suggested we have joint meetings with those government agencies who can help us with the FAA Control tower funding. The agencies are were the much needed meetings and workshops with City, County, State, and Federal and there is a urgent need to do these in either November or December of this year. Two time periods were discussed Nov 15-20 or Dec 2-10th of this year as possible dates. †

Next, there was concern expressed by John that we missed the opportunity to present our strategic plan and associated costs to the City Council in FY26. Therefore, it was agreed that the airport would submit those costs identified in the strategic plan to the City Council in January and February of 2026 for the FY27 City Budget in both written and face to face meetings; possibly workshops in January or February. In no event shall any materials requested or supporting documents be submitted to the City Council later than by March 15th, 2026.

-Leadership, with meetings being completed by the middle of March 2026.

3. Airport Electrical Issues, Process Forward

A high-level overview was discussed regarding the electrical power issues in and around the Gate 1 hangar area of the airport. Scott stated that there is a meeting with Idaho Power on Tuesday, 14 October, to discuss the requirements of Idaho Power. Discussion also included how the financing of the project would unfold and whether applying a fee for the work to users or the city coming out of pocket on the fix was more acceptable. More discussion is needed on what the financing and cost recoupment strategy will look like.

4. Lease and Revenues Update

Scott gave a broad overview of expected revenue growth from now through FY 28 and the vastly improved position that will put the airport towards being able to slowly self-fund development.

The meeting was adjourned at 7:00 PM.

Next Airport Advisory Board Meeting: **Thursday, January 15th, 2026 – 12:00 PM**