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IDAHO TRANSPORTATION DEPARTMENT

P.O. Box 7129 • Boise, ID 83707-1129

(208) 334-8000 • itd.idaho.gov

**Idaho Transportation Board
Subcommittee on Policies**

March 19, 2024

3:00 PM

Idaho Chinden Campus
11331 W. Chinden Blvd., Building 8, Boise
Canyon Creek Conference Room

To call in: 1-208-473-7075
Conference ID: 853 042 416

	<u>Page</u>	<u>Time*</u>
<u>ACTION ITEMS</u>		
1. Welcome and Preliminary Matters – Chairman Gary Osborn Formal approval of September 27, 2023 meeting minutes	2	3:00
2. Department policy review effort Chief External Affairs Officer Mollie McCarty		3:05
3. Policies 4035 & 5035: Aeronautics Advisory Board Aeronautics Administrator Tom Mahoney	3	3:10
Discussion and Recommendation – Chairman Osborn		
4. Adjourn (estimated time)		3:30

*Listed times are estimates only and in MST.

Idaho Transportation Board Subcommittee on Policies
September 27, 2023 – Remote meeting

Idaho Transportation Board Subcommittee on Policies Chairman Bob Hoff called the meeting to order at 1:00 PM on September 27, 2023. Chairman Hoff, District 3 Member Julie DeLorenzo and District 1 Member James R. Thompson were present.

Key principal Subcommittee staff members Chief Engineer (CE) Blake Rindlisbacher, Highway Operations Administrator Dave Kuisti, Maintenance Operations Manager Steve Spoor, advisor Deputy Attorney General Tiffany Hales, and Executive Assistant to the Board Lorraine Dennis were present. LHTAC Administrator Laila Kral was also present.

Minutes. Member DeLorenzo made a motion to approve the minutes of the February 23, 2023, meeting as submitted. Member Thompson seconded the motion and it passed.

Policy 5012, Protecting and Maintaining State Highways. Maintenance Operations Manager Steve Spoor reviewed the proposed changes to Administrative Policy 5012. Initially, the policy update was for a change to the Operations Manual reference; however, additional edits were made. The main revision was adding legal authority citing the Idaho Code reference and a new paragraph outlining ISP's authority to temporarily restrict use or close any highway necessary for the safety of the public.

Highway Operations Administrator Dave Kuisti stated because ISP is allowed statutory authority to close a highway, the policy was updated to include that nuance.

Member DeLorenzo made a motion, seconded by Member Thompson, to concur with staff's policy revisions and refer it to the full transportation board for approval.

Policy 4070 & 5070, ATV, Utility Type Vehicles, Specialty Off Highway Vehicles, Motorbike and Snowmobile Travel and Crossing on the State Highways. Chief Engineer Blake Rindlisbacher reported on staff's recommendation to delete Administrative Policy 5070 and Board Policy 4070 in Traffic Operations Manager Sablan's absence. CE Rindlisbacher stated because of statutory changes allowing ATVs to travel on all highways except for full access-controlled highways these policies are no longer needed. HOA Kuisti added the qualifier of operating ATVs within five miles outside city limits where the posted speed limit is 60 MPH was raised to 65 MPH.

Member DeLorenzo made a motion, seconded by Member Thompson, to concur with staff's proposal to eliminate both policies and refer them to the full transportation board for approval.

The meeting adjourned at 1:15 P.M.

Respectfully submitted by:

LORRAINE DENNIS, Executive Assistant, Idaho Transportation Board



BOARD POLICY 4035

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AERONAUTICS ADVISORY BOARD

Purpose

~~The purpose of this policy is to form and establish the duties of the Aeronautics Advisory Board.~~

To make the best possible decisions that enhance quality of life through transportation, the Idaho Transportation Department values the expertise and guidance of advisory boards and councils.

The purpose of the Aeronautics Advisory Board is to provide the Idaho Transportation Department with current industry knowledge, analysis, and insights to consider in the department's decision-making processes.

Legal Authority

Idaho Code 21-134 – Idaho aeronautics advisory board creation and duties, including duty to advise Board on aeronautic matters

Idaho Code 21-135 - Composition, appointment and number of board members

Idaho Code 21-136 – Appointment and terms of advisory board members

Idaho Code 21-137 – Each member to be certified and take oath

Idaho Code 21-138 – Members serve at the pleasure of the Governor

~~In order to give proper consideration to items concerning the Division of Aeronautics, the Idaho Transportation Board requests the Advisory Board to function in the following manner:~~

- ~~● Review Department policies and regulations affecting the Division and make recommendations to consider in adoption of Board and/or Administrative Policies and regulations.~~
- ~~● Concur in levels and priorities of funding for State airport aid projects.~~
- ~~● Inform the Department Director and the Division Administrator of each District's needs and problems.~~
- ~~● May represent the Department in public meetings.~~
- ~~● Review proposed legislation which may affect the Department and make recommendations to the Transportation Board concerning such proposals.~~
- ~~● Review the quality of the state airport system periodically and make recommendations to the~~

~~• Division Administrator or the Transportation Board.~~

~~• The Aeronautics Advisory Board travel budget shall be included in the Division budget. Individual travel requests for out of state travel shall be submitted to, and approved by, the Director. Reimbursement shall be made according to the current ITD procedures.~~

Idaho statute authorizes the Idaho Transportation Department to request the advice and assistance of the Aeronautics Advisory Board in the administration of matters concerning aeronautics. This advice may take the form of candid and robust conversations or specific recommendations. Members shall be successful public-spirited citizens of good character, well informed, and interested in the construction and maintenance of aeronautical facilities.

Recommendations or ideas about policy changes requiring legislative action may be made to the department. The department will consider the recommendations internally and determine if further review is warranted. If approved by the Idaho Transportation Board, the idea will be advanced through the executive branch process for further consideration.

The Governor's Office and the Division of Financial Management, working with department staff, act as clearinghouses to ensure a cohesive executive branch position on all legislative issues. While members are free to share their opinions on various topics, they are not authorized to speak on behalf of the advisory board or the department to external stakeholders or legislators about a potential legislative issue without first confirming the department's posture on the issue.

The Aeronautics Advisory Board ~~Chairman, or his designee,~~ the Transportation Board, the Director, or the Division Administrator may schedule meetings as necessary ~~will present~~ annually to the Idaho Transportation Board a summary of its activities.

Approved by the Board on:

Date _____

Bill Moad
Board Chairman



BOARD POLICY 4035

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The Aeronautics Advisory Board Chairman, or his designee, will present annually to the Idaho Transportation Board a summary of its activities.

Approved by the Board on:

Bill Moad
Board Chairman

Date _____



ADMINISTRATIVE POLICY 5035

Page 1 of 2

AERONAUTICS ADVISORY BOARD

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This policy implements Board Policy 4035 concerning the activities of the Aeronautics Advisory Board.

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Idaho Code 21-138 – Members serve at the pleasure of the Governor

~~The Administrator of the Division of Aeronautics shall coordinate with the Aeronautics Advisory Board to implement the provisions of Board Policy 4035, COORDINATION WITH AERONAUTICS ADVISORY BOARD. In addition to planning and administering resources to meet the Division's objectives, the Aeronautics Administrator shall provide timely scheduling and support to enable the Advisory Board to:~~

- ~~• Review Department policies and regulations affecting the Division and make recommendations on Board and/or Administrative Policies and regulations.~~
- ~~• Concur in levels and priorities of funding for State airport aid projects.~~
- ~~• Inform the Department Director and Division Administrator of aviation needs and issues in each District.~~
- ~~• Represent the Division in public meetings.~~
- ~~• Review the quality of the state airport system periodically and make recommendations to the Division Administrator or the Transportation Board.~~
- ~~• Review proposed legislation which may affect aviation or the Division and make recommendations to the Transportation Board concerning such proposals.~~

~~Meetings shall be scheduled quarterly; however, the Aeronautics Advisory Board, the Transportation Board, the Director, or the Division Administrator may request additional meetings as necessary.~~

~~The Aeronautics Advisory Board travel budget shall be included in the Division budget. Individual travel requests for out of state travel shall be submitted to and approved by the Director.~~

All Idaho Transportation Department activities concerning the Aeronautics Advisory Board shall be the responsibility of the Aeronautics Administrator or a designee.

In order to give proper consideration to matters concerning aeronautics in the state of Idaho, the department requests the Aeronautics Advisory Board to function in the following manner:

- Provide industry perspective and advice to the Division of Aeronautics regarding matters concerning aeronautics in Idaho.
- Advise the Division of Aeronautics on funding priorities for the state Airport Aid Program.
- Advise the Division of Aeronautics regarding proposed rules and legislation concerning aeronautics in Idaho.

Aeronautics Advisory Board Membership

Selection and appointment shall be made solely with regard to the best interests of the various functions of the advisory board. Each member at the time of his appointment shall be a citizen and resident taxpayer of the state of Idaho, and of the members appointed to represent districts, such member shall be a resident of the district from which he is appointed for at least three years.

The advisory board shall be composed of five members. All members shall be knowledgeable and have experience in aviation. One member shall have particular knowledge of commercial aviation; one member shall have knowledge of general aviation; one member shall have particular knowledge of back-country aviation; and one member shall have particular knowledge of air freight transportation. Not more than three members thereof shall at any time belong to the same political party and two members of the advisory board shall be licensed pilots. Members shall be successful public-spirited citizens of good character, well informed and interested in the construction and maintenance of aeronautical facilities.

The Governor shall appoint, subject to confirmation by the Senate, the board members for terms of five years. The initial terms of the members may be less than five years and shall be staggered so that not more than one term of any member of the board shall expire in any one year. The term of each member shall begin immediately upon his appointment and qualification.

Date: _____

L. Scott Stokes
Director



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