

**COOS COUNTY AIRPORT DISTRICT**  
REGULAR BOARD MEETING  
Thursday January 15, 2015

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, January 15, 2015, at 7:30 a.m., in the District Boardroom.

**CALL TO ORDER:** Commissioner Mineau, acting as Chairman, called the meeting to order.

**COMMISSIONERS PRESENT:** John Briggs, Chairman; Jon Barton, Vice Chairman - attended via conference call; Joe Benetti, Commissioner; Mike Lehman, Commissioner; Helen Mineau, Commissioner; Andy Combs, District Legal Counsel.

**ABSENT:** None.

**STAFF PRESENT:** Theresa Cook, Executive Director; Gordon Gates, Business Manager; Bob Hood, Operations Manager; Robert Brittsan, Executive Assistant.

**MEDIA AND GUESTS PRESENT:** Jim Innes, CH 14; James Berg, Windermere; Connie Stopher, South Coast Development Council (SCDC); Representative from Reach Air Medical; Gary Femling, County Citizen; Bruce Payne, Ocean Air; Mary Colton, Coos Aviation.

**PLEDGE OF ALLEGIANCE:** Led by Chairman Briggs.

**Section I. Review of Minutes: December 18, 2014 Board Meeting:**

Upon a motion by Commissioner Benetti (second - Commissioner Briggs), the minutes of the December 18, 2014 regular Board meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices, through January 14th, in the amount of \$72,775.99. A motion to accept the invoices in the amount of \$72,775.99 by Commissioner Barton (second – Commissioner Lehman) was approved by the Board.

**Section III. Finance Report:**

The Board reviewed the Financial Summary page. The Business Manager reported that the taxes collected were up for the month of December, compared to last year, and overall ahead of the previous fiscal year by \$27,490.

The Airport Use Fees invoiced for this fiscal year showed a decrease of 3%, but due to improved collection processes, revenue increased by 8%. The Fuel Flowage Fees declined, due in part to the change of ownership from Emergency Airlift to Reach Air Medical. The Terminal Parking System was out of service for the month, and still remains in need of repair. Year to date, revenue generated from parking is comparable to last year. The District received the FAA's final installment of \$100,000 out of the \$1M annual entitlement. Passenger Facility Fees declined due to a three (3) month lag in payments from SeaPort Airlines. Commissioner Lehman inquired and was informed that the All Other Receipts line item was up almost \$900,000 for the year due to the hangar fire insurance reimbursements.

The Business Manager reviewed the General Aviation (GA) Aircraft Visits Graph. GA visits were 41 for the month of December compared to 59 last year. For the first six (6) months of this fiscal year, total visits were 845 compared to 797 last fiscal year, an increase of 6%.

The Business Manager announced that the 2013/2014FY audit has been completed and the 2015/16FY budget process has begun.

#### **Section IV. Information Items:**

The Operations Manager updated the Board on operational and maintenance issues at the Airport.

Airport staff have been reconditioning the exterior baggage belt and breezeway area. The harsh coastal environment caused extensive corrosion to occur, resulting in the need to refurbish and repaint.

Using a vinyl sign cutter, staff was in the process of replacing perimeter security signs. All Airport signage is slowly being renovated, in-house, greatly reducing the associated cost to the District.

The United States Coast Guard invited the Airport to participate in their safety week, by presenting the Airport's Aircraft Rescue & Fire Fighting (ARFF) capabilities and emergency response procedures.

The Executive Director informed the Board that the Small Community Air Service Development Grant (SCASDG) expired at the end of December 2014 and an extension was requested from the U.S. Department of Transportation. A formal request by the District, in conjunction with a letter of support from SkyWest, resulted in an issuance of a one (1) year extension. The Airport and Bandon

Dunes Golf Resort were currently in discussions with an unnamed airline for air service that would utilize the \$550,000 SCASDG.

Reach Air Medical will hold a Grand Opening in the new hangar at the end of January. The public was invited to attend the ribbon cutting from 5pm-7pm on the 29th.

New aerials were taken of airport property to be used at future regular Board and Workshop meetings for informational purposes.

The Executive Director discussed marketing avenues, with the top priority this year geared toward the new hangar. Last year the District listed select Airport facilities with a real estate agent. This year the District will produce postcards and brochures to help advertise and market all available property, especially the new hangar. The Board discussed postcard and brochure options and sizes, and distribution methods, such as direct mail, Internet, or using real estate brokers.

#### **Section V. Committee Reports/Presentations:**

James Berg updated the Board on efforts to market the Business Enterprise Center (BEC) and the call center. Both properties are listed with a Regional Multiple Listing Service (RMLS). The BEC is currently full, and the call center has received interest from a State agency that wished to relocate to the area. Commissioner Benetti inquired and was informed that the call center was still being actively marketed, while waiting on the State to decide. A decision is expected sometime in March. A comprehensive plan to list all airport holdings should be developed, including a large monument sign to help identify available properties. Commissioner Barton asked if Airport property was listed on the Business Oregon website. Connie Stopher from the SCDC stated that it was in the process of adding that information to the site.

Connie Stopher addressed the Board, informing them of current SCDC projects and future community action items. The SCDC is working on marketing the community by collecting information on all industrial, commercial and manufacturing sites. The subsequent property sheets created, will be uploaded to the Business Oregon website. In addition, the SCDC was working on a food systems project, the emerging UAV drone market, and creating a community transportation profile for listing of available area resources. Connie Stopher asked the Airport Board for their financial support. The Board discussed the issue and didn't feel that there was enough return on investment to proceed at this time.

## **Section VI. Action Item:**

The Executive Director summarized the fuel farm land lease assignment from Reach Air Medical to Coos Aviation. District Legal Counsel noted that this assignment was not granting exclusive rights to sell fuel. Commissioner Benetti moved to approve the Reach Air Medical land lease to Coos Aviation (second – Commissioner Lehman). Motion passed. Commissioner Lehman clarified that Reach Air Medical is not a Fixed Based Operator (FBO) and that on January 21<sup>st</sup> the airport would have only one FBO.

Commissioner Benetti moved to approve Resolution 2015-01-01, appropriating revenue for payment of Umpqua Bank loan #68814340 in the amount of \$56,924.57 (second – Commissioner Lehman). Motion passed.

Commissioner Lehman moved to accept the 2013/2014 fiscal year annual audit report (second – Commissioner Benetti). Motion passed. Commissioner Barton congratulated staff on another unqualified audit.

## **Section VII. Commissioner Comments:**

The Coos County Airport District Board of Commissioner elections will be held this year. Three (3) seats are available and applications must be submitted by March 19<sup>th</sup>.

Commissioner Mineau announced that the next Board meeting is February 19th, 2015.

Commissioner Lehman requested that past strategic planning documents be located and made available at the next meeting.

## **Public Comments:**

Gary Femling addressed the Board and provided them with background information on the benefits of General Aviation and experimental aircraft.

**Adjourn to Executive Session at 8:35 a.m.**