

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday January 20, 2016

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, January 20, 2016, at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Chairman Briggs, called the meeting to order.

COMMISSIONERS PRESENT:

John Briggs, Chairman;
Helen Mineau, Vice-Chairman;
Jon Barton, Commissioner;
Joe Benetti, Commissioner;
Mike Lehman, Commissioner;
Andy Combs, District Legal Counsel.

ABSENT: None

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

MEDIA AND GUESTS PRESENT: Gordon Young, CH 14; Kathy Erickson, Congressman Defazio's Office; Joe Slack, HGE Inc. Architects.

PLEDGE OF ALLEGIANCE: Led by Commissioner Barton.

Section I. Review of Minutes: December 10, 2015 Board Meeting:

Upon a motion by Commissioner Mineau (second - Commissioner Barton), the minutes of the December 10, 2015 regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices, through January 19th, in the amount of \$278,208.27. A motion to accept the invoices in the amount of \$278,208.72 by Commissioner Lehman (second – Commissioner Barton) was approved by the Board.

Section III. Finance Report:

The Board reviewed the Financial Summary page. Chairman Briggs requested that the "All Other Receipts" line be removed from the summary, as the lump sum

number tends to be uninformative. Commissioner Barton inquired and was informed that the payment of Passenger Facility Charge (PFC) fees from SeaPort Airlines was scheduled to be discussed in the Executive Session.

The Board scanned the provided graphs and cash flow and made no comment.

Section IV. Information Items:

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

During the FAA's annual Part 139 certification inspection, it was determined that the Airport's windsock needed to be relocated. The current location didn't meet FAA standards for C3 aircraft. Commissioner Barton inquired and was informed that the windsock had to be within 500 feet from the touch down zones and was currently 780 feet away. The windsock was placed near the PAPI's, in the object free area (OFA), approximately 250 feet north of its previous location. The FAA has issued a waiver to allow the windsock to be in the OFA and has already signed off on the new location.

The District was approached by a local citizen, who offered to buy the broken down 1974 dozer and trailer for \$2,000. The tractor had been sitting out in the elements for several years with a failed transmission, because the cost of replacement parts was upwards of \$10,000. Commissioner Barton suggested that the District advertise in the newspaper or shopper. Commissioner Lehman agreed that the District should make sure to do due diligence before allowing the sale. The Executive Director offered that the District had several other older vehicles which could also be sold in the shopper.

Work on Bay 8 of the Business Enterprise Center (BEC) has been completed, with the addition of the gutter system and the cement pad for the propane tank.

The Executive Director updated the Board on the status of air service at North Bend. Days before the Small Community Air Service Development Grant was due to expire, the District received confirmation that the U.S. Department of Transportation (DOT) would be extending the grant to January 2017. The District had to wait until the final billing and invoice was received from Bandon Dunes Golf Resort before an extension could be issued. The flight exceeded expectations with the subsidized portion of the Denver route coming in at only \$279,204. The results were good considering that it started late in July, instead of June, and the District had no lead time to promote the route. In order to get the extension the District reached out to United Airlines to obtain a letter for the DOT,

stating their intent to continue air service to Denver. Bandon Dunes was still working with United to obtain service for this season, June through October. Commissioner Barton asked how much was left of available grant funds. The District will be reimbursed at 76.9% of the invoiced amount, which leaves approximately \$300,000. The Board discussed what to do with the reimbursed monies, if the Denver route doesn't occur this year.

The transfer of the BLM facility has been completed and the District is now receiving lease payments directly.

Section V. Committee Reports/Presentations:

None

Section VI. Action Item:

Commissioner Mineau moved to award the janitorial services contract, for the BLM Facility, to Bay Area Enterprise, in the amount of \$3,347.50 a month. (second – Commissioner Barton). Motion passed.

Commissioner Barton moved to approve the 2014/2015 fiscal year annual audit report (second – Commissioner Mineau). Motion passed.

Section VII. Commissioner Comments:

The next Board meeting is scheduled for February 18th, 2016.

Public Comments:

None

Adjourn at 8:00 a.m. to Executive Session.

The Board reconvened after the Executive Session and made a public announcement.

Commissioner Barton moved to accept the contingent fee agreement presented by Whitty, McDaniel, Bodkin and Combs, LLP (second – Commissioner Lehman). Chairman Briggs voiced concerns over the ability of the District to recover any money from appealing the Insurance Company case. Chairman Briggs believed that the District had a bad facts case and that in conjunction with the Judges solid reputation and knowledge, the chances of him being overturned was 50/50 at best. Commissioner Barton disagreed and stated that it was worth the risk, in the reasonable likelihood of recovering some of the District's loses. Commissioner Lehman said that the District should rely on the advice of the

District's Legal Counsel and appeal the case. Commissioner Mineau, Commissioner Benetti, Commissioner Barton, and Commissioner Lehman voted yea. Chairman Briggs voted nay. Motion passed.

Adjourn