

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

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, October 15, 2015, 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;  
Joe Benetti, Commissioner;  
Mike Lehman, Commissioner;  
Jon Barton, Commissioner.

**ABSENT:** Andy Combs, District Legal Counsel

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

**MEDIA AND GUESTS PRESENT:** Gordon Young, CH 14; Ronald Wiggins, Tower Ford.

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Barton.

**Section I. Review of Minutes: September 17, 2015 Board Meeting:**

Upon a motion by Commissioner Benetti (second - Commissioner Barton), the minutes of the September 17, 2015 regular Board meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices, through October 14th, in the amount of \$110,561.16. Commissioner Barton inquired and was informed that the Enterprise Holdings invoice was to settle their account in regards to an overpayment made on their annual concessions contract. A motion to accept the invoices in the amount of \$110,561.16 by Commissioner Lehman (second – Commissioner Barton) was approved by the Board.

### **Section III. Finance Report:**

The Board reviewed the Financial Summary page. The Business Manager reported that taxes collected, so far, were in line with that of last year. The Airport Use Fees were running a little behind for September, but October was looking strong. Partial payment of September's fuel flowage fees had been received, with an additional \$5,895 still to be collected that would bring the year-to-date up to close to that of last year. The Grants Received line item should have reflected an addition of approximately \$772,000 but the FAA required a new EFT banking information form, therefore the amount hasn't been direct deposited into the account yet. Passenger Facility Charge (PFC) fees were down, due in large part to SeaPort Airlines being five (5) months behind in their payments. The Oregon Department of Employment notified the District of a potential unemployment claim.

The Cash Flow Recap Comparison report was reconfigured and an additional column was added showing the year-to-date from the previous fiscal year. The Business Manager also noted that the 2015/16 fiscal year General Fund ending balance forecast had changed and the new BLM facility fund had been added to the report.

The Business Manager reviewed the General Aviation (GA) Aircraft Visits Graph. GA visits were 164 for the month of September compared to 229 last year, which was a substantial drop of approximately 29%. The revenue generated, however, increased by \$1,000 due to a better mixture of larger planes. Both the amounts invoiced and collected for this September increased slightly when compared to the average September of the past four (4) years.

The Business Manager reviewed the Commercial Enplanements Graph. Total enplanements for September, which included SeaPort to Portland, SkyWest to San Francisco and SkyWest to Denver, were 12,868 which was exactly the same as compared to last September at 12,868.

The Business Manager reviewed the Commercial Carrier Tonnage Graph and year-to-date, overall tonnage transported was down 3%.

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

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

The Airport's new Aircraft Rescue and Fire Fighting (ARFF) vehicle had been delivered and the manufacturer, Oshkosh, had sent personnel to train Airport

staff in proper use, care and maintenance. Each and every District ARFF member must show proficiency in operation of the vehicle, through three (3) training rotations, before the vehicle would be placed into service. Commissioner Barton inquired and was informed that the City of North Bend's Fire Department had been invited to participate in training on the new vehicle.

Stuntzner Engineering finished up the fifth and final monitoring report on the Mangan Dike. The report was sent to the Army Corp. of Engineers along with a request to close out the project. The eelgrass monitoring report is in the process of being finalized and will be submitted to the Army Corp. of Engineers for close out as well.

The Airport's HVAC system has suffered a control system board failure. Failure of the control system has resulted in the system being inaccessible by users, in any conventional way. Staff must manually adjust the air handler and chiller, which continually fights with the heating system over building temperature. Running both the heating and air conditioning at the same time is placing undue strain on the entire system. Repair of the control system, computer access replacement and internet oversight is estimated at between \$16,000 and \$20,000. Commissioner Barton asked why a new computer was needed. Currently the existing computer is not communicating with the HVAC system, due to suffering a catastrophic memory failure and software corruption. A new computer would monitor the entire system for potential problems and allow adjustments to be administered remotely over the internet. Until the computer is up and working and monitoring the HVAC system, the scope of the problem may not ultimately be known. At this time, repair of the HVAC system is for discussion and informational purposes only and no action is required by the Board.

Further investigation of the security fencing bids, that were obtained and approved at a prior Board meeting, revealed that different criteria were used by each bidder. A new bid request will be issued, stipulating that the gates would be constructed out of aluminum, instead of steel. Commissioner Lehman inquired and was informed that this fiscal year budget does contain money for both the HVAC repair and installation of the security fencing and gates.

The Executive Director updated the Board on the status of air service at North Bend.

SeaPort Airlines recently landed an Embraer 145, 50 passenger jet, at the North Bend Airport. SeaPort has purchased three (3) Embraer 145's with a goal of twice a day flights to Seattle and once a day to Burbank, California. Currently the

planes are listed as Part 135 charter flights and must be registered with the Department of Transportation as Part 121, in order to provide commercial air service. SeaPort plans on providing the Seattle connection next year, with the possibility of overnighing at North Bend. Commissioner Benetti inquired and was informed that SeaPort would keep the Portland flights in conjunction with the new air service. SeaPort Airlines was also attempting to partner with Delta Air Lines in order to enhance air service.

Commissioner Benetti asked about when PenAir would provide air service to North Bend. The Executive Director stated that PenAir was still working on the issue, but expects to start next spring. PenAir has started their essential air service route from Crescent City, California to Portland.

Passenger load factors to Denver were down for the month of October, compared to September. The Board discussed the Denver flight, which ends for the summer on October 18<sup>th</sup>. At this time, United has not announced continuing the Denver route for next year and no funds have yet to be expended. The Board discussed the profitability of the flight and whether it was deemed successful or not by United.

The Executive Director discussed a graph comparing enplanements from this summer to the previous year. The graph depicted that the San Francisco route hadn't been impacted by the addition of the Denver flight. SeaPort enplanements had increased slightly over the prior year and didn't appear to be impacted either.

Possible air service in 2016, consists of SeaPort to Portland, Burbank, and Seattle. SkyWest and United to San Francisco and Denver. Commissioner Lehman wondered if the County could sustain that level of air service. The Executive Director offered that the LNG - Jordan Cove Energy Project would have a major positive impact on air service, at least for the first couple of years.

Last month the Board approved the National Oceanic and Atmospheric Administration's request for placement of wind monitoring equipment at the Airport. The FAA was contacted and granted permission to do electrical work for the installation of the equipment. Since electrical work was already being done, the local FAA agent took the opportunity to replace the power regulator on the Automated Weather Observing System (AWOS). After the AWOS was taken offline, it was noted that certification of the backup system had expired. Commercial air service is reliant on altimeter data and could not land at this Airport due to the expired equipment certification. The main AWOS was down for several hours which resulted in flights being diverted to Eugene.

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

None

**Section VI. Action Item:**

Commissioner Barton moved to approve ratification of Resolution 2015-09-05, approving settlement of case #15CV0260 (second – Commissioner Mineau). The resolution was approved during the September Board meeting, but was modified slightly to meet the requirements requested by HomeStreet Bank. Motion passed.

**Section VII. Commissioner Comments:**

The next regular Board meeting was scheduled for November 12<sup>th</sup>, 2015.

**Public Comments:**

None

**Adjourn at 8:10 a.m. to Executive Session.**