

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday November 12, 2015

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, November 12, 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;

ABSENT: Jon Barton, Commissioner; 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; Hank Hickox, Bandon Dunes Golf Resort.

PLEDGE OF ALLEGIANCE: Led by the Operations Manager.

Section I. Review of Minutes: October 15, 2015 Board Meeting:

Upon a motion by Commissioner Mineau (second - Commissioner Benetti), the minutes of the October 15, 2015 regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices, through November 11th, in the amount of \$395,837.83. Commissioner Mineau inquired and was informed that title insurance for HomeStreet Bank was mandatory for the transfer of the BLM agreement. A motion to accept the invoices in the amount of \$395,837.83 by Commissioner Lehman (second – Commissioner Mineau) 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. Fuel

Flowage revenue had finally caught up with and was running ahead of last year. The Grants Received line item showed an increase of \$772,308, consisting of the grant for the Aircraft Rescue and Fire Fighting (ARFF) vehicle and the FAA's annual entitlement, which was applied to the terminal debt.

Commissioner Lehman asked about the state of the parking lot system and recommended that a cost analysis be done on replacing and/or repairing the system.

Passenger Facility Charge (PFC) fees were down, due in large part to SeaPort Airlines being six (6) months behind in their payments. The Board discussed PFCs and options for obtaining payment from SeaPort.

The Oregon Department of Employment notified the District of a potential unemployment claim. The Airport District still has one person listed as a possible claimant, but to date the District has not paid out any unemployment.

The Statement of Long Term Debt showed the assumption of the HomeStreet Bank BLM mortgage. Commissioner Benetti asked and was informed that the BLM transfer was down to a few documents left to be executed.

The Business Manager reviewed the General Aviation (GA) Aircraft Visits Graph. GA visits were 170 for the month of October compared to 168 last year. Both the amounts invoiced and collected for this October increased slightly when compared to the average October of the past four (4) years.

The Business Manager reviewed the Commercial Enplanements Graph. Total enplanements for October, which included SeaPort to Portland, SkyWest to San Francisco and SkyWest to Denver, were up 252 over last year.

The 2014/2015 fiscal year audit should be finalized within the next week.

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 would need to be relocated, due to being in the Object Free Area (OFA). The District contacted a local engineering firm to research options for placement of the windsock. The engineer recommended that the windsock be moved and placed at the U.S. Coast Guard Station.

Stuntzner Engineering had finished the fifth and final monitoring report on the Mangan Dike, which was forwarded on to the Army Corp. of Engineers along with a request to close out the project. The District has since held several meetings with the Army Corp. of Engineers and have been advised that all criteria had been met for project closeout. Commissioner Lehman asked and was informed that the client was satisfied with the outcome of the dike project.

Due to the erosion of the hillside south of the terminal next to the new access road, District staff had erected a wooden pressure treated retaining wall. All work on the 75'x5' wall was done in-house.

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

The Executive Director has not had any further communication with PenAir on when they plan on providing air service. 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. Both SeaPort and SkyWest have started their reduced winter schedule. SeaPort dropped one afternoon Monday through Friday flight, while SkyWest will fly four (4) days a week, Sunday, Monday, Thursday, and Friday.

The District is finalizing the last documents for transfer of the BLM facility and should receive the lease payment for November on December 1st.

The District was approached by the North Bend High School. They would like to hold their Senior Prom in the terminal building in April.

The Knights of Columbus will be using the new commercial hangar from December 4th through December 12th for their annual Christmas food give-a-way basket program. Staff was advised to place a security camera in the hangar to provide extra security.

Commissioner Mineau congratulated District staff on qualifying for the SDAO Best Practices 10% discount on general liability insurance.

Section V. Committee Reports/Presentations:

None.

Section VI. Action Item:

None.

Section VII. Commissioner Comments:

The next regular Board meeting was scheduled for December 17th, 2015.

Commissioner Benetti announced that the Portland airport was going to be expanding, which may affect SeaPort and/or PenAir. A complementary Thanksgiving dinner from 12-3pm will be offered at Benetti's Restaurant.

Commissioner Mineau thanked all Veterans for their service. Gloria Dei Lutheran Church is holding a complementary Community Thanksgiving dinner from 11-1pm.

Public Comments:

Mr. Hickox addressed the Board. He wanted to attend a Board meeting prior to the end of the year, to reflect on the success of partnering with the Airport to obtain air service to Denver. Bandon Dunes Golf Resort was pleased with the results, considering the short lead time and two (2) day a week frequency. There was a good mixture of golfers and local citizens and hopefully United Airlines would be willing to team up again next year. We should put our best foot forward to retain the San Francisco route. These were exciting times and he was interested on how things would unfold in 2016. Mr. Turner, Director of Hotel Operations, has worked closely with the Executive Director on the Denver route and anticipates moving forward next year. Bandon Dunes had an excellent year, with more people coming from outside of the area. Reservation forecasts show an increase in customers for 2016, coming from even further away. There are no major golfing events next year, but in 2020 Bandon Dunes will host the top amateur event, the U.S. Amateur Championship, put on by the U.S.G.A. Commissioner Mineau thanked Mr. Hickox and Bandon Dunes for their continued contribution to the community.

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