

**COOS COUNTY AIRPORT DISTRICT**  
REGULAR BOARD MEETING  
Thursday December 15, 2016

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

**CALL TO ORDER:** Chair Mineau called the meeting to order.

**COMMISSIONERS PRESENT:**

Helen Mineau, Chair;  
John Briggs, Vice-Chair;  
Joe Benetti, Commissioner;  
Mike Lehman, Commissioner;  
Jon Barton, Commissioner;  
Amy Muenchrath, District Legal Counsel.

**ABSENT:** None

**STAFF PRESENT:** Theresa Cook, Executive Director; Bob Hood, Operations Manager; Jennifer Groth, Public Information Officer (PIO); Robert Brittsan, Executive Assistant.

**MEDIA AND GUESTS PRESENT:** Jim Innes, CH 14; Jennifer Spatz, ORCCA Representative.

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

**Section I. Review of Minutes: November 17, 2016 Board Meeting:**

Upon a motion by Commissioner Benetti (second – Vice-Chair Briggs), the minutes of the November 17, 2016 regular Board meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices, through December 14, in the amount of \$994,951.41. Vice-Chair Briggs inquired and was informed that the District's previous legal counsel was finishing up with pending legal issues. Commissioner Benetti inquired about the status of those issues. The Executive Director informed him that there was no additional information on the two (2) appeals, at this time. District Legal Counsel offered that the previous counsel would be handling both of

the appeals, to their conclusion. Commissioner Lehman (second-Commissioner Benetti) moved to approve of the invoices through December 14. Invoices were approved for a total of \$994,951.41.

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

The Board reviewed the Financial Summary report. Commissioner Barton noted that the District was using an outside accounting agency, and inquired how long those services would be needed. The Executive Director informed him that it would probably be a three (3) month period, and that the District had found a part time accountant that was a good fit with current staff, so that the outside accounting firm wouldn't be utilized as much. Commissioner Lehman asked and was informed that even with the addition of new staff, the District would be well below the budgeted amount for personnel, going forward. Vice-Chair Briggs mentioned an issue he was discussing with the PIO and Executive Assistant, regarding the way the accounting system was being utilized. The Executive Director addressed this topic, noting that the District had been doing both accrual and cash basis accounting every month, which takes more staff time. Commissioner Benetti inquired and was informed that the State requires the audit in an accrual basis. Because the Board reviews the District's financials during their monthly meeting in a cash basis, QuickBooks would be utilized in a cash basis and then be switched very easily to an accrual basis for the end of the year audit. This would reduce the amount of time required in assembling monthly reports for the Board. Commissioner Benetti inquired why the District was currently working on reconfiguring the construction costs, and how well they were being tracked. The Executive Director informed him that the District was tracking all expenses very well, but it needed to be changed because of the two different accounting types. The Public Information Officer commented that the budget for construction costs is currently handled in Excel, and that the District was attempting to transfer the information into QuickBooks, to more easily report budget to actual. Commissioner Barton asked and was informed by Vice-Chair Briggs that the District was using different very specific accounts for each individual facility. Airport use fees were brought up for the month of November. Commissioner Benetti asked and was informed that the new Office Assistant, overseen by the Executive Assistant, was currently handling billing for airport use fees. The Executive Assistant informed the Board that a database was utilized to track aircraft information, such as who landed, how long they stayed etc., with around 16,000 aircraft currently logged. Commissioner Lehman asked why we bill this way, and was informed by the Executive Director that unlike other airports, the Fixed Base Operators (FBO) don't lease the apron. If the District was to forego billing for use fees, we would be leaving \$200,000 a year on the table.

#### **Section IV. Discussion Items:**

The Operations Manager updated the Board on operational and maintenance issues at the Airport. The Operations manager showed a small preview of how the security cameras, that were recently installed around the airfield, work. These cameras have 20 days' worth of recording storage, are able to zoom in to obtain plane details (including tail numbers) and can take still shots. The last camera to be installed will be on the light pole on the south ramp sometime next week, making all parts of the airfield visible at all times. These cameras help airport staff address problems, that may have previously gone unnoticed, more quickly. Problems like bird strikes, wildlife on the airfield, and passing ships, in the nearby channel, that may be over the 150-foot height restriction, to name a few. Commissioner Benetti asked what the camera records when it's not being used, and was informed by the Operations Manager that the cameras have a "Home" setting and the camera continually records whatever it is looking at.

The Operations Manager updated the board on the Department of Human Services (DHS) Adult and People with Disabilities remodel project. Currently they are just starting to bring in the false ceiling, which will lead into the fire suppression sprinklers. The HVAC ducting is in place and 95% complete. The large outdoor unit will be installed next week, then that is complete. Additionally 95% of all doors and door frames, including the glass front entrance doors, and most of the sheet rock has been installed. Commissioner Benetti asked and was informed that the project is on time according to the scheduled completion date in February. Commissioner Benetti asked how much more the project was going to cost. The Executive Director explained that the District is responsible for between \$14,000 to \$30,000 in change orders. DHS has authorized \$165,000 in changes, which the District will pay for initially, and then be reimbursed by DHS. Commissioner Lehman asked what was the contingency amount, to which the Executive Director informed him that the District was within the contingency amount, but wasn't sure the exact number at this time.

The Operations Manager addressed the complaints from the Business Enterprise Center (BEC) tenants that the airport staff was slow to respond in regards to their complaints or needs. The Operation Manager informed the Board that upon looking through a years' worth of work orders, all were handled quickly and efficiently by the maintenance team, and that there were no currently open work orders.

The PIO addressed the Board in regards to the personnel policy updates that were started at the October Board meeting. Previously the Board had looked over the

first third of the policy and would now be reviewing the second installment of policy changes, chapter 6-10 and the addendums. The Special Districts Association of Oregon advised the airport to have one of their Human Resource consultants read and review our personnel policy-these are the suggested updates.

#### Chapter 6:

Violence in the Workplace: Suggested that the District specify that if the violence is perpetrated by the Executive Director, to inform the Board Chair.

Safety and Accidents: Suggested addition of a weapons policy.

#### Chapter 7:

What the District Expects from You: Suggested an off duty conduct policy, smoking policy, and attendance policy.

Drug and Alcohol in the Workplace: Suggested to have the wording changed from “under the influence” to “in one’s system”. Commissioner Lehman noted he found the wording “in one’s system” to be too specific, to which the PIO informed him that the District must have reasonable suspicion before performing any drug testing.

Chapter 8, 9, and 10: No changes suggested.

The PIO mentioned that the Special Districts Association of Oregon’s Human Resources consultant recommended an extensive policy on remote wipe provisions and data liability. The policy states that if personnel have District information on their personal phones and laptops, the Airport has access to retrieve that information.

The Executive Directors report: The Executive Director brought up the Small Community Air Service Development Grant, and explained that it was the District’s sixth year of having the grant and the third year using it. The Executive Director sent a request to the Department of Transportation to reapply for the next grant cycle, which is every five (5) years as it would be beneficial to receive it as often as possible.

The Executive Director mentioned that the Oregon Pacific Bank loan for the DHS remodel project has been finalized, and that the project was scheduled to be completed on February 4, 2017. The DHS build to suit bids closed as of December 16, 2016, and the District should have the Guaranteed Maximum Price by December 21, 2016. The Executive Director addressed the Infrastructure Finance Authority (IFA) loan status for the build to suit project, and stated that the IFA

seemed positive the District would be able to acquire a loan through the IFA, for about 3.5%. The IFA requested the budget for the expenditures of the DHS build to suit for the months up through the next fiscal year, dated July. The District will expend approximately \$4M through the end of July, 2017, which is the amount the District would need from the IFA before the next fiscal year. The IFA loan application should be received by next week and submitted by the end of the year. Commissioner Benetti asked and was informed that the District will request a loan waiver from the IFA, to be able to fund the entire project and not be restricted to the \$10M maximums. Commissioner Barton questioned and was informed by the Executive Director that the IFA would be responsible for the disbursement of funds for the build to suit, through drawdown requests.

The Executive Director commented on the status of the fill relocation. The last pile will be moved off site next week, as the District recently acquired the necessary permits.

The Executive Director commented on air service, and possibly approaching Boutique Air for a morning and night flight here as a backup, but wasn't sure if they would want to compete with PenAir. Boutique Air operates a small nine (9) passenger plane which currently provides essential air service from a FBO in Pendleton, to a FBO in Portland. Commissioner Lehman mentioned that people in the community want more Portland flights and wondered if we could somehow get that through PenAir. The Executive Director commented that if the District acquired the Small Community Air Service Development Grant, we may be able to subsidize better air service to Portland through PenAir. Commissioner Lehman was reluctant to use Federal dollars to subsidize air service. The Board was informed that any non-Federal Aviation Administration funds cannot be used to subsidize air service, but the District could possibly use tax dollars, if we contacted the Department of Transportation and the Legislation for advice and recommendations.

#### **Section V. Action Item:**

Commissioner Lehman moved to approve the disposal of surplus equipment located in room 118 (second-Commissioner Barton). Motion passed.

Commissioner Barton moved to approve the Johnson Rock fill relocation proposal, in the amount of \$22,852 (Second-Commissioner Benetti). Motion passed.

Vice-Chair Briggs moved to approve the Pavement Management Program expense, not to exceed \$37,382 (second-Commissioner Barton). Motion passed.

Commissioner Lehman declared a conflict of interest, in that he is the Executive Director for the Oregon Coast Community Action (ORCCA). Vice-Chair Briggs asked and was informed by the PIO that ORCCA's current monthly rental rate for the apartments would be \$1,000 a month, which is 20% less than the District received from E. L. Edwards. ORCCA, however, has funding for rehabilitation of the facility and will take over all maintenance costs, along with the property insurance. The representative from ORCCA assured the Board that they will be keeping rent for the tenants affordable and comparable to the Fair Market Value. Commissioner Lehman made note that there were agreeable opt-out clauses in the lease, which was beneficial to both parties. Commissioner Barton moved to approve the Oregon Coast Community Action (ORCCA) lease agreement (Second-Vice Chair Briggs), Motion passed.

#### **Section VI. Commissioner Comments:**

The next Board meeting is scheduled for January 19, 2017. Chair Mineau mentioned how much Bandon Dunes has contributed to the Airport, and that the District would recognize the retirement of General Manager, Hank Hickox, at the next Board meeting.

Chair Mineau announced that the Executive Director's performance evaluation would be held at the next Board meeting.

The Knights of Columbus is holding their annual Christmas food give-a-way basket program in the main hangar.

Commissioner Benetti thanked everyone who participated in their Thanksgiving dinner event for the community. Commissioner Lehman thanked Commissioner Benetti for all his efforts.

The Board wished everyone happy holidays.

#### **Public Comments:**

None

**Adjourned at 8:45 a.m.**