

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday May 26, 2016

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, May 26, 2016, at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Vice-Chairman Mineau, called the meeting to order.

COMMISSIONERS PRESENT:

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

ABSENT: John Briggs, Chairman.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant.

MEDIA AND GUESTS PRESENT: Gordon Young, CH 14; Monty Hill, LRS Architects; Teri Whitty, County Citizen; Stacey Freeman, County Citizen; Chris Lehrbach, PenAir Station Manager.

PLEDGE OF ALLEGIANCE: Led by Commissioner Benetti.

Section I. Review of Minutes: April 21, 2016 Board Meeting:

Upon a motion by Commissioner Benetti (second - Commissioner Barton), the minutes of the April 21, 2016 regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices, through May 25th, in the amount of \$168,129.04. A motion to accept the invoices in the amount of \$168,129.04 by Commissioner Lehman (second – Commissioner Benetti) was approved by the Board.

Section III. Finance Report:

The Board reviewed the Financial Summary page and made no comments.

Section IV. Information Items:

The Executive Director updated the Board on operational and maintenance issues at the Airport.

District staff have been preparing the airfield for the FAA's annual Part 139 certification inspection, scheduled to begin on June 1, 2016.

In preparation of work to be done for the Department of Human Service's (DHS) build to suit facility, Messerle & Sons removed the trees, brush and other debris from the site. The area was then groomed and cleaned of organic material. The concrete slab, just south of the terminal, was also removed. Due to the now unobstructed view, the spot would make a good location for future development. The District was moving forward with obtaining a design and engineered plan for the site, including the grading and excavation work.

The Executive Director updated the Board on the status of air service at North Bend. Bandon Dunes Golf Resort provided information on the seasonal United flight to Denver, which starts June 12, 2016. Comparing 2015 to 2016 shows advance bookings for June increasing from 9% to 24%. June 2015 had 389 passengers, while 2016 already has 1,144 booked. Commissioner Lehman inquired and was informed that the District was again targeting the Denver market via social media. Commissioner Benetti inquired about PenAir's Portland route. Chris Lehrbach stated that PenAir was satisfied with the passenger counts, but agreed that another daily flight would be optimal. Chris Lehrbach offered that PenAir was stretched thin and that it was just a matter of having another aircraft available on the West Coast. Chris Lehrbach inquired and was informed that the District had been advertising that PenAir was providing air service to Portland. Commissioner Benetti thanked PenAir for providing service to North Bend on such short notice, since SeaPort Airline's sudden announcement that they would no longer be flying to North Bend.

Several months ago, the District was approached by the Department of Housing and Urban Development (HUD) to remodel the Airport Apartments, for low income families. The HUD researched the options and determined that it wasn't feasible at that time. Commissioner Lehman stated that there was State funding becoming available, to refurbish or improve low income housing. Due to the condition of the apartments, the Airport was only renting half of the available units and with some work the other half could be made livable. The Board discussed the three (3) available options, demolition of the building, remodeling the apartments by the District or leasing the building to an entity that would

refurbish and then manage the complex. Commissioner Benetti stated that he would rather not have the Airport deal with the remodel but lease it to someone who would manage the risk and reward of the project. The Executive Director offered that it would cost more to demolish the structure than the District was willing to pay. The Board decided to pursue having another entity remodel and administer the apartments.

The North Bend senior prom was held after hours in the Airport terminal. District staff assisted with the event, which was well attended and occurred without any issues.

Section V. Committee Reports/Presentations:

Teri Whitty addressed the Board in regards to obtaining the District's support for a community dog park. The Executive Director provided background information including an aerial view of the potential location of the dog park. The Executive Director was approached by members of the community to have the Airport support placement of the park on District property. The optimal location would be just below the DHS build to suit site, as there was already an asphalt parking lot and readily available irrigation. Teri Whitty, representing the dog owners in the area, stated that North Bend doesn't have a dog park. Private money would be used to construct the park. It would be great for public relations, good for the Airport and the whole community. Liability insurance may be an issue. The Board discussed the logistics of a dog park on District property. The Executive Director was comfortable with their request and supported the project. Commissioner Barton offered that reasonable rules would need to be enforced, especially for how cleanup was handled. It may help to have designated times and to lock it up when not in use. The area would be fenced and divided into sections, to provide space for both small and large dogs. Wood chips would be used, so no grass would have to be maintained. The park would be funded entirely by private means. Commissioner Benetti stated that the District's General Liability insurance should cover a dog park. Both Commissioner Leman and the District's Legal Counsel agreed that it would be best to have a separate entity lease the area from the District instead of managing the park directly, then they would be responsible for insurance. Make it an at-risk park, where users would be liable for their visit. The Board discussed the proposed location and whether or not it would be a prime location for another type of business, such as a coffee shop. The Board looked at other locations and discussed approving the current site contingent upon being able to relocate it at some future time.

Section VI. Action Item:

Given the findings recommended by the Local Contract Review Board, Commissioner Barton moved to approve resolution 2016-05-01, allowing for the exemption from competitive bidding (second – Commissioner Benetti). Motion passed.

The Executive Director provided background information for rescinding the Owner's Representative Independent Contractor agreement. The District decided to change the hiring procedure for the owner's representative by utilizing Cardinal Services. Cardinal Services was better designed to handle a contract employee than was the District. Commissioner Benetti moved to rescind the Owners Representative Independent Contractor agreement (second – Commissioner Barton). Motion passed.

Commissioner Benetti moved to approve the community dog park concept, tentatively at the suggested location, contingent upon District Legal Counsel review (second – Commissioner Barton). Motion passed.

Section VII. Commissioner Comments:

The next Board meeting is scheduled for June 16th, 2016.

Public Comments:

None

Adjourned to Executive Session at 8:35 a.m.