

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday July 20, 2017

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, July 20, 2017 at 7:30 a.m., in the District Boardroom.

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

COMMISSIONERS PRESENT:

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

ABSENT: John Briggs, Commissioner.

STAFF PRESENT: Theresa Cook, Executive Director; Jennifer Groth, Public Information Officer; Robert Brittsan, Executive Assistant; Rick Skinner, Project Manager; Bob Hood, Operations Manager; Cynthia Henson, District Accountant.

MEDIA AND GUESTS PRESENT: Jim Innes, CH 14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Barton.

SWEARING-IN OF NEWLY ELECTED COMMISSIONERS: District Legal Counsel swore in the newly elected Commissioners, Jon Barton and Joseph Benetti for a 4 year term.

ELECTION OF OFFICERS: Commissioner Lehman moved to elect Commissioner Barton as Board Chairman (Second Commissioner Benetti). Motion passed. Commissioner Benetti made a suggestion that the Board Chairman position be rotated yearly, to ensure all the Commissioners gain the experience.

Section I. Review of Minutes: June 22, 2017 Board Meeting:

Upon a motion by Commissioner Mineau (Second - Commissioner Benetti), the minutes of the June 22, 2017 regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices, through July 19, 2017, in the amount of \$988,255.98. Chairman Barton asked, and was informed that around \$750,000 of the total vendor invoices would be coming out of the Construction Fund in relation to the Department of Human Services (DHS) projects. A motion to accept the invoices in the amount of \$988,255.98 by Commissioner Lehman (Second Commissioner Benetti) was approved by the Board.

Section III. Finance Report:

The Executive Director commented on the financial report, stating that the Coos County Airport District's (CCAD) revenues are currently showing a normal trend when compared to last year, as the staff continues to collect past due airport use fees. However, General and Commercial Aviation traffic is down slightly this year. The General Aviation fluctuation may be caused by a new KemperSports Golf Resort recently opening in Michigan this past May, which could be attracting Bandon Dunes golfers. The lowered Commercial Aviation visitors is most likely due to less flights per day.

Section IV. Discussion Items:

The Operations Manager addressed the Board to give the Operations Report. The Operations Manager explained to the Board some of the upgrades happening with the Federal Aviation Administration's (FAA) Automated Weather Observing System (AWOS), including software upgrades and some general maintenance.

The Operations Manager briefly discussed a project plan submitted by the CCAD's local Fixed Base Operator (FBO), Coos Aviation, pertaining to the installation of a screen that would block the jet blast and fuel vapors from being blown directly into the lobby when the aircraft are unloading.

The Operations Manager updated the Board on the status of the Oregon State Police (OSP) building remediation, for both the roof and interior water damage. The South side of the roof is quickly nearing completion thanks to the hard work by the CCAD maintenance staff and the roofing company, Rainbow Metals. The maintenance staff prepared for the installation of the new metal roof by removing the old roof and laying down sheathing and insulation, saving the CCAD nearly \$7,000 by performing these tasks in house. Rainbow Metals is installing the metal roof, gutters, and the vapor barrier. The Executive Director commented that the estimate the CCAD received to install the fascia was around \$7,000. The Operations Manager quickly discussed the rest of the project with the Board including the upgraded HardiePlank siding, new carpet and repaired sheet rock

inside. Commissioner Lehman voiced his concerns about having the CCAD maintenance staff performing roofing and sheet rock labor. The Executive Director stated that the CCAD could look into hiring an architect to inspect the roof, to ensure structural stability and to alleviate the Commissioner's concerns.

The Operations Manager mentioned that three out of the twenty-seven Heating, Ventilation and Air Conditioning (HVAC) units for the Bureau of Land Management's (BLM) building are in critical condition. The CCAD is currently waiting on an estimate from Comfort Flow Heating for the replacement of those units. Chairman Barton asked and was told by the Executive Director that swapping out the twenty-seven HVAC units for one very large unit could cost the District nearly \$100,000. This estimate is based off of the recently purchased HVAC unit used at the DHS Adult and People with Disabilities (APD) remodel project.

The Project Manager addressed the Board to update them on the status of the DHS Build to Suit project. During the last board meeting, the Project Manager had mentioned to the Board that the second level slab on metal deck (SOMD) concrete pour had a few issues that were hopefully resolved through some leveling done by the subcontractor. Upon further inspection of the SOMD, there were unresolved issues where shear connectors and rebar were clearly visible on the surface of the concrete. The General Contractor, Swinerton Builders, has notified the architect of the problems and has asked for their input on how to proceed and has since received feedback from LRS architects to weld structural steel to the cross beams under the second floor for structural stability. However, the Project Manager advised them that he would like to see grades shot of the entire SOMD to find out how much of the second level has been compromised, and to have more concrete poured to fix any low spots if necessary. Commissioner Lehman asked and was informed by the Executive Director that the CCAD's Project Manager puts his notes in writing and sends them to several parties if any issues arise during the construction process including the General Contractor, the Geotechnical Engineer, and LRS Engineering. If any problems escalate, they are directed to the CCAD's legal representation, Perkins Coie. The Executive Director explained to the Board that the CCAD cannot directly interfere with any of the subcontractors work and must contact the General Contractor and LRS to address problems, as there are certain protocols that have to be followed as the subcontractors are under the General Contractors direct employment. The Project Manager summed up his report by quickly running through some of the recent mile stones on site including starting installation of the roof, interior framing, electrical, plumbing, and waterproofing of the exterior sheet rock.

The Public Information Officer (PIO) approached the Board to give a Public Relations Update. The PIO discussed some of the community activities that the CCAD has recently been involved with like the work the CCAD has been doing with the South Coast Development Council (SCDC) as they go through the process of selecting a new Executive Director and a meeting that the PIO had with the Port of Coos Bay's Chief Commercial Officer regarding the Foreign Trade Zone parameter updates. The PIO also mentioned the CCAD's involvement with the Coos County Tourism Work Group and the Rural Tourism Studio, which has been a great resource for learning about tourism. The PIO recently did a brief presentation for the Chamber Tourism Committee explaining recent aviation trends.

For promotional activities, the CCAD is still diligently pushing the SkyWest Denver flight with local television ads and has purchased an ad in the "South Coast Strong" section of The World Newspaper for promotional purposes. A few of the staff members will be setting up a booth in the Bay Area Chamber of Commerce tent at the Bay Area Fair on July 28, 2017 to talk with and promote the airport to the locals.

The PIO has continued to attend the Southwest Area Committee on Transportation (SWACT) meetings regularly, also attending the Oregon Coast Visitors Association board meeting for information about how the CCAD could become more involved with that group, and clarification on the news that the Central Oregon Visitors Association will soon begin subsidizing flights out of the Redmond Airport. Commissioner Lehman asked and was told by the PIO that the CCAD wasn't currently aware of how much funding would be available to airports from the new transportation bill. The PIO explained that typically, the CCAD requests funding from ConnectOregon, since that section of the bill is specific to multimodal transportation.

There was a bump in the social media statistics for the CCAD in March and April of this year due to the \$79 fare promotion from PenAir for the Portland flight. Commissioner Benetti asked and was informed that there are a certain number of \$79 fares available on certain days, and once the pool is dried up, the price will revert to the normal ticket price.

The Executive Director addressed the Board to give the Executive Directors report. The General Services Administration (GSA) has requested a proposal from the CCAD to establish lease rates for the BLM building. The Executive Director commented that the CCAD staff has done an excellent job of putting the proposal together in the allotted time, and returning it to GSA for review. The Executive Director did mention that the BLM building does not meet current building seismic

standards, and discussed the different options that will be suggested during negotiations with GSA.

The Executive Director briefly discussed a few other topics with the Board including, the DHS APD closeout date one-month extension, the Air Traffic Control Tower Station Manager's relocation, a summary of the 5-year Capital Improvement Projects (CIP) including airfield lighting and the runway safety area expansion, the Special District Association of Oregon's (SDAO) best practices, and the current projects that are being divvied up among the CCAD maintenance staff.

Section V. Action Item:

Commissioner Benetti (Second Commissioner Mineau) Moved to approve the Pauly, Rogers and Co. Terms of Engagement. Motion Passed.

Commissioner Mineau (Second Commissioner Benetti) Moved to approve the flooring installation at the Business Enterprise Center, in an amount not to exceed \$10,500. Motion Passed.

Section VI. Commissioner Comments:

Chairman Barton selected Joe Benetti as the Vice-Chairman.

The next Board meeting is scheduled for August 17, 2017.

Public Comments:

None

Adjourned to Executive Session at 9:00am