

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday July 21, 2016

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, July 21, 2016, 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;  
Jon Barton, Commissioner;  
Joe Benetti, Commissioner - Attended via Conference Call;  
Mike Lehman, Commissioner;  
Andy Combs, District Legal Counsel.

**ABSENT:** None.

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

**MEDIA AND GUESTS PRESENT:** Gordon Young, CH 14; Kim Gold, CH 14; Kathy Erickson, Congressman Defazio's Office; Joe Slack, HGE Inc. Architects.

**PLEDGE OF ALLEGIANCE:** Led by District Legal Counsel.

**ELECTION OF OFFICERS:** Commissioner Briggs moved to elect Commissioner Mineau as Board Chairman (second Commissioner Barton), Commissioner Briggs, Commissioner Barton, and Commissioner Benetti voted Yea, Commissioner Lehman voted Nay, motion passed.

**Section I. Review of Minutes: June 16, 2016 Board Meeting:**

Upon a motion by Commissioner Lehman (second - Commissioner Barton), the minutes of the June 16, 2016 regular Board meeting were approved.

## **Section II. Review of Invoices:**

The Board reviewed new invoices, through July 20th, in the amount of \$346,621.98. Commissioner Barton asked and was informed that the BLM facility had its own fund to track resources and requirements. A motion to accept the invoices in the amount of \$346,621.98 by Commissioner Briggs (second – Commissioner Lehman) was approved by the Board.

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

The Board reviewed the Financial Summary page. The Business Manager discussed the District's financial position at the completion of the 2015/2016 fiscal year, which ended on June 30. Overall the District's financial standing was comparable to the previous fiscal year. The Business Manager noted that there was no revenue generated from Paid Parking Fees, as the parking system wasn't operational for the entire year. Commissioner Lehman asked if the District had the opportunity to obtain a cost analysis report of the parking lot system, to help determine the best course of action. Looking at historical information should help the Board decide on whether or not to implement the paid parking system. The Executive Director responded that the District had researched alternatives in the past, but will revisit the subject again and provide current information at the next Board meeting. The Executive Director noted that the lot was designed for small compact cars with the narrow lanes contributing to the parking problems. Additionally, all daily commercial flights arrive within the same small window of time and traffic flow becomes an issue, especially at the gate choke points. Board action should be taken on what is to be done with the nonfunctioning system, which is becoming a hazard to visitors, as several people have already hit the posts surrounding the gates.

The Passenger Facility Charge (PFC) fees were down approximately \$14,000 annually over last year, due in large part to SeaPort Airlines bankruptcy. District Legal Counsel updated the Board on the state of the bankruptcy proceedings.

All funds were in compliance and within the District's budget spending authority for the 2015/2016 fiscal year.

Examination of the Statement of Cash Balances page, revealed that the General Fund ended the year with \$270,000 in the account versus the budgeted amount of \$107,000, even with the loan of \$250,000 to the Construction Fund for the DHS projects.

The Business Manager reviewed the General Aviation (GA) Aircraft Visits Graph. GA visits were 141 for the month of June, compared to 151 last year. Over the

entire fiscal year, GA visits declined 7% over last year, from 1,429 visits down to 1,336 visits. The biggest impact was from the 2<sup>nd</sup> highest fee rate category, with tier 6 aircraft declining 10%. Even with a decrease of 7% in GA traffic, the revenue generated was comparable to last year, due to more aircraft overnighting on the ramp.

Review of the Enplanements Graph showed that, year to date, passenger counts were within 1% of that of the prior year, due to the arrival of PenAir and the return of the summer flights to Denver.

Included with the normal cash flow was the 2016/17 budget and cash flow spreadsheet.

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

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

In the event of a hazardous spill on the air carrier apron, such as a fuel spill, excess fluid would flow into a catch basin which leads to the stormwater system and ultimately into the bay. The automatic electrical valve system that closes and seals the catch basin, thereby preventing the contaminants from reaching the bay, had failed. Because repair of the electric valve system would cost an estimated \$16,000, an alternate solution involving a manual method was recognized and approved by the Board at the June 16<sup>th</sup> meeting. The manual system would be accessible from the surface of the apron, allowing staff to perform the shutdown without having to climb into the confined space of the catch basin. Commissioner Barton inquired and was informed that all Airport Operations staff will be trained in its operation.

The pump system on one of the ARFF trucks had failed and required repair. Investigation by ARFF personnel revealed that the system could be repaired in-house, but required a large specialized wrench, which costs \$880. The Airport Maintenance department fabricated a workable wrench for a fraction of the expense and completed the pump system repair.

The Good Year blimp overnighted at the Airport on their way up the coast. Heavy winds unfortunately disrupted their schedule and they were unable to stay longer. The more favorable winds on their return flight allowed the blimp extend their stay and to give rides to select corporate entities.

The Executive Director updated the Board on the status of air service at North Bend. The Executive Director met with PenAir's marketing group to discuss the need to have both a morning and evening flight into and out of North Bend. Currently, there was no projected timeline on when that would occur, as PenAir was still expanding air service within Oregon and recently added Klamath Falls. PenAir's expansion is restricted by the number of available aircraft. Fortunately, they are flying under the Alaska Airlines brand, who are also looking to grow and expand into Oregon and Northern California. Commissioner Benetti asked and was informed that PenAir was only serving North Bend, Klamath Falls, and Portland within the state of Oregon.

The Executive Director announced that the Airport District recently added two (2) new employees, one for the administrative offices and one temporary position for the maintenance department. The Executive Director welcomed and introduced Jennifer Groth as the Airport's new Public Information Officer. Mrs. Groth addressed the Board and provided a brief update. Work is being performed on District leases, in particular obtaining current insurance, aircraft registration and tenant contact information. The next step would be to make sure that all lease agreements are current and any CPI adjustments are made. Additionally, financial documents are being compiled for funding of the Department of Human Services (DHS) projects. Mrs. Groth mentioned the restart of the Personnel Policy Manual update, which had been placed on hold, has been sent to the Special Districts Association of Oregon (SDAO) for review.

A Request for Proposals (RFP) for a Construction Manager/General Contractor (CM/GC), was issued by the District. The District received four (4) respondents. The Local Contract Review Board (LCRB) met, reviewed the submittals and selected Swinerton Builders. The CM/GC contract is being drafted by Perkins Coie and should be available for Board approval by the next Board meeting.

The District issued a Request for Bids (RFB) for DHS's Adult and People with Disabilities (APD) tenant facility improvements project. The District received two (2) submittals and a committee was appointed to review, interview, and recommend a firm. The bids came in higher than anticipated and the Executive Director presented the Board with options. Mr. Slack addressed the Board to provide an update on the APD project and to answer any questions. The DHS has requested the addition of a separate entryway that leads directly into the large conference room. Alternate bid #2 addressed the request, for which DHS would pay for the addition. HGE was working on several value engineered items, which would help to reduce the cost of the project.

The District issued a Request for Qualifications (RFQ) for as-needed professional services for aviation architectural, engineering and planning services. The FAA advises that Airports advertise for an aviation architect of record every five (5) years. The architect of record would be used to recognize projects eligible for FAA entitlement funds. The Airport District currently has no eligible projects and the annual entitlement funds would roll over into the next year, for up to three (3) years, at which time the money is encumbered or returned back into the entitlement system.

The District reached out to Oregon Satellite to install a high resolution security camera system. Due to the ever increasing security threats and in keeping with the need to increase both public and employee safety to its highest level, the District is looking to expand surveillance coverage. This camera system would allow District staff to observe and record events in high resolution from the safety of the terminal office. The Board approved the installation of high resolution exterior security cameras at the terminal building at the March meeting. The system has become a useful tool in monitoring aircraft and enhancing security. The addition of three (3) more cameras to the system would allow complete coverage of the entire airfield. Commissioner Barton asked and was informed that the camera will record on a twenty (20) day cycle. Commissioner Benetti questioned the number of cameras currently in use and the cost associated with the coverage that they provide. Commissioner Lemman wondered if the addition of the three (3) new cameras would be enough, they should be able to cover the entire airport. The Executive Director responded that there are cameras landside and airside and within the terminal and any blind spots in the system should be fixed by the new cameras. Commissioner Lehman suggested that the District look into archiving the security recordings, for at least six (6) months.

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

None

#### **Section VI. Action Item:**

Commissioner Lehman moved to approve Comfort Flow Heating to repair the HVAC system at the BLM facility, in the amount of \$4,170 (second – Commissioner Barton). Motion passed.

Commissioner Lehman moved to approve resolution 2016-07-01 to pursue funding specific to the APD facility (second – Commissioner Barton). Motion passed.

Commissioner Briggs moved to approve resolution 2016-07-02 to pursue funding specific to the 47,000 sq. ft. build to suit DHS CW/SSP facility (second – Commissioner Barton). Motion passed.

Commissioner Lehman moved to formalize the CM/GC contract with Perkins Coie (second – Commissioner Barton). Motion passed.

The motion to approve the aviation architectural, engineering and planning services selection was tabled.

Commissioner Lehman moved to approve the lowest qualified bid contingent upon the Executive Director's acceptance/consent of the final negotiated numbers or the Director can rebid the project (second – Commissioner Barton). Motion passed.

Commissioner Barton moved to approve the purchase/installation of a security camera system from Oregon Satellite, in the amount of \$16,885 (second – Commissioner Briggs). Motion passed.

**Section VII. Commissioner Comments:**

The next Board meeting is scheduled for August 18th, 2016.

**Public Comments:**

None

**Adjourned at 8:20 a.m.**