

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday August 17, 2017

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, August 17, 2017 at 7:30 a.m., in the District Boardroom.

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

**COMMISSIONERS PRESENT:**

Jon Barton, Chair;  
Joe Benetti, Vice-Chair; arrived during meeting;  
Helen Mineau, Commissioner;  
John Briggs, Commissioner;

**ABSENT:** Mike Lehman, Commissioner.

**STAFF PRESENT:** Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager.

**MEDIA AND GUESTS PRESENT:** Jim Innes, CH 14; Jason Traylor, Goldstar Communications; Ed Ellingsen, Nasburg Huggins Insurance.

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

**Section I. Review of Minutes: July 20, 2017 Board Meeting:**

Upon a motion by Commissioner Mineau (Second Commissioner Briggs), the minutes of the July 20, 2017 regular Board meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices through August 16, 2017, in the amount of \$203,096.15. A motion to accept the invoices in the amount of \$203,096.15 by Commissioner Briggs (Second Commissioner Mineau) was approved by the Board.

**Section III. Finance Report:**

At Chair Barton's request, the Executive Assistant discussed the finance report with the Board; including current General Aviation trends and enplanement data

for the San Francisco, Denver, and Portland routes, in comparison to July of last year.

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

The Operations Manager addressed the Board to give the Operations Report. The Operations Manager explained that there was a leak in one of the main water lines that led to the sprinkler system at the Bureau of Land Management (BLM) building, causing an extreme increase in water usage when compared to last month. The Coos County Airport District (CCAD) maintenance staff worked with the Coos Bay-North Bend Water Board to identify the leak, and have since tagged and locked out the suspected line to stop the leakage.

The Oregon State Police (OSP) roof repair is nearly complete, with only the fascia on the northeast side still in need of replacement. The Operations Manager stated that all work on the building should be finished by Wednesday of next week at the latest.

The Operations Manager gave a quick update on the status of the work being performed on the Pilot Controlled Lighting system, stating that the frequency was changed from 2.4 MHz to 5 MHz in the hopes of mitigating the interference issues.

Commissioner Mineau asked and was informed by the Operations Manager that the Pavement Management Program report had been returned, and was subsequently sent to an Architectural Consulting company to help aide the CCAD with the upcoming project.

Chair Barton addressed the Board to give the Executive Directors report in the Director's absence, and introduced Ed Ellingsen, with Nasburg Huggins Insurance, the CCAD's insurance agent of record. Mr. Ellingsen explained to the Board that the Northwest Insurance Group was able to renew the \$20 million Aviation Liability Insurance for another 3 years, at a guaranteed rate equal to what the CCAD is currently paying. Mr. Ellingsen gave a reminder to the Board that special events like air shows or other unique aircraft related events, need to be prearranged with their insurance providers, and that the CCAD should contact him prior to planning such events. Chair Barton asked and was informed by Mr. Ellingsen that there was a proposal option to increase the liability coverage by \$5 million, at a cost of nearly \$2,000 more per year for the CCAD. Mr. Ellingsen recommended that the District did not need the additional coverage and that Board not approve the option.

Chair Barton quickly mentioned that there may be an opportunity for the CCAD to recover some of the funds through the City of North Bend's insurance policy, in regards to the flood damage at the Business Enterprise Center (BEC).

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

Commissioner Mineau (Second Commissioner Briggs) moved to approve the Executive Director to renew the Northwest Insurance Group's Airport Liability Policy, from August 19<sup>th</sup>, 2017 to August 19<sup>th</sup>, 2020, in the amount of \$9,720. Motion Passed.

Commissioner Briggs (Second Commissioner Mineau) moved to approve Resolution 2017-08-01 to authorize the Executive Director to execute the application documents necessary to apply for a Small Community Air Service Development Grant. Motion Passed.

Commissioner Briggs (Second Commissioner Mineau) moved to approve Resolution 2017-08-02 to authorize the Executive Director to execute the Lease Agreement with the General Service Administration (GSA) for the BLM facility at 1300 Airport Lane. Vice-Chair Benetti asked and was informed by Commissioner Mineau that GSA is interested in renewing the lease for the BLM facility, but the CCAD is still in negotiations with them. Motion Passed.

Commissioner Mineau (Second Vice-Chair Benetti) moved to approve McSwain & Woods Architects LLC to create AutoCAD documents, not to exceed \$4,500, pursuant to GSA guidelines of the BLM facility at 1300 Airport Lane, contingent upon legal approval. Motion Passed.

Commissioner Mineau (Second Commissioner Briggs) moved to approve DCI Engineers \$6,500 estimate to perform a seismic evaluation of the BLM facility at 1300 Airport Lane, contingent upon legal approval. Motion Passed.

Commissioner Briggs (Second Vice-Chair Benetti) moved to approve Volaire Aviation Consulting to write an application for Small Community Air Service Development Grant funding, in the amount of \$7,500. Motion Passed.

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

The next Board meeting is scheduled for September 21, 2017.

## **PUBLIC COMMENTS:**

Jason Traylor of Goldstar Communications, one of the CCAD's current tenants, discussed some of the work they are currently doing with the City of North Bend in

solar powered energy, and mentioned wanting to discuss some in-depth details with airport staff regarding options that the CCAD could look at for solar power.

**ADJOURNED to Executive Session at 7:55am.**