

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, March 15, 2018.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, March 15, 2018 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;  
John Briggs, Commissioner;  
Helen Mineau, Commissioner;  
Mike Lehman, Commissioner;  
Amy Muenchrath, District Legal Counsel.

**ABSENT:** None

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

**MEDIA AND GUESTS PRESENT:** Jim Innes, CH 14; Sam Baugh, Executive Director of the South Coast Development Council (SCDC).

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

**Section I. Review of Minutes: February 15, 2018 Board Meeting:**

Upon a motion by Commissioner Mineau (Second Commissioner Lehman), the minutes of the February 15, 2018 regular Board meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices through March 14, 2018 in the amount of \$265,957.97. Upon a motion by Commissioner Lehman (Second Commissioner Briggs), the invoices through March 14, 2018 in the amount of \$265,957.97 were approved.

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

The Executive Director discussed the finance report with the Board. Chair Barton questioned and was answered by the Executive Director that the longevity credit was received from the Coos County Airport District's (CCAD) liability insurance provider, as a result of our continuous use of their services.

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

The Operations Manager addressed the Board to give the Operations Report. The Operations Manager mentioned that the Federal Aviation Administration's (FAA) annual Part 139 Certification Inspection is scheduled to take place early next week. The inspection includes, among other things, a safety training records check, nighttime runway lighting inspection, an Aircraft Rescue and Fire Fighting (ARFF) drill, and an inspection of the runway safety areas for compliance. The Part 139 Certification is required by the FAA in order to maintain scheduled air service.

The Operations Manager conferred with the Board about some of the other projects that have occurred around the CCAD's facilities within the last month; which includes repairing the terminal's boiler, staff performed hot fueling for the local U.S. Coast Guard, locating and replacing a malfunctioning fan at the Bureau of Land Management (BLM) facility that was causing a burning aroma, and landscaping work that the maintenance staff completed at the Department of Human Services (DHS) Aging and People with Disabilities (APD) facility. Chair Barton asked and was told by the Operations Manager that the Coast Guard does not compensate the District for assisting with the hot fueling process and that it does not interfere with commercial air service in any way. Chair Barton also inquired about the extent of work involved in maintaining the landscaping at the DHS APD facility. The Operations Manager stated that maintaining the grounds on all of the CCAD's properties, which includes the DHS APD building, is very involved and generally requires additional seasonal labor during the summer.

The Project Manager approached the Board to update them on the status of the Department of Human Services (DHS) build to suit project. The Project Manager discussed some of the work and documentation that was still needed for the DHS build to suit project before the substantial completion date could officially be set, which directly impacts warranty timelines.

The PIO approached the Board to give the Public Relations Report. The PIO mentioned that she had met with Judy Metcalf, the Chief Executive Officer for the Coquille Economic Development Corporation (CEDCO), to discuss resuming

commercial air service to Portland and CEDCO's willingness to support the District with this effort.

For promotional activities, staff has updated the District's website, adding a frequently asked questions page and re-writing the general aviation page for clarity. The PIO also recently attended the San Francisco Travel Show which was host to roughly 21,000 patrons, stating that it was an ideal event to speak with potential travelers regarding the CCAD's direct flight to San Francisco. The PIO explained that she had reached out, at the Board's request, to the local social media advertising company, Yak Social, to inquire about their services. The District currently utilizes K-Dock for their social media needs, which includes social network boosts, maintaining the CCAD's Facebook page, and reputation management; these services are not currently offered by Yak Social. The PIO described Yak Social's services, such as posting banner ads on websites like Facebook, and setting up quick response codes on webpages to monitor traffic. Vice-Chair Benetti asked and was answered by the PIO that she was not aware of the frequency of the banner ads at this time but would look into it and provide an answer. Vice-Chair Benetti also requested that the PIO look into getting a more detailed invoice from K-Dock for their services, to see if it would benefit the CCAD to increase social media boosting during the busy summer months.

The PIO conversed with the Board about legislative activities, mentioning that she had reached out to both Volaire Aviation, the District's Aviation Consultant, and Eco Northwest, a well respected economic firm from Portland, requesting quotes for an economic impact analysis that demonstrates the airports value to the local economy. This information would be used when approaching the legislature with regards to sustainable commercial air service and reaching out to local community members to request monetary assistance for the Small Community Air Service Development (SCASD) grant's required match. Volaire Aviation has responded, stating that they would be willing to conduct an analysis and provided a copy of a similar report that they had compiled for a different airport. The PIO quickly mentioned that Eco Northwest had provided the Oregon Department of Aviation (ODA) with an economic analysis in 2014 that was closer to what the Board was looking for in terms of focusing more on community economic impact, versus air service data. Chair Barton asked and was told by the PIO that an analysis provided by Eco Northwest will have more credibility than one prepared by the CCAD's contracted Aviation Consultant. The Board directed the PIO to contact Eco Northwest in order to obtain a proposal. The PIO expounded on the options for completing this project and the timeline for submitting this information to the legislature. Vice-Chair Benetti mentioned that our state representative, Caddy

McKeown, communicated that it would be in the District's best interest to have some sort of presence during the next legislative session to ensure that the aviation industry is on their radar.

The Executive Director addressed the Board to give the Executive Directors report. The Executive Director spoke to the Board about the Business Oregon Infrastructure Finance Authority's (IFA) bond funded loan. Mentioning that the IFA has requested that the CCAD sign a loan agreement that stipulates we will maintain our tax-exempt status and that the majority of our revenues can be used to repay the loan. Vice-Chair Benetti inquired and was told by the Executive Director that we won't know what the interest rate will be until bond closing, but that the interest rate used during projections was approximately 3.75%.

The Executive Director spoke with the Board about the proposal from Mead & Hunt for survey, bidding and design work related to the airfield lighting and marking Airport Improvement Program (AIP) project. The project has been split between two phases, the first being the survey, bidding and design phase and the second is the construction phase; Phase one's costs total an estimated \$275,000. The CCAD would be responsible for a 6.25% match, which equates to roughly \$17,000. Chair Barton asked and was told by the Executive Director that in order for the FAA to approve the design, the District would have to continue using Mead & Hunt.

The Board deliberated over when would be the most convenient time to complete the Special District Association of Oregon (SDAO) board best practices assessment, which would provide a discount towards the District's liability insurance policy. The Board discussed combining the training with the July board meeting, and the possibility of changing the scheduled date to July 26<sup>th</sup>, 2018.

The Executive Director quickly revisited the topic of the economic impact analysis, stating that the District needs to ensure that the report includes strong information about our airport and our surrounding community. The Executive Director conversed with the Board about possible co-sponsors of the analysis, including local and non-local, as a way of showing the positive response to the idea of sustainable commercial air service for the state of Oregon.

Building Envelope Technology and Research is schedule to inspect the roof at the DHS building on March 26-27, pending clear weather.

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

Commissioner Lehman (Second Commissioner Briggs) Moved to approve the appointment of Brent Pahls and Michael Martins to the Coos County Airport District's Budget Committee, for a three (3) year term. Commissioner Lehman stated that he would like to request more detailed information about the newest applicant to the CCAD's budget committee, Michael Martins, prior to approving. Vice-Chair Benetti asked and was responded to by Commissioner Briggs that local budget law specifies that you must have an equal number of citizens at large as you have members of the governing body on the budget committee. The Board discussed the possibility of starting a process for obtaining information about applicants prior to approval, creating a form that asks for basic information and then interviewing applicable candidates. Commissioner Mineau, Commissioner Benetti, Commissioner Lehman and Commissioner Briggs voted Yea, Chair Barton voted Nay, Motion passed.

Commissioner Mineau (Second Commissioner Briggs) Moved to approve Engineering Fees for the Airfield Lighting and Signage project in the amount of \$267,444.40, contingent upon Federal Aviation Administration Airport Improvement Program grant funding being available and funded by the Federal Aviation Administration, and to allow the Executive Director to execute the contract for services with Mead & Hunt. Chair Barton asked and was advised by Legal Counsel that the added verbal statement, "Funded by the Federal Aviation Administration" included with the motion made by Commissioner Mineau, would be sufficient for the purposes of approval. Motion passed.

Commissioner Briggs (Second Commissioner Mineau) Moved to adopt Resolution 2018-03-01 to authorize the Chair of the Board of Commissioners to sign documents entering into a loan agreement with the Infrastructure Finance Authority for the Department of Human Services construction project at 1431 Airport Lane. Vice-Chair Benetti asked and was told by the Executive Director that the payment schedule is currently set up around annual payments, but that she would inquire, with the IFA, about the possibility of paying in monthly installments, which would decrease the interest paid overall. Chair Barton mentioned that it may be a good idea to hold the annual payment in a short-term Certificate of Deposit (CD) account, in order to draw interest on it. Motion passed.

Commissioner Mineau (Second Commissioner Lehman) Moved to approve hiring Building Envelope Technology and Research to inspect the roof at the Department of Human Services building at 1431 Airport Lane. Commissioner Briggs

questioned and was explained to by the Executive Director, that the proposal was for a ranged cost because the price is dependent on the amount of work that ends up being involved in their inspection, based on their findings. Commissioner Lehman asked and was told by the Executive Director that the funds to pay for this inspection will initially come from the Construction Fund. Motion passed.

**Section VI. Commissioner Comments:**

The first budget meeting is scheduled for April 2, 2018 at 5:30 p.m. and the next regular board meeting is scheduled for April 19, 2018.

**Public Comments:**

Sam Baugh, Executive Director for the South Coast Development Council (SCDC), approached the Board to thank them for their efforts in working with the airlines to maintain commercial air service for the area, their contributions to the local community and for their continued support of the SCDC. Also mentioning that he would be happy to write a letter of support with regards to the effort to resume service to Portland. Mr. Baugh briefly spoke with the Board about their public notification methods, stating he was unaware of the need for additional budget committee members and volunteered to join the CCAD budget committee, if a position was still available.

**Adjourned to Executive Session at 8:37 a.m.**