

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, April 19, 2018

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, April 19, 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;
Amy Muenchrath, District Legal Counsel.

ABSENT: Mike Lehman, Commissioner.

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

MEDIA AND GUESTS PRESENT: Jim Innes, CH 14.

PLEDGE OF ALLEGIANCE: Led by Vice-Chair Benetti.

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

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

Section II. Review of Invoices:

The Board reviewed new invoices through April 18, 2018 in the amount of \$767,352.36. Upon a motion by Commissioner Mineau (Second Commissioner Briggs), the invoices through April 18, 2018 in the amount of \$767,352.36 were approved.

Section III. Finance Report:

The Board discussed the finance report. Chair Barton questioned why there was such a large balance due from the Department of Human Services (DHS) on the Aging Accounts Receivable report. The PIO replied that this amount was related to reimbursable Owner Change Orders for the DHS office facility, that had yet to be billed for reimbursement. Stating that the invoices had been created in the interest of having the request prepared to be sent. The Executive Director quickly mentioned that the reimbursement request could not be sent until the project was fully closed out. Commissioner Briggs commented that current projections indicate a balance of \$70,000 cash on hand at the end of this fiscal year, but that this amount included the roughly \$400,000 in reimbursements due from DHS. If these funds are not received by the end of this fiscal year, an inter-fund loan may be required in the interim.

Section IV. Discussion Items:

The Operations Manager addressed the Board to give the Operations Report. The Local Coast Guard station will be holding an open house for the general public on April 28, 2018. This event will give members of the community the opportunity to meet the people that serve them, the Oregon State Police, North Bend Police and Fire departments, local Coast Guard, and some of the Coos County Airport District (CCAD) Aircraft Rescue and Firefighting (ARFF) team.

The Operations Manager mentioned to the Board that staff had been working to implement a preventative maintenance program and system to help track upcoming maintenance needs for organizational and budgetary purposes. The Executive Assistant discussed the details of the maintenance plan with the Board, including; creation of a new maintenance policy manual, new monthly preventative checklist for each facility, and the ability to generate maintenance work orders. The Executive Assistant reviewed some of the features of the database created for these tasks and how it tracks maintenance needs, labor allocated per facility, equipment maintenance, and maintenance history. This information will help staff make informed decisions when budgeting for material and service requirements in the future. Chair Barton asked and was answered by the Executive Assistant that long range budgeting could be accomplished with the database, by utilizing the deferred maintenance feature and creating work orders with dates based off of the expected life span of major facility expenses, such as Heating Ventilation and Air Conditioning (HVAC) units and roofing systems.

The Executive Director approached the Board to give the Executive Director's Report. The Executive Director informed the Board that the Oregon Infrastructure

Finance Authority (IFA) loan had been finalized with a 3.48% interest rate, and that the first payment, due in December of 2018, will be roughly \$600,000 and will increase to \$800,000 in subsequent years; holding in that range for the duration of the loan period. Vice-Chair Benetti inquired about paying the loan off on a monthly basis, in order to reduce the amount of interest accrued. Commissioner Briggs offered that because the loan payment is based on paying on a bond, it cannot be paid on a monthly basis, only annually. Vice-Chair Benetti stated that District staff should investigate options to allocate excess funds on a monthly basis to an interest-bearing account, such as the Local Government Investment Pool, and then using those monies annually to cover the IFA loan payment. This would help defray a small portion of the associated costs.

The Executive Director conversed with the Board about other topics, including; the possibility of FAA discretionary funding being available for the CCAD runway safety area project, the receipt of the Pauly, Rogers and Company terms of engagement for the 2017-18 fiscal year audit services, the revised date for the Special District's Association of Oregon (SDAO) board best practices assessment, and provided an update on the status of the grant funding for the Portland route subsidy.

Section V. Action Item:

Vice-Chair Benetti (Second Commissioner Mineau) Moved to approve the South Coast Development Council Platinum membership. Chair Barton asked and was told by the Executive Director that the cost of the recommended Platinum membership was \$10,000. Motion passed.

Commissioner Mineau (Second Commissioner Briggs) Moved to approve Pauly, Rogers and Company Terms of Engagement and associated fees for audit services provided for the fiscal year ending June 30, 2018, in the amount of \$20,450. Commissioner Briggs questioned and was informed by the PIO that the District Accountant opted to remove the section related to the Data Collection Form submittal, in agreement with the engagement partner, as it was not necessary. Motion passed.

Vice-Chair Benetti (Second Commissioner Briggs) Moved to approve the transfer from the Lincoln Financial 457(b) Government deferred Compensation Plan to the Thompson Hine, LLP 457(b) Government Deferred Compensation Plan, pending review by District Legal Counsel. The PIO clarified that Lincoln Financial would still be in possession of the 457(b) plan, but that they have chosen to contract a third-

party vendor to write their plans to ensure proper updating of the plans as a result of new regulations, and to provide greater flexibility and customization for both employees and employers alike. Chair Barton asked and was answered that the CCAD would not incur any financial impact as a result of the change. Motion passed.

Motion to approve the replacement of a portion of the terminal roof. Vice-Chair Benetti inquired and was told by the Operations Manager that there was only one quote, due to difficulties finding a contractor that still performs the type of installation required for the project. The Operations Manager explained to the Board that there were two choices for this project, to replace only the portion of the lower roof that is prone to wind damage at a cost of \$12,486, or to replace the entire lower roof for a total of \$17,886; reminding the Board that a portion of the lower roof was repaired, not replaced, around two years ago. Vice-Chair Benetti asked and was told by the Operations Manager that he was unaware if the contractor would warrant the replacement but would inquire and provide the Board with an answer at a later date. Legal Counsel requested that the proposed warranty, if any, be forwarded for review to ensure it encompasses some of the unique issues that may occur in our high wind, marine climate area. Commissioner Mineau asked and was answered by the Operations Manager that he was not familiar with the materials that would be used during the replacement but would inquire with the contractor. Commissioner Briggs questioned if there was any possibility of building some type of wind break to mitigate the pressure put on the lower roofs that are more susceptible to damage. The Operations Manager indicated that he would look into having maintenance staff build, or hiring someone to build, a wind break for this area. Motion was discussed and tabled until building materials used and warranty information could be procured.

Commissioner Briggs (Second Commissioner Mineau) Moved to approve the purchase of Purple K-Dry Chem Powder and AFFF foam for the Aircraft Rescue and Firefighting department, in the amount of \$7,332.50. The Operations Manager explained that the ARFF trucks are required to perform a chem shoot annually, to ensure that the flows and refract are correct in order to pass certification. Stating that barring any sort of major accident, the stocks should not need to be replaced for another 3 to 4 years. Motion passed.

Motion to approve the installation of electrical to the General Aviation Hangar. The Executive Director discussed with the Board the reasoning for the need to install electrical in the hangar, along with the associated costs. Vice-Chair Benetti noted that the quotes encompassed different scopes of work, with one that included

trenching and one that did not. Chair Barton stated that the quotes needed to be comparable in order to make an appropriate decision. Motion was discussed and tabled until comparable quotes could be procured for the Boards review.

Commissioner Mineau (Second Vice-Chair Benetti) Moved to approve the purchase of a 2018 Ford Transit vehicle for Airport Operations, in an amount not to exceed \$27,187.16, contingent upon checking with other dealerships in town to see if they have and comparable Transit style vehicles. The Operations Manager spoke with the Board about the advantages of having a Transit vehicle in the fleet; to carry light stocks such as generators, the Foreign Object Debris sweeper during runway inspections, and miscellaneous tools. Commissioner Briggs inquired and was told by the Operations Manager that only Ford vehicles were priced due to their superior service and competitive pricing in the past, and mentioned that three different Ford dealers were approached. Chair Barton voiced concerns that the type of vehicle selected may not be as durable as the pick-up trucks that the fleet is currently made up of. The Executive Director replied, stating that these Transit vehicles are very well suited for this type of work. Chair Barton asked and was told by Legal Counsel that the competitive bidding procedure was followed, as long as three quotes were received; Despite being the same make and model for all of the quotes. Motion passed.

Section VI. Commissioner Comments:

The next regular board meeting is scheduled for May 17, 2018. Commissioner Briggs mentioned that he would be unable to attend the next regular board meeting.

Public Comments:

None.

Adjourned to Executive Session at 8:18 a.m.