

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, October 18, 2018.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, October 18, 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;
Helen Mineau, Commissioner;
John Briggs, Commissioner;
Mike Lehman, Commissioner;
James Martin, District Legal Counsel.

ABSENT: None.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Tara Pierce, Account Manager.

MEDIA AND GUESTS PRESENT: Gerry Boldt, CH 14;

PLEDGE OF ALLEGIANCE: Led by Commissioner Briggs.

Section I. Review of Minutes: September 20, 2018 Board Meeting:

Upon a motion by Commissioner Mineau (Second Commissioner Lehman), the minutes of the September 20, 2018, regular Board meeting were approved, with one correction made by Commissioner Mineau, which was to add John Miller from Kyle Electric to the list of guests present at the meeting.

Section II. Review of Invoices:

The Board reviewed new invoices through October 17, 2018, in the amount of \$259,034.72. Upon a motion by Commissioner Lehman (Second Commissioner Briggs), the invoices through October 17, 2018, in the amount of \$259,034.72 were approved.

Section III. Finance Report:

The Account Manager approached the Board to discuss the finance report by summarizing the Coos County Airport District's (CCAD) fund resources and requirements, throughout the month of September. The Account Manager mentioned that the District is a quarter of the way through the 2018/19FY budget cycle and expectations were that both the revenue and expenditures would be within budget. All fund expenses were at or below the 25% threshold, while all fund revenue were at or above the 25% threshold.

Section IV. Discussion Items:

The Operations Manager approached the Board to give the Operations Report. The Operations Manager updated the Board on the Airport Improvement Project (AIP) for replacement of the airfield lighting. The AIP project consists of replacing all runway lights, taxiways lights, signs, nav aids, and windsocks. Surveyors are currently on site to confirm the type and location of the existing electrical system, for the design phase of the project, with construction estimated to commence during the summer of 2019. Chair Barton asked and was informed that the surveyors couldn't use the existing airfield electrical as-builts, due to them being 24 years old.

The Executive Director addressed the Board to give the Executive Directors report. The Executive Director spoke with the Board about approval of the Government Services Administration (GSA) BLM lease agreement. The District received a letter of award from GSA, along with an initial lease agreement. The agreement was reviewed and modified by the District, and sent back to GSA. The Board would approve the agreement contingent on Legal Counsel review of the final version. The District is being reimbursed for all seismic upgrades and tenant improvements, which would be recuperated over the period of the lease. Commissioner Benetti wondered if there would be issues leasing the unrented space of the BLM warehouse. Commissioner Lehman asked and was informed that the District is significantly ahead of where we were before we took ownership of the building. Commissioner Benetti stated that the District should investigate the possibility of restructuring the existing loan to match the current lease time frame. Further discussion was postponed until after the executive session.

Due to the time constraints involved with the new BLM lease agreement, for seismic upgrades and Tenant Improvements, a Request for Qualifications will be issued for architectural, Engineering and Design services.

The South Coast Development Council (SCDC) would like to replace the advertisement on the District's billboard. Commissioner Lehman asked and was informed that it was unclear as to if the District owned the billboard or the SCDC. The Board had no objections to the SCDC changing the image of the billboard, providing approval of the content from the District.

Vice-Chair Benetti asked and was informed that the dog park conditional use permit was approved by the City of North Bend.

Adjourned to Executive Session at 7:54 a.m.

Reconvened Regular Board Meeting at 8:37 a.m.

Section V. Action Item:

Commissioner Briggs (Second Vice-Chair Benetti) Moved to approve the GSA lease agreement for the BLM facility located at 1300 Airport Lane, contingent upon legal review of the final lease documents. Commissioner Lehman stated that there were still significant legal issues to be resolved. Motion passed.

Section VI. Commissioner Comments:

The next regular board meeting is scheduled for November 15, 2018.

The Board discussed and selected December 11, 2018 at 7:30am for the Workshop Meeting.

The Board discussed the need for a full time position, for a jack of all trades, a property, inventory, analysis and leasing agent. The Board requested that the Executive Director create and distribute a job description/list of skills specifying exactly what the job entails. Commissioner Briggs was more in favor of a contractual relationship with someone who would, on an annual basis, oversee District staff, instead of having a full time position.

Public Comments:

None

Adjourned at 8:47 a.m.