

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, June 20, 2019

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, June 20, 2019 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;
Jon Briggs, Commissioner;
Helen Mineau, Commissioner.

ABSENT: Mike Lehman, Commissioner.

COUNSEL PRESENT: James Martin, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Crystal Lyon, Property Agent.

MEDIA AND GUESTS PRESENT: Dan Salyers, CH14; Jason Bell, County Citizen; Samuel Baugh, South Coast Development Council (SCDC).

PLEDGE OF ALLEGIANCE: Led by Commissioner Briggs.

Section I. Review of Minutes: May 16, 2019 Board Meeting:

Upon a motion by Vice-Chair Benetti (Second Commissioner Briggs), the minutes of the May 16, 2019, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through June 20, 2019 in the total amount of \$291,004.62. Upon a motion by Commissioner Mineau (Second Commissioner Briggs), the invoices through June 20, 2019 in the amount of \$291,004.62 were approved.

Section III. Finance Report:

Due to a recent change in staff, the Board was offered a written presentation of the Finance Report summarizing the Coos County Airport District fund resources and requirements throughout the month of May.

The Executive Director confirmed that the busy season had just begun, and the Board would soon see a rise in the Airport Use Fees.

Commissioner Briggs noted that there were a number of transfers that have not yet been completed, nor has the Construction Fund fully repaid the General Fund in the amount of roughly \$55,000.00. The Executive Director stated that these issues would be resolved before the end of the fiscal year.

Section IV. Discussion Items:

The Operations Manager approached the Board to give the Operations Report.

The Operations Manager informed the Board that the upcoming Airfield Electrical Project requires the District to use Runway Closure X's. The District acquired two (2) Runway Closure X's in 2003, and through past construction projects the equipment had accumulated over four thousand (4,000) hours of use and were well worn. The Operations Manager stated that the contractor quoted the purchase of two (2) new Runway Closure X's at approximately sixty-six thousand (\$66,000.00) dollars; unlike past projects, the FAA would not allow the District to inherit the new equipment after the project's completion. The Executive Director had the notion to refurbish the older equipment. After verifying this possibility with the District Maintenance team, one of the two Runway Closure X's has been repaired, while the other was awaiting the delivery of a hydraulic ram before its completion. The total cost to refurbish the Runway Closure X's was six thousand (\$6,000.00) dollars. The Operations Manager disclosed that the refurbished Runway Closure X's could also double as emergency generators. Vice-Chair Benetti questioned why the FAA allowed the District to refurbish the older equipment, but not purchase new. The Operations Manager clarified that the District could purchase new Runway Closure X's with other funds, but could not inherit the new equipment bought with the Airport Improvement Program (AIP) Project funds.

The Operations Manager reported that the Annual TSA Security Compliance Inspection went well.

Chair Barton inquired about the progress and cost of the Air Traffic Control Tower's (ATCT) Emergency Generator Repair Project. The Operations Manager informed the Board that the parts to complete the repairs were being shipped, and the generator was

expected to be operational within the coming week; the final cost of the project was approximately fourteen thousand (\$14,000.00) dollars.

The Executive Director addressed the Board to give the Executive Directors Report.

The Executive Director informed the Board that the District has received the Oregon Department of Aviation's Rural Oregon Airport Relief (ROAR) grant in the amount of five hundred thousand (\$500,000.00) dollars. The District's next step would be to submit a Small Community Air Service Development grant application to the Oregon Department of Transportation (ODOT) for seven hundred and fifty thousand (\$750,000.00) dollars to further the revenue guarantee for air service to the Portland Airport. Regardless of Alaska Airlines recent change in management, the District plans to approach Alaska Airline, along with other smaller Airlines, to obtain a letter of support for air service to the Portland Airport. The deadline for submittal was July 15th, with the expected turnaround to be a few months — hopefully starting air service to the Portland Airport by next spring.

The Executive Director notified the Board that the DHS-Child Welfare built-to-suit roof replacement was moving along. Vice-Chair Benetti questioned and the Executive Director answered that the District's Project Manager was overseeing the project.

The Executive Director stated that the District was closing on the paperwork for the BLM Refinance loan with Banner Bank on July 1, 2019.

The Executive Director updated the Board on the progress of the ongoing Airport Improvement Program (AIP) Projects. The District was awarded the grant of three point seven million (\$3,700,000.00) dollars to fund the Airfield Electrical Project. The Runway Safety Area (RSA) Improvement project's Open House had a decent turnout, which included members from the Airport District Board of Commissioners and Oregon Department of Fish and Wildlife. The cost of the RSA Improvement project was around five million (\$5,000,000.00) dollars, while similar past projects were a fraction of the projected cost. The Aircraft Rescue and Fire Fighting (ARFF) Facility grant was six point five million (\$6,500,000.00) dollars and construction is expected to begin July of next year; the planning phase for the project is to take place during the coming winter months.

After visiting a small number of the private land owners where the Tree Obstructions were located, the District has decided that the scope of the project was too large and had asked Mead & Hunt to have the FAA step in; with the FAA involved, the project could take up to five (5) years to complete. Chair Barton questioned the number of private land owners the District contacted; the Executive Director stated that the District visited three (3) of the seven (7) private land owners where the Tree Obstructions were said to be located. There was a total of thirteen (13) Obstructions currently identified, some located on City property.

The Executive Director stated that due to a recent change in accountants, the District plans to stay with the past auditor for the time being.

Section V. Action Items Requests:

Commissioner Briggs (Second Commissioner Mineau) moved to approve resolution 2019-06-02 approving the fiscal year 2019/2020 budget, in the amount of \$25,759,104.00 with certification of the tax rate at \$0.24 per \$1,000.00. Motion passed.

Commissioner Mineau (Second Vice-Chair Benetti) moved to approve Coos Aviation's Sublease Agreement. The District Legal Counsel explained that the Coos Aviation's long-term master lease permits the tenant to sublease, pending Board approval; there is a provision that a percentage of the sublease would be paid to the District. Motion passed.

Commissioner Mineau (Second Commissioner Briggs) moved to approve issuing a notice of intent to award the elevators/escalators service contract to Schindler Elevator. Vice-Chair Benetti asked what company currently provided service. The Executive Director clarified that the District had several different companies servicing different facilities. Chair Barton questioned and the Executive Director answered confidently that Schindler Elevators could provide the required service. Motion passed.

Commissioner Mineau (Second Commissioner Briggs) move to approve the contract agreement with PEG Broadcasting Services Inc. to provide videotaping and broadcasting of the Districts Monthly Board Meeting in the amount of \$3,492.00. Motion passed.

Section VI. Commissioner Comments:

The Board said farewell and thanked Commissioner Briggs and Commissioner Lehman for their years of service on the Airport District's Board of Commissioners.

The next regular Board Meeting is to take place on July 18, 2019.

Section VII. Public Comments:

There were no comments at this time.

Adjourn to Executive Session 8:09 a.m.