

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, February 20, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, February 20, 2020, at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Chair Mineau called the meeting to order.

COMMISSIONERS PRESENT:

Helen Mineau, Chair;
Michael Collins; Vice-Chair;
Joe Benetti, Commissioner;
Jason Bell, Commissioner;
Brent Pahls, Commissioner.

ABSENT: None.

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; Carole Randall, Finance Manager; Crystal Lyon, Property Agent.

MEDIA AND GUESTS PRESENT: Dan Slayers, CH14; Ed Ellingson, Nasburg Huggins Insurance; Spencer Gordon, Nasburg Huggins Insurance; Michele Hampton, Banner Bank; Dave Gregory, District Tenant.

PLEDGE OF ALLEGIANCE: Led by Commissioner Benetti.

Section I. Review of Minutes: January 23, 2020:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the January 23, 2020, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through February 19, 2020, in the amount of \$497,682.99. Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the invoices through February 19, 2020, in the amount of \$497,682.99 were approved.

Section III. Finance Report:

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 January.

Section IV. Staff Reports:

Mr. Ellingson, from Nasburg Huggins Insurance, approached the Board to explain the District's General Liability Insurance coverage. Mr. Gordon, from Nasburg Huggins Insurance, approached the Board to discuss the services and training courses provided by the Special Districts Association of Oregon. Commissioner Benetti asked, and Mr. Gordon clarified the Best Practices Program classes taken for the insurance discount altered every year.

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

The Executive Director announced the District advertised a notice of intent to award the BLM Seismic, Tenant Improvements and ABAAS Upgrades project. The General Service Administration (GSA) agreed to an addendum to pay the increased loan proceeds through rent for the next fifteen (15) years. Commissioner Benetti asked, and the Executive Director explained the BLM lease was for twenty (20) years, with the loan being paid in full within the first fifteen (15) years; a cost of living adjustment was written into the lease. Mrs. Hampton, from Banner Bank, approached the Board to explain the scenario for the District to receive the additional one point one-million-dollar (\$1,100,000) loan proceeds needed for the project. Mrs. Hampton requested the Board provide a draft of the GSA lease addendum. Commissioner Benetti asked, and Mrs. Hampton explained the District was not allowed to prepay for the first ten (10) years. The Executive Director stated the District would like to receive the loan as late as possible, to avoid additional interest charges. Mrs. Hampton suggested acquiring the approvals and waiting to draft the document; the approval would be available for ninety (90) days. Commissioner Benetti asked, and Mrs. Hampton clarified the interest rate would only change if the market significantly fluctuated before documentation was completed. The Executive Director asked, and Mrs. Hampton stated a resolution was necessary to move forward with approvals.

The Board was informed a District tenant, Mr. Gregory of Volley Cart, was interested in building a new facility in the Districts Business Park area. Mr. Gregory approached the Board to discuss details for the new facility. The desired location was across from the UPS facility on Cessna Circle, with at least a one-hundred-foot by one-hundred-foot (100'x100') plot of land. Mr. Gregory asked, and the Executive Director stated undeveloped land typically leased between twenty and thirty cents (\$0.20-\$0.30) per square foot. Vice-Chair Collins asked, and Mr. Gregory specified the building would likely

be a pole building approximately forty feet by ninety feet (40'x90'). The Executive Director asked, and Mr. Gregory clarified the goal was to have the facility constructed by next November. Commissioner Bell asked if the noise from the facility would disrupt the neighboring residential area. Mr. Gregory stated the work was not particularly loud, and would only take place during normal business hours. The Board discussed surveying and plotting the land for future development.

The Board was reminded Building Number 59, leased to American Legion, was slated for demolition in the Districts Master Plan. The Executive Director suggested the tenant build a new facility alongside Mr. Gregory.

The U.S. Department of Transportation (DOT) would hopefully announce the Small Community Air Service Development (SCASD) Grant awards soon.

The Board was informed Embark Aviation had been on a three (3) month auto-renewal contract. The Executive Director expressed interest in updating the agreement to be month-to-month.

The Airfield Electrical project was scheduled to begin in March. The contractor had already started staging equipment and supplies. The District received the Oregon Department of Aviation (ODA) Grant in the amount of one hundred and fifty thousand dollars (\$150,000) to help fund the project. Commissioner Benetti asked, and the Executive Director explained the entire project was approximately four million dollars (\$4,000,000). The District was responsible for funding two hundred and two thousand dollars (\$202,000), which was budgeted through the General Fund; the ODA Grant was additional funds on top of the Districts portion.

The Oregon Department of Aviation (ODA) requested the District return and reapplied for the awarded ODA Grant under an accepted use. The Executive Director announced the possibility of using the Grant to help fund the Aircraft Rescue and Fire Fighting (ARFF) Facility project. Although the District reapplied for the Grant, the Board discussed possible delays if the fuel tax increase was passed.

The Board was notified the Executive Director intended to give the Lobbyist a thirty (30) day cancelation notice. The Board discussed the quality of work provided by the Lobbyist.

The Executive Director announced the DHS Child Welfare built-to-suit project was given a thirty (30) day notice to close out the project. The roof repair was scheduled to be completed at the beginning of March, weather dependent. Chair Mineau asked, and the Project Manager stated the contractor needed a seven (7) day dry weather window to complete the roof repair.

The Board was notified the Mangan Dike repair was expected to cost an estimated forty-six thousand dollars (\$46,000). Approximately twenty thousand dollars (\$20,000) per culvert, and six thousand dollars (\$6,000) for all three (3) tide gate gaskets.

The Board's attention was brought to a letter from Oregon Coast Community Action (ORCCA) requesting a ten (10) year lease extension. Commissioner Benetti asked and was informed the current ORCCA lease expired in 2027. The Board discussed whether ORCCA met the investment requirements set out in the lease, and deliberated on investment requirements for the lease extension. The Board questioned the FAAs acceptance of the residential property on airport land.

The Executive Director informed the Board the District was interested in changing 457B retirement plan providers. The new 457B plan offered features including online management and emergency fund pullout.

The Executive Director announced the fiscal year Budget Committee meeting was scheduled for April 29, 2020.

Section V. Action Items:

Commissioner Bell (Second Vice-Chair Collins), moved to approve resolution 2020-02-01, authorizing the Executive Director to pursue additional funding for the BLM Tenant Improvements, ABAAS and Seismic Upgrades project, in the amount of \$1,100,000. Commissioner Benetti asked and was informed this was to be in conjunction with the BLM contract; without the GSA amendment, Banner Bank would not approve the additional funding. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve resolution 2020-02-02 to accept the \$150,000 grant from the Oregon Department of Aviation. Motion passed.

Commissioner Pahls (Second Vice-Chair Collins), move to award the BLM/GSA contract to Scott Partney Construction Inc., contingent on the GSA amendment. The District Legal Counsel informed the Board due to the District's previous experience with the lowest bidder, the District awarded the contract to the second-lowest bidder. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve repairs to Mangan Dike to include replacing the northern and middle tide gates and all three tide gate gaskets in the approximate amount of \$46,000. The Board discussed whether the estimated cost would fluctuate. Chair Mineau, Commissioner Benetti, Commissioner Bell, and Commissioner Pahls voted yay; Vice-Chair Collins voted nay. Motion passed.

Commissioner Benetti (Second Vice-Chair Collins), approved the transfer from the Lincoln 457(b) governmental deferred compensation plan to the State of Oregon governmental deferred compensation plan. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve the purchase of generator-powered Runway Closure X's, not to exceed \$4,000. Commissioner Bell asked, and the Operations Manager answered the Runway Closure X's were authorized for use by the FAA. Motion passed.

Section VI. Public Comments:

There were no public comments at this time.

Section VIII. Commissioner Comments:

Next regular Board Meeting was to take place March 19, 2020.

Adjourn to Executive Session 8:52 a.m.

The Board reconvened after the Executive Session and made a public announcement.

Commissioner Bell (Second Vice-Chair Collins), moved to engage Cascadia Geotech Services Inc. at the price of \$18,000 for a review of the Hangar. Motion passed.

Adjourn 9:01 a.m.