

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, March 19, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, March 19, 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;
Jason Bell, Commissioner;
Brent Pahls, Commissioner;
Joe Benetti, Commissioner, via Conference Call.

ABSENT: None.

COUNSEL PRESENT: James Martin, District Legal Counsel, via Conference Call.

STAFF PRESENT: Theresa Cook, Executive Director.

MEDIA AND GUESTS PRESENT: Dan Slayers, CH14.

PLEDGE OF ALLEGIANCE: Led by Vice-Chair Collins.

Section I. Review of Minutes: February 20, 2020:

Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the minutes of the February 20, 2020, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through March 18, 2020, in the amount of \$310,566.77. Chair Mineau reviewed prior questions with the Board. Upon a motion by Vice-Chair Collins (Second Commissioner Pahls), the invoices through March 18, 2020, in the amount of \$310,566.77 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 February. Commissioner Benetti asked, and the Executive Director stated that the Finance Manager was performing well.

Section IV. Staff Reports:

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

The Board was informed the United winter air service ended March 31st. The United spring air service was scheduled for seven (7) days a week.

The Executive Director announced the Contour Airline Workshop that was scheduled on April 1st had been canceled. The Executive Director discussed details of the airline industries' bailout request.

The Executive Director briefed the Board on the history of the BLM gate issue. Several years ago, BLM requested security upgrades. BLM designed and installed an eighteen-foot (18') gate, but the gate span was too long to withstand the high coastal winds. BLM did not want to change the design of the gate, as suggested. Vice-Chair Collins asked, and the Executive Director stated the eighteen-foot (18') gate was not functioning correctly. The District Maintenance Team attempted to repair the gate, but the suggested fix was not to BLM's liking. There was a possibility a replacement gate could be added into the BLM Seismic, Tenant Improvements and ABAAS Upgrade project. Vice-Chair Collins suggested replacing the single large gate with two (2) smaller gates. The Board was informed that the General Services Administration (GSA) lease amendment had not been completed. The Banner Bank loan amendment would not occur without the GSA amendment.

The Board was informed the District was interested in applying for the Notice of Funding Opportunity (NOFO) grant—formerly known as the Tiger grant. The NOFO grant would help the District move forward in the Master Plan by funding the demolition of several older buildings and the expansion of the ramp area. The District would apply for a four-point two-million-dollar (\$4,200,000) grant, with the Districts match close to twenty percent (20%). The Executive Director questioned the possibility of negotiating a lower match. The Executive Director asked, and the Board agreed to delay Oregon Coast Community Action's (ORCCA) lease extension for the Apartment building.

The Board was informed a tenant had moved out of the Business Enterprise Center (BEC), and two (2) bays were available for lease. Vice-Chair Collins asked and was informed the BEC was located across from Coos Aviation.

The Board was notified of the new Budget Committee members. The Executive Director suggested the District's Budget Committee hold the Budget Meeting in the Corporate Hangar's office area. The office area needed a few upgrades to make it a suitable conference room. The Executive Director asked if the District could budget a maximum of thirty thousand dollars (\$30,000) for the improvements. The Board discussed possible upgrades and if the Hangar's foundation study would affect the improvements. The Executive Director stated that most of the work would be done in-house by the District Maintenance Team to keep costs down. The District's Budget Committee's first Budget Meeting was scheduled for April 29th at 5:30 p.m.

The Aircraft Fire Fighting and Rescue (ARFF) Facility was ninety percent (90%) designed. Bids were due April 30th and must be delivered to the FAA by May 1st.

The DHS Child Welfare built-to-suit project was in the close-out process. The Executive Director stated the remaining sheet metal work could be done in-house.

The Board was informed the Districts pre-audit was taking place.

Section V. Action Items:

Commissioner Bell (Second Commissioner Pahls), moved to approve the 2020/2021 Fiscal Year Budget Calendar, barring any necessary changes. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve the Executive Director as the Budget Officer for the 2020-2021 Fiscal Year Budget Process. Motion passed.

Vice-Chair Collins (Second Commissioner Pahls), moved to appoint MJ Koreiva, Eugene Peltier, and Brian Moore, for the Coos County Airport Districts Budget Committee for a three-year term. The Board discussed member turnover periods, and the District Legal Counsel suggested John Briggs fulfill the remainder of Commissioner Pahls term. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve John Briggs for the Coos County Airport Districts Budget Committee, to fulfill the remainder of Commissioner Pahls' term. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve the resolution 2020-03-01, an inter-fund loan from the Building Reserve fund to the Construction fund in the amount of \$450,000. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve the Bureau of Land Management vehicle gate repair in the amount, not to exceed \$7,821. Vice-Chair Collins

asked, and the Executive Director stated the District was exploring repair options. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve lease amendment number 1, contingent upon the attorney's review, with the Bureau of Land Management and/or General Services Administration for the facility at 1300 Airport Lane. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve the VolleyCART Inc. land lease. The Board discussed the terms of the land lease and future development in the Business Park Area. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve the Hangar Conference Room improvements, not to exceed \$30,000. Commissioner Benetti asked, and the Executive Director stated most of the work would be done in-house by the District Maintenance Team to keep costs down. Motion passed.

Section VI. Public Comments:

There were no Public Comments at this time.

Section VII. Commissioner Comments:

The Board discussed the effects of COVID-19 on the Coos County community, and asked that everyone stay safe.

The next regular Board Meeting was to take place on April 16, 2020.

Adjourn at 8:34 a.m.