

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, June 18, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, June 18, 2020, at 7:30 a.m., in the District Boardroom.

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

COMMISSIONERS PRESENT:

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

ABSENT: None.

COUNSEL PRESENT: James Martin, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager.

MEDIA AND GUESTS PRESENT: Joe Slack, HGE Architects, via Conference Call; Dan Salyers, CH14.

Section I. Review of Minutes: May 21, 2020:

The Board reviewed the May 21, 2020, regular Board meeting minutes. Chair Mineau noted North Bend Hospital should be changed to Bay Area Hospital. Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the minutes of the May 21, 2020, regular Board meeting were approved as corrected.

Section II. Review of Invoices:

The Board reviewed new invoices through June 17, 2020, in the amount of \$1,031,243.88. Upon a motion by Commissioner Bell (Second Commissioner Benetti), the invoices through June 17, 2020, in the amount of \$1,031,243.88, 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 May.

Section IV. Staff Reports:

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

The District had been notified that SkyWest was interested in providing the Portland air service. Vice-Chair Collins asked, and was informed the District hoped to begin Portland air service Spring 2021.

The Board was updated on the Airfield Electrical project. The Executive Director announced that Runway 13/31 would be closed completely from July 6th to July 31st. The Board was informed a change order was submitted in the amount of one hundred and fifty-six thousand dollars (\$156,000). The Executive Director requested that Mead & Hunt receive confirmation from the FAA that the District's financial responsibility for the change order would not exceed ten thousand dollars (\$10,000). Vice-Chair Collins asked, and the Executive Director explained the change order was due to the discovery of asbestos conduits on Runway 13/31, and that there was no counterpoise located along Taxiway A.

The Executive Director updated the Board on the Aircraft Rescue and Fire Fighting (ARFF) Facility project. The Scott Partney Construction contract and Mead & Hunt's Service Order #4 was contingent upon the FAA Grant approval, which the District hoped to receive within the following week. The Board was informed the Request for Qualifications for an Owners Representative for the ARFF Facility project closed on July 6th.

The Executive Director stated the District was eligible for one point four million dollars (\$1,400,000) in additional loan proceeds for the BLM Seismic, Tenant Improvements and ABAAS Upgrades project. The Board was informed, that Banner Bank stated, the District was able to return any unused portion of the additional loan proceeds without penalty. The Board discussed the possibility of receiving a lower interest rate. The Scott Partney Construction contract for the BLM Seismic, Tenant Improvements and ABAAS Upgrades project was contingent on the completion of Lease Amendment #2—which increased the project timeline and included an additional seventeen thousand dollars (\$17,000) to cover subcontractors pricing for that increase. The District Legal Counsel stated Vice-Chair Collins was only excused from voting on the Scott Partney Construction contract for the ARFF Facility project and not the BLM upgrades project. The District Legal Counsel asked, and Mr. Slack, HGE Architects, responded stating that issuing of the Notice to Proceed was still waiting on General Services Administration (GSA).

The Executive Director asked to reschedule the next regular Board Meeting for July 23rd.

Section V. Action Items:

Commissioner Benetti (Second Commissioner Bell), moved to approve resolution 2020-06-01, employee health insurance cap adjustment, at \$200 per each insured classification category. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to adopt resolution 2020-06-02, approving the FY 2020/2021 annual budget in the amount of \$21,298,441, and certification of a tax rate of \$0.24 per \$1,000. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve resolution 2020-06-03, amending the Banner Bank loan to add \$1,400,000. Motion passed.

Commissioner Pahls (Second Commissioner Benetti), moved to approve AIA A101-2017 contract agreement for the BLM Office and Warehouse building and Seismic, ABAAS upgrades with Tenant Improvements. Motion passed.

Commissioner Bell (Second Commissioner Pahls), move to approve AIA A101-2017 contract document for construction of a 12,000 square foot Aircraft Rescue and Fire Fighting building, contingent of FAA grant funding. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve Change Order #1 for the AIA A101-2017 contract agreement for the Aircraft Rescue and Fire Fighting building. The District Legal Counsel explained the change order was for the supplemental conditions regarding pandemic related delays. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve the United Parcel Service lease amendment. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve the payment of the plan check fee for permit #1693-20-BP in the amount of \$17,497.85. The permit was for the ARFF Facility plan review. Motion passed.

Commissioner Bell (Second Commissioner Benetti), moved to approve writing off bad debt in the amount of \$4,135. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve the renewal of PEG Broadcasting Services Agreement (Channel 14), in the amount of \$3,492. Motion passed.

Section VI. Public Comments:

There were no public comments at this time.

Section VII. Commissioner Comments:

Commissioner Bell asked, and the Operations Manager stated Runway 18/36 was a closed decommissioned runway and out of service and would not reopen during the Runway 13/31 closure. The Operations Manager added that there was a contingency in the plans for operational needs.

The next regular Board Meeting was to take place July 23, 2020.

Adjourn to Executive Session 8:10 a.m.