

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, January 21, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, January 21, 2021, at 7:30 a.m., in the District Hangar Office.

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

COMMISSIONERS PRESENT:

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

ABSENT: Jason Bell, 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.

MEDIA AND GUESTS PRESENT: Ken Nichols, DOWL; Jason Traylor, Coos County Resident; Dan Salyers, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Benetti.

Section I. Review of Minutes: December 17, 2020:

Upon a motion by Commissioner Benetti (Second Vice-Chair Collins), the minutes of the December 17, 2020, regular Board Meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through January 20, 2021, in the amount of \$654,069.05. Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the invoices through January 20, 2021, in the amount of \$654,068.05, 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 December.

The Airport Use Fees received were 23% higher than budgeted. The Executive Director noted that the District needed to monitor the Commercial enplanements to ensure the District remains eligible for the FAA's Capital Funding. The Board discussed what was classified as Commercial enplanements. Commissioner Benetti asked and was informed there was no progress on the Portland flight at that time.

The Board was given a status update on the Districts ongoing Construction Projects Funding, as of December 31, 2020. The Electrical project's total expenditures were \$3,889,986, although the project had yet to be closed-out. The Airfield Rescue and Fire Fighting (ARFF) Facility project was bid at \$7,000,000, and had expended \$1,630,665. The BLM Seismic Upgrades and Tenant Improvements project was bid at \$3,900,000, and had expended \$1,206,978.

Section IV. Staff Reports:

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

The Operations Manager notified the Board that the Airfield Electrical project's original contract called for a completion date of July 2020. However, the project had not yet been closed out due to failures with several of the fixtures. Vice-Chair Collins asked, and the Operations Manager stated that the contractor has made numerous repairs, which were caused by pinched wires and electrical component failures.

The Project Manager informed the Board the ARFF Facility project was moving along. The contractor was approximately two (2) weeks behind schedule due to stormy weather, possibly pushing the completion date into August 2021.

The Project Manager confirmed that the BLM Seismic Upgrades and Tenant Improvement project had finished Phase One (1) and moved ahead into Phase Two (2). The project began July 20, 2020, and was anticipated to be completed on April 26, 2021.

The Operations Manager reported that the temporary fencing in place for the negotiated FedEx parking area was insufficient. The Board discussed future projects in the area and potential solutions for FedEx's parking situation.

The Board was informed the District was receiving bids for demolishing two (2) boiler buildings built during WWII.

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

The Executive Director announced that the San Francisco Daily Flight was scheduled for Sundays, Wednesdays, and Fridays for all of January and February.

The Oregon REAL-ID compliance date had been extended to October 2021.

The Executive Director requested that the Board consider identifying items for the coming Fiscal Year Budget. The Executive Director suggested items that included developing revenue-generating projects and facilities, combining and paying down District debt services, and identifying and prioritizing capital expenditures.

The Executive Director asked the Board to consider sending up to twenty-four (24) month eviction notices to specific District tenants to ensure no improvements occur to buildings the District intended to demolish.

The Executive Director identified Capital expenditures for the Board. These included upgrading the Terminal's computer servers, crack sealing on the runways and taxiways, and replacing the Terminal's access control system and baggage belt system.

The Board was informed the District made a commission payment to Cushman and Wakefield for the DHS Child Welfare Facility project.

The Executive Director stated the 2019/2020 fiscal year audit was complete, with two (2) discrepancies being noted. The Executive Director discussed how to avoid the noted issues, in future audits.

The Executive Director mentioned two (2) open positions on the District Budget Committee; however, the current seat-holders could reapply if desired.

The Executive Director discussed the New Apron Area project's design and identified which buildings would need to be demolished along with an estimated cost for each building's demolition.

The Executive Director announced that the brush removal on Cessna Circle was underway. There was consideration for opening up the area for more development. The District was currently waiting for the Department of Environmental Quality (DEQ) permit to continue clearing. The District was considering advertising a Request for Qualifications (RFQ) for the remaining brush removal, and including the tree and obstacle removal for the flight path of Runway 13/31. While there was a possibility for the Runway 13/31 tree and obstacle removal to be funded through the FAA, that could push the project out several years and expand the project's scope.

Section V. Action Items:

Commissioner Benetti (Second Vice-Chair Collins), moved to approve the 2021 Rates and Charges, which remained the same. Motion passed.

Vice-Chair Collins (Second Commissioner Pahls), moved to accept the 2019/2020 Fiscal Year Annual Audit Report. Motion passed.

Vice-Chair Collins (Second Commissioner Benetti), moved to approve the General Liability Insurance from SDIS to be paid quarterly in the amount of \$57,221.75.

Commissioner Benetti asked and was informed the payment was quarterly, and included earthquake insurance for all District property for about \$20,000 annually. Motion passed.

Commissioner Pahls (Second Commissioner Benetti), moved to ratify the Fair Market Value (FMV) for the Red Moon Development Easement Agreement. The Executive Director explained that the Board previously approved the easement agreement absent of the appraisal. The appraisal gave the easement a FMV of about \$980. The Executive Director asked, and the District Legal Counsel stated additional language was added to the agreement allowing the District to enforce action if runoff issues arise. Motion passed.

Section VI. Public Comments:

There were no Public Comments at this time.

Section VII. Commissioner Comments:

Two (2) positions on the Coos County Airport District's Board of Commissioners were up for election. The closing date for applying with the County, was March 18, 2021.

The next regular Board Meeting was to take place February 18, 2021.

Adjourn to Executive Session at 8:27 a.m.

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

Vice-Chair Collins (Second Commissioner Pahls), moved to raise the Executive Directors salary from the previous amount to \$137,500 annually. Commissioner Benetti noted that the Executive Directors' performance evaluation was very favorable. Motion passed.

Commissioner Benetti (Second Vice-Chair Collins), moved to change the Executive Directors retirement 457B contribution from monthly to annually. Motion passed.

Commissioner Benetti (Second Vice-Chair Collins), moved to change the twice-monthly employee payroll from the 1st and 16th to the 5th and 20th, starting within the next few months. The Board stated a change needed to be made to the Employee Policy Manual to reflect this change. Motion passed.

Vice-Chair Collins (Second Commissioner Benetti), moved to send a notice to the American Legion tenant to vacate the District owned property within the next 12 months. Motion passed.

Vice-Chair Collins (Second Commissioner Benetti), moved to send a letter to Oregon Coast Community Action (ORCCA) explaining the District's intent to demolish a District owned, ORCCA managed residential facility, within the next 24 months. Motion passed.

Adjourned at 9:10 a.m.