

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, February 18, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, February 18, 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;  
Brent Pahls, Commissioner;  
Jason Bell, Commissioner, Via Conference Call.  
Joe Benetti, Commissioner.

**ABSENT:** Michael Collins, Vice-Chair.

**COUNSEL PRESENT:** James Martin, District Legal Counsel.

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

**MEDIA AND GUESTS PRESENT:** Joe Slack, HGE Architects; Krystal Hopper, American Legion Volunteer; Joshua St. Ives, American Legion Member; Troy Stevens, American Legion Member; Jason Traylor, Coos Aviation; Ken Nichols, DOWL via Conference Call; Dan Salyers, CH14.

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Pahls.

**Section I. Review of Minutes: January 21, 2021:**

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the minutes of the January 21, 2021, regular Board Meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices through February 17, 2021, in the amount of \$450,315.62. Upon a motion by Commissioner Bell (Second Commissioner Pahls), the invoices through February 17, 2021, in the amount of \$450,315.62, 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.

Expenditures in all funds were within budgeted amounts for January of 2021.

The Finance Manager notified the Board that the District would be presenting a supplemental budget resolution in the amount of \$700,000 at the next regular Board Meeting. Because the supplemental budget exceeds 10% of the BLM fund balance, a budget hearing must be held. The Finance Manager explained that the District expected to be further along with the BLM Tenant Improvements project in the prior fiscal year, resulting in insufficient funds being budgeted in this fiscal year. The supplemental budget would reflect the increase in the loan proceeds, from \$1,100,000 to \$1,400,000, and recognize the increase in the beginning fund balance of \$400,000.

The Finance Manager informed the Board of the District's responsibility regarding the new Government Accounting Standards Board statement 87 - Lease Accounting Compliance (GASB87). The requirements included reviewing and classifying all District leases, determine implied interest rates, and setting up payment schedules. The GASB87 would not affect budgeting. Commissioner Benetti asked, and the Finance Manager stated that the GASB87 would take effect next fiscal year and be updated annually. Commissioner Benetti asked, and the Finance Manager noted that the GASB87 would not affect how the District managed leases; it was to show the operating leases on the financial statement, improve reporting and to make leases consistent for all businesses.

The Board was given a status update on the District's ongoing Construction Projects Funding as of January 31, 2021.

The Executive Director notified the Board that the Airfield Electrical project had not yet been closed-out due to ongoing electrical issues. Commissioner Benetti asked and was informed there was a two (2) year warranty on the lighting and electrical, but the District was concerned there were larger issues due to the number of outages. Commissioner Pahls asked if there was any indication the Contractor used defective materials that led to the outages. The Operations Manager answered that most of the outages had been isolated to the signs. Hughey Phillips, the sign manufacturer, rebuilt and reinstalled the failed signs. The District had two (2) outages since the repair took place. The Executive Director suggested hiring an electrician to diagnose the problem on a deeper level.

The Aircraft Rescue and Fire Fighting (ARFF) Facility project had expended \$1,848,062 as of January 31, 2021. The project was expected to be completed by July 2021. Mr. Slack, of HGE Architects, approached the Board to discuss the project's progress and proposed a change to the facilities siding material to better match the storefront finishes. Mr. Slack stated there was no alteration to the product's warranty regardless of the material change. The Board agreed with Mr. Slack's material recommendation and

agreed to allow HGE Architects to contact the FAA to request reimbursement for the upgrade. Commissioner Benetti (Second Commissioner Pahls) made a motion to approve the \$18,000 increase for the proposed siding material upgrade. Motion carried. Mr. Slack discussed two pending proposal requests. One to remove a retaining wall and dirt located adjacent to the site. The work would not be part of the ARFF project and therefore not be funded by the FAA, but performing the needed work while a contractor was available would save money. The other proposal request was to change the access control system in order to integrate into what would be used by the airport terminal.

The BLM Tenant Improvement project had expended approximately \$1,371,790 as of January 31, 2021. The contract was scheduled to be completed by May 24, 2021. Mr. Slack stated that the project was moving ahead efficiently. The Contractor was currently in Phase Two, which included the installation of a large moving meeting room wall partition.

#### **Section IV. Staff Reports:**

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

The Operations Manager notified the Board that the Air Traffic Control Tower (ATCT) communication equipment had been fully replaced.

The Operations Manager stated that the VolleyCart facility project occurring in the Airport Business Park was moving forward smoothly.

The Board was notified that the annual TSA Inspection was successful. The Operations Manager commended District staff on a job well done.

The Board was informed that the District would like to remove the remainder of the old unused amphibious aircraft dock as mitigation for the Runway Safety Area (RSA) project. The Operations Manager stated that the FAA requested that the State Historic Preservation Organization (SHPO) investigate the site's history. The Executive Director explained the RSA project and stated there was a change in staff at the FAA which halted the current environmental assessment for the project. Commissioner Benetti asked if the District would be reimbursed for the cost of restarting the project. The Executive Director stated that the work needed to be completed before the permits expired, and the District would be reimbursed in late 2021. The Board asked and was informed that the dock's removal was to fill the RSA project's mitigation requirement. Chair Mineau asked, and was informed that the FAA requested that the District gain SHPO's opinion on whether the dock would be considered historic.

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

The Executive Director announced that the SkyWest San Francisco flight was scheduled for Sundays, Wednesdays, and Fridays for March 2021. The San Francisco flight was

expected to return to seven (7) days a week in May. The Board discussed the likelihood for the return of the Denver seasonal flight.

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

The Executive Director reiterated the government required the GASB87 to make government entities more accountable for their operating leases. Commissioner Benetti asked and was informed that there would be no significant cost associated with the GASB87.

The Executive Director announced that the District was approached by a local oyster farmer requesting a land lease to store oyster shells. The Board discussed the risks and liability of leasing to such a tenant and the District's responsibility for the safety of general aviation.

The Board was informed that the District would like to alter the District Employees pay dates to align more accurately with their work schedule. The Board discussed the current pay schedule and how the District would benefit.

The Executive Director requested a change in the District's Policy Manual regarding RV and overnight parking. The District Legal Counsel stated that because the District operated as private property, there should be no issue prohibiting RV and overnight parking on District property.

The District received two (2) bid proposals for tree and brush removal on Cessna Circle, and would make a decision in March 2021.

The Board was notified that the District received the Critical Oregon Airport Relief (COAR) grant in the amount of one-hundred and fifty thousand dollars (\$150,000) for the ARFF Facility project.

The District received notification of the next round of Coronavirus relief funding, which was generated from the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act approved in December. Funding would consist of two separate reimbursements, one for Airport Operations and one for Airport concessionaires. The District was projected to receive approximately twenty-eight hundred dollars (\$2,800) for vendor concessionaires, which the District intended to split proportionately between the Districts two (2) car rental agencies.

The Executive Director stated the Contractor for the Airfield Electrical project agreed to pay for the additional flight check and the District's legal fees associated with the project, in exchange for the District's agreement on a substantial completion date of December 19, 2020. The agreement may change due to the recent outages.

The Executive Director mentioned two (2) open positions on the District Budget Committee; however, the current seat-holders could reapply if desired. The applications were due March 12, and the first Budget meeting was on April 28.

#### **Section V. Legal Discussion of Action Items:**

The District's Legal Counsel informed the Board of any legal aspects associated with the approval of the action items.

#### **Section VI. Action Items:**

Commissioner Benetti (Second Commissioner Pahls), moved to approve changes to Chapter 11 Personnel Policy of the CCAD Policy Manual. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve additions to Chapter 14 Rules of Governing Use of the CCAD Policy Manual. Motion passed.

#### **Section VII. Commissioners Comments:**

The Coos County Airport District Board member applications were due March 18, 2021.

The Coos County Airport District Workshop Meeting was to take place on Wednesday, February 24, 2021, at 5:30 p.m., in the District Hangar Office.

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

#### **Public Comments:**

Members and volunteers of the local American Legion approached the Board and thanked the District for all it had done for the organization over the years as a District Tenant. The Board offered the Districts continued support as the American Legion searched for a new location.

**Adjourn to Executive Session at 8:44 a.m.**