

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, September 23, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, September 23, 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;  
Joe Benetti, Commissioner via Conference Call;  
Brent Pahls, Commissioner via Conference Call;  
Jason Bell, Commissioner via Conference Call.

**ABSENT:** None.

**COUNSEL PRESENT:** Patrick Terry, District Legal Counsel via Conference Call.

**STAFF PRESENT:** Theresa Cook, Executive Director via Conference Call; Robert Brittsan, Executive Assistant.

**MEDIA AND GUESTS PRESENT:** None.

**Section I. Review of Minutes: August 19, 2021:**

Upon a motion by Vice-Chair Collins (Second Commissioner Pahls), the minutes of the August 19, 2021, regular Board Meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices through September 22, 2021, in the amount of \$743,587.92. Upon a motion by Vice-Chair Collins (Second Commissioner Bell), the invoices through September 22, 2021, in the amount of \$743,587.92, were approved.

**Section III. Finance Report:**

The Board was offered a written presentation of the Finance Report summarizing the Coos County Airport Districts' fund resources and requirements throughout the month of August.

The Executive Director noted that the Airport Use Fees were 40% higher than projected for the month of September.

#### **Section IV. Staff Report:**

There was no Operations Report presented at this time.

The Executive Director addressed the Board to discuss the Executive Directors Report. The Board was informed that the District was scheduled to meet with Alaskan Airlines on October 5, 2021, to discuss Portland air service.

The Executive Director announced that the District had hired two (2) Airport Operations Agents, to fill available positions.

The Executive Director mentioned that the contractor responsible for the Tree and Brush Removal project was looking to remove brush on other areas of Airport property.

The Board was informed that the District intended to retain Kaplan, Kirsch & Rockwell LLP to help organize existing and create new Ordinances to govern the District more efficiently.

The Executive Director stated that the next regular Board meeting would include a presentation from a company that provides radar surveillance services. The radar surveillance would help the District detect incoming ship traffic and reduce the staffing dedicated to ship monitoring.

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

The District Legal Counsel informed the Board of any legal aspect associated with the approval of the Action Items.

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

Vice-Chair Collins (Second Commissioner Bell), moved to approve Retaining Kaplan, Kirsch & Rockwell LLP in the not to exceed amount of \$35,000. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve Musser Sealcoat & Stripping Inc to seal all Runways and Taxiways in the amount of \$76,800. Vice-Chair Collins asked, and was informed that the contractor was located in White City, Oregon, and did not have any claims on the Construction Contractors Board. Motion passed.

#### **Section VII. Commissioner Comments:**

The next regular Board meeting was to take place October 21, 2021.

#### **Public Comments:**

There were no Public Comments at this time.

**Adjourn at 7:50 a.m.**