

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, November 18, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, November 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;
Joe Benetti, Commissioner;
Brent Pahls, Commissioner.

ABSENT: Michael Collins, Vice-Chair; Jason Bell, Commissioner.

COUNSEL PRESENT: Patrick Terry, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Cindy Henson, Finance Manager.

MEDIA AND GUESTS PRESENT: Jeremy McAlister, T-O Engineers; Kevin Bissell, T-O Engineers; Jason Traylor, Coos Aviation; Dan Salyer, CH14.

PLEDGE OF ALLEGIANCE: Led by the Executive Assistant

Section I. Review of Minutes: October 21, 2021:

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

Section II. Review of Invoices:

The Board reviewed new invoices through November 17, in the amount of \$1,612,497.12. Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the invoices through November 17, 2021, in the amount of \$1,612,497.12 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 November.

The Finance Manager stated that expenditures in all funds were within the total budgeted amount for the first quarter. The Board was informed that the October Airport Use Fees received were \$80,665, which was 34% higher than projected on the Cash Flow Report—making October 2021 the highest monthly amount collected since Airport Use Fees were implemented. The Finance Manager noted that the Banner Bank loan payment for October was processed on November 1; therefore, it was not reflected in the October Cash Flow.

The completion of the Aircraft Rescue and Fire Fighting (ARFF) Facility project was postponed due to shipment delays in acquiring hardware used to operate the bay doors. Commissioner Benetti asked and was informed that there were no extra project costs associated with the delay.

Section IV. Staff Reports:

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

The Operations Manager stated that the Annual FAA Inspection was expected to take place November 29 and 30. The inspection was an all-encompassing examination of the Airfield, District training logs, ARFF capabilities, and nighttime operations, in turn enabling the District to continue commercial air service.

The Board was updated on the progress of the ARFF Facility, which was expected to be completed in January 2022. Commissioner Benetti asked, and was informed that the station will not house fire fighting personnel overnight, and that the space would likely be used as offices, for the time being.

The Operations Manager announced that the American Legion building demolition had begun, with the completion expected by the end of the month.

The Operations Manager informed the Board of October's Ship Monitoring requirements.

The Board was informed that the Maintenance department had completed approximately nineteen (19) Work Orders, for the month, that were outside of their standard scope of work.

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

The Executive Director explained that Mead & Hunts' service contract ended the previous month, and T-O Engineers was short-listed to become the District's Architect/Engineer of Record. Jeremy McAlister and Kevin Bissell, of T-O Engineers, approached the Board, gave a brief history of the company, and explained the services offered.

The Executive Director announced that the San Francisco Air Service winter schedule was five (5) days a week, excluding Tuesdays and Saturdays.

The Board was informed that the elevator in the terminal was not functioning correctly, and the District was using the freight elevator to assist those with ADA needs—meaning individuals would pass through non-secured areas after being screened by TSA. Commissioner Benetti asked, and the Operations Manager explained that the issue was not with the elevator but with the access control system; the system was not registering badges.

The Executive Director informed the Board that the FedEx tenant would be temporarily relocated to the Charlie Ramp hangar while the District completes the Ramp Expansion project. The hangar needed to have heating and bathrooms installed, which would cost about fifty thousand dollars (\$50,000). It was also noted that an individual expressed interest in developing a new hangar on the South Ramp. Commissioner Pahls asked, and was informed there were no issues with the adjacent vehicle gate.

The Executive Director noted that the District intended to explore Ground Aware Radar alternatives for ship monitoring.

The Executive Director reiterated the ARFF Facility project completion issues and noted a few complications with some of the interior finishes, including the quality of plywood used for the bay walls and the possible need for decorative trim.

The Board was informed that the BLM Seismic Upgrades and Tenant Improvements project was expected to be completed in November 2021. The Executive Director stated that the General Services Administration (GSA) was interested in funding the exterior painting of the Warehouse Building, which would cost approximately fifty thousand dollars (\$50,000); however, exterior siding repairs would need to be completed before painting.

The Executive Director announced that the Tree and Brush Removal project had been pushed out till December; the District intended to hold a public meeting the week before the removal commenced. The Board was informed that the District planned to hand out flyers to the immediate neighbors and post signage on trailheads.

The Board was given a status report on the District's pending grant applications.

The Executive Director stated, and the Board agreed that while it would have been a great marketing opportunity, Business Oregon Magazine did not give the District enough notice to advertise in the magazine appropriately.

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:

There were no Action Items at this time.

Section VII. Commissioner Comments:

The next regular Board meeting was to take place December 16, 2021.

Public Comments:

There were no public comments at this time.

Adjourn to Executive Session at 8:12 a.m.