

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, March 17, 2022

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, March 17, 2022, 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;  
Jason Bell, Commissioner;  
Brent Pahls, Commissioner, via Conference Call.

**ABSENT:** None.

**COUNSEL PRESENT:** Patrick Terry, District Legal Counsel.

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

**MEDIA AND GUESTS PRESENT:** John Meynink, Coos County Resident; Ken Bonetti, Coos County Resident; Paul Poresky, Coos County Resident; Dan Salyer, CH14.

**Section I. Review of Minutes: February 17, 2022:**

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the February 17, 2022 regular Board Meeting were approved.

**Section II. Finance Report:**

The Finance Manager addressed the Board to give the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of February.

The Board was informed that all expenditures were within the District's budget, and the February Airport Use Fees were approximately \$13,575. The Finance Manager announced that the District received a longevity credit of \$21,987 from Special Districts Insurance Services. This amount was subtracted from the General fund insurance payment of \$39,448.

The Finance Manager stated that the retainage for the BLM Tenant Improvement project had been paid in the amount of \$123,817.70. Commissioner Benetti asked, and the Executive Director stated that the District has not yet been reimbursed for the BLM project, and won't be until the project was closed out; however, the construction has been completed. It was explained that GSA would pay the District a lump sum, and the remaining balance would be paid in monthly installments through the increased lease payments.

The Board was informed that the DHS Fund was expected to exceed appropriations for operational costs in April. The DHS Fund budget for operations was \$181,321 with expenditures, as of end of February, at \$167,861. The potential deficit was due to attorney costs exceeding expectations, unexpected HVAC repairs, and an increase in general maintenance costs. It was recommended to transfer appropriations of \$40,000 from "Transfers Out to General Fund" to "Operations". Commissioner Benetti asked, and was informed that the District and DHS have settled on the lease rate per square foot.

The Finance Manager stated that the District intended to apply a 3.35% interest rate for computing present values on long-term lease contracts for GASB87 calculations.

### **Section III. Review of Invoices:**

The Board reviewed new invoices through March 16, in the amount of \$470,163.25. Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the invoices through March 16, in the amount of \$470,163.25 were approved.

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

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

The Operations Manager updated the Board on the progress of the FedEx hangar remodel. District Maintenance staff finished installing the restrooms, office walls and carpeting; the plumbing and electrical, would be finished by local technicians the following week.

The Board was informed that the District had repaired a depression that had developed on the FedEx ramp that occurred due to settling of the underlying fill material.

The Operations Manager stated that two (2) of the District's four (4) backup generators had failed during their annual load test. The cooling system in the Airfield Lighting generator had been repaired, and the ATC Tower generator was waiting on repair parts.

The Operations Manager announced that the Aircraft Rescue and Fire Fighting (ARFF) truck, whose foam system had failed several months ago due to a faulty valve, was repaired and placed back into service.

The Board was informed that the District repaired the REACH facilities black water pump that had stopped working over the weekend.

The Operations Manager stated that the Airfield Lighting Regulator had been repaired. Vice-Chair Collins asked, and the Operations Manager stated that the internal circuit board was the issue. Commissioner Benetti asked, and was informed that the regulator was still under warranty and was replaced at no cost to the District. The Taxiway lights were operating on a backup until the new regulator was installed.

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

The Executive Director announced that the San Francisco Air Service winter schedule was five (5) days a week, excluding Tuesdays and Saturdays; daily flights are expected to begin in May. The seasonal Denver flight was scheduled to begin May 8, and run through September 28.

The Executive Director announced that the District would be receiving Government Infrastructure funds for the next five (5) years; one-million six-thousand dollars (\$1,006,000) in the first year, and one-million dollars (\$1,000,000) in the second year, with the proceeding three (3) years not yet announced. The District intended to use the first million for the Apron Expansion project, which would be constructed with concrete over asphalt, for its durability. The Board discussed the funding of the Apron Expansion project and the bidding process.

The Board was informed that the ARFF Facility project was still waiting on some interior finish work to be completed. Commissioner Benetti asked, and the Board discussed the finishing issues, which included painting the plywood wall and addressing the cracks in the kitchen's concrete flooring, which a vinyl flooring could cover. While the kitchen floor was not severe, there were cracks in the driveway that were not up to standards and would need attention. Vice-Chair Collins offered to review future project plans.

The Executive Director stated that the environmental assessment for the fencing project took longer than expected, causing the project to miss the deadline for the FAA's funding cycle this year.

The FedEx lease was on the Action Items for Boards approval.

The Board was informed that the Maintenance Shop would need to be demolished for the Apron Expansion project. The asbestos removal was expected to cost approximately thirty-two thousand dollars (\$32,000). The Executive Director explained that the Apartments would also likely need to be removed; however, the demolition was not eligible for FAA funding. Commissioner Benetti asked, and was informed that all tenants would be moved out of the apartments by the end of March.

The Executive Director announced that the Budget Committee meeting was scheduled for May 4<sup>th</sup>.

## **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:**

Commissioner Bell (Second Commissioner Collins), moved to approve the 2022/23 Fiscal Year Budget Calendar. Motion passed.

Commissioner Bell (Second Commissioner Collins), moved to approve the Executive Director as the Budget Officer for the fiscal year 2022/23 budget process. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve resolution 2022-03-01 the intra-fund transfer from the DHS Facility Fund "Transfer to General Fund" line item to the DHS "Materials and Services" line item, in the Total Amount of \$40,000. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve Pacific Environmental for the asbestos removal for the building located at 1390 W. Airport Way in the amount of \$32,043. Motion passed.

Commissioner Bell (Second Commissioner Benetti), moved to approve the FedEx Lease agreement for a term of three (3) years commencing approximately March 18, 2022, and expiring February 28, 2025. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to adopt N implied interest rate of 3.35% for leases with lease terms beginning prior to July 1<sup>st</sup> 2021, with the most recent interest rate for leases with terms beginning after July 1<sup>st</sup>, 2021. The Executive Director explained how the District decided to use the specific interest rate. Motion passed.

The Board discussed the Action Item to approve an annual advertising sponsor agreement with Hooked on Oregon in the amount of \$12,000, and decided to table the motion for the time being.

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

Chair Mineau expressed condolences to the family of Johanna Warner, the District's previous Executive Assistant, who had recently passed.

The next regular Board meeting was to take place April 21, 2022.

**Public Comments:**

Mr. Poresky, Mr. Meynink and Mr. Bonetti, all residents of Coos County, addressed the Board one at a time and expressed concerns regarding the Tree and Brush Removal project.

**Adjourn to Executive Session at 8:22 a.m.**