

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, April 21, 2022

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, April 21, 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, via Conference Call;
Jason Bell, Commissioner;
Brent Pahls, Commissioner;
Joe Benetti, Commissioner.

ABSENT: None.

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: John Meynink, Coos County Resident; Jeremy McAlister, T-O Engineers; Jared Norton, T-O Engineers; Dan Salyer, CH14.

Section I. Review of Minutes: March 17, 2022:

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the minutes of the March 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 March.

All expenditures through March 31 were within budgeted amounts, and the Airport Use Fees for March were approximately \$16,829. The Finance Manager noted that the Aircraft Rescue and Fire Fighting (ARFF) Facility project expenditures reflected what has been received through State and Federal grants as of March 31, as opposed to projected amounts shown with previous projects.

Section III. Review of Invoices:

The Board reviewed new invoices through April 20, in the amount of \$384,202.21. Upon a motion by Commissioner Pahls (Second Commissioner Bell), the invoices through April 20, in the amount of \$384,202.21 were approved.

Section IV. Staff Reports:

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

The Operations Manager reported that the Annual TSA Security Compliance Inspection went well.

The Board was informed that the two (2) newest Operations Agents were able to attend EMR classes in order to complete their ARFF training requirements, which had been delayed due to the pandemic.

The Operations Manager stated that the District Maintenance Staff painted the FedEx aircraft tie-down area to the tenants' specifications.

The Operations Manager noted that the demolition of the old FedEx/VolleyCart building would be completed by the end of the week.

Jeremy McAlister, with T-O Engineers, approached the Board to give an overview of the Apron Expansion project. The Board was shown the project design plans, and discussed the project phasing, design details and the materials to be used. The Board discussed project funding and timeline. The Executive Director asked and was informed that the next step was to issue a notice of bid award. Commissioner Pahls inquired about whether fencing and gates were part of the project. Jeremy McAlister responded that only temporary fencing was included.

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

The Executive Director announced that the San Francisco Air Service daily flights were resuming May 4. The seasonal Denver flight was scheduled to begin May 8, and run through September 28.

The Project Manager approached the Board to review the punch-list items for the ARFF Facility project—which included minor cleaning and finishing work. The Executive Director expressed concern regarding the speed with which it takes for the bay doors to open, and how this might affect the ARFF Team's response time; Vice-Chair Collins explained how to adjust the timing. The Project Manager noted excessive cracking in the new apron concrete just east of the ARFF Facility and that it would need to be removed and replaced to meet FAA specifications.

The Board was informed that the BLM Tenant Improvement project would close out shortly. The Executive Director mentioned an addendum to the project contract for painting the outside of the building. The painting would be funded by GSA, and would likely take place in June or July this year.

The Executive Director stated that Oregon Coast Community Action (ORCCA), the Lessee of the apartments, would have all residents relocated from the building. The asbestos survey and demolition would begin as soon as all inhabitants were out of the building—within the next two (2) months.

The Executive Director noted that the First Budget Committee meeting was scheduled May 4 at 5:30 pm, in the District Hangar Office.

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.

Commissioner Benetti asked, and was informed that all Lease Agreements and Amendments on the Action Items list have been reviewed by District Legal Counsel.

Section VI. Action Items:

Commissioner Bell (Second Commissioner Benetti), moved to ratify TO-Engineers Work Order 22-02 for preparing the ACDBE finance report in the amount of \$16,775. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve Coos County Corrections Lease Amendment for Suits A through F, the Conference Room, and Reception Area at the Business Enterprise Center. Motion passed.

Commissioner Bell (Second Commissioner Benetti), moved to approve Coos County Health and Wellness Lease for Suits G through H at the Business Enterprise Center in the amount of \$600 per month. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve the Amendment to the VolleyCart Land Lease. The Executive Director explained that the Amendment was needed because the tenant developed on more land than outlined in the original lease. Motion passed.

Section VII. Commissioner Comments:

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

Public Comments:

Mr. Meynink, a resident of Coos County, addressed the Board to expressed concerns regarding the District's Fencing project.

Adjourn to Executive Session at 8:23 a.m.