

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, December 15, 2022.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, December 15, 2022 at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Chair Mineau called the meeting to order.

COMMISSIONERS PRESENT:

Helen Mineau, Chair;
Michael Collins, Vice-Chair;
Brent Pahls, Commissioner;
Joe Benetti, Commissioner;
Jason Bell, Commissioner (via phone connection)

ABSENT: None.

COUNSEL PRESENT: Patrick Terry, District Legal Counsel.

STAFF PRESENT: Theresa Cook (via phone connection), Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Cindy Henson, Finance Manager; Crystal Lyon, Accounts Manager, Matthew Perkins, Administrator; Amos Vorster, Office Manager; Stephanie Kilmer, Public Information Officer.

MEDIA AND GUESTS PRESENT: Kevin Dubsjar, Coos County Youth Sports; Ken Bonetti, Coos County Resident; John Meynick, Coos County Resident; Jason Traylor, Coos Aviation.

PLEDGE OF ALLEGIANCE: Led by Vice-Chair Collins.

Section I. Review of Minutes: November 17, 2022 Board Meeting:

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the minutes of the November 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 November.

All expenditures through November 30 are within the District's Budget.

The District received \$35,975 in Airport Use Fees for November.

November Revenues were \$3,209,114 and expenditures were \$3,493,966.

Approved budget for 2022/2023 fiscal year is \$17,266,755. To date, expenditures total \$9,835,594.

Section III. Review of Invoices:

The Board reviewed new invoices through December 14, 2022 in the total amount of \$450,079.13.

Commissioner Collins Recused himself from the review due to a conflict of interest from one bill.

Upon a motion by Commissioner Pahls (Second Commissioner Benetti), the invoices through December 14, 2022 in the amount of \$450,079.13 were approved.

Section IV. Staff Reports/Discussion Items:

A. Maintenance/Operations Report:

The Operations Manager addressed the Board with a report on airport operations and maintenance.

The airport is currently preparing for an upcoming FAA inspection. All 11 annual training sessions are to be completed by the end of week along with a full recheck of the airport.

New turnouts have arrived for ARFF Personnel after being given approval 10 months ago.

Erosion control has been completed around the Apron Expansion, saving the airport an estimated \$3500.

Airport Maintenance staff have completed numerous projects for BLM, fixing quality of work issues left by the contractors.

B. Public Information Officer's Report:

The Public Information Officer addressed the Board with a report on airport community outreach and media.

There has been an increase in the social media follows of the airport along with an increase in positive feedback.

The officer attended the economic outlook forum on behalf of the airport which was a good opportunity for public outreach.

The officer attended as a representee of the airport at the Bus Jam and Toy Drive with the Coos Bay and North Bend Rotary Club alongside other companies for children in the Coos County and Western Douglas County.

The airport is working alongside the Senior Center to promote the airport following the lease agreement.

A possible celebration of 20 years of the Airport District was discussed along with other events to take place next year.

C. Deputy Director's Report:

The Deputy Director addressed the Board on behalf of the Executive Director.

Daily flights to SFO will begin in April of 2023 with Denver flights beginning in May, both of which are a month early.

ARFF station issues are on-going with an alternative door having been identified which will meet the requirements in the regulations. The airport is currently awaiting cost estimates.

A completion walk-through of the Apron Expansion was completed with everything appearing to be in spec.

The Airport's project liaison was invited to give an update on the Apron expansion project:

The joint work and sealant between the concrete slabs are what remains to finish the project. The project is close to completion but has been delayed by cold weather.

The project seems to be a success and there isn't expected to be an excessive overrun of the budget.

The airport has yet to received compensation from BLM for the \$3,000,000 spent on the property they lease. It is due to be paid back over 15 years and the airport has requested \$1,200,000 initially to cover some of its costs.

The South Coast Development Council continues to send business proposals for land use on airport property and the CCAD requests that the board develop a list of criteria to make a proposal eligible for consideration to allow the SCDC and CCAD to filter proposals before bringing them before the board for a decision.

Commissioner Benetti expressed a need for more research into the capacity and ability of the infrastructure to accommodate different sizes of businesses before establishing the criteria list. Suggesting a traffic study be conducted along with a survey of local residents and investigation into the ability of the energy grid to support increased demands.

An Action was placed on the Deputy Director of CCAD, SCDC and City of North Bend Director of Public Works to examine infrastructure limitations on the possible usage of the land and create a template to show to the board, which can then be reviewed and changed as the board sees fit.

General Liability Insurance was expected to have a 6% increase.

The CCAD has received a template request from spectrum to provide a right of entry to "anywhere on the property". The CCAD responded saying that it cannot give such unlimited access and is currently awaiting a reply from Spectrum, with the goal to reach an agreement of a bespoke agreement tailored to the airports needs.

Section V. Action Items Requests:

Upon a motion by Commissioner Benetti (second Vice Chair Collins) the T-O Engineers Work Order 22-01 Amendment #2 was approved.

Upon a motion by Commissioner Vice Chair Collins (Second Commissioner Pahls) the T-O Engineers Supplemental Agreement #2 was approved.

Upon a motion by Commissioner Benetti (second Commissioner Pahls) the Executive Director's Employment Agreement – Amendment 7 was approved.

Upon a motion by Commissioner Benetti (second Commissioner Pahls) the Executive Director's Annual Bonus was approved.

Section VI. Commissioner Comments:

Commissioner Benetti stated that it is important to do more outreach and have representatives of the airport at local events.

Chair Mineau stated that a Special Districts meeting will take place in February 2023 and can be attended remotely with the additional benefit of gaining credit for the CCAD and lowering the bill for membership. An action was placed on the Assistant Director to make arrangements and update the board.

The next regular Board Meeting is to take place on Thursday, January 19, 2022.

Section VII. Public Comments:

Kevin Dubsiar addressed the board regarding the decision to provide land to the Coos County Youth Sports (CCYS) for development into sports facilities. The board expressed that a decision would be made at the next meeting. CCYS stated that there were no plans to demolish any existing facilities on CCAD land and that all designs were based around spaces.

Commissioner Benetti questioned the ability of other organizations to access facilities once completed; the same concern was shared by Commissioner Pahls.

The board also expressed a desire for the CCAD to receive recognition for its work to provide CCYS with the space and its work to develop facilities for the local community.

CCYS responded that all will be welcome to use the facilities providing they adhere to the code of conduct and rules set out to maintain the facilities. They would ideally look to obtain a lease for as long as possible as it is predicted to take years for the facilities to fully mature for use as sports fields.

By the next board meeting a concrete proposal will be ready to be decided upon.

John Meynick addressed the board regarding SCDC proposals and specifications, requesting that a neighborhood committee be formed to discuss impact from any of the proposals forwarded by the SCDC. It was also expressed that community involvement from an early stage would build a stronger relationship between community residents and the CCAD.

Ken Bonetti addressed the board, as a representative of Preserve Airport Heights Neighborhood, suggesting that the CCAD develop a plan with the neighborhood and other stakeholders to narrow potential options before they are presented to the board.

Jason Traylor addressed the board on behalf of Coos Aviation regarding the sublease of their building to New Horizons. New Horizons is an in-home healthcare provided looking to occupy Suite C of the building with a staff of 3-4 people providing general administration services to staff in the area. It was stressed that there will no direct care provided on site.

Coos Aviation has been very selective in their choice of sublease candidates and conducted in depth evaluation of the parking facilities and other services required by any potential sublease tenants to avoid disruption to existing tenants and activities.

New Horizons also works with the Department of Human Services often and therefore would benefit greatly from being located close by on CCAD property and fit well with existing tenants.

The board expressed that it desired for an addition to the lease establishing clearly that New Horizons would not be permitted to see clients on CCAD property; Coos Aviation agreed.

Adjourned to Executive Session at 8:30 a.m.