

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, December 16, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, December 16, 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;
Jason Bell, Commissioner;
Brent Pahls, Commissioner.

ABSENT: Joe Benetti, 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; David Shwarz, Operations Agent.

MEDIA AND GUESTS PRESENT: John Meynink, Coos County Resident; Ken Bonetti, Coos County Resident; Mike Powter, Coos County Resident; Paul Poresky, Coos County Resident; Rex Miller, Agri-Tech Design; Dan Salyer, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Bell.

Section I. Review of Minutes: November 18, 2021:

Upon a motion by Commissioner Pahls (Second Commissioner Bell), the minutes of the November 18, 2021 regular Board Meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through December 15, in the amount of \$619,185.05. Upon a motion by Commissioner Bell (Second Commissioner Pahls), the invoices through December 15, in the amount of \$619,185.05 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 Board was informed that the November revenue of approximately \$1,837,411 was within the projected total budget, and the Expenditures of \$619,185 in all funds were within the total budget. The District received Airport Use Fees for November in the amount of \$44,745. The Finance Manager stated that the Cash Flow reflects two Banner Bank loan payments in November, of \$56,834 each. It was noted that one of the District's media advertiser was hit by ransomware in October, and the District did not expect to receive a bill from them for several months. The District's monthly obligation for this media advertiser was \$3,710.

Section IV. Staff Reports:

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

The Board was informed that the annual FAA Part 139 inspection that took place November 29 and 30 went well. The inspection was an all-encompassing examination of the airfield, District training logs, the Aircraft Rescue and Fire Fighting (ARFF) capabilities, and nighttime operations, in turn enabling the District to continue commercial air service. The Operations Manager stated that only two (2) issues were noted, which have already been corrected.

The Operations Manager stated that the American Legion Building demolition had been completed.

The Executive Director addressed the Board to discuss the Executive Director's Report.

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 notified that the bank recovered all of the funds lost during the fraudulent email mishap, and the District intended to return the funds received by the Special District's insurance policy claim.

The Executive Director stated that the SDIS 2021-22 General Liability Insurance renewal increased from the previous year, due to an industry wide rate adjustment, additional District staffing, the new ARFF Facility, and other building improvements.

The Board was informed that the ARFF Facility project completion would likely be pushed out until February 2022 due to delays with the shipment of required bay door hardware. The Executive Director noted a couple of finishing issues that would be addressed by the

contractor before closeout. Vice-Chair Collins asked, and the Project Manager stated that there were no details in the project plans regarding the transition of wall finishes.

The Board was informed that Beta Technologies had begun scoping out locations for the placement of the Electric Vertical Take Off and Landing (E-VTOL) charging station, when the Apron Expansion Project commences. The Executive Director explained that the VolleyCart tenant had vacated the building located on E. Airport Way, and demolition would likely begin March 1. FedEx intended to relocate to the hangar on the Charlie ramp after the necessary upgrades were made, and demo on that facility would begin sometime after vacancy. The Executive Director mentioned there was an individual interested in constructing a new hangar on the Charlie ramp, within the next two to three years.

The Executive Director announced that the Tree Removal project was expected to begin January 10. The Board would discuss future fencing, sidewalk, and vegetation options. The District expected to receive some feedback from the public.

The Executive Director stated that the T-O Engineers Master Service Agreement was on the Action Items agenda for the Board's approval, as well as the Standalone Service agreement regarding property fencing.

The Executive Assistant approached the Board and discussed the importance of updating the Terminal Access Control System, and suggested connecting the Terminal and ARFF Station's access control during the upgrade.

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 Pahls), moved to approve T-O Engineers Master Service Agreement, pending review by District Legal Counsel. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to ratify the Standalone Professional Services Agreement with TO Engineers, in the amount of \$45,556. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve asbestos removal of the building located at 1411 E Airport Way in the amount of \$33,010. Vice-Chair Collins asked, and the Operations Manager stated that the District received two (2) bids for the asbestos removal. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve returning insurance claim funds to Travelers Insurance, in the amount of \$84,435.86. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve replacing the terminal's Diamond II Access Control System with Lenel, in the amount of \$86,514. Commissioner Bell agreed that the District should also select Option A, to replace all the door pin pad readers. Vice-Chair Collins asked about the benefits from switching to a Lenel ACS. The Executive Assistant advised that the existing Diamond II ACS is no longer manufactured or supported, the ARFF station will have a Lenel ACS that would be integrated and Lenel is a nonproprietary system. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve General Liability Insurance, to be paid quarterly in the amount of \$67,202.25. Motion passed.

Section VII. Commissioner Comments:

Chair Mineau reminded the public that the District was operating a business park that was available for light industrial use, and it was the District's responsibility to become as financially independent as possible.

The next regular Board meeting was to take place January 20, 2022.

Public Comments:

Rex Miller, from Agri-Tech Design, approached the Board concerning the Tree Removal project, and discussed possible replanting options. Vice-Chair Collins asked and Mr. Miller suggested placing gravel to help reduce wind-blown sand.

Mr. Meynink, Mr. Bonetti, and Mr. Powter, all residents of Coos County, addressed the Board one at a time and expressed concerns regarding the Tree and Brush Removal project. Concerns included climate change, decreased property values, and wind exposure.

Adjourn to Executive Session at 8:24 a.m.

The Board reconvened after the Executive Session and made a public announcement.

Commissioner Pahls (Second Commissioner Bell), moved to increase the Executive Director's annual salary by 5.9%, retroactive to November 30, 2021. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to contribute a one-time amount, not to exceed \$25,000, to the Executive Director's 457b retirement plan. Motion passed.

Adjourned at 8:30 a.m.