

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, June 23, 2022

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, June 23, 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;  
Brent Pahls, Commissioner;  
Jason Bell, Commissioner;  
Joe Benetti, Commissioner.

**ABSENT:** Patrick Terry, District Legal Counsel.

**COUNSEL PRESENT:** None.

**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 Meynick, Coos County Resident; MJ Koreiva, Coos County Resident; Dan Salyer, CH14.

**Section I. Review of Minutes: May 19, 2022:**

Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the minutes of the May 19, 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 May.

All expenditures through May 31 were within budgeted amounts, and the Airport Use Fees for May were approximately \$31,685.

The Board was informed that several planned transfers would be posted before the budget fiscal year ended on June 30.

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

The Board reviewed new invoices through June 22, in the amount of \$355,321.36. Upon a motion by Commissioner Bell (Second Commissioner Pahls), the invoices through June 22 in the amount of \$355,321.36 were approved.

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

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

The Operations Manager announced that the Runway and Taxiway Crack Sealing project that began last November was nearly complete; the delay was due to the weather and the water table being too high. The Operations Manager advised the Board of a potential increase to the contracted amount, due to the cracks being more extensive than previously determined. Commissioner Bell asked, and was informed that a NOTAM has been issued regarding Runway closures.

The Board was informed that a landscaping company was hired to assist Maintenance Staff with the District's' landscaping needs. The parking lot of the old terminal was cleaned, weeds removed, and bushes trimmed.

The Operations Manager noted that the Maintenance Department had moved into other District buildings in anticipation of the Maintenance Shop being demolished.

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

The Executive Director mentioned that the load factor for the San Francisco route was eighty percent (80%) full and Denver was at sixty-three percent (63%). It was noted that the Denver load factor was low due to the start of air service being unexpectedly moved from June to the beginning of May.

The Project Manager approached the Board to discuss the Airfield Rescue and Fire Fighting (ARFF) Facility project. The Board was informed of the walk-through occurring later in the day. One of the major issues remaining was the bay door operators not meeting the specifications. The ARFF Teams needed to be able to reach an emergency within a specific timeline, and the door operators would not allow them to meet that requirement. The Board discussed the issue and possible options. The Executive Director stated that the District would not certify substantial completion for the project until the issues with the doors were resolved.

The Board was informed that the District was awaiting the Connect Oregon and FAA Grant offers before moving forward with the Apron Expansion project. The project's first step was demolishing the Apartment and Maintenance Shop buildings. The cost for asbestos removal and demolition of both the buildings was approximately two-hundred thirty-thousand dollars (\$230,000). Additionally, the dog park would be closed during the asbestos removal and demolition, to avoid any potential harm to the public.

The Executive Director announced that the District had sent a draft lease to the City of North Bend for the Senior Center; however, there has been no further discussion regarding the terms with the City of North Bend.

The Executive Director stated that the City of North Bend's Airport Heights Park lease automatically renews annually for one dollar (\$1).

The Board was notified of the T-O Engineers Environmental Amendment for the Fencing project that was listed on the Action Items Agenda. The Executive Director explained that archeologists found items on the proposed fence line over fifty (50) years old, and the amendment should cover any additional costs associated with processing the artifacts.

The Executive Director informed the Board that there had been issues with both DHS Child Welfare and Adults with Disabilities facilities' HVAC due to power surges. Pacific Power only has to provide electrical current within a designated range, within 5%. The HVAC units have programmed threshold values, which had been set too narrowly, resulting in the units shutting down when the power drops. The Project Manager offered that an electric diffuser transformer could be installed to regulate the power flow and keep the units operational. The Board discussed the potential negative effects of the Beta Technologies EVTOL charging station on District facilities regarding power surges.

#### **Section V. Legal Discussion of Action Items:**

There was no discussion of legal aspects associated with the approval of the Action Items at this time.

#### **Section VI. Action Items:**

Commissioner Bell (Second Vice-Chair Collins), moved to adopt resolution 2022-06-01 approving the Fiscal Year 2022/2023 Annual Budget in the amount of \$22,890,265 and the certification of the tax rate at \$0.24 per 1,000. Commissioner Benetti asked and was informed that the tax generated approximately \$1.3 million per year. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to adopt resolution 2022-06-02 accepting the FAA Grant Offer for the AIP Project #3-41-0041-052-2022 in the amount of \$1,008,684. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve Connect Oregon VIII Grant Agreement in the amount of \$3,000,000. The Executive Director clarified that this motion was contingent upon receiving the official grant offer. Motion passed.

Commissioner Pahls (Second Vice-Chair Collins), moved to approve North Bend Senior Center Lease Agreement, and the rate of \$1 per month for five years commencing June 30, 2022, contingent upon Legal Review. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve Arcadia Environmental to remove the asbestos from the Building Located at 1406 W Airport Way in the amount of \$44,137. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve the renewal of the PEG Broadcasting Services Agreement to provide videotaping and broadcasting of the District's monthly Board meeting in the amount of \$3,492. Commissioner Pahls asked and was informed the contract was for one year. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to adopt Resolution 2022-06-03 to approve the PERs Police & Fire Classification Benefit Adjustment for ARFF employees. Motion passed.

Commissioner Pahls (Second Vice-Chair Collins), moved to approve the Pauly, Rogers and Co. Terms of Engagement and associated fees for auditing purposes for fiscal year ending June 30, 2022, in the amount of \$29,700. Motion passed.

Vice-Chair Collins (Second Commissioner Benetti), moved to approve the Professional Services Agreement Amendment #2 for T-O Engineers Environmental in the amount of \$38,619.69. Motion passed.

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

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

#### **Public Comments:**

Mr. Meynink approached the Board to express concern regarding the Fencing project.

**Adjourn to Executive Session at 8:29 a.m.**