

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, November 14, 2019

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, November 14, 2019 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;
Joe Benetti, Commissioner;
Jason Bell, Commissioner.

ABSENT: None.

COUNSEL PRESENT: James Martin, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Crystal Lyon, Property Agent.

MEDIA AND GUEST PRESENT: Dan Slayers, CH14; Brent Pahls, Coos County Citizen; MJ Koreiva, Coos County Citizen.

PLEDGE OF ALLEGIANCE: led by Vice-Chair Collins.

Section I. Candidate Interviews:

The candidates interested in the District's vacant Board Member position were asked to approach the Board for questioning.

Mr. Pahls approached the Board. Commissioner Benetti asked, and was informed that Mr. Pahls had applied to be a commissioner during previous elections, due to his long-standing interest in becoming a member of the District Board. Mr. Pahls had also served on the District Budget Committee for the past several years and is a general aviation pilot and current tenant of the District. Commissioner Benetti questioned why Mr. Pahls residence was relevant to the Board. Living in Bandon and owning a business in Coquille, Mr. Pahls would better represent the south Coos county community for the District, and be able to better answer to the citizens of the south county, regarding air service.

Commissioner Benetti asked, and was informed that Mr. Pahls was able to make the time commitment the Board seat required, and intended to run for the position in the up-coming 2021 Board elections. Additionally, Mr. Pahls updated the Board on his property management experience, having just purchased an office complex.

Mrs. Koreiva approached the Board. Commissioner Benetti asked, and was informed that Mrs. Koreiva had not filed to be a commissioner, due to previous personal commitments preventing her from running for the District's Board of Commissioners; however, Mrs. Koreiva now had the opportunity to make the time commitment the Board seat required. Commissioner Benetti asked what Mrs. Koreiva would bring to the Board if elected. Mrs. Koreiva stated that she had also served on the District Budget Committee for the past several years and was a former holder of a general aviation pilot's license and that her previous aviation experience would enable her to communicate with the public. Commissioner Benetti asked, and Mrs. Koreiva explained that being a private pilot and a District tenant sitting on the Board could be a conflict of interest, unless, as a Board member, you recuse yourself from voting on matters that directly impact oneself. Commissioner Benetti asked, and was informed that Mrs. Koreiva would run again in the 2021 Board elections.

The Board deliberated on the interested candidates. Commissioner Benetti (Second Commissioner Bell) move to appoint Mr. Pahls to the vacant seat on the District's Board of Commissioners. Vice-Chair Collins, Commissioner Benetti, and Commissioner Bell voted yay. Chair Mineau voted nay. Motion passed.

Section II. Swearing in of the Newly Elected Commissioner:

The District Legal Counsel swore in Commissioner Pahls.

Section III. Review of Minutes: October 17, 20019:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the October 17, 2019, regular Board meeting were approved.

Section IV. Review of Invoices:

The Board reviewed new invoices through November 14, 2019, in the amount of \$1,090,725.42. Chair Mineau asked, and was informed by the Operations Manager that the District purchased a Kubota mower. The Board reviewed and discussed the annual year-end loan payments. Upon a motion by Commissioner Benetti (Second Vice-Chair Collins), the invoices through November 14, 2019, in the amount of \$1,090,725.42 were approved.

Section V. Finance Report:

The Board was offered a written presentation of the Finance Report summarizing the Coos County Airport District fund resources and requirements throughout the month of October.

Commissioner Benetti asked, and was informed by the Executive Director that the new Finance Manager was performing well.

Section VI. Staff Reports:

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

The Operations Manager informed the Board the DHS-Child Welfare facility required repairs to the playground area. The Project Manager explained the issue, and stated that the District maintenance department worked to reconfigure the improperly installed playground tiles. Commissioner Benetti asked, and the Operations Manager answered that the repairs were done in-house.

The Operations Manager updated the Board on the tide gate leak at the Mangan Dike property. The Operations Manager discussed some of the possible causes, and stated that the District would provide further information at the next Board meeting. Vice-Chair Collins asked and was informed that the Operations Manager helped investigate the tide gates, and offered to assist with the repair.

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

The Executive Director stated that the District was interested in hiring a Lobbyist to represent the District for House Bill 2402-2. The House Bill would increase the aviation fuel tax by two cents (\$0.02), and eliminate the January 1, 2022, sunset on the current fuel tax. The Board discussed whether an increase in funds for the Rural Oregon Aviation Relief (ROAR) Grant would open the grant usage for Minimum Revenue Guarantees (MRG), and if funds from another entity could be used for MRG. After a discussion with the Director of the Oregon Department of Aviation (ODA), the Executive Director stated that many of Oregon's aviation organizations were against the fuel tax increase. The Executive Director stated, even though the District had already received the ROAR Grant for MRG, ODA requested the District resubmit the grant application under an accepted use, as the current grant couldn't be used for MRG, due to federal regulations. Commissioner Benetti asked, and was informed that the Lobbyist agreed to a month-to-month commitment, and would also represent the District on other issues. Commissioner Benetti asked and was informed that the Board was interested in hiring a Lobbyist.

The Board was informed that the Executive Director would meet with Embark Aviation to discuss United's winter air service fare structure, and to communicate with United regarding the Districts plan to acquire Portland air service.

The Board was informed that the Federal Department of Transportation (DOT) Small Community Air Service Development grant was to be awarded before the end of the year.

The Executive Director stated Bandon Dunes Golf Resort had not discussed the seasonal Denver air service with United, at this time.

The Board was informed that the United San Francisco winter air service schedule began October 28, 2019. The winter schedule decreased the number of days air service was provided to five (5) days a week; this excluded Tuesdays and Saturdays. Commissioner Pahls asked if United would change the website structure to advertise the District's winter schedule. The Executive Director stated it was unlikely, but the issue would be brought to Embark Aviation for a solution.

The Executive Director announced, starting October 2020, TSA will require that passengers provide the Oregon REAL ID to fly. A passport would also be accepted. Chair Mineau stated that the Oregon REAL ID would become available July, 2020.

The Executive Director negotiated a deduct with the contractor for the Airfield Electrical Project. The project's deduct costs were negotiated to three hundred and thirty-five thousand dollars (\$335,000). The Critical Oregon Airport Relief (COAR) Grant could be used to cover a portion of the Districts obligations for the remaining construction cost not covered by the FAA AIP grant.

The Board was informed that the design kickoff meeting for the new Aircraft Rescue and Firefighting (ARFF) facility would take place the following week. The Executive Director explained the project and the importance a creating a new access road for tenants on the airfield who would be isolated by the location of the ARFF facility.

The Executive Director stated that the BLM Seismic, Tenant Improvement and ABAAS Upgrade project was scheduled to go out to bid at the end of the month. The project's original cost estimates of one point eight million (\$1,800,000) was now projected to be three point three million dollars (\$3,300,000); the District would apply to increase the loan amount before the bid was awarded. Commissioner Benetti asked, and was informed that BLM would repay the loan over time through their monthly lease payments. Chair Mineau asked, and the Executive Director answered that the major increase from the preliminary to the current estimate was due to design changes.

Section VII. Action Items Requests:

Commissioner Benetti (Second Commissioner Bell) moved to approve Resolution 2019-11-01 to approve the Supplemental budget to the Construction fund. The Executive Director stated this request was due to the DHS Child Welfare built-to-suit project exceeding the projects close date by approximately eighteen (18) months. The District Legal Counsel stated that this did not need Budget Committee approval because the change was less than ten percent (10%) of the General Fund. Motion passed.

Commissioner Benetti (Second Commissioner Bell) moved to approve Resolution 2019-11-02 to authorize the Transfer to Appropriations between the General Fund and the Construction Fund, contained in the District Budget for FY 2019/20. Motion passed.

Commissioner Bell (Second Vice-Chair Collins) moved to ratify AIA Construction Document B221 – Service Order for Airfield Electrical & Marking Improvements. Commissioner Benetti asked and was informed that the agreement was reviewed by the District Legal Counsel. Motion passed.

Commissioner Bell (Second Commissioner Pahls) moved to approve AIA Agreement for Preliminary ARFF design. The Executive Director explained the preliminary agreement was for the architect to begin the ARFF Facilities design process for the FAAs approval. The Board asked and was informed the agreement was prepared by the District Legal Counsel. Motion passed.

Section VIII. Commissioner Comments:

Commissioner Pahls was welcomed to the Board.

The Executive Director commended the Executive Assistant for the great work performed in assembling the Board agenda in such a short time.

The next regular Board Meeting was to take place on December 19, 2019.

Section IX. Public Comments:

There were no public comments at this time.

Adjourn to Executive Session 8:35 a.m.

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

Commissioner Benetti (Second Vice-Chair Collins) moved to approve a 3% wage increase to the Executive Director's employment agreement, beginning November 30, 2019. Motion passed.

Adjourn at 8:41 a.m.