

**COOS COUNTY AIRPORT DISTRICT**  
REGULAR BOARD MEETING  
Thursday, November 15, 2018.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, November 15, 2018 at 7:30 a.m., in the District Boardroom.

**CALL TO ORDER:** Vice-Chair Benetti called the meeting to order.

**COMMISSIONERS PRESENT:**

Joe Benetti, Vice-Chair;  
Helen Mineau, Commissioner;  
John Briggs, Commissioner;  
Mike Lehman, Commissioner;  
James Martin, District Legal Counsel.

**ABSENT:** Jon Barton, Chair.

**STAFF PRESENT:** Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Rick Skinner, Project Manager; Tara Pierce, Account Manager.

**MEDIA AND GUESTS PRESENT:** Gerry Boldt, CH 14; Kevin Mulcaster, Mead & Hunt; Jason Mault, Kyle Electric, Brandy Mault, Kyle Electric.

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Mineau.

**Section I. Review of Minutes: October 18, 2018 Board Meeting:**

Upon a motion by Commissioner Lehman (Second Commissioner Mineau), the minutes of the October 18, 2018, regular Board meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices through November 14, 2018, in the amount of \$1,087,199.51. Upon a motion by Commissioner Mineau (Second Commissioner Lehman), the invoices through November 14, 2018, in the amount of \$1,087,199.51 were approved.

### **Section III. Finance Report:**

The Account Manager approached the Board to discuss the finance report by summarizing the Coos County Airport District's (CCAD) fund resources and requirements, throughout the month of October. The Account Manager mentioned that the District is 33% of the way through the 2018/19FY budget cycle and expectations were that both the revenue and expenditures would be within budget. The District's General Fund operational income was at 45% of budget while requirements were at 25%. All fund expenses were at or below the 33% threshold, while all fund revenue were at or above the 33% threshold. Additionally the Executive Director mentioned that the District had received a reimbursement check from Swinerton Builders for costs associated with the inspection of the DHS CW/SSP building.

### **Section IV. Discussion Items:**

The Executive Director spoke with the Board about approving the repair to the 65' boom lift. The Board discussed several options, including repairing the existing lift, leasing a lift, buying another used lift or purchasing a new lift.

The Executive Director asked the Board to table the replacement of the two (2) fire hydrants on District property, until additional information was gathered on the feasibility of refurbishing the existing ones. The Board discussed the issue and didn't see the reason to table the motion.

The Executive Director addressed the Board to give the Executive Directors report. The Board had approved the Government Services Administration (GSA) Bureau of Land Management (BLM) lease agreement, at the last board meeting, contingent on Legal Counsel review and final negotiations. Legal Counsel completed the negotiations and the District had received the final lease.

The GSA Transportation Security Administration (TSA) lease agreement was also received and on the agenda for approval.

The District issued a Request for Qualifications for the seismic upgrades and tenant improvement project for the BLM facility. The District received two (2) submittals and asked that the Board approve a selection.

The Small Community Air Service Development (SCASD) grant is to be announced in December, 2018. Submittals are due in January, 2019 and the grant awarded in May, 2019. An motion to hire Volaire Aviation to produce the grant application, was on the agenda for approval.

The Executive Director informed the Board that District staff attended the Regional Air Service Conference in Portland, where air service to/from rural communities was discussed. Additionally, the Executive Director met with BOOST Southern Oregon to enlist their help with funding a revenue guarantee for air service from North Bend to Portland. BOOST has already organized an event that was positively received by the community. An air service committee was also recommended to help in obtaining stakeholder commitments.

The District operates four (4) emergency generators which require scheduled planned maintenance. Every three (3) years the maintenance contract comes up for renewal and is on the agenda for approval.

#### **Section V. Action Item:**

Commissioner Lehman (Second Commissioner Mineau) moved to approve the Coos Bay-North Bend Water Board to replace two (2) fire hydrants, located on East Airport Way, in the amount not to exceed \$12,000. Vice-Chair Benetti asked and was informed that the water board was the sole source for the work. Motion passed.

Commissioner Mineau (Second Commissioner Briggs) moved to approve the Peterson Machinery Co. Emergency Generators Maintenance Service Contract for three (3) years, in the annual amount of \$5,280. Motion passed.

Commissioner Briggs (Second Commissioner Mineau) moved to approve Resolution 2018-11-01 authorizing the conditional commitment of funds for the BLM facility tenant Improvement allowance, in the amount of \$452,080. Motion passed.

Commissioner Lehman (Second Commissioner Mineau) moved to approve the selection of HGE Inc for Architectural, Engineering and Design Services for the BLM seismic upgrades and tenant improvements, subject to approval by legal counsel. Vice-Chair Benetti inquired as to whether District Legal Counsel or Perkins Coie would handle the contract, which remained undetermined at that time. Motion passed.

Commissioner Lehman (Second Commissioner Briggs) moved to approve the GSA lease agreement for TSA office space in the terminal located at 1100 airport lane, in the annual amount of \$26,614.56. Motion passed.

Commissioner Mineau (Second Commissioner Briggs) moved to approve Volaire Aviation Consulting to write an application for Small Community Air Service

Development Grant funding, in the amount of \$5,500. Commissioner Lehman voiced concerns over hiring a consultant, who just recycles the same information each year in the grant application. The Executive Director stated that Volaire Aviation has been very attentive to the District's needs. Additionally, the government wants the technical data that's obtained from having a consultant involved in the application process. Motion passed.

Commissioner Lehman (Second Commissioner Mineau) moved to repair the Genie 65' boom lift at an estimated cost of \$12,311.48, by Petersen Machinery Company. Vice-Chair Benetti inquired and was informed that the boom lift will have to be sent out of town for the repair. Motion passed.

## **Section VI. Commissioner Comments:**

The next regular board meeting is scheduled for December 20, 2018.

The Board moved the December 11, 2018 Workshop Meeting to sometime in February.

Commissioner Lehman stated that the District should have a list of eligible projects already designated, in case discretionary funding becomes available from the FAA. The Account Manager informed the Board that the District had applied for discretionary funding. Kevin Mulcaster added that there were 2,100 applications totaling \$10.2 billion, with only \$800 million in discretionary funds available for FAA projects.

## **Public Comments:**

Jason Mault from Kyle Electric addressed the Board to discuss the retention still remaining on the DHS CW/SSP build to suit project. Subcontractors were pressuring Kyle Electric for payment, since it had been close to a year since their part to the project had been completed. District Legal Counsel offered to provide additional information and an update, after the Board Meeting concluded. The Vice-Chair stated that the District was working towards resolving the issue.

Kevin Mulcaster, the airport engineering manager from Mead & Hunt, updated the Board on the state of the Runway Safety Area (RSA) Airport Improvement Program (AIP) project. Mead & Hunt had a team onsite to kick off the Environmental Assessment (EA) for the RSA. The team was working on wetland delineations, cultural surveys and biological assessments. The project is scheduled to be

completed in December 2020. Kevin Mulcaster provided the Board with an overview of the work to be done, including filling in .5 acres of the bay at the end of Runway 4, reconstruction of the apron, removal of two (2) taxiway connectors and relocation of a third. The project also includes selection of a location for the new Aircraft Rescue and Fire Fighting (ARFF) station and fixing issues resulting from the airport classification being changed from B-III to C-III.

**Adjourned to Executive Session at 8:07 a.m.**