

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, July 21, 2022

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, July 21, 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, via Conference Call;
Jason Bell, Commissioner;
Joe Benetti, Commissioner.

ABSENT: None.

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.

MEDIA AND GUESTS PRESENT: John Meynick, Coos County Resident; Ken Bonetti, Coos County Resident; Dan Salyer, CH14.

Section I. Review of Minutes: June 23, 2022:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the June 23, 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 June.

The Board was informed that the Year End Budget had been finalized. The District finished the 2021/22 fiscal year within budget in all of the funds and in all appropriated areas.

The Airport Use Fees received for June were approximately \$24,625, with the annual total being \$417,310.

Section III. Review of Invoices:

The Board reviewed new invoices through July 20, in the amount of \$349,707.83. Upon a motion by Vice-Chair Collins (Second Commissioner Bell), the invoices through July 20 in the amount of \$349,707.83 were approved.

Section IV. Staff Reports:

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

The Operations Manager noted that due to the demolition of the Maintenance shop, the District Maintenance Staff had relocated equipment to several designated buildings across District property.

The Board was reminded that the Apartments and Maintenance Shop were slated for demolition, which would be completed by the end of the following week. Commissioner Benetti asked, and was informed that Johnson Rock would be performing the demolition.

The Operations Manager stated that the TSA's baggage belt system would be upgraded with a CT-80 X-ray machine that can scan larger bags, such as golf bags. This would save valuable time by alleviating the need for the bags to be searched manually by TSA personnel. The new system should be operational no later than the following Wednesday.

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

The Executive Director cited that both the San Francisco and Denver service load factors were at seventy-six percent (76%) full.

The Executive Director encouraged the Board to participate in the SDIS Best Practices program. With the Board's participation, the District could potentially save ten percent (10%) off the District's liability insurance premium.

The Executive Director updated the Board on the Aircraft Rescue and Fire Fighting (ARFF) Facility project. The punch list had been finalized, and the bay doors remained an issue. The Project Manager mentioned that the construction crew was working on the punch list items.

The Executive Director stated that the original contractor for the BLM Tenant Improvement project did not want to participate in the additional work, which included painting the outside of the facility, gutter and interior door replacement, as well as Velcro strapping for the electrical conduit. The District had sent out a Request for Bids for the majority of the projects and intended to have District staff replace the gutters. The General Services Administration (GSA) would reimburse the District for the projects. Commissioner Benetti asked, and was informed that the Project Manager and the Operations Manager were sharing the project's responsibilities.

The Executive Director announced that there had been movement on the Apron Expansion project, vehicles and heavy equipment had been staged, and buildings were starting to be removed. It was mentioned that the lower dog park would be permanently closed; however, the upper dog park would remain open until the space was needed for Airport use.

The Board was informed that the District had not received any communication from the City of North Bend regarding the North Bend Senior Center lease.

The Gold Star Communication lease would be presented at the following Board meeting.

The Executive Director informed the Board that the District had received requests for information regarding recent security breaches. The District had no intention of releasing that information, as it could potentially expose any District security vulnerabilities. The District has a zero-tolerance policy for overnight camping and parking on Airport property. Additionally, there were no plans to continue with the Fencing project at this time; future discussions would occur if and when a timeline was formed.

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:

There were no Action Items at this time.

Section VII. Commissioner Comments:

The next regular Board meeting was to take place August 15, 2022.

Section VIII. Election of Officers:

Vice-Chair Collins (Second Commissioner Bell), nominated Helen Mineau for Chair of the Coos County Airport District Board of Commissioners. Motion passed.

Chair Mineau (Second Commissioner Benetti), nominated Michael Collins as Vice-Chair of the Coos County Airport District Board of Commissioners. Motion passed.

Public Comments:

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

Adjourn to Executive Session at 7:51 a.m.