

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, May 19, 2022

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, May 19, 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, via conference call;
Brent Pahls, Commissioner;
Jason Bell, Commissioner, via conference call;
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.

MEDIA AND GUESTS PRESENT: Jason Traylor, Coos Aviation; Ken Bonetti, Coos County Resident; Paul Poresky, Coos County Resident; Karen Lyons, NB Senior Center; Jim Behrends, NB Senior Center; Adeline Leard, NB Senior Center; Dan Salyer, CH14.

Section I. Review of Minutes: April 21, 2022:

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the minutes of the April 21, 2022 regular Board Meeting were approved.

Section II. Finance Report:

The Executive Assistant addressed the Board to give the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of March.

All expenditures through April 30 were within budgeted amounts, and the Airport Use Fees for April were approximately \$12,485. The District received an incentive check from Energy Trust of Oregon in the amount of \$1,943.74 for the energy efficiency efforts in the construction of the Aircraft Rescue and Fire Fighting (ARFF) Facility. The Budget Committee meeting on May 4 went well, and the Budget Hearing would occur just before the next Regular Board Meeting.

The Board was informed that the District's auditors recommended that the District use a company called DebtBook to help with the GASB87 lease requirements. DebtBook would also aide the District with GASB96 lease requirements the following year.

The Executive Assistant stated that the Board was required to participate in the Special District Association Best Practices Board Training before November of this year for the District to receive discounts on the property insurance rate.

Section III. Review of Invoices:

The Board reviewed new invoices through May 18, in the amount of \$467,692.21. Upon a motion by Commissioner Pahls (Second Commissioner Bell), the invoices through May 18 in the amount of \$467,692.21 were approved.

Section IV. Staff Reports:

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

The Board was informed that the Apartment Demolition was on the agenda for Board approval. The asbestos survey has been completed, and the abatement would be going out to bid shortly.

The District hosted the annual mass casualty tabletop exercise with a scenario involving an insider threat with an explosive device. Many agencies were involved, including local police, TSA, SkyWest agents, and a bomb squad from Central Point.

The Operations Manager stated that the new baggage belt would be installed at the beginning of June.

The Operations Manager mentioned that the HVAC issues at the Tower had been resolved; however, the DHS Child Welfare facility needed a replacement piece which was in transit.

The Board was informed that the Runway Safety Action Team (RSAT) meeting took place last Tuesday. The RSAT meeting was a requirement for the Tower, and any airport entity is welcome to join.

The Operations Manager noted that the newest Operations Agents were finishing up the EMR training and would be able to stand ARFF duty within the next two (2) weeks.

The Operations Manager revealed that demolition of the Maintenance Shop was on the agenda for Board approval. The asbestos removal was authorized at a previous Board meeting.

The Board was notified that the annual ARFF Truck inspection had been completed. Each of the three (3) ARFF Trucks were tested at the highest capacity, and two (2) pump valves needed replacing; regardless, each truck passed inspection.

The Project Manager updated the Board on the progress of the ARFF Facility project. The floor in the kitchen had cosmetic cracking, and the District intended to pay for new flooring to make it visually pleasing. The Project Manager informed the Board of severe cracking in the new apron concrete just east of the ARFF Facility and that it would need to be removed and replaced to meet FAA specifications. Vice-Chair Collins asked, and was informed that the contractor would replace everything from expansion-joint to expansion-joint to avoid further damage to other parts of the concrete; the slab was eight (8) inches thick.

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

The Executive Director announced that the San Francisco Air Service daily flights resumed on May 4. The seasonal Denver flight began on May 8, and run through September 28.

The Board was informed that Coos Aviation intended to install a 12,000 gallon Jet-A tank in the fuel farm, due to the increase in air traffic.

The Executive Director shared the District's plan to make the ARFF Facilities finishes more esthetically pleasing, which included painting of the plywood walls and adding trim finishes.

The Executive Director stated that the District needed an Amendment to the BLM Seismic Upgrades and Tenant Improvements project contract before reimbursement was received. The Amendment was for the painting of the BLM Warehouse, which would be fully funded by the General Services Administration (GSA). The painting would likely take place in July and August.

The Executive Director gave a status report on the Apron Expansion project. The Executive Director recommended that the Board approve the environmental abatement for the Apartments and Maintenance Shop; however, the demolition would not begin until the District received the Connect Oregon VIII grant offer. The Board was informed that the District had hired 24/7 security for the Apartments to prevent anyone from entering the building before demolition could occur. The Executive Director mentioned that the dog park would be closed during the asbestos removal and demolition to avoid any potential harm to the public. Commissioner Benetti asked, and the Executive Director explained the funding resources for the project. It was noted that the Maintenance department would be displaced after the demolition and the District's solution involved relocating to other District properties.

The Board was presented a hangar design proposal from Southport Management Co. for the construction of corporate hangars on the South Ramp. The District would present an

agreement to the Board next month. Vice-Chair asked, and was informed that the project had not yet reached the permitting stage.

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.

The District Legal Counsel recommended rewording the Amendment to the Executive Directors Employment Agreement to clarify that the changes to the agreement were not contingent on the continuing employment of the Executive Director and effective as of the Board meeting.

Section VI. Action Items:

Commissioner Bell (Second Commissioner Pahls), moved to approve the Amendment to the Executive Directors Employment Agreement, as revised by the District Legal Counsel. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to ratify amendment #1 to the T-O Engineers work order 22-01 for Reconstruction and Apron Expansion Design in the amount of \$33,888.26. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve Johnson Rock Products to demolish the building located at 1406 W Airport Way in the amount of \$87,807.24. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve Johnson Rock Products to demolish the building located at 1390 W Airport Way in the amount of \$65,179. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve resolution 2022-05-01 authorizing the acceptance and execution of FAA Grant offer for the Airport Improvement Project #3-41-0041-051-2022. The Board was informed that the grant had not yet been awarded. Motion passed.

Section VII. Commissioner Comments:

The Executive Director wanted to recognize the many achievements throughout the Operation Manager's thirty (30) year career, and commended the Operations Managers' dedication. Chair Mineau awarded the Operations Manager with the title of Coos County Airport District Fire Chief.

The next regular Board meeting is scheduled for June 23, 2022.

Public Comments:

Mr. Behrends and Mrs. Lyons, from the North Bend Senior Center, approached the Board to request the District's cooperation with the City of North Bend to renew the Senior Center lease.

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

Adjourn to Executive Session at 8:30 a.m.