

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, October 21, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, October 21, 2021, 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;
Joe Benetti, Commissioner;
Brent Pahls, Commissioner.

ABSENT: Michael Collins, Vice-Chair; Jason Bell, Commissioner.

COUNSEL PRESENT: Patrick Terry, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant.

MEDIA AND GUESTS PRESENT: Fred Messerle, Messerle & Sons; Mark Klang, Observation Without Limits (OWL); Dan Salyer, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Benetti

Section I. Review of Minutes: September 23, 2021:

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the minutes of the September 23, 2021 regular Board Meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through October 20, 2021, in the amount of \$866,576.32. Upon a motion by Commissioner Pahls (Second Commissioner Benetti), the invoices through October 20, 2021, in the amount of \$866,576.32 were approved.

Section III. Finance Report:

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

Commissioner Benetti asked, and was informed that the Personnel Services annual budgeted amount of \$1.6 million was allocated for employee weighted payroll; however, it may be lower due to employee shortages.

The Board discussed whether the District would be able to negotiate a lower payment for the interest associated with a previous loan from the State of Oregon.

The Aircraft Rescue and Fire Fighting (ARFF) Facility project was slated to be completed in December 2021.

The BLM Seismic Upgrades and Tenant Improvements project was expected to be completed in November 2021.

Section IV. Special Presentations:

Fred Messerle, of Messerle & Sons, approached the Board to discuss the scope of the Tree and Brush Removal project. Mr. Messerle explained that the next phase of the project included marking and removing the majority of the trees, and deciding on the best option for the disposal of leftover material. The Board discussed the future use of the land, and the steps to be taken to notify the public. The Executive Director stated the District intended to hold two (2) public meetings in November to inform local area residents of the District's intent.

The District is required to report any ship traffic transiting across the approach end of Runway 5, that exceed the 150 foot height limit. Staff must notify the FAA's Seattle Center when any large tanker/cargo vessels are between buoy 15 and buoy 20, no matter what time of day or night. A ground radar system could assist with tracking and notification, thereby alleviating the need for District staff to be on site. Several radar systems were researched and Observation Without Limits (OWL) was contacted to provide a presentation on the topic to the Board. Mark Klang, of OWL, approached the Board and gave a brief history. Mr. Klang explained what digital radar solution products were, and described specific features and functions of each product. The Board discussed the products and the District's ship monitoring requirements, and Mr. Klang recommended a product that would best suit the District's needs.

Section V. Staff Reports:

The Board was offered a written presentation of the Operations Manager's Report summarizing the airport operation and maintenance issues that occurred over the past month. Commissioner Benetti asked, and was ensured that future reports would include associated costs of any projects discussed in the report.

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

The Board was informed that the meeting between Alaskan Airlines and the District, held at the beginning of October, went well. The Executive Director stated that although the meeting seemed successful, a pilot shortage could hinder the District's ability to acquire a Portland flight.

The Executive Director explained that the District had been sent, and fell prey to a fraudulent email. The District was able to recover the majority of the funds lost. The Board discussed where the fraudulent email originated and who would be responsible for recovering the lost funds. The Executive Director stated that the District would tighten the invoice processing procedures to avoid any future scams.

The Executive Director noted that the American Legion building would be demolished by the end of the following month.

The Executive Director stated that a landscaping company was hired to help the District's maintenance staff maintain the District's landside tenants' grounds.

The Board was informed that mediation between the District and the State of Oregon would occur the following day, regarding the rental rate of the DHS Child Welfare facility and any back payment owed.

The Executive Director noted that the District was eligible to apply to this year's Connect Oregon grant program, which closes at the end of the month. The District is applying for a \$3M grant to help fund the construction of a Cargo and Seafood Transfer Facility. Commissioner Benetti mentioned that the grant had a thirty percent (30%) match, with the District's out-of-pocket cost potentially being nine hundred thousand dollars (\$900,000).

Section VI. Legal Discussion of Action Items:

The District's Legal Counsel informed the Board of any legal aspects associated with the approval of the Action Items.

Section VII. Action Items:

Commissioner Pahls (Second Commissioner Benetti), moved to approve resolution 2021-10-01 authorizing the Executive Director to apply to the Connect Oregon Grant program for the construction of a cargo and seafood transfer facility. Commissioner Benetti stated the transfer facility could accommodate other local businesses other than seafood. Motion passed.

Commissioner Benetti (Second Commissioner Pahls), moved to authorize the Executive Director to accept or reject the DHS settlement agreement. Motion passed.

Section VIII. Commissioner Comments:

The next regular Board meeting was to take place November 18, 2021.

Public Comments:

There were no public comments at this time.

Adjourn at 9:10 a.m.