

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, September 19, 2019

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, September 19, 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:** Jon Barton, Commissioner.

**COUNSEL PRESENT:** James Martin, District Legal Counsel.

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

**MEDIA AND GUESTS PRESENT:** Dan Salyers, CH14; Jeff Marineau, Coos County Citizen.

**PLEDGE OF ALLEGIANCE:** led by Commissioner Benetti.

**Section I. Special Discussion Items and Action Items:**

The Executive Director stated the District was considering a marketing partnership with Travel Southern Oregon Coast (TSOC), an organization that marketed the Southern Oregon Coast as a tourist destination. Commissioner Benetti addressed the Board to discuss the importance of the partnership, and the value of the marketing network TSOC offered.

Commissioner Benetti (Second Vice-Chair Collins) moved to approve the partnership with Travel Southern Oregon Coast's network for the 2019/2020 fiscal year in the amount of \$5,000.00. Motion passed.

Commissioner Benetti (Second Commissioner Bell) moved to increase the marketing contract with Travel Southern Oregon Coast to \$50,000.00 in the 2020/2021 fiscal year, pending Executive Director and the District Legal Counsel approval. Motion passed.

The Executive Director notified the Board of an easement request for the creation of a roadway. Mr. Marineau, representing the property investor, informed the Board of a possible apartment project adjacent to District property and discussed details of the potential roadway. Mr. Marineau stated the investor would provide the roads' maintenance, and proposed giving the District thirty thousand dollars (\$30,000.00) as compensation for the easement. The Board discussed the effects of the easement on possible future development in the Districts Business Park area.

Commissioner Benetti (Second Commissioner Bell) moved the District move forward in attempting to grant the easement to Mr. Marineau, pending FAA approval. Motion passed.

Commissioner Benetti left the Board Meeting due to a prior engagement.

## **Section II. Review of Minutes: July 25, 2019, and August 15, 2019 Board Meeting:**

Upon a motion by Commissioner Bell (Second Vice-Chair Collins) the minutes of the July 25, 2019, regular Board Meeting were approved.

Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the minutes of the August 15, 2019, regular Board meeting were approved.

## **Section III. Review of Invoices:**

The Board reviewed new invoices through September 19, 2019 in the amount of \$278,088.50. The Board previously approved the payment schedule for the DHS Child Welfare built-to-suit roof replacement project; the Executive Director reminded the Board a payment would be submitted within the next ten (10) days. Upon a motion by Vice-Chair Collins (Second Commissioner Bell), the invoices through September 19, 2019 in the amount of \$278,088.50 were approved.

## **Section IV. 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 August.

The Executive Director asked, and the Board answered that they would like to continue receiving the Airport Usage Graphs in the Board Meeting presentation.

## **Section V. Staff Reports:**

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

The Operations Manager explained the history behind the dike located on the Mangan property, and informed the Board of the ongoing responsibility that the District has to provide annual maintenance. The Board discussed the Mangan Dike's perpetual maintenance agreement and that the District has fulfilled its obligation for this summer season.

The Board was notified that the annual Veterans Stand Down event, that took place in the Commercial Hangar, was successful.

The Operations Manager stated the runway and taxiway touchup painting, performed by the Maintenance Team, was near completion for the dry season. The touchup paint needed to take place before the annual FAA Part 139 Inspection scheduled for January. The Executive Director explained that performing the runway and taxiway painting in-house cost significantly less than hiring a contractor through the FAA.

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

The Board was notified that last week the Executive Director gave an Air Service presentation at the Bay Area Chamber of Commerce Wednesday Business Connection (WBC).

The Executive Director stated that United Airlines was considering increasing winter air service for San Francisco from four (4) to five (5) days a week from November to March.

The Board was informed that the seasonal Denver air service ended on October 2, 2019. The air service was up twenty percent (20%) from the previous year.

The Executive Director stated the contract for Embark Aviation, a company that helped airports acquire air service, was awaiting Board approval. The District's chance for receiving the Small Community Air Service Development (SCASD) Grant increased due to Embark Aviation acquiring a letter of support from Contour Airline. The District had received the Rural Oregon Aviation Relief (ROAR) Grant last June, but the Oregon Department of Aviation (ODA) recently discovered that the ROAR Grant could not be used for air service revenue guarantee. The Executive Director was hopeful ODA would find a way to make the ROAR Grant work for the District's air service revenue guarantee.

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 the Oregon REAL ID would become available July 2020.

The Airfield Electrical project was funded ninety-three-point seventy-five percent (93.75%) by the FAA, and six-point twenty-five percent (6.25%) by the District. The project would not begin until the spring of 2020 due to the approaching winter weather.

The Aircraft Rescue and Fire Fighting (ARFF) Facility project was funded ninety-three-point seventy-five percent (93.75%) by the FAA, and six-point twenty-five percent (6.25%) by the District. The funds did not include pavement for the staging area, parking lot, or other outside amenities.

The ninety-five percent (95%) design portion for the BLM Seismic, Tenant Improvements and ABAAS Upgrades project was completed. The project's cost estimate came in higher than the preliminary, and the District was working towards getting the project within budget.

The DHS-Child Welfare built-to-suit roof project was scheduled to be completed mid-October.

The Executive Director notified the Board that the District's liability insurance had been renewed.

The Board was informed that the discussion on the pollution control liability insurance would be tabled indefinitely. The District Legal Counsel stated that the District would have the appropriate pollution coverage during construction projects.

## **Section VI. Discussion Items:**

The Property Agent informed the Board that the District had been approached by Triple J Auto asking for a one (1) year land lease with renewal options, for a monthly rate of one hundred and twenty-five dollars (\$125.00). Triple J Auto requested the Board consider funding the construction of a fence for the leased property.

The Executive Director asked the Board to consider increasing the signatory cargo carriers landing fee to three dollars (\$3.00) per one-thousand (1,000) pounds. The request would bring the signatory cargo carriers landing fee to fair market value.

The Executive Director stated the Oregon Department of Aviation (ODA) informed the District that the Rural Oregon Airport Relief (ROAR) Grant received last June could not be used for air service revenue guarantee. Bandon Dunes had provided the revenue guarantee for the Denver air service and the San Francisco winter air service. The Executive Director requested the District apply for the ROAR Grant specifically to support the revenue guarantee for the San Francisco air service.

The Executive Director announced Commissioner Barton would be resigning at the end of October 2019. The District Legal Counsel stated a temporary appointed Board member would hold the vacant seat until the May 2021 election, and explained the election process.

### **Section VII. Action Items Requests:**

Commissioner Bell (Second Vice-Chair Collins) moved to approve resolution 2019-09-01, authorizing the Executive Director to submit an application with the Oregon Department of Aviation's Rural Oregon Airport Relief Grant program in support of a minimum revenue guarantee for San Francisco air service, five (5) days a week from November to March. Motion passed.

Commissioner Bell (Second Chair Mineau) moved to approve resolution 2019-09-02 setting landing fees for signatory cargo carriers at \$3.00 per 1,000 pounds minimum gross landing weight, effective September 19, 2019. The Executive Director explained that two (2) cargo companies land at the District, and the increase for signatory cargo carriers would be minimal. Motion passed.

Commissioner Bell (Second Vice-Chair Collins) moved to approve the Triple J Auto Land Lease, subject to attorney approval. Commissioner Bell asked, and Chair Mineau answered that the Action Item did not include the installation of the fence. Vice-Chair Collins asked, and the Executive Director answered that the lessees in the Virginia parking lot area were currently month-to-month, and the stipulations of the leases could be reviewed. Motion passed.

Commissioner Bell (Second Vice-Chair Collins) moved to approve the Embark Aviation Agreement. After reviewing the agreement, the Board questioned how the monthly worked hours would stay within the allotted amount, and agreed to add a stipulation to the action item. Vice-Chair Collins (Second Commissioner Bell) moved to approve the Embark Aviation Agreement, subject to the addition of a 40 hours per month provision based on the attorney recommendation. Motion passed.

Vice-Chair Collins (Second Commissioner Bell) moved to award the electrical contract in the amount of \$3,862,492.00. Motion passed.

Commissioner Bell (Second Chair Mineau) moved to approve the Douglas Fast Net (DFN) agreement. The Executive Director explained the Board previously approved the repairs to the facility, contingent of DFN entering into an agreement to reimburse the District. Motion passed.

Vice-Chair Collins (Second Commissioner Bell) moved to approve the AirPac Airlines agreement. Motion passed.

Vice-Chair Collins (Second Commissioner Bell) moved to approve the purchase of the Kyocera S551cl Printer/Copier in the amount of \$5,696.00. The Executive Assistant explained the District's Sharp Printer/Copier was twelve (12) years old and required monthly maintenance. Motion passed.

**Section VIII. Commissioners Comments:**

Commissioner Bell thanked the District for allowing Bay Area Hospital to host the Witty Event at the Terminal.

Commissioner Bell would not attend the October 17, 2019 Board Meeting.

Chair Mineau clarified that a recent publication claiming an aircraft crash took place at the District was false.

The next regular Board Meeting is to take place on October 17, 2019.

**Section IX. Public Comments:**

There were no public comments at this time.

**Adjourn to Executive Session 9:06 a.m.**