

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, July 22, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, July 22, 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;
Michael Collins, Vice-Chair;
Joe Benetti, Commissioner;
Brent Pahls, Commissioner;
Jason Bell, Commissioner.

ABSENT: None.

COUNSEL PRESENT: Patrick Terry, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Mihai Smighelschi, Deputy Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Cindy Henson, Finance Manager.

MEDIA AND GUESTS PRESENT: Julie Miller, Travel Southern Oregon Coast (TSOC); Barb Dunham, TSOC; Halle McGee, TSOC; Jason Traylor, Coos Aviation; Dan Salyer, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Bell.

Section I. Swearing in of Newly Elected Commissioners:

The District Legal Counsel swore the Newly Elected Commissioners, Joe Benetti and Brent Pahls, into office at the Coos County Airport District.

Section II. Election of Officers:

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

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

Commissioner Pahls (Second Vice-Chair Collins), nominated Joe Benetti as the Secretary-Treasurer of the Coos County Airport District Board of Commissioners. The Board asked, and the Executive Assistant explained the duties of each of the Board Member positions. Motion passed.

Section III. Review of Minutes: June 17, 2021:

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the minutes of the June 17, 2021 regular Board Meeting were approved.

Section IV. Review of Invoices:

The Board reviewed new invoices through July 21, 2021, in the amount of \$747,478.89. Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the invoices through July 21, 2021, in the amount of \$747,478.89 were approved.

Section IV. Finance Report:

The Finance Manager approached the Board to review the Finance Report.

The Finance Manager announced that the Airport Use Fees received for the 2020/21 Fiscal Year were the highest in the District's history, totaling \$394,476. The Board was informed that the District received a portion of unpaid lease payments from Hertz Rental Car that the District had recently written off, due to bankruptcy. The Finance Manager stated that the Banner Bank loan reflected two months' payments because of when the due dates fell. Commissioner Benetti asked, and the Executive Director stated that the District would attempt to refinance the Banner Bank Loan to acquire a lower interest rate.

Section VI. Staff Reports:

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

The Operations Manager announced that District Staff had been allowed to attend live burn training in Dallas, for essential Aircraft Rescue and Fire Fighting (ARFF) Training, for the first time since the start of the pandemic. The Operations Manager explained the importance of these trainings, and provided details of necessary ARFF equipment—including all three (3) ARFF Trucks.

The Operations Manager revealed that the VolleyCart Facility project was nearly complete.

The Operations Manager noted that BLM Stormwater Catch Basin, that had failed due to age about a month ago, had been repaired.

The Board was informed that the Pilot Controlled Lighting failed due to corrosion. The Operations Manager explained the function and operation of the unit, and stated that a

temporary repair was in place until the District received the replacement parts. Vice-Chair Collins asked, and the Operations Manager stated it would be approximately two (2) weeks before the District received the replacement parts. Commissioner Bell asked, and the Operations Manager answered that the Pilot Controlled Lighting was a part of the twice-daily Operations Checklist.

Julie Miller and Halle McGee, of Travel Southern Oregon Coast (TSOC), approached the Board to enlighten the District on the organization's successes, and upcoming projects—including past and future San Francisco Travel Adventure shows, the Whiskey Run bike trails in Bandon, and the newly constructed ADA kayak launch at Eel Lake. Furthermore, a potential marketing partnership between the District and TSOC was discussed. Vice-Chair Collins asked, and was informed that TSOC did not assist with the marketing for the UTV Dune Takeover that recently took place in Lakeside. The Board discussed marketing options and ideas with TSOC.

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

The Executive Director noted that the Denver flight started June 6; the Denver and San Francisco routes used a seventy (70) passenger Embraer 175. Commissioner Benetti asked, and the Executive Director explained that the San Francisco revenue guarantee only applied to the winter schedule.

The Executive Director stated that Alaskan Airlines expressed an interest in providing the Portland flight. The District's advantage was in our ability to change staff responsibilities to cover vital roles for air service, including baggage handling and gate operations. While there was a national fuel shortage, Jason Traylor, of Coos Aviation, stated that Coos Aviation was handling it well.

The Board was informed that the District held summer Aviation Camps for North Bend High School students. There was more information provided on the event in the Newsletter written by a District Operations Agent. The previous Newsletters covered special events taking place at the District, including the Young Eagles events.

The Executive Director mentioned that the ARFF Facility project had a completion date of October 16.

The Board was informed that the BLM Seismic Upgrades and Tenant Improvements project had a completion date of October 27.

The Executive Director informed the Board that the FAA was involved with the demolition process of the American Legion building, which should take place in September. The Board would be given the demolition bids at the next Board Meeting.

The FedEx and VolleyCart facilities were set to be demolished in December; however, the FedEx tenant requested a lease extension until February 2022. The Board would be updated on the District's decision to either extend the lease or relocate the FedEx tenant.

The Board was informed that a demolition date for the Apartments had not been set due to the need to relocate tenants; although, most of the Apron Expansion project could take place with the building standing.

The Executive Director informed the Board that Beta Technologies was interested in funding the construction of a charging station for electric aircraft. Commissioner Benetti asked and was informed that electric aircraft were currently being used by the military, and could potentially be available to civilians in 2024. The Board discussed the future of electric aircraft as the technology advanced.

The Executive Director stated that the Tree and Brush Removal project in the Business Park Area was to enhance public safety by removing fire fuel, and was being done according to Oregon State standards. The Board discussed the extent of the clearing, and Commissioner Benetti reiterated the importance of the Board's involvement in the project.

The Board was informed that the District received the latest of the advertised Covid relief funds in the amount of just over one million dollars (\$1,066,010). The Finance Manager noted the Board would need to accept the relief funds if the District intended on using the money in the 2021/22 Fiscal Year.

The Executive Director stated that the District applied for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for the Apron Expansion project. Commissioner Benetti asked, and was informed that the Grant would help fund the construction of a cargo facility that could accommodate the transfer of seafood. The RAISE Grant would be awarded in September.

Section VII. Legal Discussion of Action Items:

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

Section VIII. Action Items:

There were no Action Items at this time.

Section IX. Commissioner Comments:

Several Board members expressed an interest in the TSOC partnership. The next regular Board meeting was to take place Thursday, August 19, 2021.

Public Comments:

There were no public comments at this time.

Adjourn to Executive Session at 9:03 a.m.