

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, June 21, 2018.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, June 21, 2018 at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Chair Barton called the meeting to order.

COMMISSIONERS PRESENT:

Jon Barton, Chair;
Joe Benetti, Vice-Chair;
Helen Mineau, Commissioner;
John Briggs, Commissioner.

ABSENT: Mike Lehman, Commissioner; Amy Muenchrath, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Jennifer Groth, Public Information Officer (PIO); Rick Skinner, Project Manager; Tara Pierce, Finance Assistant.

MEDIA AND GUESTS PRESENT: Jim Innes, CH 14; JoAnn Conway, Furry Friends Therapy Dogs (FFTD); JoAnne Muss, Coos Coalition of Empire; Ruthe Gara Gnon, FFTD; Laure Jurgense, Friends of Coos County Animals; Andrew Knight, Coos Coalition of Empire; Kate Sharples, Pacific Cove Humane Society; Tom McConnell, Coos County resident; Wayne Scioto, Knights of Columbus.

PLEDGE OF ALLEGIANCE: Led by Commissioner Briggs.

Section I. Review of Minutes: May 17, 2018 Board Meeting:

Upon a motion by Vice-Chair Benetti (Second Commissioner Briggs), the minutes of the May 17, 2018 regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through June 20, 2018 in the amount of \$178,151.76. Commissioner Mineau mentioned that she had inquired with the

Coos County Airport District (CCAD) staff regarding some of the vendor payables that were listed in the invoices for this month and had received satisfactory responses. There were multiple expenses associated with staff training and development that were related to accounting programs that the Finance Assistant and the District Accountant had attended, along with a questionable pass-through maintenance expense for the Department of Human Services (DHS) Aging and People with Disabilities (APD) facility. Upon a motion by Commissioner Mineau (Second Commissioner Briggs), the invoices through June 20, 2018, in the amount of \$178,151.76 were approved.

Section III. Finance Report:

The Finance Assistant approached the board to discuss the finance report. The Finance Assistant reviewed the fund's resources and requirements for this fiscal year to date versus the estimation of where they would be at this point in the year and elaborated on various outliers within each fund. The Executive Director addressed the board to recap on the quarterly maintenance expense report, which is specific to each facility, that the board had requested during the last board meeting. Mentioning that the submitted form was a quick snapshot of the expenses for the first quarter of 2018. The Finance Assistant conversed with the board about the preliminary report and introduced the finalized break down that the board would see going forward which includes separate calculations for debt service, labor, maintenance, utilities, and capital expenditures. The Executive Director questioned and was told by the Finance Assistant that an increased labor percentage would be allocated to any facilities that had unusually high maintenance needs during the quarter.

The Executive Director spoke to the board about the Airport Owners and Pilots Association airport watchlist article that she had forwarded for their review. In consideration of this article, District staff had been asked to create a visual aide that depicts the General Aviation landings within the last 10-year span, separated by tier. While data was only available for the last 7 years, the graph showed that airport landings had not fluctuated much since the implementation of the Airport Use Fee policy.

Section IV. Discussion Items:

Mr. McConnell, a local Coos County resident, approached the board to discuss the possibility of obtaining approval for local volunteers to create and maintain a public access dog park on airport property. Mr. McConnell mentioned that there were multiple volunteers that have already voiced their willingness to maintain the site and would handle planting foliage, performing landscaping needs, providing

benches and signage, and any fencing that would be required. The Executive Director stated that this space could be a prime location for development at a later date and asked that the fencing be removable in case the need ever arose to relocate the park. The desired location is on a parcel of land that the CCAD is not currently utilizing for commercial development, where Oak Street and West Airport Way intersect. Commissioner Mineau stated that this was a very large area of land being used to accommodate a dog park and inquired about the other location options that had been explored. Mr. McConnell spoke with the board about some of the other spaces that had been considered, but ultimately determined that this area was the most viable option to accommodate their needs for a dog park due to the availability of a pre-installed water hook-up, plenty of off-street parking, and space to separate larger and smaller animals. Chair Barton questioned and was told by the Executive Director that District staff has already been tasked with looking into the legal and liability insurance requirements for this endeavor and that any approval would need to be contingent upon our insurance provider and legal counsel's findings along with the ability to obtain a conditional use permit from the City of North Bend. Mr. McConnell also mentioned that they would like to look into the possibility of removing the "No Parking Sign" that is posted on West Airport Way and that they would be willing to pay any fees associated with this or the conditional use permit. Chair Barton stated that he would be more willing to accept a proposal for the dog park after reviewing a written maintenance plan that was drafted by the volunteers that would be caring for the park. Vice-Chair Benetti (Second Commissioner Briggs) Moved to approve the dog park contingent upon the submittal of a formal proposal and a maintenance plan that meets the boards' expectations, insurance and legal counsel's review and approval, and a finalized conditional use permit from the City of North Bend. Chair Barton, Vice-Chair Benetti and Commissioner Briggs voted Yea, Commissioner Mineau abstained, Motion passed.

The Operations Manager addressed the board to give the Operations Report and quickly mentioned that despite the insufficient notice, the Wings of Freedom Tour was a success thanks to the CCAD staff's hard work and the cooperation of Coos Aviation's personnel.

The Operations Manager spoke with the board about some of the upcoming and current community events including; the annual Veteran's Stand Down being held inside the large hangar on August 17, the retirement of Commander Robert Workman who was the Operations Supervisor at the local United States Coast Guard station, and the City of North Bend's request to utilize an existing easement on airport property to install fiber-optic cables underground to provide internet access to the Waste Water Treatment Plant.

The Operations Manager mentioned to the board that the maintenance staff recently started working to repaint the exterior of the Business Enterprise Center (BEC) This project is scheduled to be completed within the next few months, then staff will start repainting the Oregon State Police Building (OSP). Chair Barton replied, stating that it is imperative that the proper prep work is completed for the BEC and that any deteriorated siding is replaced prior to painting. Chair Barton questioned and was told by the Operations Manager that the unmatched siding that was replaced due to water damage on the OSP Facility has made it necessary to repaint the exterior earlier than expected.

The Executive Director approached the board to give the Executive Director's Report. The Executive Director shared the preliminary findings from the Building Envelope Technology and Research (BET&R) inspection of the DHS Office Facility's roofing system. The Project Manager expounded on the details of the inspection process, the areas that were covered, deficiencies found, and additional concerns. Chair Barton asked and was told by the Project Manager that BET&R measured the moisture level in all layers of the system and the findings were thoroughly documented. The Executive Director stated that the CCAD is in a decent position to negotiate any needed repairs, given that the contract is still open and all parties have cooperated in the process.

The Executive Director mentioned that the agreement with the District's current Legal Counsel expires in August of 2018 and stated that staff would be willing to put out a Request for Proposal (RFP) to explore all of the options. The RFP will be submitted within the next month and the current Legal Counsel is free to respond with a proposal at her discretion.

The Executive Director discussed the increase to the Special Districts Association of Oregon (SDAO) Workman's Compensation agreement. There was an increase that was applied to this renewal that was caused by the re-classification of the salaries for the Aircraft Rescue and Firefighting (ARFF) staff.

The Public Information Officer approached the board to discuss the reorganization and possible reduction of the CCAD bank accounts. During the April board meeting, the Commissioners requested that staff investigate the prospect of utilizing the Local Government Investment Pool (LGIP), as many other municipalities do to increase interest income. The LGIP interest rates were 2.1% which is a relatively large increase in comparison to the 0.03% and 0.1% that the District is currently receiving on its interest-bearing accounts. Additionally, the PIO

queried Umpqua Bank to see if they would be willing to negotiate their rates to compete with the LGIP rates but was advised that this would not be possible because the LGIP employs different investment tools, making them a slightly higher risk. Staff proposed opening two accounts with the LGIP. One would be used to hold the building reserve funds along with the Bureau of Land Management (BLM) and DHS lease revenue until the annual debt service payment was due. The other would be used to hold and receive property taxes via electronic funds transfer; these funds could be transferred out for dispersal as needed. In conjunction with opening these high yield accounts, the PIO mentioned that staff would like the board to consider reducing the number of bank accounts that the CCAD currently has from eight to four. As a part of this process, staff would need to develop a policy for the board to review that would allocate all interest and fees to the General Fund, which is currently not an interest-bearing account. Chair Barton asked and was responded to by the PIO that there is approximately a three-day delay to transfer funds from the LGIP accounts for use and does not suggest that this type of account be used for regularly occurring transactions. Commissioner Briggs stated that it would not benefit the District to have funds in the LGIP accounts that would be needed on a consistent basis and doing so would require staff to make cumbersome estimates regarding the monthly expenditures in order to ensure payments were made in a timely manner. All of the board members that were present agreed that these changes would be advantageous to the District.

Section V. Action Item:

Commissioner Briggs (Second Commissioner Mineau) Moved to approve Resolution 2018-06-01 Approving the FY 2018/2019 Budget in the amount of \$8,610,091, and certification of the tax rate at \$0.24 per \$1,000. Motion Passed.

Commissioner Mineau (Second Commissioner Briggs) Moved to approve the easement for NW Natural for the District property located at 1500 Maple Street. The Executive Director stated that this motion has been included with the Action Items to ensure that it is properly documented during the board meeting. Chair Barton asked and was told by the Operations Manager that he was not positive about the length of the easement but could provide this information to the board at a later time. Motion passed.

Commissioner Mineau (Second Commissioner Briggs) Moved to approve the National Oceanic and Atmospheric Administration (NOAA) wind profiler ten (10) year agreement, in the annual amount of \$2,000. The Executive Director explained

to the board that the wind profiler was installed and subsequently maintained by a subcontractor of NOAA for the last four years but has now been reverted back to NOAA. A 10-year agreement was submitted and staff has confirmed that there is termination language within the contract should the District ever wish to do so. Chair Barton inquired and was answered by the Executive Director that it is not in the way and the District receives \$2,000 annually for providing a location for the profiler. Motion passed.

Commissioner Mineau (Second Commissioner Briggs) Moved to approve the contract agreement with PEG Broadcast Services, Inc. to provide videotaping and Broadcasting of the District Monthly Board Meeting, in the amount of \$3,492. Motion passed.

Section VI. Commissioner Comments:

The next regular board meeting is scheduled for July 19, 2018. The Executive Director informed the board that there had been issues with one of the pre-existing air handlers in the Heating, Ventilation and Air Conditioning (HVAC) unit at the DHS APD building. The Project Manager spoke with the board to explain why the addition of a controller to this air handler is required and described the maintenance that has been performed thus far to try and get the HVAC to properly control the interior climate. The Project Manager contacted the company that originally installed the system, who submitted a proposal in the amount of \$5,400 to perform the work. The quote was negotiated and was resubmitted for a total of \$2,000, which only includes the parts; a local contractor has agreed to install this equipment for an additional \$1,000. The Executive Director stated that this work needs to be completed for the tenants and requested that the board approve this work based on the current quotes, in the amount of \$3,000. The actual costs will be provided at the next board meeting. Chair Barton agreed that the work needed to be performed and advised that this work be completed.

Public Comments:

Mr. Sciecto approached the board as a representative for the Knights of Columbus in order to request access to the large hangar on December 10th through the 15th for their annual food basket program. Mr. Sciecto explained that they already had volunteers willing to help with clean up every day, and several local businesses had donated forklifts for the event. The Executive Director responded, stating that there are no objections from the District but that the current tenants would need to be asked if they would be willing to move their

aircraft out of the hangar during a time of year that inclement weather is more likely. Mr. Scioto stated that if necessary, they would be willing to work within the confines of a small portion of the hangar to avoid inconveniencing the tenants. Commissioner Briggs also mentioned that the Knights of Columbus may want to start exploring other venues for this event in the future as more and more tenants start utilizing the hangar for its intended purpose. The Executive Director stated that she would have a response within the next 30 days.

Adjourned at 8:40 a.m.