

## **COOS COUNTY AIRPORT DISTRICT**

### **REGULAR BOARD MEETING**

Thursday, March 21, 2019.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, March 21, 2019 at 7:30 a.m., in the District Boardroom.

**CALL TO ORDER:** Vice-Chair Benetti called the meeting to order.

#### **COMMISSIONERS PRESENT:**

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

**ABSENT:** Jon Barton, Chair; Mike Lehman, Commissioner.

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

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

**MEDIA AND GUESTS PRESENT:** Gerry Boldt, CH 14; Mike Collins, County Citizen; Jason Bell, County Citizen; Sage Coleman, County Citizen.

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Briggs.

#### **Section I. Review of Minutes: February 20, 2019 Board Meeting:**

Upon a motion by Commissioner Mineau (Seconded Vice-Chair Benetti), the minutes of the February 20, 2019, regular Board meeting were approved.

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

The Board reviewed new invoices through March 21, 2019, in the total amount of \$313,466.44. Upon a motion by Commissioner Briggs (Seconded Commissioner Mineau), the invoices through March 21, 2019 in the amount of \$313,466.44 were approved.

### **Section III. Finance Report:**

The Executive Director addressed the Board with the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of February. The Executive Director informed the Board that the District is currently 66% through the fiscal year at this point. Local Government Investment Pool (LGIP) Accounts received \$11,977 in interest earnings since opening the accounts in September of 2018. General Fund cash balance carryover, excluding transfers, was approximately \$70,000 more than budgeted in the month of February. The income, excluding transfers, is at 87% of the budget, and the Operations are at 55% of the budget.

The PFC fund receipts are at 58% of the budget, due in large part to the January remittance not being received until March. The BEC fund is right on budget with the operations income at 66%, and the Operations are below budget at 50%. The DHS fund is right on budget with the operational income at 67% of the budget, and the Operations are at 62% of the budget. The budget versus actual percentage to-date decreased due to the allocation of \$100,000 for Contingency to Material & Services. The BLM fund operational income is at 67% of the budget while the Operations are at 62% of the budget. Vice-Chair Benetti questioned if it was \$1.2M that was currently being generated in tax revenue income. Commissioner Briggs stated that the tax revenue increases by roughly 3% annually.

### **Section IV. Discussion Items:**

There was no maintenance report at this time.

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

The Executive Director informed the Board that a presentation had been given to the County earlier in the month about the efforts to acquire the Small Community Air Service Development (SCASD) grant to obtain service through Alaska Airlines from Portland, which resulted in a positive newspaper article as well as a television report. The Board was informed that the Department of Transportation had been contacted for an update on the SCASD grant, which had been delayed due to the government shut down. The District has not yet heard back. There is a thirty (30) day turn around after the grant is awarded. The Executive Director informed the Board that the District currently has a letter from the Portland Airport stating their support of our grant application, and additionally waiving any fees if Alaska Airlines were to provide services. Vice-Chair Benetti questioned what those fees might be. The Executive Director clarified that it would be the landing fees from Portland Airport to Alaska Airlines that would be waived, and that the District would consider waiving the same fees at the Coos County Airport District. Commissioner Mineau asked how long the commitment would be. The Executive Director

offered that it was all negotiable at this time. The District is now seeking a letter of support from Alaska Airline, for when the Airline might be open for negotiation for service at that point. The Executive Director clarified that just because Alaska Airlines approved to support the grant doesn't mean that the Airline agrees to provide service. Vice-Chair Benetti asked if the District intended to ask the County for financial aid. The Executive Director confirmed that there was no intent to ask for financial support from the County, although the County was given examples on how the efforts of the District could be supported, such as use of the air service.

The Executive Director updated the Board about the potential obstructions in the flight path off Runway 13/31. The potential obstructions are the trees that have grown above one hundred and sixty-seven (167) feet into the obstruction zone, which is an imaginary line that inclines outward off either end of the runway five thousand (5,000) feet and upward two hundred and fifty (250) feet at a slope of twenty-five (25) horizontally for each one (1) foot vertically. There were approximately thirteen (13) trees that were identified by the FAA in 2014; there is a possibility that there might be more considering the time that has passed. There is a City ordinance, in addition to a City code, that allows the District to remove any obstructions that could be potentially hazardous. There has been approximately seven (7) private property owners that have been identified. Letters have been sent out to the private property owners, only two (2) have responded; the property owners are to be contacted again. The Executive Director stated that the FAA has been approached and would fund the project. If the District were to utilize the FAA, there would be a full in-depth environmental assessment that would take from eighteen (18) to thirty-six (36) months; not before programming a plan and fundraising, which could take up to two (2) years. If the District is to handle this issue, there would be a two-part plan. The first step would be to have surveys done from both land and sky by using the Unmanned Aerial Vehicle (UAV) to assess the height of the trees, and then a ground survey would take place to pin point the exact location of the trees; both surveys would involve an arborist. The second step would be to schedule for the removal of the trees the following year. Although it would not be as in-depth, the District also plans to perform an environmental assessment, as well as plans to provide restoration work and erosion control; such as top soil and seeding, perhaps the replanting of a lower growing tree species. Although the estimated \$50,000 project could be funded by the FAA, the District wouldn't want to see any accident off the end of Runway 13/31 due to contact with an obstruction that occurred because of the FAA's lengthy projected timelines. The Executive Director suggested that the District take care of the issue with haste. Vice-Chair Benetti asked if the City has been notified of the plan. The Executive Director stated that the next step for the District was to contact and inform the City of the plan.

The Executive Director notified the Board that the District was shoring up the funding for the BLM Seismic Update Project, with the kick-off meeting taking place the following week. Vice-Chair Benetti questioned whether there were any opening contractor bids. The Executive Director specified that the BLM, GSA, and HGE teams were still in the process of finalizing the project details.

The Executive Director updated the Board on the Electrical Airfield Project. The bids for the contracts would be going out the beginning of next month. Although the FAA Grant funding will have to be made first, the District is looking to award the contact at the June Board Meeting. There are no confirmed construction dates as of yet. Vice-Chair Benetti asked if the project would get underway this summer. The Operations Manager offered that if the funding went through, the project would begin this summer.

The Executive Director notified the Board that a few of the current property tenants would like an updated longer-term lease, some with improvements to the buildings.

The building located at 2900 Colorado Avenue, currently being leased by Aslin Industries, is in need of a roof repair. District staff have performed minor repairs to the building in the past, but the roof has now progressed to the point that being on the roof is too hazardous. Vice-Chair Benetti questioned the state of the rest of the building. The Executive Director informed the Board that the building is a metal framed warehouse with a concrete floor in good shape, it is only the roof that needs repaired. The Executive Director suggested that it would be wise to think of the current tenant as if it were a new tenant; to keep the current tenant or gain new tenants, the roof would need to be in good repair. Vice-Chair Benetti asked how long the lease would be. The Executive Director offered that it would be a five (5) year lease.

The building located at 2301 Colorado Avenue, currently being leased by Douglas Fast Net, needs more work than the previous building. The older windows need replacing, the doors need repaired, along with a new roof. The Executive Director informed the Board that the current tenants agreed to pay for the cost of the remodel in monthly increments, up to twelve thousand (\$12,000) dollars, for the repairs in exchange for a longer-term lease. Vice-Chair Benetti questioned if this had been brought up in previous meetings. The Executive Director stated that it has been brought to the attention of the Board before, but the Board had stated that a longer lease commitment would be required before any plans for repairs would be accepted.

The Executive Director informed the Board that approximately four (4) years ago Peterson Cat failed to take the Lease Extension Option on the previous lease and were currently looking to enter into a new longer term lease. Peterson Cat had unknowingly built a portion of the current building on Airport land and has since been leasing that portion of land, along with parking and storage space in the same area on a month-to-month basis. The Executive Director stated that at the end of the new lease, if there were any issues, the portion of the building would either need to be removed at the cost to Peterson Cat, or a separation wall would be put in place inside the building on the property line to allow leasing to new tenants. Vice-Chair Benetti questioned whether or not either party would be willing to sell or buy the other portion of the property. The Executive Director stated that the FAA would most likely not allow the District to sell the property, and the District is not in a financial position to buy the property at this time. Vice-Chair Benetti inquired

as to whether the District had gained property through the last lease. The District Legal Counsel clarified that no property was gained or lost, Peterson Cat outright owns the land adjacent to the Districts property.

The District Legal Counsel addressed the Board to update them on the progress of the Traditional Cultural Property Historical District nomination made by the Confederated Tribe. Last month a State Advisory Committee meeting took place to discuss the nomination for the creation of the Historical District approximately twenty (20) square miles surrounding the Coos Bay Estuary, including a large portion of Airport property. The State Advisory Committee recommended that the complete nomination application be forwarded to the National Parks Service for potential approval; although there was speculation that the nomination may not pass due to the scale of the nomination and the lack of consistency in the application. The District Legal Counsel informed the Board that one way that the nomination could be stopped was if there was a 51% vote against the nomination from the private property owners. The Project Manager addressed the Board and stated that currently there are approximately two hundred and eighty-seven (287) of the one thousand and sixty-four (1,064) votes that are needed; or roughly 26%. While property owners seem to be under the impression that there is lots of time to respond to the nomination, the deadline is May 11<sup>th</sup>. With the nomination being sent in late May, it is hopeful that the National Parks Service will make the decision by July. It has currently been brought to attention that if there is a deceased spouse on a deed, that deceased person can be counted as a vote in favor of the nomination if there is no action taken by the living spouse; this has been brought to the attention of SHIPO and is currently being worked out. While other local governments are looking into different avenues of objection to the nomination, the District has contacted the Specialty Airline Counsel to look into any particular objections that may be of help. The Project Manager informed the Board of the local community efforts that are being made. An office is set up in Downtown Coos Bay where property owners are welcome to come for more information about the nomination and have their vote notarized free of charge. The office is located at 281 South Broadway in Downtown Coos Bay and is open Monday thru Friday 9 to 6 and Saturday 10 to 2. The Project Manager stated that this was a volunteer-based operation and asked if the District would like to show support by donating a box of paper. There is currently a group of volunteers going around the community, to the affected private property owners, in an attempt to acquire the votes needed. The Property Manager informed the Board about the Senate Bill-972, that would defeat the private property owners' efforts in stopping the formation of the Historical District. The Project Manager suggested writing a letter to the Portland Legislator for more information on the bill, and to ask for the support in stopping the Historic Districts formation by letting the Legislator know the Airport Districts situation; Vice-Chair Benetti and the Board were in agreement of the letter being written by the District Legal Counsel. Vice-Chair Benetti was concerned about the fluctuation of the number of votes needed. The District Legal Counsel clarified that it was because of the changing boundaries of the nomination, and although the State only needs 51% of the

votes, the State would like to see a number closer to 70% so that the State would not need to determine if that 1% is a valid vote.

#### **Section V. Action Items:**

Commissioner Briggs (Second Commissioner Mineau) moved to approve the 2017/2018 fiscal year annual audit report. There was discussion by the Board on whether or not the District should look into finding a new auditor. Motion passed.

Commissioner Mineau (Second Commissioner Briggs) moved to approve the repairs to the Airport Districts Building #53. Motion passed.

#### **Section VI. Commissioner Comments:**

The First Budget Committee Meeting was moved to 4/8/2019. The Executive Director believes that the District needs additional time to better prepare for the First Budget Committee Meeting due to the large projects taking place and the change in staff. The District Legal Counsel questioned whether the District would like the presence of the District Legal Counsel for the meeting, the Executive Director expressed favor of the notion. Vice-Chair Benetti asked if there were plans for a second follow up meeting. The Executive Director informed the Board that a second meeting was scheduled for two (2) weeks after the initial meeting, if necessary.

The deadline to submit the intent to file for the Coos County Airport District Board election is 5pm on this day.

The next regular Board meeting is to take place on Thursday, April 18, 2019.

#### **Public Comments:**

Mike Collins questioned what needed to be done on the Aslin roof. The Executive Director informed the Mike Collins that the roof was in poor shape and the trusses were spaced too far apart for a repairman to safely attempt to repair the roof. The County Citizen suggested a metal beam that would span the distance of the roof instead of adding new trusses. Vice-Chair Benetti questioned what the next phase would be. The Executive Director offered that there would be bids for repair and replacement. Mike Collins questioned if the door for the Douglas Fast Net needed to be replaced or repaired. The Executive Director informed Mike Collins that this project would also go out for bid.

**Adjourned to Executive Session at 8:17a.m.**