

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, May 16, 2019.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held on Thursday, May 16, 2019 at 7:30 a.m., in the District Boardroom.

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

COMMISSIONERS PRESENT:

Jon Barton, Chair;
John Briggs, Commissioner;
Mike Lehman, Commissioner;

ABSENT: Joe Benetti, Vice-Chair;
Helen Mineau, Commissioner.

COUNSEL PRESENT: James Martin, District Legal Counsel.

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

MEDIA AND GUESTS PRESENT: Gerry Boldt, CH 14; Jason Bell, County Citizen.

PLEDGE OF ALLEGIANCE: Led by Commissioner Lehman.

Section I. Review of Minutes: April 18, 2019 Board Meeting:

Upon a motion by Commissioner Lehman (Second Commissioner Briggs), the minutes of the April 18, 2019, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through May 16, 2019 in the total amount of \$224,115.01. Upon a motion by Commissioner Briggs (Second Commissioner Lehman), the invoices through May 16, 2019 in the amount of \$224,115.01 were approved.

Section III. Finance Report:

The Account Manager addressed the Board to give the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of April. The Account Manager informed the Board that the District is currently 83% through the fiscal year. Forecasted cash balance carryover for the fiscal year ending 6/30/2019, is estimated at \$931,262, which is a \$543,852 increase from the adopted budget. This is due to a combination of things: a \$216,576 increase in cash balance carryover from the 2017/2018 fiscal year; a \$125,808 forecasted decrease in Materials & Services; a \$112,389 forecasted decrease in Personnel Services; and a \$90,041 forecasted increase in generated revenue.

The PFC Fund operational income is at 80% of budget. The BEC Fund operational income is at 83% of budget, and the expenses are at 59% of the budget. The DHS Funds operational income is at 84% of income, and the expenses are at 71% of the budget. The BLM Funds operational income is at 81% of the budget while expenses are at 78% of the budget.

Net Income for all funds was \$120,847.

Section IV. Staff Reports/Discussion Items:

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

The Operations Manager updated the Board on the Air Traffic Control Tower's (ATCT) generator repair. The District initially received two (2) bid proposals for the repair, one being approximately twenty-six hundred (\$2,600.00) dollars and the other being approximately ninety-six hundred (\$9,600.00) dollars; the District originally awarded the project to the lowest bidder. The awarded company placed the bid sight unseen, regardless of being offered to inspect the generator. After coming to the site, the repairmen realized that there was a far greater issue than anticipated, and withdrew the bid. The project went out for bid once more, this time both bids were approximately fifteen thousand (\$15,000.00) dollars. The Operations Manager made the request for the Board to repair the generator, in the increased bid amount.

A sinkhole developed on the east side of the closed runway. Thirty one feet (31') of the storm drains ten inch (10") pipe had collapsed and needed to be replaced. Repairs were made and the storm drain is now functioning correctly.

The Operations Manager informed the Board of future runway closures that would occur during the construction phase of the upcoming Airport Improvement Program (AIP) projects. Most of the closures would occur at night, 7pm – 7am, to minimize disruptions to air travel. The flying public will be notified and NOTAMs issued, when the exact dates

have been finalized. Runway 31, our shortest runway, would be closed the most, up to eleven (11) days.

On April 27th, the U.S. Coast Guard hosted their annual open house on the airfield, with several aircraft being placed on display and live demonstrations. The District ARFF department had been contacted to participate, along with the Oregon State Police, North Bend Fire, Coos County Sheriff, Coos Bay Police K-9 Unit, Charleston Lifeboat Station, Charleston Aids to Navigation Team and the U.S. Coast Guard Marine Security. The Airport displayed the Oshkosh Striker and Bandon SORA Dive Team Van at the event, providing explanations as to their capabilities. The U.S. Coast Guard was giving live demonstrations, with the HH-65 Dolphin, HH-60 Jayhawk, and C-27 Spartan aircraft. The event was open to the general public and was well attended and very successful.

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

The Executive Director stated that the DHS build-to-suit roof replacement project would begin in the middle of June.

The Board discussed Resolution 2019-05-01 which authorizes the refinancing of several District loans. The District had been negotiating with several banks and the Oregon Infrastructure Finance Authority (IFA) to obtain the best rates. The District would be able to refinance several loans as follows: \$1,800,000 for the BLM Seismic and ABAAS upgrade remodel project; \$2,100,000 for the BLM facility purchase; \$700,000 for the hangar construction, and \$844,000 for the principal portion of the terminal construction. The total loan amount would be for \$5,444,000. District Legal Counsel offered that the Bond Counsel was prepared to move immediately and a draft of the financing agreement had already been sent out.

The Executive Director informed the Board that the Airfield Electrical Projects original close date of April 26th had been extended to May 8th, due to a request to rewrite the American Institute of Architects (AIA) contracts from the point of view of the District. The planning, design and permitting phases have been completed. On May 8th, the District received two (2) bids, both bids were over the engineered estimate of \$3.5M and also over the budget amount. The lowest bid of \$3.9M, would need to be renegotiated, but requires approval from the FAA.

The Executive Director informed the Board of an open house for the Runway Safety Area (RSA) Environmental Assessment (EA) project, May 30th 5:30pm-7:30pm in the terminal lobby.

The Executive Director announced that the District received FAA discretionary funding for construction of a new Aircraft Rescue and Fire Fighting (ARFF)/maintenance facility.

Section V. Action Items Requests:

Commissioner Briggs (Second Commissioner Lehman) moved to approve Resolution 2019-05-01 Authorizing Revenue Borrowings to Finance Projects and Refinance Outstanding Loans, in the amount of \$5,444,000. Motion passed.

Commissioner Lehman (Second Commissioner Briggs) moved to approve the South Coast Development Council Membership in the amount of \$10,000. Motion passed.

Section VI. Commissioner Comments:

The next regular Board Meeting is to take place on Thursday, June 20, 2019.

Section VII. Public Comments:

None.

Adjourned at 8:07 a.m.