

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, January 23, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, January 23, 2020, 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;  
Jason Bell, Commissioner;  
Bent Pahls, Commissioner.

**ABSENT:** Joe Benetti, 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; Carole Randall, Finance Manager; Crystal Lyon, Property Agent.

**MEDIA AND GUESTS PRESENT:** Dan Slayers, CH14.

**PLEDGE OF ALLEGIANCE:** Led by Vice-Chair Collins.

**Section I. Review of Minutes: December 19, 2019:**

Upon a motion by Commissioner Bell, (Second Vice-Chair Collins), the minutes of the December 19, 2019, regular Board meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices through January 20, 2020, in the amount of \$455,750.01. Chair Mineau asked, and the Operations Manager answered the charges for the DHS Child Welfare building were for regularly scheduled HVAC maintenance, and the District was responsible for the street lights at Cessna Circle. Chair Mineau questioned the BLM building permit, The Executive Director explained the building permit amount of seven thousand seven-hundred and twenty-eight dollars (\$7,728) was for the City of North Bend to begin the review process of the BLM Upgrade project. Upon a

motion by Commissioner Bell, (Second Commissioner Pahls), the invoices through January 22, 2020, in the amount of \$455,750.01 were approved.

### **Section III. 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 December.

### **Section IV. Staff Reports:**

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

The Board was informed the Automated Weather Observing System's (AWOS) wind monitoring portion had failed. The AWOS is a FAA maintained piece of equipment that is essential for the District to continue air service. The Operations Manager briefed the Board on the AWOS functions and previous maintenance, and stated the FAA was working quickly to get the AWOS functioning correctly.

The Operations Manager stated the terminal's emergency alarm panel needed replacing. After an inspection from the installer, SecureCom, the District was informed the alarm panel was out of date and only functioning at the capacity to detect smoke or fire. Vice-Chair Collins asked, and the Operations Manager stated the alarm panel was serviced annually. SecureCom failed to apply the alarm panel's 2014 software update at the time of release.

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

The Board was informed the District passed the first phase of the Oregon Department of Aviation's (ODA) grant approval process, which would help fund the Airfield Electrical project. The District was responsible for funding approximately six-point twenty-five percent (6.25%) of the project. If received, the ODA grant would cover just over half of the Districts funding responsibility.

The District Legal Counsel addressed the Board to discuss Mead & Hunt's agreement for the design of the Aircraft Rescue and Firefighting (ARFF) facility. A new service order was needed for the project to move forward. The Executive Director requested Mead & Hunt include Building Envelope Technology and Research (BET-R) to ensure the District received a properly installed, water tight building. The Executive Director stated the construction was expected to begin early summer 2020.

The Board was informed the BLM Seismic, Tenant Improvement and ABAAS Upgrade project bid opening would take place later in the day. The Executive Director explained

the District and General Services Administration (GSA) may need more negotiations before moving forward with the project, dependent on the bid prices. The Executive Director asked the Board for permission to advertise a notice of intent to award the bid.

The Board was presented the 2019/20 financial audit for review. The Executive Director stated the Budget Committee typically met in April, and two (2) new members were needed. Commissioner Pahls asked, and the Executive Director named the current Budget Committee members. Commissioner Bell asked and was informed the Budget Committees' time commitment was usually a one (1)—three (3) hour evening, although it was possible for the review to take up to three (3) evenings.

The Board was informed the Department of Transportation (DOT) requested the District sign the letter of support to help stop human trafficking.

The Project Manager approached the Board to discuss the Department of Land Conservation Developments (DLCD) request for a letter of support regarding the Jordan Cove project. The Board discussed whether the District should remain neutral on the Jordan Cove project. The Executive Director stated the District should be in favor of any economic development project that might improve air service.

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

Vice-Chair Collins (Second Commissioner Bell), moved to approve the 2020 Rates and Charges. The Executive Director clarified the only change to the Rates and Charges from the previous year was the addition of the Signatory Cargo Operations Rate. Commissioner Pahls asked if the District would consider excluding smaller aircraft. The Executive Director explained the process for the current Rates and Charges, and why the District could not exclude any aircraft. The District Legal Counsel stated the District needed to be as self-sufficing as possible, while the rates had to be reasonable without discriminating between aircraft classes. Motion passed.

Commissioner Pahls (Second Vice-Chair Collins), moved to accept the 2018/2019 fiscal year annual audit report. The Board discussed reviewing the audit before accepting it. Chair Mineau and the District Legal Counsel explained the Board would only be approving the audit had been completed, not the audit itself. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to accept the SDIS Casualty Property Liability policy be paid quarterly in the amount of \$53,572. The Executive Director stated the insurance provider requested the new Board Members attend the Special Districts training class. Motion passes.

Vice-Chair Collins (Second Commissioner Bell), moved to upgrade the Terminal emergency alarm system panel in the amount of \$8,722. Vice-Chair Collins questioned

the maintenance program for the alarm panel. The Operations Manager stated SecureCom provided annual testing and maintenance for the system, and offered to provide SercureComs' maintenance checklist. The alarm panel required manual software updates approximately every three (3) years. Motion passed.

Vice-Chair Collins (Second Commissioner Bell) moved to approve Resolution 2020-01-01 Authorizing full Signatory Authority on the Coos County Airport District Umpqua Bank Accounts. The Executive Director explained a Commissioners presence was required if the District transferred funds. Motion passed.

Commissioner Bell (Second Vice-Chair Collins) moved to approve Resolution 2020-01-02 Authorizing full Signatory Authority on the Coos County Airport District Oregon Pacific Bank Accounts. Motion passed.

Commissioner Pahls (Second Commissioner Bell) moved to approve Resolution 2020-01-03 Authorizing full Signatory Authority on the Coos County Airport District Banner Bank Accounts. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve AIA Contract Document B2221 Service Order #3 for the Aircraft Rescue and Firefighting (ARFF) building in the amount of \$541,892. Chair Mineau asked and was informed the AIA Contract Document was written by the District Legal Counsel. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve the letter of support to the Department of Land Conservation Development (DLCD) supporting economic development project in the community. The Board was informed the letter would be reviewed and edited by the Executive Director. Motion passed.

Commissioner Pahls (Second Commissioner Bell) moved to sign the letter from the Department of Transportation (DOT) against human trafficking pledge. Motion passed.

#### **Section VI. Public Comments:**

There were no public comments at this time.

#### **Section VII. Commissioner Comments:**

Next regular Board Meeting was to take place February 20, 2020.

**Adjourn at 8:21 a.m.**