

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, April 16, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, April 16, 2020, at 7:30 a.m., in the District Boardroom.

**CALL TO ORDER:** Commissioner Benetti called the meeting to order.

**COMMISSIONERS PRESENT:**

Helen Mineau, Chair, via Conference Call;  
Joe Benetti, Commissioner, via Conference Call;  
Jason Bell, Commissioner, via Conference Call;  
Brent Pahls, Commissioner, via Conference Call.

**ABSENT:** Michael Collins, Vice-Chair.

**COUNSEL PRESENT:** James Martin, District Legal Counsel, via Conference Call.

**STAFF PRESENT:** Theresa Cook, Executive Director, via Conference Call; Robert Brittsan, Executive Assistant.

**MEDIA AND GUESTS PRESENT:** None.

**Section I. Review of Minutes: March 19, 2020:**

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the minutes of the March 19, 2020, regular Board meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices through April 15, 2020, in the amount of \$470,152.25. The Board was informed the District made two (2) budgeted Capital purchases. Commissioner Benetti asked and was informed that the Mead & Hunt transactions were reimbursable up to ninety-five percent (95%), through several grants. Commissioner Benetti asked, and the Executive Director stated that the District would not receive the offered Oregon Department of Aviation (ODA) Grant funds, due to the decrease in flights from the COVID-19 Pandemic. Upon a motion by Commissioner Pahls (Second Commissioner Bell), the invoices through April 15, 2020, in the amount of \$470,152.25 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 March.

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

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

The Board was informed of an emergency repair to the taxiway storm drain line.

The Executive Director announced the District was eligible for two million five hundred fifty thousand and three hundred and thirty-three dollars (\$2,550,333) through the Coronavirus Aid, Relief and Economic Security (CARES) Act Grant. The funds from the CARES Act Grant could be used for many of the District expenses, including operations, debt service, and payroll. The Board would decide where the funds would be used.

The Board was informed the BLM Seismic, Tenant Improvements and ABAAS Upgrade project's amendment had not been completed. A meeting between the District, General Services Administration (GSA), and HGE Architects was scheduled for the following week to discuss solutions for completing the amendment.

The Executive Director confirmed the DHS Child Welfare built-to-suit project final punch-list items were scheduled to occur during the last two (2) weekends in April.

The Executive Director stated the Airfield Rescue and Fire Fighting (ARFF) mandatory pre-bid meeting was taking place later in the day. The bids were due 2 p.m. on April 30.

The Board was informed the District had two (2) former employees claim unemployment. The Board discussed the Districts' financial responsibility for unemployment.

The Executive Director suggested the Budget Committee meeting be moved to May 19. The extra time would allow the District to grasp a realistic budget draft that included upcoming projects. Commissioner Benetti asked, and the Executive Assistant answered the Budget needed to be published before the June Board Meeting. The Board discussed alternative ways to attend the meeting.

The Executive Director explained the Embark Aviation air service proposal scenarios. Commissioner Benetti suggested informing potential airlines of the District's intent to provide several years of revenue guarantee for continued Portland air service. The Board discussed using a third (3<sup>rd</sup>) party to regulate the District's tax revenue for an airline revenue guarantee.

The Board was offered a study on Jordan Cove's thermal plumes location and effect on aircraft. The Board determined the proposed site for the thermal plumes were outside Runway 5/23's flight path. The thermal plumes should have no real impact on aviation.

The Executive Director notified the Board that Mead & Hunt requested a change order for the Airfield Electrical project. Grounding wires were found inside the electrical conduits. The change order would bring the wiring to code but put the project twenty thousand dollars (\$20,000) over budget. The District was considering less expensive ways to address the issue. Commissioner Benetti asked, and the Executive Director clarified that the electrical project's contractor was Colvico, from Washington State.

The Board was given the Commercial Hangar's foundation report for review. The Board questioned who was responsible for the cracking foundation. The District Legal Counsel stated the fault appeared to be on the contractor; the Executive Director stated more discussion needed to take place before moving forward. Commissioner Benetti asked, and the District Legal Counsel explained the foundation issue was not due to water damage, although the District should continue to monitor sediment loss under the hangar. Commissioner Benetti asked, and was informed that the Executive Director had been in contact with the insurance company concerning the sediment loss.

#### **Section V. Action items:**

Commissioner Benetti (Second Commissioner Bell), moved to approve Johnson Rock Products to replace approximately 100 feet of existing 18-inch storm pipe in the amount of \$18,137.80. Motion passed.

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

There were no Public Comments at this time.

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

The next regular Board Meeting was to take place May 21, 2020.

**Adjourn at 8:18 a.m.**