

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, August 20, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, August 20, 2020, at 7:30 a.m., in the District Hangar Office.

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

COMMISSIONERS PRESENT:

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

ABSENT: None.

COUNSEL PRESENT: James Martin, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager.

MEDIA AND GUESTS PRESENT: Dan Salyers, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Bell.

Section I. Review of Minutes: July 23, 2020:

Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the minutes of the July 23, 2020, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through August 19, 2020, in the amount of \$1,173,903.86. Chair Mineau informed the Board, the District made their regular quarterly payment to the Oregon Unemployment Office. Upon a motion by Vice-Chair Collins (Second Commissioner Bell), the invoices through August 19, 2020, in the amount of \$1,173,903.86, 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 July.

Section IV. Staff Reports:

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

The Board was informed that the Air Traffic Control Tower (ATCT) required updated communication software and hardware. The tower communication system was obsolete and no longer supported, with replacement parts becoming difficult to locate. Vice-Chair Collins asked about the backup plan in case of a system failure, and the Operations Manager stated there were two (2) computer stations with communication and recording software and the ATCT could operate on one system in an emergency. The update would be approximately seventy-six thousand dollars (\$76,000), which included the necessary equipment and technical support for two (2) command stations. The Executive Director asked, and the Operations Manager answered that the new software would be supported for at least ten (10) years. Vice-Chair Collins asked, and the Operations Manager explained which equipment required updates, and stated that the old equipment would be used as a backup, if compatible.

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

The Board was informed the Airfield Electrical project was nearly complete, with the Precision Approach Path Indicator (PAPI) Flight Check scheduled for the first week of September.

The Executive Director announced the closeout of the DHS Child Welfare Built-to-Suit project. The District, Swinerton, and ABC Roofing signed the final agreement, covering the Firestone warranty gap on the roof replacement. The Executive Director explained that the Firestone warranty extended twenty (20) years, but only covered the replacement of the new layers of roofing material. Swinerton and ABC Roofing agreed to cover the undamaged existing bottom layer of GenFlex material, that was not replaced, for the same twenty (20) year life of the Firestone warranty.

Site work was underway for the Aircraft Rescue and Fire Fighting (ARFF) Facility project.

The Board was updated on the BLM Seismic, Tenant Improvements and ABAAS Upgrades project. Despite previous delays, the Contractor was moving ahead smoothly. Commissioner Benetti asked, and the Executive Director stated that calculations were being made to ensure that any delays would not financially impact the District. The District's Legal Counsel noted the District's costs would be amortized over time in the lease, with a final recalculation of the lease payment based on the project's actual cost. BLM/GSA will not amortize over a certain amount, so the District will receive a lump sum payment for any expenses in excess of the agreed upon costs.

The Board was informed that the General Liability Insurance Renewal premium increased from about nine thousand dollars (\$9,000) to eleven thousand (\$11,000).

The Executive Director opened a discussion regarding an increase in the Executive Directors Spending Authority. The Board discussed the amount of the increase, as well as the classification of the funds.

The Board was informed of the request for a utility line easement from Redmoon Development's Bluffs Subdivision. The Board decided to table the discussion until more information was obtained.

Section V. Action Items:

Vice-Chair Collins (Second Commissioner Bell), moved to approve Resolution 2020-08-01, rescinding Resolution 2003/04-09, increasing the General Spending Authority of the Executive Director to \$20,000 and Establishing a Spending Authority Threshold of \$50,000. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to ratify the renewal of the Northwest Insurance Group's Airport Liability Policy, from August 19, 2020, to August 19, 2021, in the amount of \$11,179. Motion passed.

Commissioner Bell (Second Commissioner Benetti), moved to ratify the Roofing Warranty Agreement between the CCAD, Swinerton Builders, and ABC Roofing Co. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve the Upgrade to Air Traffic Control Tower Communication Equipment and Software in the amount of \$76,026. Vice-Chair Collins asked, and the Operations Manager explained the new equipment had a one-year warranty; however, the installer would likely continue providing technical support. Motion passed.

Section VI. Public Comments:

There were no public comments at this time.

Section VII. Commissioner Comments:

Commissioner Bell thanked the District for working with pilots during the Airfield Electrical project's runway closures. Vice-Chair Collins asked, and the Executive Director stated the project was a few weeks from closeout.

The next regular Board Meeting was to take place September 17, 2020.

Adjourn to Executive Session 8:16 a.m.