

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, September 17, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, September 17, 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;
Joe Benetti, Commissioner;
Jason Bell, Commissioner;
Brent Pahls, Commissioner.

ABSENT: Michael Collins, Vice-Chair.

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.

MEDIA AND GUESTS PRESENT: Dan Salyers, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Benetti.

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

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the August 20, 2020, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through September 16, 2020, in the amount of \$1,386,344.30. Upon a motion by Commissioner Bell (Second Commissioner Benetti), the invoices through September 16, 2020, in the amount of \$1,386,344.30, were approved.

Section III. Finance Report:

The Finance Manager approached the Board to discuss the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of August. The Board was informed that the District had been

reimbursed for approximately one-point nine million dollars (\$1,900,000) of the total two-point five-five million dollars (\$2,550,000) that the District was eligible for under the Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant. Commissioner Benetti asked, and the Executive Director was unsure if the District would be eligible for more funding through the CARES Act Grant.

The Board was updated on the impact COVID had on the District. Hertz Rent-A-Car had filed for bankruptcy in April, leading to unpaid rent. Commissioner Benetti asked, and the District Legal Counsel answered that Hertz Rent-A-Car was not required to pay the outstanding rent that accumulated prior to the reorganization bankruptcy plan date.

The Finance Manager noted that the revenue generated from the Airport Use Fees for the month of August was up 23% over the budgeted amount for the month. The Executive Director stated that the General Aviation (GA) traffic for the month included a larger mix of higher tiered aircraft. It was also noted that commercial air service was off 59%, which was better than most other airports, having been off 75%.

Section IV. Staff Reports:

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

The Operations Manager stated that the Airfield Electrical Project was waiting for the Runway End Identifier Light (REIL) flight check inspection for the project's close-out.

The Board was informed that the District intended to install a main sewer utility line into the Airport Business Park from Arthur Street. The Board discussed possible future development and the benefit of installing a main sewer utility line. The Operations Manager has been working with the City of North Bend's public works department to create design plans to be used in the bid process. Preliminary work would be to clear out the brush along the potential path of the sewer line, in order to obtain a better idea of the elevation grade. Commissioner Benetti asked, and the Executive Director answered that the District would present a project cost estimate for the Board's review and approval. The Board asked, and the Executive Director stated the District would run the utility main up to the property, and the tenant would have the option to tie the utility line into the leased property. Commissioner Pahls asked, and the Operations Manager stated the District would reexamine the main utility line's location, to recognize a more centralized position for future development.

The Board was informed that the District had begun the repair to the Mangan Dike culverts. The repair should be completed by the middle of the following week. Commissioner Benetti asked, and the Operations Managers stated the project would cost approximately forty-thousand-dollars (\$40,000)

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

The Executive Director informed the Board that the Portland air service efforts were currently on hold, although conversations would resume shortly.

The Executive Director announced the Oregon REAL ID compliance date was extended to October 2021.

The Project Manager approached the Board to discuss the Airfield Rescue and Fire Fighting (ARFF) Facility Project. The Board was informed the project was moving ahead smoothly, although there were some difficulties receiving building materials due to the wildfires and current pandemic. The Board was informed that more asbestos coated pipe had been discovered and removed.

The Project Manager updated the Board on the BLM Seismic, Tenant Improvements and ABAAS Upgrades Project. The Board was informed the project was about to come to a halt due to the slow Change Order process, which the Executive Director explained in greater detail.

The Executive Director stated the District signed the LRS Settlement letter, due to the DHS Child Welfare Roof Replacement Project's close-out. Chair Mineau asked, and the Executive Director noted that LRS holds no responsibilities at this point.

The Board was notified of the Bluffs Subdivision stormwater line easement agreement. The Board discussed possible provisions to the easement agreement, including requiring a nominal fee.

The Executive Director explained that the District was interested in purchasing and installing a new gate operator and card reader, in a prime location that would benefit both airside tenants and the airfield construction projects. The Board discussed the costs of having the current gate manned by a District employee during the construction projects versus the new, mechanical gate operator's price.

The Board was notified the District purchased the line striper, which was a budgeted item. Commissioner Benetti asked, and was informed the line striper was approximately twenty-six thousand dollars (\$26,000).

The Executive Director stated the District was interested in updating the current ten (10) year-old phone systems to a new Cloud-Based phone system. The Board discussed possible phone system providers.

The Board was informed the District intended to advertise an RFQ for an Aviation Architectural, Engineering, and Planning Services professional for the Runway Safety

Area (RSA) Project. Commissioner Benetti asked, and was informed the FAA required an FAA certified contractor to perform the work.

Section V. Action Items:

Commissioner Bell (Second Commissioner Pahls), moved to approve Resolution 2020-09-01 to authorize a loan of \$100,000 from the General Fund to the DHS Multi-Service Campus Fund. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve the Agreement Extension of James R. Martin, P.C., as the Coos County Airport District's Legal Counsel. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve the Stormwater Easement Agreement for Red Moon Development's Bluff Subdivision. Motion passed.

The motion to approve leasing a Cloud based VoIP phone system was tabled.

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 October 15, 2020.

Adjourn at 8:35 a.m.