

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, April 15, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, April 15, 2021, 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;
Brent Pahls, Commissioner;
Jason Bell, Commissioner;
Joe Benetti, 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; Cindy Henson, Finance Manager.

MEDIA AND GUESTS PRESENT: Fred Messerle, Messerle & Sons; Jay Messerle, Messerle & Sons; Byron Henicle, Mead & Hunt; Jason Traylor, Coos Aviation; Dan Salyer, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Bell.

Section I. Review of Minutes: March 18, 2021:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the March 18, 2021, regular Board Meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through April 14, 2021, in the amount of \$1,450,638.09. Upon a motion by Commissioner Bell (Second Commissioner Pahls), the invoices through April 14, 2021, were approved.

Section III. Finance Report:

The Board was offered a written presentation of the Finance Report summarizing the Coos County Airport Districts fund resources and requirements throughout the month of March.

The Finance Manager approached the Board and stated that the District received a total amount of \$1,004,549 from the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act. The expenditures used to apply for the CRRSA Act included personnel services, liability property insurance, and loan payments. The Board was informed that the District paid off the DHS Child Welfare Built-to-Suit loan in the amount of \$430,785, as well as the T-Hangar loan in the amount of \$43,180. The Board discussed the District's Covid Relief funds compared to other airports.

Section IV. Special Presentations:

Fred Messerle, of Messerle & Sons, approached the Board to discuss the plans regarding the Tree and Brush Removal project at Cessna Circle. Commissioner Benetti asked and was informed that there was only one (1) other response to the Request for Qualifications (RFQ). Mr. Messerle stated that minor brush removal across the entire Airport Business Park would occur simultaneously, while larger brush and trees would be removed in phases. The smaller growth would be mulched and used to preclude erosion, and Messerle & Sons would return later in the year to finish removing the remainder of the growth. Mr. Messerle explained that the Runway 13/31 Obstacle Obstruction portion of the RFQ would occur at a later date. The Executive Director asked the Board to consider limiting Phase 1 to a not exceed amount of forty-five thousand dollars (\$45,000), which includes the mobilization of all necessary equipment.

Byron Henicle, of Mead & Hunt, approached the Board to discuss the Airfield Electrical project. Mr. Henicle gave a brief description of the project scope, and provided details regarding the sign's electrical components. Mr. Henicle mapped the history of the sign outages as well as the repairs performed by the contractor. It was noted, that according to FAA regulations, the signs were designed to go out if one (1) LED strip failed. The Board was informed that the previous outages were due to faulty LED strips, which the manufacturer had since replaced. The Board discussed the manufacturer and contractor warranties, and the possibility of acquiring a larger backstock of LED light strips. The Executive Director requested, and Mr. Henicle agreed to attain a written letter from the manufacturer stating that the warranty would not be void if the District Maintenance staff replaced the LED strips.

Section IV. Staff Reports:

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

The Board was informed that the District Maintenance staff worked to complete the restriping of all District parking lots. These properties included the Terminal, the Oregon State Police, both DHS facilities, and BLM.

The Operations Manager stated that the VolleyCart facility, being constructed in the Business Park area, would likely be completed within the next two (2) months. The District

would present bids for demolishing the older VolleyCart facility during the next Board Meeting.

The Operations Manager stated that a member of the Operations staff fabricated a cover for the Aircraft Rescue and Fire Fighting (ARFF) Truck turret, to help protect the electrical components from the elements.

The Board was notified that several of the required fire suppression inspections for District buildings had been performed.

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

The Executive Director announced that the once-daily SkyWest San Francisco flight returned to seven (7) days a week, beginning April 1, 2021; furthermore, the seasonal Denver flight was set to begin June 6, 2021, for Sundays and Wednesdays.

The Oregon REAL-ID compliance date had been extended to October 1, 2021.

The Board was notified that Coos Aviation intended to host a Young Eagles Flight Program in late May 2021. Commissioner Pahls explained that the program was to expose youth to general aviation. The fly-in would involve 50 kids, static displays by the U.S. Coast Guard, site tour, flights and raffle. Covid precautions would be implemented.

The Executive Director stated that the Airfield Electrical project would likely be closed out by the end of April 2021.

The Runway Safety Assessment (RSA) Phase 2 would cost approximately ninety-eight thousand dollars (\$98,000). The RSA was divided into two (2) phases, due to a change in FAA staff.

The Board was informed that the Oregon State Police lease agreement had been finalized.

The Executive Director noted that the counter-signature on FedEx lease agreement was pending, waiting on payment of back-rent.

The Executive Director stated that the District received ownership of the REACH Air Medical FBO facility and Hangar. REACH Air Medical was to enter into a new lease agreement.

The Board was informed of an amendment to the Coos Aviation lease, regarding the termination clause.

The North Bend Senior Center lease was set to expire in June 2021, and the City of North Bend requested a new agreement. The City of North Bend also asked to enter into a lease for the Airport Heights Park and Dog Parks. The Executive Director recommended against the Dog Park lease due to future plans for the area recognized in the Airport's Master Plan.

The Executive Director announced that the District sent out an advertisement for a new Deputy Director for the Airport. The Board was welcome to join the interview process.

The District anticipates receiving another Coronavirus Relief Supplemental Grant, of undetermined amounts.

The Board was notified that an unauthorized transfer occurred to the District bank account. A mistake by the bank teller, inadvertently moved funds out one of the District's account and into a personal account. The bank was notified of the error and the funds were returned. The District was researching how to avoid this type of transaction in the future.

Section V. Legal Discussion of Action Items:

The District Legal Counsel informed the Board of any legal aspect associated with the approval of the Action Items.

The District Legal Counsel noted that the REACH Air Medical lease originally began in 1989, and a new straightforward lease agreement would give the lessee-lessor relationship a stronger foundation.

Section VI. Action Items:

Commissioner Bell (Second Commissioner Pahls), moved to approve resolution 2021-04-01 accepting the grant offer from the US Department of Transportation for the Coronavirus Response and Relief Supplemental Appropriations Act of 2021. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve the REACH Air lease agreement, subject to final review by the District Legal Counsel and the District's insurance agent of record. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve the Coos Aviation Lease Amendment. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve the Fred Messerle & Sons Incorporated service agreement, subject to final review by the District Legal Counsel and the District's insurance agent of record. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve the Fred Messerle & Sons Incorporated Phase Order Number 1. Commissioner Bell asked and was informed that Phase 1 was not to exceed \$45,000. Motion passed.

Section VII. Commissioner Comments:

The First Budget Committee meeting was scheduled for Monday, May 5th, at 5:30 p.m. in the District Hangar office.

The next regular Board Meeting was to take place May 20, 2021.

Public Comments:

Jason Traylor, of Coos Aviation, stated that Coos Aviation would not be erecting the Board approved tool shed adjacent to their facility at this time.

Adjourn to Executive Session at 8:16 a.m.