

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, September 22, 2022.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, September 22, 2022 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;  
Brent Pahls, Commissioner;  
Jason Bell, Commissioner;  
Joe Benetti, Commissioner (via phone tie-in)

**COUNSEL PRESENT:** Patrick Terry, District Legal Counsel.

**STAFF PRESENT:** Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Cindy Henson, Finance Manager; Crystal Lyon, Accounts Manager.

**MEDIA AND GUESTS PRESENT:**

Jason Traylor, Coos Aviation; John Meynick, Coos County Resident; Ken Bonetti, Coos County Resident; Dan Salyer, CH14.

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

**Section I. Review of Minutes: August 18, 2022 Board Meeting:**

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the minutes of the August 18, 2022, regular Board Meeting were approved.

**Section II. Finance Report:**

The Finance Manager addressed the Board to give the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of August.

The District received \$46,744 in Airport Use Fees for August, the second highest amount since 2012.

Payroll expenses includes \$18,921 for PERS reclassification of ARFF employees from General to Police & Fire.

A run-down of the Apron expansion and Cargo Facility was shown to the Board, an estimated \$2,900,000 of the cost for those projects would come from the CCAD.

It was noted that while re-imbusement for the Glide Slope and Perimeter Fence is expected, it will not occur until spring 2023. These current costs combined with the estimates from the Apron and Cargo Facility bring the total cost estimates for the fiscal year 2022/2023 for CCAD to \$3,117,526.

The Accounts Manager then presented the capital resources available for the projects to the Board, demonstrating \$3,200,000 available. Noting the budget will be tight while awaiting COVIII re-imburements.

### **Section III. Review of Invoices:**

The Board reviewed new invoices through August 18, 2022 in the total amount of \$865,427.84. Upon a motion by Commissioner Pahls (Second Vice Chair Collins), the invoices through August 18, 2022 in the amount of \$865,427.84 were approved.

### **Section IV. Staff Reports/Discussion Items:**

Maintenance/Operations Report:

The Operations Manager addressed the Board with a report on airport operations and maintenance.

Runway 13-31 was repainted with the exception of the now required black border due to supply issues stemming from the impact of COVID 19. It is expected that the necessary painting supplies will be acquired within a few weeks.

It is planned that the centerlines of Runway 5 will be repainted this year, with the rest of the repainting work to take place next year.

Air Traffic Control Tower pilot control lighting (PCL) failed again due to the salt water environment causing damage to antenna. Two replacement antennae were ordered

meaning that a spare will be kept in case of future component failure. In total the PCL lighting was unavailable for nine days.

Localizer Antennae are undergoing an upgrade which is covered by the FAA with no cost to CCAD.

Glide Slope Relocation is necessary due to the increased size of the aircraft utilizing the airport and the resulting increase in the size of the safety zones. The building containing the Glide Slope equipment now falls inside the expanded safety zone. FAA will install test equipment at a potential alternative location before making a final decision regarding relocation.

A set of the Runway End Identifier Lights are having an issue for the third time. After having been sent back and reinstalled, an issue remains. CCAD is working toward a resolution with the manufacturer, as the lighting is still under warranty. All other lighting on the airport is operational.

Commissioner Pahls addressed the board regarding a meeting held with the city of North Bend Council leadership and Mayor to discuss topics from previous board meetings. A strong willingness to work together was expressed, along with a desire for clarity from CCAD regarding the future of the senior center. There was also discussion regarding the park and fencing the area in order to limit usage to the designed intent.

#### *Executive Director's Report:*

The Executive Assistant addressed the Board on behalf of the Executive Director.

Daily flights to SFO in August had an 81% load factor, while Denver flights managed a 90% load factor, the highest since implementation in a given month for Denver.

General Aviation welcomed the arrival of a private 737 from Canada. During discussions, it was hinted that it could be an annual occurrence, or possibly monthly during the summer.

There was a reminder issued regarding completion of the SDIS Best Practices course which closes on November 4<sup>th</sup>. It is required that two Board members achieve bronze level to qualify the District to receive a General Liability discount of 10%.

ARFF Meeting was to have taken place the previous week, with a walkthrough intended for this week to examine the doors and discuss compliance with FAA regulations. This did not take place. There have been reports of some electrical faults with interior and exterior lighting developing which will be addressed.

CCAD is looking for a Terminal Access Control System provider. Currently two options are options are being entertained. Quotes will be presented to the Board at a future meeting.

BLM RFBs for doors and paint are still awaiting responses from GSA.

Apron Expansion project has progressed, removing two of the three telephone poles allowing the project to proceed with concrete pour. Two concrete pours have been completed. The next pour is scheduled for the beginning of October.

Hertz has provided a 30-day notice that they will be leaving the terminal on October 16<sup>th</sup>. CCAD is examining putting out an RFB for a rental car company to fill the space to be left in the terminal. Will engage with Eugene airport for a list of rental companies and approach those with the opportunity.

There has been an increased level of dumping on airport property recently. It was noted that a fence would work to prevent such activity in future.

CCAD had signed the \$24,000 agreement for a capability study for the Glide Slope building relocation which was submitted to the Board to be ratify the FAA re-imbusement agreement and to gain historical record of it. This will be an action item on the next board meeting.

#### **Section V. Legal Discussion of Action Items:**

None.

#### **Section VI. Action Items Requests:**

Upon a motion by Commissioner Bell (Second Commissioner Pahls) the T-O Engineers Scope of Services and Fee Estimate for the design of a Cargo Facility for an amount not to exceed \$45,040 was approved.

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

The next regular Board Meeting is to take place on Thursday, October 20, 2022.

#### **Section VIII. Public Comments:**

John Meynick addressed the board regarding the preposed perimeter fence. It was suggested that a town hall could take place to engage the local community for input on the fence. Meynick expressed his belief that the installation of a perimeter fence would not further the goal of preventing transient camping or illegal dumping. Additionally, he

stated that the fence could prove to be an impediment to firefighters having access to areas potentially vulnerable to brush fires.

The Operations Manager was called to be questioned as to the location of illegal encampments and fires by the Board. It was indicated that the fires originating from transient campsites were in locations enclosed by the proposed perimeter fence. These encampments were frequently found to contain needles and other hazardous materials.

Board made comments pertaining to the advantages of a perimeter fence based on limited availability of Police to respond to transient camp issues.

Taylor, Sause Bros. commented that a significant amount of time and resources are expended removing encampments from their property, which adjoins Airport property.

**Adjourned to Executive Session at 8:17 a.m. No public comments made upon completion.**