

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, May 20, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, May 20, 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;
Michael Collins, Vice-Chair;
Brent Pahls, Commissioner;
Jason Bell, Commissioner;
Joe Benetti, Commissioner.

ABSENT: None.

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: Patrick Terry, Law Office of Patrick M. Terry; David Gregory, VolleyCart; Dan Salyer, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Pahls.

Section I. Review of Minutes: April 15, 2021:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the April 15, 2021, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through May 19, 2021, in the amount of \$881,996.00. Vice-Chair Collins mentioned a potential conflict of interest and excused himself from the motion. District Legal Counsel clarified that if a quorum was needed then the Board member could still vote, but only after declaring the conflict of interest. Upon a motion by Commissioner Bell (Second Commissioner Pahls), the invoices through May 19, 2021, in the amount of \$881,996.00, 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 April.

The Finance Manager approached the Board to review the Finance Report.

Expenditures in all funds were within budgeted amounts. The April 2021 Use Fees received was \$16,265, which was 30% higher than the previous highest in April 2015. The Finance Manager noted a change in the payday dates reflected in the Cash Flow Statement.

The Executive Director stated that the Airfield Electrical project had been completed; however, a few numerical errors were discovered, and the closeout document was being revised.

The Airfield Rescue and Fire Fighting (ARFF) project expenditures were approximately \$3,000,000 and were expected to be completed in August 2021.

The BLM Seismic Upgrades and Tenant Improvements project was about halfway finished and expected to be completed in October 2021.

The Executive Director noted that the District has had strong General Aviation activity during this fiscal year. A large group had recently flown in for a fundraiser golf tournament at Bandon Dunes.

Section IV. Staff Reports:

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

The Operations Manager stated the annual TSA inspection had been completed. During the week long inspection, the Airport received no marks, but a local cargo carrier failed to comply with security requirements. The Executive Director reiterated the importance of following the Airport Rules and Regulations, and that the consequences may lead to loss of Airport access.

The Operations Manager informed the Board that the District participated in the Annual Mass Casualty Table Top Exercise. Several local agencies were in attendance, and a full-scale exercise would take place later in the year.

The Operations Manager announced that the Old ARFF Facility's demolition had been completed.

Commissioner Benetti asked, and the Operations Manager confirmed that Comfort Flow would be performing the repairs to the Terminal's HVAC cooling system.

David Gregory, of VolleyCart, approached the Board to request a seventy-five percent (75%) reimbursement for the installation of a power transformer in the Business Park. Mr. Gregory explained the installation process and how future tenants in the Business Park and the District could benefit. Vice-Chair Collins asked, and Mr. Gregory explained that the high-powered cabinet would hook up to the transformer, converting the high voltage to usable power; several future tenants could also use this transformer. The Board discussed the District's responsibility of providing utilities to the Business Park area.

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

The San Francisco air service started daily flights April 1, 2021, and the Denver air service was set to begin June 6, 2021 on Sundays and Wednesdays.

The Executive Director announced that the District had discussions with Volaire Aviation regarding acquiring Portland air service in the summer of 2022. The Board discussed available options, and what would work best for the District.

The Board was informed that the Tree and Brush Removal project in the Business Park area was set to begin in mid-June.

The Board was informed that the Runway Safety Area (RSA) project's Environmental Assessment Phase 2 was underway and expected to be completed by the end of the year.

The Executive Director discussed the ARFF Facility project and that the FAA would not fund construction of an access road to the building. The District added it as an alternate to the bid process. Since the contractor already had equipment staged for the access road, the Executive Director requested a quote to also remove an old retaining wall and curb system, located adjacent to the project. The additional work, which was nineteen thousand dollars (\$19,000), would make the area more attractive and accessible for future tenants. Vice-Chair Collins asked, and was informed that the District would get an estimate to cover the ground with gravel to prevent erosion.

The Board was informed the FedEx lease had been completed; however, it was brought to the District's attention that FedEx intended to relocate to the FedEx Grounds facility in June. The Executive Director presented FedEx with other airside facility alternatives, which included a temporary mobile office trailer until a new facility could be constructed. The Board discussed FedEx's future as a District tenant. The Executive Director mentioned an amendment to the Cargo Signatory Agreement, which was presented for the Board to review.

The Executive Director announced the invitation of Patrick Terry to attend the Board meeting. Future conversations would be held to discuss the prospect of him becoming the District's Legal Counsel.

The Board was informed that the District acquired ownership of the FBO and hangar buildings from the REACH Air Ambulance tenant. The REACH Lease was set at a fair market value, and the rent would be re-evaluated at the five (5) year renewal.

The Executive Director explained that the American Rescue Plan (ARP) Act was a part of the Coronavirus Aid Relief and Economic Security (CARES) Act. The ARP Act was designed to cover all construction grants; however, the District's construction projects did not fall into the correct timeframe to qualify. It was still possible that the District could receive some of these funds.

The Executive Director stated that District would apply for the Rebuild American Infrastructure with Sustainability and Equity (RAISE) Grant, formerly known as the Better Utilizing Investment to Leverage Development (BUILD) Grant. The RAISE Grant application would be for the design or construction of the Apron Expansion project, which was listed in the District's Master Plan for 2023.

The Board was asked to fill out the signatory paperwork for the District's Umpqua Bank account.

The Board was informed that the South Coast Development Council (SCDC) membership was up for renewal. Vice-Chair Collins asked, and Commissioner Benetti explained that SCDC helped Coos County establish economic growth, and several public and private entities in Coos County were involved.

The Executive Director announced that the District's 2021-22 Fiscal Year Budget would be presented for the Board to approve next month.

The Board was informed of an increase to the District Employee Health Care Coverage. The Executive Director requested the Board consider using the recent Property Liability Insurance reimbursement to help offset the cost of the District employee's health insurance increase. The Board discussed the rate increase and the impact it had on District employees.

The Executive Director announced that the ADK Deputy Director search was underway, and several applicants were up for review; the Board was encouraged to participate in the interview process.

Section V. Legal Discussion of Action Items:

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

Section VI. Action Items:

Commissioner Benetti (Second Commissioner Bell), moved to approve Resolution 2021-05-01 Amending the Cargo Fee and Rate Policy. Motion passed.

Commissioner Pahls (Second Vice-Chair Collins), moved to approve Resolution 2021-05-02 Accepting the FAA Grant Offer for the AIP project as stated, in the amount of \$98,585. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to allocate the \$28,000 rebate that was received from the Special District's Liability Property Insurance, to be split between two years, to offset a portion of the cost of health insurance for District employees. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve payment of 75% of the total cost of the installation of electricity at Cessna Circle. Vice-Chair Collins stated the District claimed to provide utilities in the Business Park area, and suggested to make the payment in full; the Board was in agreement. Vice-Chair Collins (Second Commissioner Pahls), moved to approve the payment in full for the installation of electricity at Cessna Circle, in the amount of \$13,190. The District Legal Counsel stated that the District should enter into an agreement directly with Pacific Power, in case there are future rebates. Motion passed.

Section VII. Commissioner Comments:

Commissioner Bell thanked District staff for assisting in the Young Eagles program that took place the following Saturday.

The next regular Board Meeting was to take place June 17, 2021.

Public Comments:

There were no public comments at this time.

Adjourn to Executive Session at 8:43 a.m.