

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, January 20, 2022

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, January 20, 2022, 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.

ABSENT: Michael Collins, Vice-Chair; Brent Pahls, Commissioner.

COUNSEL PRESENT: Patrick Terry, District Legal Counsel.

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

MEDIA AND GUESTS PRESENT: Mike Powter, Coos County Citizen; Dan Salyer, CH14.

Section I. Review of Minutes: December 16, 2021:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the December 16, 2021 regular Board Meeting were approved.

Section II. 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 December.

The Executive Director stated that all expenditures through December 31, 2021 were within the budgeted amount. The District received Airport Use Fees for December in the amount of \$29,410. DHS Funds reflect December and January lease payments of \$252,460 and lease and interest of \$77,242 per the November settlement agreement. In November, the District and DHS reached a settlement regarding the lease rate per square foot which increased the rate by \$0.075 per square foot from inception of the lease.

The Executive Director stated that the 2020/2021 Fiscal Year Annual Audit Report had been distributed for each Board Member to review. The audit was completed and submitted to the Secretary of State Audits Division prior to December 31, 2021. The

auditor did not find any material weaknesses or significant deficiencies and no separate management letter was issued.

Section III. Review of Invoices:

The Board reviewed new invoices through January 19, in the amount of \$792,487.98. Upon a motion by Commissioner Bell (Second Commissioner Benetti), the invoices through January 19, in the amount of \$792,487.98 were approved.

Section IV. Staff Reports:

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

The Operations Manager informed the Board that the Pilot Controlled Lighting system that had failed about five (5) months ago had been repaired, which was initially delayed due to shipment issues.

The Board was informed that the District upgraded the lighting on the South Ramp over the past few weeks.

The Operations Manager stated that the FAA was repairing the weathered Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) equipment. This is an FAA project and therefore completely funded by the FAA.

The Board was informed that water and sewer would be installed at the South Ramp Hangar for the FedEx tenant. Commissioner Benetti asked, and the Executive Director stated that the lease was currently being reviewed, and would be signed before the tenant occupied the space. The remodel would occur over the next month, with the tenant moving in soon after. Commissioner Bell asked, and the Executive Director reassured the Board that the tenant would have everything needed for proper operation of the business.

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

The Executive Director announced that the San Francisco Air Service winter schedule was five (5) days a week, excluding Tuesdays and Saturdays; daily flights are expected to resume in May. The seasonal Denver flight was scheduled to begin June 5, and run through September 28. The Executive Director mentioned that the District hoped to begin Portland service in 2023.

It was noted that the 2022 Rates and Charges had not changed over last year, and required Board approval.

The Executive Director mentioned that Perkins Coie would be reviewing T-O Engineers' five (5) year Master Agreement, and drafting the Work Order 22-01 for the Apron Expansion project.

The Board was informed that the Aircraft Rescue and Fire Fighting (ARFF) Facility project was waiting on the delivery of the bay door hinges before finishing the flooring. The project was expected to be completed in February, although a firm date had not been set.

The Executive Director announced that the BLM Seismic Upgrades and Tenant Improvement project was expected to be completed within the week. There was a pending amendment to the contract for painting the outside of the building, beginning in June.

The Executive Director informed the Board that the District requested BETA Technologies postpone the Electronic Vertical Take-Off and Landing (E-VTOL) charging station installation until April, to allow the FedEx tenant to get situated in the South Ramp location.

The Executive Director noted that the annual amount for the three (3) year contract to service the new Terminal Access Control System was approximately two thousand nine hundred seventy-six dollars (\$2,976).

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.

Section VI. Action Items:

Commissioner Bell (Second Commissioner Benetti), moved to approve the 2022 Rates and Charges. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to accept the 2020/2021 Fiscal Year Annual Audit Report. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve T-O Engineers Work Order 22-01, Reconstruct and Expand Apron Project, Contingent of FAA Approval, Independent Fee Estimate Review and Perkins Coie Legal Review. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve the Terminal Access Control System Protection Plan, in the Annual Amount of \$2,976. Motion passed.

Section VII. Commissioner Comments:

The next regular Board meeting was to take place February 17, 2022.

Public Comments:

There were no Public Comments at this time.

Adjourn to Executive Session at 7:53 a.m.