

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, June 17, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, June 17, 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;
Joe Benetti, Commissioner, via Conference Call.

ABSENT: Michael Collins, Vice-Chair; Jason Bell, Commissioner.

COUNSEL PRESENT: James Martin, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Mihai Smighelschi, Deputy Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Cindy Henson, Finance Manager.

MEDIA AND GUESTS PRESENT: Jason Traylor, Coos Aviation; Dan Salyer, CH14.

PLEDGE OF ALLEGIANCE: Let by Commissioner Pahls.

Section I. Review of Minutes: May 20, 2021:

Upon a motion by Commissioner Pahls (Second Commissioner Benetti), the minutes of the May 20, 2021 regular Board Meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through June 16, 2021, in the amount of \$732,488.29. Upon a motion by Commissioner Pahls (Second Commissioner Benetti), the invoices through June 16, 2021, in the amount of \$732,488.29 were approved.

Section III. Finance Report:

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

The Finance Manager stated that expenditures in all funds were within budget amounts. The Construction Fund would repay the loan to the Building Reserve Fund, in the amount of \$450,000, prior to June 30, 2021. The Board was informed that a previously approved

transfer from the General Fund to the Construction Fund was not required because the Aircraft Rescue and Fire Fighting (ARFF) project was not as far along as expected.

Section IV. Staff Reports:

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

The Operations Manager stated that there was an update to the stormwater permitting process. All existing testing waivers had been terminated. New waivers could be requested, with proof of five (5) consecutive quarterly discharge test results that were within acceptable tolerances. Additionally, District staff have been tasked with monitoring the pH levels, as the City of North Bend's wastewater treatment plant no longer provides the service.

The Operations Manager announced that the Terminal's HVAC chiller repair would be completed by the end of the day.

The Operations Manager noted that the District was gathering quotes for the American Legion building demolition. The Executive Director added that the District expected the demolition to occur in August 2021.

The Operations Manager stated that the Young Eagles Fly-in Event that took place last month was a success. Several airport entities, including the Coast Guard, participated in the event. Chair Mineau thanked all those involved.

The Board was informed that the delay in the Enhanced Ramp Lighting project was due to the inability to get the specific parts; however, the project has since been completed.

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

The Executive Director announced that the Denver flight started June 6; both the Denver and San Francisco routes used a seventy (70) passenger Embraer 175.

It was noted that the Tree and Brush Removal project, taking place in the Business Park area, was set to begin June 21, 2021.

The Board was informed that the District received the final closeout for the Airfield Electrical project.

The Executive Director stated that the ARFF Project completion date had been delayed until November 2021, due to issues acquiring supplies.

The Board was informed that the BLM Seismic Upgrades and Tenant Improvements project had been delayed until November 2021 for various reasons.

The Executive Director announced that the District should receive federal stimulus funds from the Airport Rescue Grant program. The District would be notified of the amount to be received, by the end of June 2021.

The Executive Director spoke with the FedEx tenant regarding entering into a month-to-month lease agreement through March 2022.

The Executive Director thanked the District Legal Counsel for the services provided to the District. The Board was informed that the District Legal Counsel would be available to assist with the transition of the new District Legal Counsel.

The Executive Director stated that the DHS Child Welfare roof system required bi-annual inspections to stay within warranty. The District would either perform these inspections in-house or outsource the task to professionals. The Executive Director noted that when restarting the HVAC system after a power outage, District staff must manually flip switches located on the roof. This is an inconvenience and potentially unsafe, and suggested remote options to restart the system.

The Board was informed that the District intended to advertise a Request for Qualifications (RFQ) for As-needed Professional Architectural and Design Services. The District's current contract expires in October 2021.

The Executive Director mentioned that the FAA requested that the District have all permits in place for the building demolitions before the District issued an RFQ for the Apron Rehabilitation and Ramp Expansion project.

The District intended to advertise an RFQ for the design of the Runway Safety Area (RSA) Bulkhead Construction project. The Executive Director explained the extensive bidding process before the project could begin construction.

The Executive Director informed the Board that the District may not be able to host the Knights of Columbus this December due to concerns from the Commercial Hangar Tenants.

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 Pahls (Second Commissioner Benetti), moved to adopt Resolution 2021-06-01, approving the FY 2021/2022 Annual Budget in the amount of \$18,907,895, and Certification of the Tax Rate of \$0.24 per \$1,000. Motion passed.

Commissioner Pahls (Second Commissioner Benetti), moved to approve the City of North Bend Lease Agreement at the rate of \$569.78 per month for one year, effective from July 1, 2021, continuing through June 30, 2022. Commissioner Benetti asked, and the Executive Director stated that the City of North Bend was aware of the lease terms. Motion passed.

Commissioner Pahls (Second Commissioner Benetti), moved to approve the Airport Heights Park Lease Agreement for a term of one year, effective July 1, 2021, continuing through June 30, 2022. Commissioner Benetti asked, and was informed that the City of North Bend maintained the park grounds and equipment. The District Legal Counsel stated that any maintenance and improvements were the responsibility of the City of North Bend. Chair Mineau asked, and the Executive Director noted that the District was unaware of any improvement plans. Motion passed.

Commissioner Pahls (Second Commissioner Benetti), moved to approve the selection of Patrick M. Terry, Attorney at Law, as the Coos County Airport District's Legal Counsel. Motion passed.

Commissioner Benetti (Second Commissioner Pahls), moved to approve the renewal contract for Channel 14, PEG Broadcasting Services, for \$3,492. Motion passed.

Commissioner Benetti (Second Commissioner Pahls), moved to approve VolleyCart Lease Addendum. Motion passed.

Section VII. Commissioner Comments:

After some discussion, the Board agreed the next regular Board Meeting was to take place July 22, 2021.

Public Comments:

There were no public comments at this time.

Adjourn to Executive Session at 8:08 a.m.