

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, January 19, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, January 19, 2023 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;  
Joe Benetti, Commissioner;  
Jason Bell, Commissioner.

**ABSENT:** None.

**COUNSEL PRESENT:** None.

**STAFF PRESENT:** Theresa Cook (via online connection), Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Crystal Lyon, Finance Manager; Matthew Perkins, Administrator; Amos Vorster, Office Manager; Stephanie Kilmer, Public Information Officer.

**MEDIA AND GUESTS PRESENT:** Kevin Dubsiar, Coos County Youth Sports; John Meynick, Coos County Resident; Mike Powers, Coos County Resident, Krista Potter, K-Dock Radio, Melissa Cribbins, Coos County Resident

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

**Section I. Review of Minutes: December 15, 2022 Board Meeting:**

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the minutes of the December 15, 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 November.

All expenditures through December 31 are within the District's Budget.

The District received \$31,895 in Airport Use Fees for December.

December Revenues were \$1,212,134 and expenditures were \$636,842.

Approved budget for 2022/2023 fiscal year is \$17,266,755. To date, expenditures total \$10,472,336.

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

The Board reviewed new invoices through January 18, 2023 in the total amount of \$785,122.69.

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the invoices through January 18, 2023 in the amount of \$785,122.69 were approved.

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

### **A. Maintenance/Operations Report:**

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

The airport is currently preparing for an upcoming FAA inspection. Top soil has been purchased for grading the safety zone.

For Hot Fueling, the United States Coast Guard (USCG) extinguishers have expired, and replacement are on back order. As such, the airport has stepped up to help and have avoided any slow down to the USCG operations.

An ARFF Engine needed to be shut down and was repaired in under 6 hours, the airport only requires two of the three engines to be in-service at any one time and consequently there was no impact on operations.

Damage from the storms has caused trees and fences to fall across the site which has been addressed by maintenance staff.

At the Business Enterprise Center there was a reported smell of propane leading to the tank being shut down as a safety precaution. The source of the smell was discovered and a new tank has been installed along with piping and the old tank will be removed once it has been emptied.

A DHS truck was vandalized in an attempt to steal fuel causing a leak onto the parking area. The same truck was targeted again yesterday, as discovered during property inspection. The incidents have been reported to local police.

Today there will be a Hazmat drill training for both maintenance and operations personnel.

**B. Public Information Officer's Report:**

The Public Information Officer addressed the Board with a report on airport community outreach and media.

In preparation for daily flights returning to the airport the airport, the advertisement program has focused on commercial flights.

Digital marketing is being focused on the local community and in San Francisco to generate interest in flights.

Weekly updates are being presented to local businesses at the Wednesday Business Connections meetings.

The Airport has received very positive feedback from the USCG regarding ARFF staff.

There will be an outreach event on the 15<sup>th</sup> of February.

The advertising plan is under evaluation regarding demographic targeting to ensure the best return for money in the coming year.

**C. Executive Director's Report:**

The Executive Director addressed the Board.

The airport is still operating on the winter schedule. Daily flights to SFO will begin in April with Denver flights beginning in May, both of which are a month early.

ARFF station issues are on-going with an alternative door having been identified which will meet the requirements in the regulations. The airport is currently awaiting cost estimates.

Alaska airlines is still looking at regional flights to smaller airports and been engaged with CCAD, however any potential arrangements have been pushed to 2024.

Commissioner Benetti questioned whether CCAD should continue waiting for Alaska to reach out or move forward with other options. The Executive Director responded that CCAD should look for alternatives but keep Alaska in mind going forward.

Commissioner Benetti questioned if other local airports have several flights a day citing Pendleton airport as a small regional airport with multiple daily flights. It was noted that those daily flights are government funded through grants and will not be sustainable once the grants are no longer accessible. It was noted that the plane used for these flights did not have a bathroom onboard and was in the past deemed a poor fit for CCAD customers. Alaska has been continuously in touch since its departure from the airport but is facing difficulties with a lack of pilots and planes along with the other issues currently facing the airline industry.

There will be a Special Districts conference from the 9<sup>th</sup> to the 12<sup>th</sup> of February, board members are encouraged to attend and there is the ability to sign up and attend digitally.

The funding for the road realignment and movement of utilities for the Cargo facility project will not be available for 2024. It was confirmed that the delay would not have any impact on the grant.

It was noted that there are 3 openings on the CCAD budget committee.

There have been no bids submitted by car rental companies to take over the vacate slot at the airport meaning enterprise remains the sole car rental provider at the airport. It was suggested that the CCAD continue to reach out to local dealers with the opportunity.

The CCAD General Liability insurance has increased by \$50,000.

The CCAD is reapplying for the RAISE grant but the expectation of it being granted is low as it has previously been applied for and rejected two years ago.

Spectrum has submitted plans to dig a trench for underground utilities at the request of UPS. These plans were submitted to the Federal Aviation Agency (FAA) and the response was that there would be no charge. It was noted that this was irregular when compared against the charge from the FAA over the installation of the proposed perimeter fence. The plans have therefore been resubmitted for a second assessment to confirm the FAA's first response.

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

Upon a motion by Commissioner Benetti (second Commissioner Bell) Melissa Cribbins was appointed as new legal counsel for the CCAD. Commissioner Bells requested to know the reasons for dismissal of the previous council and the Executive Director agreed to discuss the basis for the change in legal council in an executive session.

Upon a motion by Commissioner Bell (second Commissioner Pahls) the DHS sublease was approved pending legal review by the new counsel.

Upon a motion by Commissioner Pahls (second Vice Chair Collins) the SDIS Property/General Liability Policy was approved.

Following a discussion of availability among board members, airport staff and balancing the ability of the general public to attend, a motion by Commissioner Pahls (second Commissioner Bell) to move the monthly board meeting to the second Thursday at 07:30 was approved. The next board meeting is scheduled to take place on February 9<sup>th</sup>.

#### **Section VI. Commissioner Comments:**

Commissioner Pahls expressed his appreciation of the board and staff for the flexibility that had been shown when moving the meeting to be more accommodating.

Commissioner Benetti extended a welcome to Melissa Cribbins as the new legal council and requested change to be made to the IT to allow for the board to view both the slides and members connected via video call during the meeting.

Vice Chair Collins stated that he appreciates the background and experiences of everyone on the board and the different areas of expertise and knowledge that they bring to the meetings and decisions.

Chair Mineau extended a welcome to Melissa Cribbins as the new legal council and expressed her satisfaction with the progress that has been made by the airport over the years of her time with the CCAD.

The next regular Board Meeting is to take place on Thursday, February 9, 2023.

### **Section VII. Public Comments:**

John Meynick addressed the board stating his appreciation of the comments made by the board members on the importance of setting times to allow as much public input to the meetings as possible. Concern was expressed as to why the dismissal of the legal council will take place in an executive session rather than the public meeting. Opposition to the perimeter fence was expressed along with the desire for more input from the neighborhood.

Commissioner Benetti responded to the matter of the change in legal council stating that legal council serves at the behest of the executive director and discussion of the legal contracts should be discussed in executive sessions and not open to the public. A six-monthly meeting to provide an opportunity for more members of the public to attend was also suggested as a way to provide greater public input to the board.

Kevin Dubsiar addressed the board regarding the decision to provide land to the Coos County Youth Sports (CCYS) for development into sports facilities. A meeting with an airport representative to review proposals was requested along with suggestions for how to address the airports concerns with how best to show the public of the opportunity that was being provided, these including the airport logos on jerseys and equipment.

Commissioner Benetti suggested that a meeting with Deputy Director Brittsan take place before the creation of a contract and suggested a year trial be part of the arrangement to ensure compatibility between the CCAD and CCYS.

Commissioner Pahls reiterated the desire to ensure the facilities are inclusive of all members of the public wishing to use them not limited to the use of CCYS.

**Adjourned to Executive Session at 8:34 a.m.**