

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, November 19, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, November 19, 2020, at 7:30 a.m., in the District Hangar Office.

CALL TO ORDER: Vice-Chair Collins called the meeting to order.

COMMISSIONERS PRESENT:

Helen Mineau, Chair, via conference call;
Michael Collins, Vice-Chair;
Joe Benetti, Commissioner;
Jason Bell, Commissioner;

ABSENT: Brent Pahls, Commissioner.

COUNSEL PRESENT: James Martin, District Legal Counsel.

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

MEDIA AND GUESTS PRESENT: Ed Ellingson, Nasburg Huggins Insurance; Spencer Gordon, Nasburg Huggins Insurance; Dan Salyers, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Benetti.

Section I. Review of Minutes: October 15, 2020:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the October 15, 2020, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through November 18, 2020, in the amount of \$771,932.39. Upon a motion by Commissioner Bell (Second Commissioner Benetti), the invoices through November 18, 2020, in the amount of \$771,932.39 were approved.

Section III. Finance Report:

The Executive Director addressed the Board to discuss the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of October. Expenditures in all funds were within budgeted amounts

for October 2020. The October Airport Use Fees received were 68% more than budgeted. Commissioner Benetti asked and was informed that the increase in Airport Use Fees was from General Aviation aircraft visits.

The 2019/20FY audit is progressing. The District had uploaded items for the auditors, as requested; the audit was expected to be completed by December 1.

The Airfield Electrical Project was nearing completion and was expected to finish under budget at \$3,700,148. The closeout was contingent on passing a Runway Ending Identifier Lights (REIL) Flight Check.

The Aircraft Rescue and Fire Fighting (ARFF) Facility Project was expected to be completed by July 2021. \$1,064,665 has been expended as of the end of October.

The BLM Seismic Upgrades and Tenant Improvements Project was bid at \$3,900,000 and was anticipated to be completed in April 2021. \$694,676.33 had been expended as of the end of October. The Board was informed of an issue in the phasing transition due to the tenants occupying the building.

Section IV. Special Presentation:

Mr. Gordon, of Nasburg Huggins Insurance, approached the Board to review the current insurance provided to the District. The Board was reminded of the Special Districts Insurance Services (SDIS) contract renewal, scheduled for January.

Mr. Ellingson, of Nasburg Huggins Insurance, informed the Board of his retirement and reminisced on early projects with the District. The Board thanked Mr. Ellingson for his years of service.

Section V. Staff Reports:

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

The Executive Director announced that SkyWest had released the December 2020 flight schedule, which consisted of three (3) flight days a week —Sunday, Wednesday, and Friday.

The seasonal Denver flight, scheduled for next year, had been discussed. There would probably not be any additional days added to the schedule due to the pandemic's uncertainty. The round trip flights would take place Sundays and Wednesdays, through the summer months.

The Oregon REAL-ID compliance date had been extended to October 2021.

The Board was informed that the District received two (2) bids for the Cessna Circle Sewer Lateral; which the District intended to award to the lowest bidder. Vice-Chair

Collins asked, and the Operations Manager stated that the North Bend City Engineer designed the project, and that information was given to the contractors for the bid process.

The Board's attention was brought to two (2) small structures near the FedEx facility that the District intended to demolish, both containing asbestos. Commissioner Benetti asked and was informed that Arcadia Environmental performed the asbestos removal, and the cost was approximately three-thousand five-hundred dollars (\$3,500). Vice-Chair Collins asked and was informed that the demolition was to occur later today.

The Executive Director updated the Board on the FedEx facility's proposed lease. The abundant number of FedEx related vehicles—both company and personal—created issues with access to the main airfield gate. The tenant requested a secured parking area due to overcrowding and theft issues. The proposed lease would be executed on an annual basis, due to the Airports Master Plan's demolition goals in the area. The new lease would also address the congestion issues, by providing a paved fenced in parking lot across from FedEx.

The Executive Director stated that the District had a five (5) year Capital Improvement Plan (CIP) funded by the FAA, which was updated annually by the District. The Board reviewed the current FAA funded CIP schedule. The Executive Director announced that a change in staff at the FAA would backtrack on the Runway Safety Area's (RSA's) Environmental Assessment, pushing the RSA's construction portion out one (1) year. The FAA proposed a change in the CIP schedule to move the Obstruction Removal ahead of the Apron Rehab. The Executive Director asked the Board to consider developing a five (5) year CIP schedule for projects not funded by the FAA.

The Board was informed of the possible criminal activity taking place at the apartment complex. The Executive Director discussed the Airport Master Plan, which included the demolition of the apartment complex. Vice-Chair Collins asked, and the Executive Director explained that although the current lease with the Oregon Coast Community Action (ORCCA) required a ninety (90) day termination letter, it would be likely that the District would give notice at least a year before eviction.

The Board considered the possibilities for the rejection of the District's Better Utilizing Investments to Leverage Development (BUILD) Grant application. The Board discussed potential avenues to further the Districts Master Plan regarding the ramp area's extension, including the demolition of several World War II-era buildings.

The Board was informed the Knights of Columbus' Annual Food Drive was to take place in the Districts Commercial Hangar from December 14 to 19. This event would likely be the last event held in the Commercial Hangar due to tenants' having to be displaced. Vice-Chair Collins asked and was informed that the event takes up approximately half of the hangar and requires the tenants to relocate their aircraft during the event.

The Executive Director asked the Board to review and discuss the Districts debt services for the upcoming fiscal year budget. The Board considered which debts to pay down with

the funds that would carry over into the next fiscal year. Commissioner Benetti suggested refinancing specific loans at a lower interest rate.

The Executive Director explained that Bandon Dunes provided the revenue guarantee for both the San Francisco and Denver flights because the District was prohibited from funding revenue guarantees. However, the District was permitted to fund marketing of air service. The Board was asked to deliberate which marketing firm the District should consider.

Section VI. Action Items:

Commissioner Benetti (Second Commissioner Bell), moved to approve Resolution 2020-11-01 authorizing a fund transfer to Zions Bank. The Executive Director explained that Business Oregon IFA had changed banks and the District's loan payment was sent and processed by the previous bank, the Bank of New York which required the District's authority to approve the transfer of funds to Zions Bank. Motion Passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve the Annual Extension of Ameriflight's Cargo Operators Agreement. The Executive Director clarified that the review was required due to Ameriflight's late submission of the contract extension. Commissioner Benetti asked, and the Executive Director stated that Ameriflight paid three dollars (\$3.00) per thousand pounds per landing under the Cargo Operators Agreement, rather than the Airport Use Fee. Commissioner Benetti asked and was informed that the Cargo Operators Agreement was for the subcontracted FedEx and UPS cargo aircraft. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve leasing a Cloud-based VoIP Phone System. Vice-Chair Collins asked, and the Executive Assistant stated there was no delay in switching to the new system. Commissioner Benetti asked and was informed that the new Cloud-based System would be through Douglas Fast Net (DFN). Motion passed.

Commissioner Bell (Second Commissioner Benetti), moved to renew the FedEx lease agreement based upon the District Legal Counsels' final interpretation and approval. Vice-Chair Collins asked and was informed the District already had a fence for the requested parking area, but that the gate would be the responsibility of FedEx. Motion passed.

Section VII. Public Comments:

There were no public comments at this time.

Section VIII. Commissioner Comments:

The next regular Board Meeting was to take place December 17, 2020.

Adjourn at 9:08 a.m.