

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, August 19, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, August 19, 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;
Joe Benetti, Commissioner;
Brent Pahls, Commissioner;
Jason Bell, Commissioner.

ABSENT: None.

COUNSEL PRESENT: Patrick Terry, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Mihai Smighelschi, Deputy Director; Robert Brittsan, Executive Assistant; Rick Skinner, Project Manager.

MEDIA AND GUESTS PRESENT: Jason Traylor, Coos Aviation; Shane McGowne, McGowne Iron Works; Scott Partney, Partney Construction; John Stalcup, Scott Partney Construction; Joe Slack, HGE Architects; Byron Henicle, Mead & Hunt; Dan Salyer, CH14.

PLEDGE OF ALLEGIANCE: Led by Commissioner Benetti.

Section I. Review of Minutes: July 22, 2021:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the July 22, 2021 regular Board Meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through August 18, 2021, in the amount of \$671,068.08. Chair Mineau informed the public that the District was required to pay for the Special District Elections. Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the invoices through August 18, 2021, in the amount of \$671,068.08 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 July.

Commissioner Benetti asked, and the Executive Director stated that the District had not received a reply regarding a lower interest rate for the Banner Bank loan.

Section IV. Staff Reports:

There was no Operations Report presented at this time.

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

The Executive Director announced that the District had a scheduled meeting with Volaire Aviation and Alaskan Airlines to discuss air service to Portland.

The Executive Director noted that the Denver flight started June 6; the Denver and San Francisco routes used a seventy (70) passenger Embraer 175. The Board discussed the flight load factors and revenue guarantee.

The Board was informed that the District intended to hire additional Operation Agents to assist with the ground and baggage handling for Alaskan Airlines' potential new Portland air service. The District had offered this service to previous providers. Commissioner Benetti asked, and the Executive Director stated that the District would not provide this service for SkyWest/United, as it would only apply to obtaining new air service to the area.

The Board was shown a short presentation on electric Vertical Take-Off and Landing (eVTOL) aircraft. The Executive Director explained that the District intended to allow Beta Technologies to install an electric charging station for eVTOL aircraft—at their expense—during the Apron Expansion project. The Board discussed eVTOL aircraft and the future of aviation, including UPS's intent to use eVTOL aircraft in the near future. Commissioner Benetti asked, and the Executive Director stated that Beta Technologies' plan potentially included one (1) eVTOL charging station and one (1) vehicle charging station near the Coos Aviation parking lot. Commissioner Benetti asked and was informed that the eVTOL charging ports were universal. The Executive Director informed the Board of a Grant opportunity from Pacific Power to fund electric vehicles, to replace two of the Airport's gas fueled operations vans.

The Executive Director alerted the Board of an issue in the assembly of the roofing system for the Aircraft Rescue and Fire Fighting (ARFF) Facility project. Due to environmental conditions that occurred during the roof installation, the north side of the building sustained water intrusion. The Project Manager, Mr. Slack of HGE Architects, Mr. Partney of Scott Partney Construction, and Mr. Henicle of Mead & Hunt, approached the Board to discuss the ARFF Facility project. The Project Manager presented roofing materials and

explained the different components of the roof, while demonstrating a mock-up of the proper installation. Mr. Henicle explained in detail the issue of the roofing material not adhering to the northern portion of the roof properly, due to the area not being thoroughly dried before application. Mr. Slack stated a primer could be used to address this issue. Mr. Partney explained the purpose of the primer and expressed staffing, supply, and scheduling concerns, due to COVID. Application of the primer would not affect the warranty. The Executive Director reaffirmed that moisture in the roofing system could potentially cause damage, and reiterated that a roof must be correctly installed before the problem worsens. The primer could help alleviate the problem, but at an additional cost to the District. The FAA may participate in funding the additional work, as long as it's not rework. The Board discussed the problem and solutions on how to get an intact roofing system with a minimal use of roof fasteners.

The Board was informed that the BLM Seismic Upgrades and Tenant Improvements project had a completion date of October 27.

The Executive Director announced that the American Legion Demolition project was set for September 2021, with the Board's approval.

The Executive Director stated that the Tree and Brush Removal project's Service Order Number Two (2) was on the agenda for Board approval. The Board discussed the potential cost to complete the project. When the project moves into the tree removal phase, Commissioner Benetti suggested the District have a plan and also hold a Public Hearing to inform the public of the District's intent.

The Executive Director stated that all District leases needed to include language that reserved all District land for airport use, under the FAA Grant Assurance mandate.

The Executive Director noted an Action Item on the Agenda for the Travel Southern Oregon Coast (TSOC) marketing agreement.

The Board was informed that the GASB87 was set to begin by the end of the fiscal year. The District was required to include an interest rate for all leases over twelve (12) months in length that meet a particular criteria.

The Executive Director explained that the Special District Insurance Services (SDIS) offer a ten percent (10%) discount every year the District participates in the Best Practices program. The Board was asked to review and approve the Cyber Security Policy to meet this year's requirement for participation in the SDIS Best Practices program.

The Executive Director questioned whether or not the District should create a policy regarding the ARFF Premium pay calculation in regards to vacation and holiday time. The Board discussed the cost and decided not to create a new policy at this time.

The Executive Director mentioned the City of North Bend Camping Ordinance, and the Board discussed its effects on the District. The Camping Ordinance was in its preliminary

stages. Commissioner Benetti encouraged the District to discuss the issue with the City of North Bend and to obtain legal counsel opinion from an aviation experienced lawyer.

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 Benetti (Second Commissioner Bell), moved to approve the Messerle & Sons Service Order #2, not to exceed \$45,000. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve the Mead & Hunt's AIA Contract Document B221- Service Order #5, in the amount of \$15,214. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve the Mead & Hunt's AIA Contract Document B221 - Service Order #6, in the amount of \$5,965. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve the Volaire Aviation Consulting Services Agreement. Commissioner Benetti asked, and the Executive Director explained the payment schedule, according to the approved Service Contract. Motion passed.

Commissioner Benetti (Second Vice-Chair Collins), moved to approve the Cyber Security Policy: SDIS Best Practices. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to ratify the Renewal of Northwest Insurance Group's Airport Liability Policy from August 19, 2021 to August 18, 2022, in the amount of \$11,025. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve the Asbestos Removal of the American Legion Building in the amount \$44,103. Vice-Chair asked and was informed that the demolition was scheduled to take place by the end of September. Motion passed.

Commissioner Benetti (Second Vice-Chair Collins), moved to approve the Demolition of the American Legion Building in the amount of \$26,715, not to exceed \$30,000, subject to review by the District Legal Counsel and District Insurance Agent of Record. Vice-Chair Collins expressed concern that the contractor's demolition insurance was not included in the bid. Motion passed.

The motion to approve the Travel Southern Oregon Coast advertising agreement was tabled, until additional information could be provided.

Section VII. Commissioner Comments:

The Board discussed and agreed that the next regular Board meeting was to take place Thursday, September 23, 2021.

Public Comments:

There were no public comments at this time.

Adjourn to Executive Session at 9:22 a.m.