

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, May 21, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, May 21, 2020, at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Chair Mineau called the meeting to order.

COMMISSIONERS PRESENT:

Helen Mineau, Chair, via Conference Call;
Michael Collins, Vice-Chair, via Conference Call;
Joe Benetti, Commissioner, via Conference Call;
Jason Bell, Commissioner, via Conference Call;
Brent Pahls, Commissioner, via Conference Call.

ABSENT: None.

COUNSEL PRESENT: James Marin, District Legal Counsel, via Conference Call.

STAFF PRESENT: Theresa Cook, Executive Director, via Conference Call; Robert Brittsan, Executive Assistant.

MEDIA AND GUESTS PRESENT: None.

Section I. Review of Minutes: April 16, 2020:

Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the minutes of the April 16, 2020, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through May 20, 2020, in the amount of \$1,332,907.29. Chair Mineau questioned who was responsible for purchasing the employee's EMS licenses. Upon a motion by Vice-Chair Collins (Second Commissioner Bell), the invoices through May 20, 2020, in the amount of \$1,332, 907.29, were approved.

Section III. Finance Report:

The Board was offered a written presentation of the Finance Report summarizing the Coos County Airport District fund resources and requirements throughout the month of April.

Commissioner Benetti asked and was informed the seasonal Denver flight, which was scheduled to begin May 31st, was provided by United Airlines.

Section IV. Staff Reports:

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

Commissioner Benetti asked, and the Executive Director clarified the United/SkyWest San Francisco air service would continue on a four (4) day a week schedule through May. Chair Mineau added that air service would return to the seven (7) day week schedule in June.

The Executive Director updated the Board on the Airfield Electrical project. Mead & Hunt, the project engineers, had overlooked existing counterpoise wires in the runway system that could cost approximately one-hundred thousand dollars (\$100,000) to correct. The project was currently in the nighttime closure phase, with both runways having nighttime closures over a twenty-eight (28) day period. It was noted that the runways would not be closed at the same time. Commissioner Bell requested the District inform Bay Area Hospital of the closure.

The Executive Director stated the District received a roof warranty for the DHS Built to Suit roofing project. The District requested that Building Envelope Technology & Research (BET&R), the Districts roofing consultant, acquire a better roof warranty for the District. The project would hopefully close out within the next few weeks.

The Board was informed the District and General Services Administration (GSA) had completed the amendment for the BLM Seismic, Tenant Improvements and ABAAS Upgrade project's additional loan proceeds. The District now needed an amendment for the schedule changes and associated costs. The project would likely begin in July, with the Board's approval.

The Executive Director announced the District applied for the Better Utilizing Investments to Leverage Development (BUILD) Grant, formerly known as the Transportation Investment Generating Economic Recovery (TIGER) Grant, for eight million dollars (\$8,000,000). The requested match for the District was ten percent (10%). Commissioner Benetti questioned why the District applied for the BUILD Grant. The Executive Director explained that the BUILD Grant would help move the District forward in the Master Plan

by funding the demolition of several hazardous World War II era builds, fund infrastructure improvements, and a new apron area. The BUILD Grant also included the construction of a new cargo facility equipped with cold storage capabilities. Vice-Chair Collins asked and was informed that the new cargo facility was proposed at eleven thousand (11,000) square feet. Commissioner Benetti questioned how the District would fund the ten percent (10%) match. The Executive Director believed the District would have a reasonably healthy cash flow in the following years due to the Coronavirus Aid, Relief, and Economic Security (CARES) Act reimbursements. Commissioner Benetti asked, and the Executive Director explained that the District might receive a portion of the original awarded Oregon Department of Aviation (ODA) Grant within the next four (4) years. Vice-Chair Collins asked if the District receives revenue from the buildings slated for demolition. The Executive Director answered yes, but not at fair market value; the buildings were in poor condition, and the District was unable to make the required repairs. Several of the tenants in the project area had requested to build facilities elsewhere on District property. Vice-Chair Collins asked if the new cargo facility would match or exceed the current cargo facilities generated revenue. The Executive Director replied that the new cargo facility would be larger than the existing two-thousand (2,000) square foot facility, and could house a variety of tenants; the maintenance costs associated with the older buildings would go down significantly. Chair Mineau asked, and the Executive Director clarified the FAA would fund building demolition if another structure were constructed in the same location. The Executive Director stated the Board would decide to accept or return the BUILD Grant, if the District was awarded it in September.

The Executive Director informed the Board that Banner Bank was moving forward with the additional one point one million dollars (\$1,100,000) loan now that the BLM Seismic, Tenant Improvements and ABASS Upgrade project amendment was completed. The Executive Director asked that the loan be in place by July 1st.

The Executive Director alerted the Board of vandalism that occurred over the weekend at the Business Enterprise Center. A window was broken at the Coos County Corrections office, but it had not yet been reported to the District by the hired security company.

The Board was notified of the District's employee health insurance increase.

The Executive Director requested the Board contact the Executive Assistant to receive a paper copy of the Budget Committee packet before the Budget Committee Meeting the following week.

The Board discussed changing the start time of the Districts Monthly Board Meeting and agreed to schedule future meetings at 7 a.m.

The Executive Director stated the District would like to advertise a notice of intent to award the Airfield Rescue and Firefighting (ARFF) Facility project. Commissioner Benetti asked

and was informed the project could start ninety (90) days after the notice was advertised, depending on the FAA Grant award. Vice-Chair Collins asked and was informed the contractor that was awarded the ARFF Project, Scotty Partney Construction, was also the contractor for the BLM Seismic, Tenant Improvements and ABASS Upgrade project. Vice-Chair Collins disclosed a conflict of interest due to O'Neal's Overhead Doors providing a bid for the ARFF Facility doors. The District Legal Counsel advised Vice-Chair Collins to sit out the vote on the contract.

Section V. Action Items:

Commissioner Bell (Second Vice-Chair Collins), moved to approve resolution 2020-05-02 committing secured funds to the BUILD grant program project to construct a new cargo facility and expand infrastructure. Motion passed.

Commissioner Benetti (Second Commissioner Bell), moved to approve advertising the Notice of Intent to Award the ARFF building bid, and authorize entry of the contract if there were no protests. Motion passed.

Commissioner Bell (Second Commissioner Benetti), moved to ratify the Airport maintenance vehicle trade at an additional \$8,498.80. The Executive Director explained the District maintenance staff ordered the wrong-size vehicle; the trade-in was only three thousand dollars (\$3,000) more than initially budgeted. Chair Mineau, Commissioner Benetti, Commissioner Bell, Commissioner Pahls voted yay; Vice-Chair Collins Voted nay. Motion passed.

Section VI. Public Comments:

There were no Public Comments at this time.

Section VII. Commissioner Comments

Commissioner Pahls expressed concern for the Airfield Electrical projects nighttime runway closure approach; a safe landing could be challenging in bad weather. Chair Mineau stated the closures were unavoidable for the project's completion. Commissioner Bell asked the District to notify Bay Area Hospital of the nighttime runway closure.

The next regular Board Meeting was to take place June 18, 2020.

Adjourn at 8:15 a.m.