

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, October 20, 2022.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, October 20, 2022 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.

ABSENT: Jason Bell, Commissioner.

COUNSEL PRESENT: Patrick Terry, District Legal Counsel.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Cindy Henson, Finance Manager; Crystal Lyon, Accounts Manager, Matthew Perkins, Administrator; Amos Vorster, Office Manager; Stephanie Kilmer, Public Information Officer

MEDIA AND GUESTS PRESENT: John Meynick, Coos County Resident; Ken Bonetti, Coos County Resident; Dan Salyer, CH14; Gold Meadows, KMTR.

PLEDGE OF ALLEGIANCE: Led by Vice-Chair Collins.

Section I. Review of Minutes: September 22, 2022 Board Meeting:

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the minutes of the September 22, 2022, regular Board Meeting were approved.

Section II. Finance Report:

The Finance Manager addressed the Board to give the Finance Report by summarizing the District's resources and requirements for the month of September. All expenditures through September 30, 2022 were within the District's Budget.

September revenues were \$1,147,775 and expenditures were \$1,146,359.

September Airport Use Fees totaled \$53,689.

Section III. Review of Invoices:

The Board reviewed new invoices through October 20, 2022 in the total amount of \$2,499,143.99. Upon a motion by Commissioner Pahls (Second Commissioner Benetti), the invoices through October 20, 2022 in the amount of \$2,499,143.99 were approved.

Section IV. Staff Reports/Discussion Items:

Maintenance/Operations Report:

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

Runway 5 is scheduled to be closed at night on October 20, 2022 in order to repaint the center line.

The replacement antennas for the Air Traffic Control Tower pilot control lighting arrived. The spare will be kept in case of future component failure.

United States Coast Guard Bi-Annual Crash Response Drill was hosted, which was supported by ARFF and maintenance staff.

The electronic entrance door at DHS has failed. The door can be manually opened but repairs are needed. The sprinkler system pump in DHS was also replaced.

The pavement management update program had received a bid for \$50,000. Additional bids are being sought out to find an option within budget.

T-O Engineers Project Update:

A T-O representative was unable to attend.

The Apron Expansion Project has completed 17 of 23 slabs. Manhole covers are on order but have yet to arrive. The last pours are due to take place in November.

There was a cost of \$40,000 to change the design for the material between the Apron and Hanger to asphalt rather than millings.

Executive Director's Report:

Daily flights to SFO in September had an 80% load factor, while Denver flights managed an 80% load factor and have ceased as of 28th September.

Terminal Access Control System – Installation is complete in the ARFF Building, but is pending for the terminal until there is room in the budget.

The Access Control System upgrade for the Terminal is expected to take place in 2023 at a cost of \$100,000.

The ARFF facility is complete, with the exception of the doors. FAA specification requires that the doors be fully opened in 18 seconds from closed. The current planned opener is on the borderline of this requirement and will need to be timed and submitted to FAA approval after installation.

It was suggested that vehicles can be stored in the facility while no planes are on site and kept by the taxiway while planes are in use.

The idea of a remote door open elsewhere on site was suggested to improve response time to incidents.

There have also been engineering concerns about the current door operator reliance on a single point of attachment.

It was suggested that a change of the doors themselves would decrease the lift time to 6 seconds at the cost of door durability against collisions. The project is currently 600 days overdue.

The Capital Projects estimate expenses and resources are very close, \$3,117,526 and \$3,200,000 respectively.

The CCAD has been contacted by the South Coast development Council with the proposition for a tire recycling facility. Estimated to provide the area with 150 jobs creating a 300,000 sq ft facility. The executive director expressed concerns at compatibility of the facility with the local community.

It was suggested that other areas with such facilities should be contacted to establish the impact on the surrounding areas that it might have.

Section V. Action Items Requests:

Upon a motion by Commissioner Pahls (second Commissioner Benetti) the Non-federal Reimbursable Agreement for the glide slope relocation was ratified.

Upon a motion by Commissioner Benetti (second Commissioner Pahls) Amendment 6 to the Executive Director's Employment Agreement was approved.

Section VI. Commissioner Comments:

The next regular Board Meeting is to take place on Thursday, November 17, 2022.

Section VII. Public Comments:

John Meynick addressed the board regarding the tire reprocessing plant proposal, requesting that public be given an opportunity to comment prior to a decision being made and that a formal vote by the board take place on the proposal. Meynick expressed concerns on the impact the plant would have on the neighborhood.

Adjourned to Executive Session at 8:20 a.m.

No additional comments were made after the executive session ended.