

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, October 17, 2019

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, October 17, 2019 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;  
Jon Barton, Commissioner;  
Joe Benetti, Commissioner.

**ABSENT:** Jason Bell, Commissioner.

**COUNCEL PRESENT:** James Martin, District Legal Counsel.

**STAFF PRESENT:** Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Crystal Lyon, Property Agent.

**MEDIA AND GUESTS PRESENT:** Dan Salyers, CH 14; Eugene Peltier, Coos County Citizen, MJ Koreiva, Coos County Citizen; Brent Pahls, Coos County Citizen; Nathan Clausen, District Tenant.

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Barton.

**Board Vacancy Interviews:**

The candidates interested in the Districts vacant Board Member position were asked to address the Board.

Mr. Pahls approached the Board and described his private aviation experience. Mr. Pahls previously ran for the District's Board of Commissioners, and had served on the District Budget Committee for several years. Commissioner Benetti asked what Mr. Pahls would like to accomplish if elected. Mr. Pahls wanted to promote more private aviation, and hoped to be a voice for private pilots in the District. Commissioner Barton asked for Mr. Pahls to touch on the conflict between commercial and private aviation. Mr. Pahls didn't

believe there was a conflict, but hoped to open the discussion on the Airport Use Fees so the District would be more welcoming for private aviation.

Mr. Peltier addressed the Board, and explained his previous involvement with the District before retiring from the Coast Guard. Mr. Peltier had served on the District's Budget Committee for several years, and expressed interest in improving the District. Commissioner Benetti asked what Mr. Peltier hoped to accomplish if elected. Mr. Peltier hoped to acquire air service to Portland.

Mrs. Koreiva approached the Board and described her previous experience with private and public aviation. Mrs. Koreiva had served on the District's Budget Committee for several years, as well as the Strategic Master Plan Committee. Mrs. Koreiva would focus on economic development for the entire District. Commissioner Benetti asked what Mrs. Koreiva would like to achieve if elected. Mrs. Koreiva's goal was to continue the District's development as a whole. Commissioner Barton asked if Mrs. Koreiva had experience with private or public partnerships. Mrs. Koreiva had partnership experience with both the non-profit and government sectors.

The District Legal Counsel stated Commissioner Barton would serve through October 31, 2019, the newly elected Board member would not take effect until November 1, 2019. The Board decided to wait for Commissioner Bell's return before voting for a new Board member.

### **Section I. Review of Minutes: September 19, 2019 Board Meeting:**

Upon a motion by Commissioner Benetti (Second Commissioner Barton), the minutes of the September 19, 2019, regular Board Meeting were approved.

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

The Board reviewed new invoices through October 17, 2019 in the amount of \$828,778.94. The Executive Director explained a significant impact on the invoices was from the DHS Child Welfare built-to-suit roof replacement close-out. The Board questioned, and the Executive Director answered that the charge for South Coast Development Council (SCDC) was previously approved by the Board. Upon a motion by Commissioner Barton (Second Commissioner Benetti), the invoices through October 17, 2019, in the amount of \$828,778.94, 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 September.

#### **Section IV. Staff Reports:**

The Operations Manager approached the Board to give the Operation Managers Report.

The Operations Manager stated that the U.S. Coast Guard requested that the District paint a Training Flight Deck on the closed runway. With no objection from the FAA, the District's Maintenance Team painted the training area. Commissioner Barton asked, and the Operations Manager answered that the Training Flight Deck was located on the closed runway, 16/34. The Executive Director questioned, and the Operations Manager responded that the District was the only airport with a Coast Guard Training Flight Deck.

The Board was informed that a tide gate located on the Mangan property was leaking. The Operations Manager stated an investigation would need to take place to find the source of the leak, and discussed possible issues and solutions. Commissioner Barton asked, and the Operations Manager answered that there was a possibility that the water was by-passing the tide gate, but the District was unsure what caused the leak until further investigation.

The Operations Manager stated that Coos Aviation requested to construct a storage shed adjacent to the leased building. Mr. Clausen addressed the Board to discuss the details of the proposed structure. The shed would be a simple metal structure that would bolt to the tarmac, with coloring and material to match the existing building. Vice-Chair Collins asked for the dimensions of the structure. Mr. Clausen specified the shed would be eleven feet nine inches (11'9") tall with a slope of approximately half inch (1/2") per one foot (1'), the perimeter would be forty feet by fifty feet (40'x50'). The Executive Director asked, and Mr. Clausen answered that the shed would be storage for the Coos Aviation equipment currently stored at other District facilities.

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

The Executive Director stated that Bandon Dunes signed the San Francisco United winter air service agreement last week.

The Board was informed that the seasonal Denver air service ended October 2, 2019. The seasonal air service was up twenty percent (20%) from the previous year.

The Executive Director updated the Board on the District's efforts to acquire air service to Portland. Embark Aviation reached out to Klamath Regional Airport proposing a possible partnership with the District, to help the chances of acquiring Portland air service. There were several airlines with the potential to provide air service to Portland. Commissioner Barton requested, and the Executive Director listed the codeshare status of the potential airlines. The Executive Director stated that the Rural Oregon Aviation

Relief (ROAR) Grant was no longer valid due to the Grant funds coming from the aviation fuel tax. The Oregon Department of Aviation (ODA) intended to honor the ROAR Grant with funds from another source.

The Executive Director announced, starting October 1, 2020, TSA will require that passengers provide the Oregon REAL ID to fly. A passport would also be accepted. Chair Mineau added that the Oregon REAL ID would become available July 5, 2020.

The Executive Director stated that the Airfield Electrical Project had been awarded. A meeting with the contractor was scheduled to discuss change orders to lower the project's cost.

The Board was informed that negotiations with the FAA regarding the new Aircraft Rescue and Fire Fighting (ARFF) Station were going well. The Executive Director explained the importance of constructing a new access road for the tenants on the airfield. Commissioner Benetti asked, and the Executive Director responded that the current access road might have drainage issues that would be included in the project scope.

The Project Manager stated that the DHS Child Welfare built-to-suit roof replacement project had approximately three (3) weeks of work before the projects close-out. The District negotiated with the contractor to obtain material to better insulate the HVAC unit, and the intake screens on the HVAC units, which required improved protection from the elements. The TPO roof material on the front eyebrow area had absorbed moisture; however, the moisture had not entered into the roofing system. The northeast lower roof was having drainage issues. All of the issues would be addressed before the closure of the project. The Board discussed the remaining work and the solutions for the issues. Commissioner Barton asked, and the Project Manager answered that the roof had a minimal pitch, approximately quarter-inch (1/4") to one foot (1'). The Project Manager stated the warranty required bi-annual maintenance inspections, and inspections after major storms. Vice-Chair Collins asked, and the Project Manager answered that the life expectancy of the roof was twenty (20) years. The Executive Director stated November 15, 2019, was the expected close-out date.

The Board was informed that the Coos County School District asked if the District would be interested in seven thousand (7,000) cubic yards of fill material. The fill material would not be available until the spring of 2020, and would likely be used on the backside of the business park area. Commissioner Barton stated that the District accepting the free fill material would save the Coos County School District a substantial disposal fee.

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

Commissioner Benetti (Second Commissioner Barton) moved to approve Coos Aviation to install a 50'x40' Carport for equipment storage. Motion passed.

**Section VI. Commissioner Comments:**

The Board said farewell, and thanked Commissioner Barton for his years of service on the Airport Districts Board of Commissioners.

Commissioner Benetti asked, and the Executive Director answered the Annual Financial Audit was ongoing, and should be finalized in the first part of November.

The next regular Board Meeting is to take place on November 21, 2019.

**Section VII. Public Comments:**

There were no public comments at this time.

**Adjourn to Executive Session 8:31 a.m.**