

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, August 18, 2022

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, August 18, 2022, 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;  
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, Executive Assistant; Bob Hood, Operations Manager; Rick Skinner, Project Manager.

**MEDIA AND GUESTS PRESENT:** Jeremy McAlister, T-O Engineers; Scott Sumner, Knife River; Tim Huntly, Knife River; Jason Traylor, Coos Aviation; John Thomas, Perkins Coie; John Meynick, Coos County Resident; Ken Bonetti, Coos County Resident; Dan Salyer, CH14.

**PLEDGE OF ALLEGIANCE:** Led by Vice-Chair Collins.

**Section I. Review of Minutes: July 21, 2022:**

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the minutes of the July 21, 2022 regular Board Meeting were approved.

**Section II. Finance Report:**

The Executive Assistant addressed the Board to give the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of July.

The District received approximately \$25,000 in Airport Use Fees for July. While this was the lowest received since the District began collecting Airport Use Fees, commercial enplanements were the highest since 2012.

The District received a \$27,511 refund from Long Building Technologies, who was unable to complete the terminal's access control upgrade. In addition to the refund, Long also returned all equipment that had already been purchased, in order for the District to continue the project using a different contractor.

The Board was reminded to participate in the SDIS Best Practices training courses, by November.

The Board was informed that the District received three (3) bids for the BLM Exterior Painting project, with the lowest being \$142,000. However, the District received only one (1) bid for the BLM Door Replacement project for \$358,000. Both project bids have been sent to the General Services Administration (GSA) for review.

The Executive Assistant stated that the District was relocating utilities for the Apron Expansion project. The District signed a letter of intent with Ziplly Fiber, in the amount of \$24,000, to relocate their lines, while Charter/Spectrum would move lines for less than \$200. The District had executed a work order with Pacific Power for \$47,000, for removal and relocation of their electric lines.

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

The Board reviewed new invoices through August 17, in the amount of \$697,532.25. Upon a motion by Commissioner Pahls (Second Vice-Chair Collins), the invoices through August 17 in the amount of \$697,532.25 were approved.

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

Mr. McAlister, of T-O Engineers, approached the Board to give an update on the Apron Expansion project. Phase 1A of the project was coming to a close, which included removing asphalt and relocating underground utilities. The Board discussed the District's agreement with the City of North Bend regarding the District's participation in the relocation of a pump station located on District property, and how this would affect the project.

There was no Operation Manager's report presented at this time.

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

The Board was informed of the Gold Star Communications lease that was on the agenda for approval.

The Executive Director confirmed that the SecureCom Alarm Monitoring agreement was on the agenda for approval.

The Executive Director stated that the City of North Bend was considering exercising the thirty (30) day termination clause in the 2012 Intergovernmental Agreement (IGA). The

Executive Director mentioned a few ways the District benefits the citizens of Coos County, and the Board discussed the impact this decision would have on the community.

#### **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.

The Board discussed the next steps in the North Bend Senior Center lease negotiations.

#### **Section VI. Action Items:**

Commissioner Benetti (Second Vice-Chair Collins), moved to Ratify the Connect Oregon VIII Grant Agreement in the amount of \$3,000,000. Motion passed.

Commissioner Pahls (Second Vice-Chair Collins), moved to approve Gold Star Communications Lease Agreement for \$750 per month for five (5) years continuing through June 30 2027. The Board asked and was informed that this lease did not include a cost-of-living increase. Motion passed.

Vice-Chair Collins (Second Commissioner Pahls), moved to approve SecureCom Alarm Monitoring Agreement for the Aircraft Rescue and Fire Fighting (ARFF) Facility. The Board was informed that the three (3) year contract's annual rate was \$42 to be paid quarterly with a onetime connection fee of \$702. Motion passed.

#### **Section VII. Commissioner Comments:**

Commissioner Benetti mentioned that a citizen called to inform the District of a small airline interested in servicing new areas. The Executive Director stated that any airline was welcome to fly into OTH; however, the District would only provide revenue guarantee to qualified airlines servicing specific locations.

The next regular Board meeting was to take place September 15, 2022.

#### **Public Comments:**

Mr. Meynink and Mr. Bonetti approached the Board to express concern regarding potential fire hazards on District property due to the Fencing project.

**Adjourn to Executive Session at 8:25 a.m.**