

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, July 23, 2020

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, July 23, 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;
Michael Collins, Vice-Chair;
Jason Bell, Commissioner, via Conference Call;

ABSENT: Joe Benetti, Commissioner; Brent Pahls, Commissioner.

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

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Executive Assistant; Bob Hood, Operations Manager.

MEDIA AND GUESTS PRESENT: None.

Section I. Review of Minutes: June 18, 2020:

Upon a motion by Commissioner Bell (Second Vice-Chair Collins), the minutes of the June 18, 2020, regular Board meeting were approved.

Section II. Review of Invoices:

The Board reviewed new invoices through July 22, 2020, in the amount of \$1,273,583.28. Upon a motion by Vice-Chair Collins (Second Commissioner Bell), the invoices through July 22, 2020, in the amount of \$1,273,583.28, 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 June.

Section IV. Staff Reports:

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

The Board discussed the current direction of potential Portland air service providers. The Executive Director stated SkyWest was interested in providing the Portland air service next spring, and was attempting to obtain a code share with Alaska Airlines.

The Airfield Electrical project was on schedule to close out by the end of August. Vice-Chair Collins asked, and the Executive Director stated that, to date, any issues with the project had been brought to the Board's attention.

The Executive Director announced the Aircraft Rescue and Fire Fighting (ARFF) Facility project's Pre-Construction meeting was scheduled for the following week, with the ground-breaking to follow soon after. Vice-Chair Collins asked, and the Executive Director stated the District would be reimbursed for the project's permit costs. Vice-Chair Collins asked, and the Executive Director noted the ARFF Facility project would likely start before the end of the month.

The Board was informed of the architectural agreement for the BLM Seismic, Tenant Improvements and ABAAS Upgrade project that included a price increase.

The Executive Director reviewed the responses for the Request for Qualifications for the Owners Representative for the ARFF Facility project.

The Board discussed providing in-house overnight security for all of the Districts tenants during the construction projects.

The Executive Director stated that the DHS Child Welfare facility's HVAC would be added to the Comfort Flow Heating contract. Vice-Chair Collins asked, and the Operations Manager answered the maintenance would occur quarterly with three (3) minor and one (1) major service annually.

The Board was informed that a Business Enterprise Center tenant would be moving out at the end of July; another tenant would begin leasing the unit August 1. Vice-Chair Collins asked, and was informed the rent would be increased slightly to one thousand and twenty dollars (\$1,020); the unit was approximately four thousand and seven hundred square foot (4,700 sq. ft.).

The Executive Director announced that United Parcels Service would like to execute their second five (5) year lease renewal option.

The Board was updated on the DHS Child Welfare Built-to-Suit Roof Replacement project closeout. There were some issues with the roof warranty, but an agreement was in the works between the District, Swinerton Builders, and ABC Roofing—the roofing contractor.

Section V. Action Items:

Commissioner Bell (Second Vice-Chair Collins), moved to approve AIA B101-2017 Contract Agreement with HGE Inc. for Architectural Services for the Bureau of Land Management Office and Warehouse Building Seismic and ABAAS Upgrades with Tenant Improvements. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve the Amendment to the United Parcels Service Lease Agreement. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve the Agreement with SCCS, Rick Skinner, for an Owners Representative Project Manager for the Construction of the Aircraft Rescue and Fire Fighting Facility. The District Legal Counsel stated there were minor changes to the contract that would not affect the responsibilities that were laid out. The Board discussed the contract and Mr. Skinners' involvement in the Districts' other construction projects. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve the HVAC Maintenance Services Contract for the DHS-CW SSP Facility from Comfort Flow Heating in the amount of \$5,274 annually. Motion passed.

Vice-Chair Collins (Second Commissioner Bell), moved to approve the HVAC Maintenance Service Contract for the DHS-Senior Services Facility from Comfort Flow Heating in the annual amount of \$3,750. Motion passed.

Section VI. Public Comments:

There were no public comments at this time.

Section VII. Commissioner Comments:

Commissioner Bell thanked the District for announcing the Runway 13/31 closures directly to the tenants.

The next regular Board Meeting was to take place August 20, 2020.

Adjourn to Executive Session 8:02 a.m.