

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, March 18, 2021

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District held Thursday, March 18, 2021, 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;  
Jason Bell, Commissioner;  
Joe Benetti, Commissioner.

**ABSENT:** None.

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

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

**MEDIA AND GUESTS PRESENT:** Jason Traylor, Coos Aviation; Ken Nichols, Dowl via Conference Call; Dan Salyer, CH14.

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

**Section I. Review of Minutes: February 18, 2021:**

Upon a motion by Commissioner Pahls (Second Commissioner Bell), the minutes of the February 18, 2021, regular Board Meeting were approved.

**Section II. Review of Invoices:**

The Board reviewed new invoices through March 17, 2021, in the amount of \$902,635.75. Upon a by Commissioner Bell (Second Vice-Chair Collins), the invoices through March 17, 2021, were approved.

**Section III. Finance Report:**

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

It was noted that expenditures in all funds were within budgeted amounts. The Finance Manager explained the District was scheduled to make a loan payment the following month, which would result in two (2) payments showing on next month's financials. Additionally, a tenant's lease payment was made in the previous month, causing it to be missing from the current financial statement.

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

The Operations Manager approached the Board to present the Operations Report.

The Board was informed that the District's Maintenance staff was working to restripe the District's parking lots, including the Oregon State Police, Terminal, and DHS Facilities. The Operations Manager stated that the painting of Runway 13/31 and Taxiway Bravo would likely be completed by October.

The Operations Manager stated the VolleyCart facility project was progressing rapidly, with the construction of the first of two (2) buildings nearing completion.

The Board was reminded that Coos Aviation intended to install an equipment shed on the tarmac beside the Coos Aviation facility. Mr. Traylor, of Coos Aviation, stated the project would be completed before the end of May.

Chair Mineau announced that KEZI requested an interview with the District regarding the new Aircraft Rescue and Fire Fighting (ARFF) Facility, and thanked the Operations Manager for a job well done.

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

The Board was informed that the once-daily SkyWest San Francisco flight would return to seven (7) days a week, beginning April 1, 2021.

The Oregon REAL-ID compliance date had been extended to October 2021.

The Executive Director announced that the District intended to send out a Request for Qualifications (RFQ) regarding the Tree and Brush Removal project located at Cessna Circle. The Board was to be given a presentation on the project before the District entered a service agreement.

The Executive Director reviewed bids for both demolition and asbestos abatement of the old ARFF facility.

The Board was informed that the District received bids to install additional ramp lighting near the Commercial Hangar. Commissioner Pahls asked, and the Operations Manager stated the issue with the current ramp lighting was mostly due to the direction the fixtures were aimed. Additional lights would be added to broaden the area illuminated.

The Board was notified that the District had been awarded the Critical Oregon Airport Relief (COAR) grant in the amount of one-hundred and fifty thousand dollars (\$150,000) for the ARFF Facility project.

The Executive Director stated that the District had received the second (2<sup>nd</sup>) Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Grant for operations and debt provisions.

The Operations Manager stated that the newly installed airfield electrical system has had no outages since the last reporting period. Chair Mineau suggested hiring an electrician to assess any further issues. The District Legal Counsel was to assist in drafting the contract's closeout documents.

The Executive Director announced the Runway Safety Area (RSA) project's Phase 2 would cost approximately ninety-eight thousand dollars (\$98,000), with the District being responsible for funding six-point-three percent (6.3%). The District intended to use a portion of the Coronavirus Aid, Relief, and Economic Security (CARES) Act to cover the District's funding responsibility.

The Executive Director reviewed the temporary lease agreement for the Oregon State Police. The temporary agreement was to act as a placeholder until the long-term agreement was completed.

The Executive Director noted that the FedEx lease was nearly finalized and awaited Board approval, contingent on the District Legal Councils' final review.

The Board was notified that a cannabis dispensary contacted the District requesting advertising space in the Terminal. The Board reviewed the District's advertising policy, and discussed whether the District was permitted to advertise this type of business.

The first Budget meeting was to take place April 28, and the Board was asked to approve the two (2) candidates that applied for the open Budget Committee positions.

#### **Section V. Legal Discussion of Action Items:**

The District's Legal Counsel informed the Board of any legal aspects associated with the approval of the action items.

The District Legal Counsel explained that the FedEx lease was almost complete, and the tenant was aware that the facility was slated for demolition.

The Board was informed that the Oregon State Police lease required language releasing the District from responsibility for particular security items that the tenant had installed.

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

Commissioner Pahls (Second Commissioner Bell), moved to approve the 2021/2022 Fiscal Year Budget Calendar. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve the Executive Director as Budget Officer for the 2021/2022 Fiscal Year Budget process. Commissioner Benetti asked and was informed that the Budget Officer needed to be appointed before the Budget Meeting, to be given the authorization to prepare and present the fiscal year budget. Motion passed.

Vice-Chair Collins (Second Commissioner Pahls), moved to approve Michael Martin and John Briggs to the Coos County Airport District Budget Committee for the three-year term. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve Resolution 2021-03-01, Supplemental Budget to the BLM Fund. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve Resolution 2021-03-02, accepting the grant offer from the US Department of Transportation for the Coronavirus Response Relief Supplemental Appropriations (CRRSA) Act of 2021. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve Resolution 2021-03-03, approving the Supplemental Budget in the General and DHS Fund. Motion passed.

Commissioner Bell (Second Vice-Chair Collins), moved to approve Resolution 2021-03-04, Accepting the \$150,000 grant offer from the Oregon Department of Aviation. Motion passed. Commissioner Bell (Second Commissioner Pahls) moved to amend the motion to include that the Executive Director is to assign the grant funds upon its arrival. Motion passed.

Commissioner Pahls (Second Commissioner Bell), moved to approve the Oregon State Police Lease Agreement for a five-year term, subject to review by District Legal Counsel and the District's insurance agent of record. Commissioner Benetti asked, and was informed that the lease included both the office and warehouse space for a total of seven-thousand (7,000) square feet, and that the District reviewed other leases in the area to determine the fair market value for the property. The lease had a five (5) year renewal option, with an updated fair market value evaluation. Motion passed.

Commissioner Bell (Second Commissioner Benetti), moved to approve the FedEx lease agreement, subject to final review by the District Legal Counsel and the District's insurance agent on record. The Executive Director mentioned that the parking area was negotiated into the lease. Vice-Chair Collins asked and was informed that the District was not erecting a fence for the parking area at this time. Motion passed.

Commissioner Bell (Second Commissioner Pahls), moved to approve Johnson Rock to demolish the existing Aircraft Rescue and Fire Fighting Facility in the amount of \$35,936, and Pacific Environmental to remove asbestos in the amount of \$4,597. Motion passed.

**Section VII. Commissioner Comments:**

The next regular Board Meeting was to take place April 15, 2021.

**Public Comments:**

Commissioner Pahls asked, and Mr. Traylor, of Coos Aviation, explained Coos Aviation's plan to promote General Aviation, which included hiring a new Certified Flight Instructor (CFI).

**Adjourn to Executive Session at 8:07 a.m.**