

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, March 23, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, March 23, 2023 at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Commissioner Benetti called the meeting to order.

COMMISSIONERS PRESENT:

Brent Pahls, Commissioner;
Joe Benetti, Commissioner;
Jason Bell, Commissioner.

ABSENT: Michael Collins, Acting-Chair.

COUNSEL PRESENT: Melissa Cribbins.

STAFF PRESENT: Theresa Cook (via online tie-in), Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Crystal Lyon, Finance Manager; Matthew Perkins, Administrator; Amos Vorster, Office Manager; Stephanie Kilmer, Public Information Officer; Rick Skinner, Project Manager.

MEDIA AND GUESTS PRESENT: Caddy McKeown, Prospective Commissioner; Dan Salyers, Peg Broadcasting; John Meynick, Coos County Resident; Mike Powter, Coos County Resident; Ken Bonetti, Coos County Resident.

PLEDGE OF ALLEGIANCE: Led by Commissioner Benetti.

Section I. Board Appointments:

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), Vice Chair Collins was appointed to the position of Chair.

Upon a motion by Commissioner Bell (Second Commissioner Pahls), Commissioner Benetti was appointed to the position of Vice Chair.

Upon a motion by Vice Chair Benetti (Second Commissioner Bell), Caddy McKeown was appointed to the Board to fill position number three.

Section II. Review of Minutes: March 23, 2023 Board Meeting:

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the minutes of the February 23, 2023 regular Board Meeting were approved.

Section III. Finance Report:

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

All expenditures through February 31, 2023 are within the District's Budget.

February Revenues were \$435,241 and expenditures were \$472,235.

Approved budget for 2022/2023 fiscal year is \$17,266,755. To date, expenditures total \$11,835,401.

Section IV. Review of Invoices:

The Board reviewed new invoices through March 22, 2023 in the total amount of \$233,911.84.

Upon a motion by Commissioner Pahls (Second Commissioner Bell), the invoices through March 22, 2023 in the amount of \$233,911.84 were approved.

Section V. Staff Reports/Discussion Items:

A. Maintenance/Operations Report:

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

The winter weather presented a challenge which was met by the airport staff who were able to open the runways and not miss any air carrier flights, despite the adverse conditions.

Trees and debris have been continuously cleared from airport property by airport staff to maintain a safe working environment.

Police found those responsible for the vandalism which took place at the airport and the maintenance crew have repaired the damage, with the total cost estimated at \$700.

ARFF vehicles have undergone maintenance with an oil change conducted by airport staff and are expected to undergo an inspection in May.

Two members of staff have undergone medical training alongside ambulance crews as part of continuous education and development.

Airport staff also were standing by to assist the US Coast Guard with external load training.

It is also anticipated that the construction due to take place in the bay area will not have an impact of airport operation.

B. Public Information Officer's Report:

The Public Information Officer addressed the Board with a report on airport community outreach and media.

As part of on-going airport outreach, there has been posts covering the on-going work of the Airport Operations team to enhance public understanding of the work that takes place at the airport.

The March Advertising Expenditure is just under \$6,000, with a message focused on commercial air service.

As part of on-going community outreach the CCAD was represented at the Bay Area Chamber of Commerce Transportation Committee.

The Airport Heights Park project was discussed by the Rotary Club board meeting and is viewed as an opportunity for redevelopment following its return to airport management from the City of North Bend. This was also seen as an opportunity to improve signage and advertising for the park.

C. Deputy Director's Report:

The Deputy Director addressed the Board.

The first CCAD Budget Calendar meeting is to be held on May 17th.

There are currently four positions open on the CCAD Budget Committee and eight applications have been received.

There is also the need for a Budget Officer to be approved by the board.

A memorial plaque in honor of previous Chair of the Board, Helen Mineau requires approval from the board.

D. Executive Director's Report:

The Executive Director addressed the Board.

The CCAD is currently looking to employ a different contractor for the RSA build by the end of May.

The Executive Director requested that the board review the CCAD SCDC membership, recommending CCAD step back due to the lack of results being produced following the stepping down of the SCDC Director and the lack of a new appointment for the moment.

Vice Chair Benetti agreed recommending that the CCAD step down from a Platinum membership (\$10,000) to a Silver membership (\$5000).

Commissioner Bell agreed that the CCAD should maintain support of SCDC but step down to the Silver membership.

The CCAD will be releasing funds to close out the Apron Project with Change Order #3 to the amount of \$83,642 and \$295,839 retainage cost.

A new Airport Use Request Form has been created to be taken to the insurance offices of third parties for approval to utilize airport facilities for activities such as emergency training.

The Airport Heights Park agreement is set to terminate on March 28th. CCAD plans to remove and replace the park's existing equipment due to disrepair and neglect.

A Celebration of Life is planned to take place in the airport terminal on April 15th in memory of Helen Mineau.

Section VI. Action Items Requests:

Upon a motion by Commissioner Bell (second Commissioner Pahls) the 2023/2024 FY Budget Calendar was approved.

Upon a motion by Vice Chair Benetti (second Commissioner Pahls) Garrett King, Andrew Brainard, MJ Koreiva and Brian Moore were appointed to join John Briggs on the CCAD budget committee.

Upon a motion by Commissioner Pahls (second Commissioner Bell) Executive Director Cook was appointed as the budget officer for the CCAD Budget Committee.

Section VI. Commissioner Comments:

There will be an event as part of Earth Day to take place on airport property on April 22 which will require equipment to facilitate the event. Operations manager stated CCAD would be able to provide a dumpster and other equipment to the volunteers. Commissioner Bell will advertise time of the event.

Commissioner Pahls offered praise for Helen Mineau and noted how much of a loss her passing has been.

Commissioner McKeown expressed looking forward to working alongside and learning from the other members of the CCAD board and also commented on the long and valuable service of Helen and her contribution to the CCAD over the years of working here.

Vice Chair Benetti echoed those statements of praise for Helen and extended a welcome to Commissioner McKeown.

The next regular Board Meeting is to take place on Thursday, April 27, 2023.

Section VII. Public Comments:

John Meynick addressed the board expressing sympathy for the loss of Helen and a welcome to Commissioner McKeown. There has been a petition with over 190 signatures gathered from local residents to oppose the CCAD border fence.

Vice Chair Benetti stated that the funding for the fence has been reassigned to other airport projects and as such there are no current CCAD plans to begin construction of the proposed fence.

Vice Chair Benetti asked if Meynick believed there would be much local opposition to a fence around Airport Heights Park to protect the new equipment the CCAD plans to install as part of a restoration of the playground.

John Meynick stated that he had no immediate opposition to the proposal and agreed to speak to other members of the community to gauge their reaction to the proposal.

Ken Bonetti addressed the board stating that the number of signatures that had been obtained as part of the petition had been easy to obtain and that many residents had expressed concern with airport activities. A forestry professor had been consulted with regards to the management of forestry on airport property and had expressed that a poor job had been done by the CCAD, and that while the forest understory is expected to recover, it was suggested that CCAD engage in replanting to restore the undergrowth.

Ken Bonetti offered a number of proposals for the CCAD to consider implementing for future land management:

- No border fence should be constructed around CCAD property;
- Public Stewardship should be implemented;
- Land on CCAD property should be managed as a natural area and public land;
- The CCAD should produce a specific written development plan for the airport business park;
- The CCAD should include the Airport Heights neighborhood residents, North Bend and the local flora and fauna as stakeholders to be considered in all future CCAD development.

Adjourned to Executive Session at 8:34 a.m.