

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, May 25, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, May 25, 2023 at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Chair Collins called the meeting to order.

COMMISSIONERS PRESENT:

Michael Collins, Chair.
Joe Benetti, Vice-Chair;
Jason Bell, Commissioner;
Brent Pahls, Commissioner;
Caddy McKeown, Commissioner.

ABSENT: None.

COUNSEL PRESENT: Melissa Cribbins.

STAFF PRESENT: Theresa Cook, Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Crystal Lyon, Finance Manager; Amos Vorster, Office Manager; Stephanie Kilmer, Public Information Officer; Rick Skinner, Project Manager.

MEDIA AND GUESTS PRESENT: Ken Bonnetti, Coos County Resident; Andrew Brainard, Coos County Resident; John Meynick, Coos County Resident; Dean Martain, PEG Broadcasting; Jason Traylor, Coos Aviation; Shannon, Coos Aviation.

PLEDGE OF ALLEGIANCE: Led by Commissioner Bell.

Section I. Review of Minutes: April 27, 2023 Board Meeting:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the April 27, 2023 regular Board Meeting were approved.

Section II. 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 April.

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

April Revenues were \$324,019 and expenditures were \$626,144. These expenditures included two Pay Applications from the ARFF project, totaling \$234,744.

The approved budget for 2022/2023 fiscal year is \$17.2 million. To date, expenditures total \$12,791,802.

Section III. Review of Invoices:

The Board reviewed new invoices through May 24, 2023 in the total amount of \$566,782.90.

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the invoices through May 24, 2023 in the amount of \$566,782.90 were approved.

Section IV. Staff Reports/Discussion Items:

A. Maintenance/Operations Report:

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

A Mass Casualty Tabletop exercise was hosted in the District's Conference Room. Each year the airport carries out a tabletop event, with a full scale being carried out every three years. The event attracted a high level of participation, with over 30 attendees from a variety of organizations including; North Bend Fire, Bay Area Hospital, TSA, District Staff and the U.S. Coast Guard.

The annual Certification for the ARFF Trucks was carried out by a third party to certify that all vehicles meet the required standards.

An Alert for a partial hydraulic failure in a plane's landing gear required two ARFF trucks to be placed on standby. The trucks escorted the plane to the parking area without issue after a successful landing.

An Alert for abnormal vibrations on board a helicopter required a precautionary landing and ARFF members escorted the helicopter to the parking area without incident.

The Rotary Club meeting was hosted at the new ARFF facility. Operations Manager/Fire Chief delivered a presentation on the operations of the ARFF team.

Staff has seen an increase in the number of incidents involving homeless people on airport property. During the past two weeks, two incidents occurred: one was a medical emergency requiring the attendance of airport staff alongside the fire and police departments, the second was an individual refusing to leave the Coos Aviation parking area who was escorted from the premise by police. There was also an abandoned vehicle left on airport property which had to be towed.

B. Public Information Officer's (PIO) Report:

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

The CCAD successfully hosted a high school prom at the terminal, with airport staff supporting the event to maintain security and safety.

Outreach on social media has continued to keep the local community engaged and encouraged to consider traveling via the airport when planning journeys. There has been an uptick in responses to social media posts and messages sent to the CCAD regarding airport services. The demographics of those engaging with the posts on social media has been determined as 73% female and 27% male.

Engagement with the CCAD website has risen to an average of 64 clicks per day, setting a new record for engagement.

Outreach has continued to focus on commercial services to San Francisco and Denver to maintain public awareness of these services.

The 20th anniversary of the airport video has been completed and will be displayed in the airport terminal, showing the transformation of the CCAD over that time period.

C. Project Manager's Report

The Project Manager addressed the board with a report on the CCAD's on-going projects.

Since construction of the terminal building the roundabout and islands in the parking lot have been a hinderance to traffic flow. This problem becomes very clear during peak hours with parked vehicles create very narrow gaps for traffic moving through. Despite removal of barriers and gate control arms, islands present a continuing obstacle to larger vehicles. To address this issue CCAD has begun receiving bid proposals to remove the islands and the roundabout. The current best bid, from Knife River Materials, estimates the cost at \$29,900, with an alternative bid from Coos Excavation estimated at \$69,000. The Project Manager intends for it to be a three-to-five-day work time once coordinated.

The Airport Heights Park playground equipment is in need of repair and replacement. New options for playground equipment previously approved for purchase equipment by the board have been reviewed by the Project Manager after engagement with the Rotary Club and new items have been selected. The options selected by staff offer a simplistic design and the capacity to be easily re-located from a temporary location to a more permeant location once the park restoration is complete.

The Rotatory Club envision the park restoration taking place over a three-to-five-year period and it is the view of the CCAD that rather than remove all the existing equipment some of it can be maintained alongside new and temporary equipment to ensure continued use of the park.

D. Executive Director's Report:

The Executive Director addressed the Board.

The pilot shortage and number of hours FAA requires has made it more difficult to get pilots for planes. Alaska has reduced service to Portland, Medford, Eugene and Redmond. Airlines are moving to focus on larger flights between large airports and cutting services to smaller and regional airports. Even government subsidized services are defaulting due to an inability to find pilots.

April load factors for flights were good and flights to Denver began on May 7th.

DHS Sublease with ADAPT is on the action items. The sublease is in line with the previously approved Safe Project sublease.

The 2023/24 Budget Meeting was held yesterday (May 24th) with no changes made to the proposed budget figures.

Planned signage location for recreation area was discussed with the intention to clarify to the public the ownership of the park and recreational area, along with an

airport contact number for the public to report any issues. Signage across CCAD property is also planned to be renovated.

The CCAD has received a reimbursement for the Apron project in the amount of \$500,000, a BIL Grant in the amount of \$1,008,000 and RSA in the amount of \$440,000.

The executive director attended a meeting with the Rotary Club to discuss the memorandum of understanding (MOU) which has been revised into a cleaner and more simplified version to cover the design phase of the project. Further MOUs are then to be negotiated before moving forward through each benchmark throughout the project.

Section V. Action Items Requests:

Upon a motion by Commissioner Benetti (second Commissioner Bell) the DHS Sublease Agreement with ADAPT was approved.

Upon a motion by Commissioner Bell (second Commissioner Pahls) the Resolution 2023-05-01 to Accept the FAA Grant Offer for AIP Project Number 3-41-0041-053-2023 in the amount of \$500,000 was adopted.

Upon a motion by Commissioner Bell (second Commissioner Pahls) the Resolution 2023-05-02 to Accept the FAA Grant Offer for AIP Project Number 3-41-0041-054-2023 in the amount of \$1,008,581 was adopted.

Upon a motion by Commissioner Pahls (second Commissioner McKeown) the Removal of the Terminal Parking Lot Islands, for the amount of \$29,900 was approved.

Upon a motion by Commissioner Pahls (second Commissioner Bell) the Memorandum of Understanding with the Rotary Club of Coos Bay – North Bend was approved.

Upon a motion by Commissioner Bell (second Commissioner Pahls) the Purchase of Playground Equipment for the Amount of \$14,715 + S&H was approved.

Upon a motion by Commissioner Bell (second Commissioner McKeown) Resolution 2023-05-03 to Approve an Intra-Fund Transfer within the General Fund was adopted.

Section VI. Commissioner Comments:

Chair Collins thanked those present for attending.

Section VII. Public Comments:

John Meynick addressed the board expressing approval of the ideas of additional bike trails and another scotch broom pull to combat invasion species. A request to address audio issues within the hangar meeting room was also requested due to the difficulty of the public attendees to see and hear certain members of the board.

Ken Bonetti addressed the board thanks Commissioner Bell for organizing the weed pull event and hopes there will be similar event held regularly to combat the invasive species. Also encouraged the creation of a comprehensive plan on use of CCAD property to allow for a clear vision of property usage and the ability of the neighborhood to be involved in the creation of the plan.

Meeting adjourned at 8:45 a.m.