

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, August 24, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, August 24, 2023 at 7:30 a.m., in the District Boardroom.

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

COMMISSIONERS PRESENT:

Jason Bell, Chair;
Joe Benetti, Vice-Chair;
Brent Pahls, Commissioner;
Andrew Brainard, Commissioner.

ABSENT: Caddy McKeown

COUNSEL PRESENT: Melissa Cribbins.

STAFF PRESENT: Rodger Craddock, 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: Nancy Layne, Globe Travel; Richard Mineau, Globe Travel; Jeremy McAlister, Ardurra; John Meynink, County Resident; Ken Bonetti, County Resident; Jason Traylor, Coos Aviation; Dan Salyers, PEG Broadcasting.

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

Upon a motion by Commissioner Benetti (Second Commissioner Brainard), the minutes of the July 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 July.

July Revenues were \$1,172,622 and expenditures were \$1,288,732.

It was noted that these figures are higher than normal due to a budgeted transfer of \$800,000 from the Construction Fund to the General Fund. Also included in the July expenditures was a \$75,059 payment for an Access Control System upgrade for the terminal.

Section III. Review of Invoices:

The Board reviewed new invoices through August 23, 2023.

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), the invoices through August 23, 2023 in the amount of \$336,379.03 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.

The power feed maintained by the FAA on district property that feeds critical systems such as the Automated Weather Observing System (AWOS) and the Instrument Landing System (ILS) has experienced a failure. The FAA is working quickly to remedy the situation with the goal of avoiding any interruption to commercial flight service. District staff has been made available to assist wherever needed.

Painting of the runways continues, and is nearing completion. Additionally, staff worked with United Express technicians to paint lead in lines on the aircraft ramp in front of the terminal. Staff has also been re-painting the parking lot at the Department of Human Services APD site, and will be continuing to refresh paint in parking areas and curbs around the District in the coming months.

ARFF personnel continue to train regularly. Drills this month focused on using supply lines to access hard to reach areas of the fields around the runway, as well as practicing emergency switch outs of SCBA bottles.

The equipment used to refill the SCBA bottles was recently tested to ensure that it continues to operate properly. This testing is performed quarterly.

Maintenance staff continues to work on projects at the Bureau of Land Management complex. Work this month included the removal of six trees that had been leaned over by the wind and were causing some issues at the property. The firewood produced by the project was donated to the Salvation Army.

Sealcoating was done in the terminal roundabout area, and painting of the traffic lanes and drop off area will soon follow. Staff has expressed that they will be able to do most of this painting using district personnel, but may need to hire someone to assist with painting the airport logo.

Along with a City of North Bend employee, staff assisted with moving sand into place at the playground and volleyball area, supporting a Coos Bay-North Bend Rotary project to begin work on beautifying the park.

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

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

Outreach has continued to focus on commercial services to San Francisco and Denver to maintain public awareness of these services. It was highlighted that these services continue to be the primary focus of the airport.

An ARFF Building Open House and Ribbon Cutting was held on August 17th, and was attended by approximately 100 people.

The Coos Bay-North Bend Rotary organized a crew to beautify existing equipment at the Airport Park. More than 35 people volunteered their time for an average of 2 hours. Neighborhood residents and those engaging on social media have expressed interest and appreciation for the work being done to improve the park.

The Park Steering Committee interviewed 4 candidates to fill an open position on the committee.

Commissioner Benetti asked for information about changes being made to the quarterly newsletter. The PIO stated that the goal is to transition to shorter, monthly newsletters in the future.

Commissioner Brainard mentioned the idea of producing and selling airport branded merchandise.

Commissioner Benetti requested an update on what progress has been made in the attempt to bring in a food vendor to the airport. Staff reported that two local food establishments have explored the possibility of opening a satellite location on site, but that because we are already well into the peak travel season, these businesses may choose not to proceed this year. Commissioner Benetti stated that the district may want to offer some incentives to make it more profitable for a business to open in the airport, and noted that the airport and surrounding businesses have hundreds of employees who would could potentially support a food vendor, once established.

Commissioner Brainard made the suggestion that arrangements could be made to host a food truck on site a few times a week.

C. Introduction of Ardurra Consultant, Jeremy McAlister

Mr. McAlister introduced himself to the newly elected commissioners. Past and future projects were discussed, including work done on the recently completed aircraft apron area and the ongoing Cargo Facility project.

It was noted that the Runway Safety Area project has a limited build window, and thus likely won't see construction begin until October 2024.

D. Executive Director's Report:

The Executive Director addressed the Board.

June load factors for flights to SFO were 83% and flights to Denver had a load factor of 86%. The director also noted that the Airport District is continuing to seek northbound commercial flight service, and intends to meet with our airline consultant to share details about the number of passengers flying into North Bend and surrounding area airports to golf at Bandon Dunes, as this is a major draw for the area.

The director also shared details about an FAA meeting he attended in Seattle where a number of projects were discussed, including an update to the master plan, as well as development of airport property.

A commissioner work session was suggested for some time in the coming months, which would allow commissioners an opportunity to evaluate and plan for a direction they'd like to see the airport move in.

An intergovernmental agreement was reached with the City of North Bend to provide Law Enforcement Services as needed by the airport, to satisfy the 15-

minute callout time required by TSA. The agreement is for 5 years, at a cost of \$15,000 per year, and contains a provision to renew the agreement, should both parties wish to continue after the 5 years has elapsed.

Commissioner Brainard and the Director attended a SDAO training session this week, and the Director will be attending additional training for airport executives in Spokane next month.

A carpet tile color and pattern has been selected and ordered, and the installation of these tiles is planned for this winter.

Section V. Action Items Requests:

Upon a motion by Commissioner Pahls (second Commissioner Brainard) a contract with GRI to perform the required Pavement Management Plan Update was approved, at a cost not to exceed \$51,400.

Upon a motion by Commissioner Brainard (second Commissioner Pahls) Resolution 2023-07-02 Authorizing Full Signatory Authority on the Coos County Airport District Oregon Pacific Bank Accounts was adopted.

Upon a motion by Commissioner McKeown (second Commissioner Pahls) the Law Enforcement Officer Intergovernmental Agreement between the City of North Bend and the Coos County Airport District was ratified.

Upon a motion by Commissioner Pahls (Second Commissioner Benetti), the selection of the Park Steering Committee members was ratified.

Section VI. Commissioner Comments:

Chairman Bell noted that the date of the next board meeting is scheduled for September 28th.

Commissioner Benetti voiced his appreciation for how the ARFF Open House turned out.

Commissioner Pahls expressed his appreciation for airport staff and thanked Commissioner Brainard and the Director for attending the SDAO training.

Commissioner Brainard shared his appreciation for the impact that former commissioner Mineau and former Director Cook had on the airport, and thanked Mineau's family for being in attendance. He also expressed gratitude for the hard work of staff on the ARFF

Ribbon Cutting event, and noted the community's interest in the ongoing airport park project.

Section VII. Public Comments:

John Meynink addressed the board, requesting to know who had been selected to fill the at large community member position on the Park Steering Committee. The Director informed him that the committee had selected Tim Huntley.

Ken Bonetti discussed the recent fires in Hawaii, and noted that conditions that were present there are also present on local airport property, specifically with the proliferation of invasive species in the undergrowth of forested areas. He requested that the commissioners use their upcoming planning session to discuss implementation of a mitigation strategy for dealing with the plants so as to reduce the fuel available if a fire were to start in the area. Bonetti requested that neighborhood residents be consulted in any strategies that are adopted.

Meeting adjourned to Executive Session at 8:23 a.m.

No additional action was taken after the Executive Session.