

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, March 28, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, March 28, 2024 at 7:30 a.m., in the District Boardroom.

**CALL TO ORDER:** Chairman Bell called the meeting to order.

**COMMISSIONERS PRESENT:**

Jason Bell, Chairman  
Joe Benetti, Vice-Chair (Zoom);  
Caddy McKeown, Commissioner;  
Andrew Brainard, Commissioner.

**ABSENT:** Brent Pahls, Chairman

**COUNSEL PRESENT:** Melissa Cribbins.

**STAFF PRESENT:** Rodger Craddock, 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:** John Meynink, Coos County Resident; Nancy Layne, Globe Travel; Terry Parthemore, Hangar Tenant; Dan Salyers, PEG Broadcasting.

**Section I. Review of Minutes: February 22, 2024 Regular Board Meeting:**

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the minutes of the February 22, 2024 Regular Board Meeting were unanimously 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 February.

All expenditures through February 29, 2024 are within the District's Budget.

February Revenues were \$1,033,514 and expenditures were \$782,694.

### **Section III. Review of Invoices:**

The Board reviewed new invoices through March 26, 2024.

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the invoices from the month of March in the amount of \$520,929.59 were unanimously 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.

An Operations agent has accepted a position at an airport in Washington and will be moving at the end of March. Replacement personnel has already been hired and is in training.

The recently purchased Genie Lift was damaged in transport to the Airport. The seller has accepted responsibility for fixing the lift, and it is currently in Eugene for repairs, expected to return in approximately one week.

The generator located by the old terminal building, which is the backup power source for airfield lighting, as well as the Coos Aviation building, is in need of significant repairs. Staff is in the process of collecting quotes for the needed work.

The airside door on the Reach hangar failed during the month. Repairs are in process, and Reach should be able to move their planes back into the hangar in the near future.

A leak at the BLM was found to have come from a damaged line in the sprinkler system. Repairs have been made and the system is operational.

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

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

Marketing has focused on the start of daily flight service to San Francisco which will begin on March 31.

Community members now have the option to opt in to receiving a monthly newsletter regarding current events at the Airport. A business card with a QR code and instructions for subscribing was developed and is being distributed at local meetings and events.

Installation of the park equipment purchased by the Airport District is complete. Community members and organizations donated significant amounts of time to this project, and the PIO thanked them for their efforts.

Upcoming events at the airport include a Weed Wrangle on April 27<sup>th</sup>, from 10 am to noon, and a Business After Hours, hosted in the terminal on July 11<sup>th</sup>, from 5 pm to 7 pm.

## C. Executive Director's Report:

The Executive Director shared information with the Board regarding four new grant applications that have been submitted since the last Board Meeting.

Ongoing Capital Improvement Projects (CIP) include the Runway Safety Area Expansion/Boundary Survey, the Glide Slope Relocation Evaluation, the construction of a Cargo Facility, and an Airport Master Plan Update.

The Director reviewed the portion of CCAD Policy relating to Board Meetings. He detailed what the adopted policy directs, how meetings are currently conducted, and what changes staff purposes for future meetings. The commissioners indicated they were in favor of the proposed changes, which will be included in an Action Item at a future meeting.

The Director provided a brief report on each of the eight Action Items that would come before the Board in the next segment of the meeting

## **Section V. Action Items Requests:**

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved accepting the FYE 2023 Audit Report.

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the Board unanimously approved the FYE 2025 Budget Calendar.

Board members were given a ballot which will be used to indicate their vote of which two applicants should be appointed to the Budget Committee. These ballots will be collected and the results announced at the end of the meeting.

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved a Consulting Agreement with Volaire Aviation and Authorized the Executive Director to sign the Agreement.

Upon a Motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved the Scope of Work from Ardurra for the Cargo Facility, in the amount of \$420,999.20.

Upon a Motion by Commissioner Brainard (second Commissioner McKeown) the Board unanimously adopted the CCAD Cell Phone Policy.

Upon a Motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved the 2024 Rates and Fees

Upon a Motion by Commissioner Brainard (Second Commissioner McKeown) the Board unanimously approved selecting the Executive Director as the Budget Officer for the FYE 2025 Budget Process.

## **Commissioner Comments:**

Commissioner Brainard expressed his appreciation for airport staff and members of the park committee, as well as other organizations, for their volunteered time on the park project.

Commissioners McKeown and Benetti were happy to hear about the daily service resuming and are looking forward to the return of the Denver flight in May.

**Public Comments:**

Mr. Meynink shared that he noticed that the entire Board Meeting packet had been uploaded to the District website, and expressed his appreciation for this. He also noted that he enjoyed the verbal reports that staff members present at the meetings and hopes that these can continue.

Mrs. Layne stated that she wishes she was able to have an earlier notice about the upcoming flight changes so that she can use this information to assist her customers in making their travel arrangements. She also expressed her interest in knowing what security measures have been included in the CCAD Cell Phone policy.

**Meeting adjourned to Executive Session at 8:03 a.m.****Public Meeting Resumed at 8:20 a.m.**

The ballots for the selection of two (2) Budget Committee members were collected and tallied. The two applicants with the most votes were Linnea Kircher and Kelsey Guenther.

**Meeting adjourned at 8:22 a.m.**