

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, September 28, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, September 28, 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 (Zoom);  
Brent Pahls, Commissioner;  
Andrew Brainard, Commissioner.

**ABSENT:** Caddy McKeown, Commissioner

**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:** Nancy Layne, Globe Travel; Dean Martin, PEG Broadcasting

**Section I. Review of Minutes: August 24, 2023 Regular Board Meeting**

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), the minutes of the August 24, 2023 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 August.

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

August Revenues were \$358,855 and expenditures were \$481,296.

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

The Board reviewed new invoices through September 27, 2023.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), the invoices from the month of September in the amount of \$419,128.40 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 painting projects involving Runways and Taxiways is nearly complete, with only the surface painted hold signs yet to be finished. There are approximately 13 of these that need a new coat paint, and staff will address each during the coming weeks, as weather allows.

Staff also painted lines and lettering in the terminal roundabout area to aid in traffic flow. A local artist has been contacted to provide a quote for painting the airport's logo in the center of the roundabout area.

Throughout the year, brush and tree cleanup is required on District property. In the past month, this work focused on the area near the Senior Center and the Volley Ball Pit. Firewood harvested during this cleanup was donated to those in need.

ARFF personnel are responsible for a quarterly fuel farm inspection. It was noted that Coos Aviation staff do an excellent job of keeping the fuel farm area up to the required standard, which simplifies the process for District staff.

Continuing Education during the month included "ride along" training with Bay Cities Ambulance, which allowed staff to receive invaluable in person experience.

Due to the high fire danger created by dry conditions through the summer, staff have been vigilant to monitor the airport and surrounding dangers for any issues that need to be addressed. During an airfield inspection this month, operations staff spotted smoke coming from the area near Ferry Road Park. District staff

alerted North Bend Fire Department, and aided them via phone in tracking down the location of the fire.

Included in this month's invoices is a repair for the terminal's boiler pump. Additionally, the HVAC at the BLM has been having some issues with leaking. Staff has been working with Comfort Flow to address the problem.

Storm drains under the airfield are aging, and due to some sinkholes noted above the pipes, staff wanted to investigate the condition of the pipes. With assistance of the city, staff was able to use robot-controlled cameras to look inside the pipes and found them to be in reasonably good condition. Further inspection will be required to look deeper into the pipe running under Runway 5-23.

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

The PIO addressed the Board with a report on airport community outreach and media, highlighting marketing that continues to feature commercial air service available in North Bend. The focus has shifted to primarily feature flights to San Francisco, as the Seasonal Denver route will be pausing in October.

The PIO also discussed expanding advertising opportunities in the terminal, and noted the importance of reviewing the current price structure in our advertising policy to ensure the airport continues to benefit from this source of revenue.

Staff has been working with a local photographer to capture new images from around the airport, which will be used in upcoming posts on social media, as well as future editions of the CCAD newsletter.

Upcoming community engagement will include presentations with the Bay Area Chamber of Commerce and the Rotary Club of Coos Bay-North Bend. Additionally, staff had a chance to welcome international leaders of the ZONTA organization as they arrived on a local flight this week.

A new banner for the Airport Park project has been developed and will be displayed in the near future on site at the park. New park equipment should be arriving next week and should be installed in the coming months.

#### C. Executive Director's Report:

The Executive Director addressed the Board.

August load factors for flights to SFO were 87% and flights to Denver had a load factor of 86%. Seasonal service to Denver will be ending in October, and the airport anticipates that this route will resume in May 2024.

Private aircraft visits since the beginning of the fiscal year are nearly identical to the same period from last year.

The Director and Commissioner Benetti are scheduled to meet with Bandon Dunes personnel to discuss strategies for bringing in additional flight service to the area. A meeting is also scheduled with an aviation consultant on the same topic. It was noted that that one reason it has been difficult to bring in a new route is the nationwide pilot shortage, as estimates show that there are about 12,000-14,000 pilots needed to meet current demand. This figure is estimated to balloon to a shortage of 26,000 in 2026 due to many pilots being at or near retirement age.

The Director discussed training received during the month, including classes with the AAAE and SDAO.

Commissioners were asked to weigh in on a date for an upcoming work session. November 1, 2023 was identified as a date that would work for all commissioners.

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

Legal Counsel noted that she had reviewed the FAA AIP 55 grant assurances and certifications and didn't have any concerns.

Upon a motion by Commissioner Brainard (second Commissioner Pahls) Resolution 2023-09-01 ratifying the acceptance of the FAA grant offer for AIP number 3-41-0041-055-2023 in the amount of \$500,000 was unanimously adopted.

Upon a motion by Commissioner Pahls (second Commissioner Brainard) authorization for the Executive Director to sign the final draft of Non-Federal Reimbursable Agreement AJW-FN-WSA-22-NM-005425 Amendment A1, pending legal review, was unanimously approved.

Upon a motion by Commissioner Brainard (second Commissioner Pahls) Lease Amendment #4 with the Bureau of Land Management for the facility located at 1300 Airport Lane, pending final review, was approved.

#### **Section VI. Commissioner Comments:**

Commissioner Pahls thanked all for their work to maintain the airport.

Commissioner Brainard referenced training he'd received during the month and the value of obtaining said training. He also thanked those involved with the Park Planning Committee for their work on that project. The commissioner also noted the ongoing issues on District property with the growth of Scotch Broom, and suggested that collaboration with the City of North Bend to use some of their equipment could be beneficial to our effort to curb the growth of this plant.

Chair Bell commented that the power plant and airplane mechanic shortage is also going to have a big impact on flight availability in the future. Commissioners discussed the importance of finding ways to promote training in these areas in the younger generation and suggested ideas for doing so locally.

### **Section VII. Public Comments:**

Nancy Layne approached the board and expressed her hope that the Director continues to pursue training, and that she felt the cost for such training should not be covered by the District.

Mrs. Layne also read a letter which she had sent to a number of State and City officials documenting the concerns of her clients over the unsafe conditions existing in the Portland area. It was noted that if OTH was able to offer a flight schedule that included flights earlier in the day, this would open up the availability to make more connections, allowing travelers to fly directly from North Bend, rather than having to make the trek to Portland or other surrounding airports.

**Meeting adjourned at 8:10 a.m.**