

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, October 26, 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;
Andrew Brainard, Commissioner;
Caddy McKeown, Commissioner

ABSENT: Joe Benetti, Vice-Chair; Brent Pahls, 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; Dan Salyers, PEG Broadcasting

Section I. Review of Minutes: September 28, 2023 Regular Board Meeting

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), 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 September.

All expenditures through September 30, 2023 are within the District's Budget.

September Revenues were \$383,147 and expenditures were \$505,486. Expenditures included payments for elevator load testing, as well as for parking lot modifications and apron ramp expansion. The fiscal year audit will begin October 30th.

Section III. Review of Invoices:

The Board reviewed new invoices through October 25, 2023.

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the invoices from the month of October in the amount of \$622,833.86 were approved.

Section IV. Staff Reports/Discussion Items:

A. Maintenance/Operations Report:

Maintenance for lighting around District property has been prioritized to ensure proper and safe lighting for airport users and tenants. Additionally, staff spent considerable time working at the BLM facility to address a list of requested repairs and maintenance, weatherizing the exterior of the building and address adjustments needed to the door and ceiling of the IT room. Ongoing HVAC issues were also addressed with modifications made to the drain pipes.

The FAA requires a pavement management plan (PMP) be updated every five years. All paved area of the airport operating area were inspected, and results of the inspection will be provided in November, allowing the District to prioritize when and where repairs should take place.

The Storm drains under the runway will be further inspected, providing an accurate assessment of their condition. Also underway are preparations for the upcoming FAA Certification Inspection.

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

The majority of advertising has been through television and radio, focusing on daily commercial air service to San Fransisco. Social Media posts for the airport continue to garner notable levels of interest.

The District has utilized many opportunities to strengthen connections to the community, presenting at a recent Wednesday Business Connection meeting, and scheduling a visit in November for Leadership Coos. The airport will also be featured at the upcoming Economic Outlook Forum.

C. Executive Director's Report:

The District continues to pursue the addition of a northbound flight. The Director and Commissioner Benetti recently met with Management at Bandon Dunes to discuss strategies for incentivizing an airline to pick up that route.

Among a number of project nearing completion is the ARFF Facility. New openers for the bay doors have been tested and found to meet FAA requirements. The remaining openers are scheduled to be replaced in the near future.

The design phase for the modifications to the runway safety area (RSA) is set to begin soon. Costs associated with this phase have increased since the original estimate, so an amendment, along with the original Work Order, will come before the Board to address these changes.

Conflicting calendar obligations require adjustments to the dates of upcoming meetings. The Commissioner Work Session will be rescheduled for later in year. The date for the November Board meeting was also moved, and is now scheduled for the third Thursday in November.

Section V. Action Items Requests:

Legal Counsel stated that no Action Items underwent legal review.

Upon a motion by Commissioner McKeown (second Commissioner Brainard) Ardurra Work Order 23-01: Southwest Oregon Regional Airport Runway Safety Area Bulkhead Design Project for an Amount of \$530,650 was unanimously approved.

Upon a motion by Commissioner McKeown (second Commissioner Brainard) Amendment #1 to Ardurra Work Order 23-01 was unanimously approved.

Upon a motion by Commissioner Brainard (second Commissioner McKeown) the Design for Terminal Roundabout Artwork, at a Cost Not to Exceed \$5,000, was unanimously approved.

Park equipment purchased by the District has been received. Staff plans to install the first piece of equipment in Spring 2024. Additional equipment will be installed in conjunction with the larger park modifications being made in collaboration with the Coos Bay-North Bend Rotary Club.

Section VI. Commissioner Comments:

Chairman Bell confirmed that the selected date for the next Regular Board Meeting would be November 16, 2023, at 07:30 a.m.

Commissioner Brainard expressed his appreciation for all those involved with the Park Planning Committee.

Commissioner McKeown thanked the Director for his efforts in pursuing northbound air service, and wished him success moving forward. Chairman Bell added that he was grateful for the good communication from the Director regarding goal setting for the District.

Section VII. Public Comments:

Nancy Layne addresses the board and requested that more information be shared regarding a line item in the budget for Staff Training Reimbursement. Mrs. Layne also stated that her travel agency would be a beneficial source of information regarding potential airport users.

Meeting adjourned to Executive Session at 8:06 a.m.

No additional action was taken after the Executive Session.