

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, November 16, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, November 16, 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 (via Zoom);  
Brent Pahls, Commissioner;  
Caddy McKeown, Commissioner

**ABSENT:** Andrew Brainard, Commissioner

**COUNSEL PRESENT:** None

**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, Neighborhood Resident; Ken Bonetti, Neighborhood Resident; Nancy Layne, Globe Travel; Dan Salyers, PEG Broadcasting

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

Upon a motion by Commissioner Pahls (Second Commissioner McKeown), the minutes of the October 26, 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 October.

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

October Revenues were \$364,757 and expenditures were \$761,415. Expenditures included a Pay Application for the Apron Project, in the amount of \$300,723.

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

The Board reviewed new invoices through November 16, 2023.

Upon a motion by Commissioner McKeown (Second Commissioner Pahls), the invoices from the month of November in the amount of \$1,109,449.95 were approved.

### **Section IV. Staff Reports/Discussion Items:**

#### **A. Maintenance/Operations Report:**

Staff worked with the City of North Bend to again look into the east storm drain running under Runway 5-23. The newly restored equipment allowed a deeper inspection of the line, this time reaching 796 feet. No immediate concerns were noted.

The FAA Certification inspection was recently completed, and the inspection found the airport to be in good order and in compliance with FAA standards.

The FAA's project to install a new, temporary ILS powerline is complete. The older line was left in place to serve as a backup, if needed. The FAA may move up the scheduled date for a permanent replacement line to Summer of 2024.

In the coming months, more information will become available about the newly approved F3 Foam. While a switch to this foam is not yet *mandated* by the FAA, it was recommended that we start preparing now to see what modifications to ARFF trucks will be required and what additional training will be needed for personnel.

#### **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 Francisco. Social Media posts for the airport continue to garner notable levels of interest.

Public Relations included some posts for Veteran's Day, as well as posts advertising job openings at the Airport.

The District hosted a gathering for Leadership Coos, providing a tour for the approximately 50 attendees of current and ongoing Airport Projects.

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

The District has had a number of opportunities to share presentations with organizations throughout the community, building awareness of the Airport and services offered.

During October, flights were 76% full. 2023 has already seen the highest number of passengers flying commercially in over 10 years, with 2 months still to come.

FAA and GSA inspections took place this week. Both inspections concluded with positive feedback. The Executive Director thanked staff for their contributions to making this possible.

The installation of the bay door openers is expected to occur this month, which should then allow the project to be closed out.

The RSA project is moving forward, with a design expected to come in the Fall of 2024, and construction is slated to begin in 2025.

The FAA has cut planned funding to a number of scheduled projects at airports throughout the region, including \$2.3M that was budgeted toward an Apron Rehabilitation project at the Southwest Oregon Regional Airport. The budget for the current phase of this project has now been reduced to approximately \$2M.

Part of the \$2.3M that has been removed from CCAD's budget was going to cover road realignment at the Cargo Facility project. Staff has identified that by changing the siting of the Cargo Facility, CCAD will not only eliminate the need to realign the road, but will also create additional space in the project area for the construction of hangars at a future time.

**Section V. Action Items Requests:**

Upon a motion by Commissioner McKeown (second Commissioner Pahls) the Scope of Work for Apron Rehabilitation, at a cost not to exceed \$2,145,000, was unanimously approved.

Upon a motion by Commissioner Pahls (second Commissioner McKeown) the adjusted siting of the Cargo Facility was unanimously approved.

Upon a motion by Commissioner McKeown (second Commissioner Pahls) the design for the Terminal Roundabout Artwork, at a cost not to exceed \$6,280, was unanimously approved.

**Section VI. Commissioner Comments:**

Commissioners Pahls and Benetti wished all a Happy Thanksgiving.

Commissioner McKeown and Bell thanked staff for their hard work, which made it possible for the FAA and GSA inspections to go smoothly.

**Section VII. Public Comments:**

Mr. Meynink asked for an explanation of what the RSA was.

**Meeting adjourned to Executive Session at 8:00 a.m.**

No additional action was taken after the Executive Session.