

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, June 22, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, June 22, 2023 at 7:30 a.m., in the District Boardroom.

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

COMMISSIONERS PRESENT:

Michael Collins, Chair.
Joe Benetti, Vice-Chair;
Jason Bell, Commissioner;
Caddy McKeown, Commissioner.

ABSENT: Brent Pahls, Commissioner.

COUNSEL PRESENT: Melissa Cribbins.

STAFF PRESENT: Theresa Cook, 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: Ken Bonnetti, Coos County Resident; Andrew Brainard, Coos County Resident; John Meynick, Coos County Resident; Dean Martin, PEG Broadcasting; Jason Traylor, Coos Aviation; Shannon, Coos Aviation; John Briggs, CCAD Budget Committee Chairman.

PLEDGE OF ALLEGIANCE: Led by Deputy Director Brittsan.

Section I. Review of Minutes: May 25, 2023 Board Meeting:

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the minutes of the May 25, 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 April.

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

May Revenues were \$444,858 and expenditures were \$462,117.

The approved budget for 2022/2023 fiscal year is \$17.2 million. To date, expenditures total \$13,253,919.

Section III. Review of Invoices:

The Board reviewed new invoices through June 21, 2023 in the total amount of \$245,754.50.

Upon a motion by Commissioner Benetti (Second Commissioner Bell), the invoices through June 21, 2023 in the amount of \$245,754.50 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.

Maintenance staff have been working diligently to repair picnic tables and benches in the park.

Annual Irrigation Maintenance including repairs to the sprinkler systems was carried out at multiple locations on District property.

As part of ARFF Equipment improvements, a Box trailer containing spill kits for storm drains, brake cooling fans, and additional emergency lighting was built to assist with ARFF activities.

Maintenance staff assisted a technician with annual inspection of backflow preventers at multiple locations.

A Biologist reviewed the Airport Wildlife Management Plan and conducted the yearly mandatory training for the Operations and Maintenance staff to ensure staff are trained to handle the incidents involving wildlife on CCAD property.

There is also work being done on the project to remove the terminal Roundabout to improve traffic flow in the terminal car 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.

CCAD has seen increased engagement with the local community, with Rotary President-Elect signing the MOU, the CCAD sponsoring of the Bay Area Chamber of Commerce Golf Tournament and the Bay Area Chamber of Commerce Business After Hours & Ribbon Cutting for the Apron Project.

C. Executive Director's Report:

The Executive Director addressed the Board.

May load factors for flights were 71%.

Perkins Coie & TO Engineers are working to get the Runway Safety Area Design contract in place.

Discussion regarding modifications to the ARFF Facility Bay Doors was had, informing the Board that a potential solution has been identified and sent to the contractor for review.

The planned update to the Access Control System began work last week and is due to be complete in a few days. The old panels are being changed one a time and old data is being moved to the new system.

A new Logitech camera and microphone system has been ordered for the board room to enhance the recording and communication during future meetings.

The board were also asked to review the potential design options for the carpet replacement within the CCAD terminal.

It was suggested that a Park Committee should be established to govern the project to restore the Airport Heights Park with the suggestion that two CCAD staff or board members should be selected to sit on the committee with additional spots to be filled by representatives from Rotary and input from the neighborhood.

Section V. Action Items Requests:

Upon a motion by Commissioner Benetti (second Commissioner McKeown) Resolution 2023-06-01 Adopting the FY 2023/2024 Budget, in the Amount of \$19,331,245, and Certification of the Tax Rate at \$0.24 per \$1,000 was adopted.

Upon a motion by Commissioner Bell (second Commissioner McKeown) the Pauly, Rogers & Company Terms of Engagement and Associated Fees for Audit Services Provided for the Fiscal Year Ending June 30, 2023, in the Amount of \$34,200 was approved.

Upon a motion by Commissioner Bell (second Commissioner McKeown) the Subscription Agreement with PEG Broadcasting Services, Inc. to Provide Videotaping and Broadcasting of the District's Monthly Board Meeting, for an Amount of \$3,492 was approved.

Upon a motion by Commissioner Benetti (second Commissioner Bell) the Formation of a Park Committee was approved.

Section VI. Commissioner Comments:

On behalf of the board Commissioner Bell issued a thanks to Chair Collins for his service on the board.

Chair Collins expressed his appreciation for being able to serve with his fellow commissioners, and offered congratulations to incoming Commissioner Brainard.

Section VII. Public Comments:

Ken Bonetti addressed the board to suggest the appointment or involvement of Kevin Dubsiar from Coos County Youth Sports with the Airport Heights Park Committee.

Meeting adjourned at 8:18 a.m.