

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, July 27, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, July 27, 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;
Brent Pahls, Commissioner (Zoom);
Caddy McKeown, Commissioner;
Andrew Brainard, Commissioner.

ABSENT: None.

COUNSEL PRESENT: Melissa Cribbins.

STAFF PRESENT: Rodger Craddock, Executive Director (Zoom); 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: Michael T Collins, Coos County Resident; Ken Bonnetti, Coos County Resident; Coos County Resident; John Meynick, Coos County Resident; Nancy Layne, Global Travel; Richard Mineau, Global Travel; Rick Bilodeau, Coos County Resident.

Section I. Review of Minutes: June 22, 2023 Regular Board Meeting and the Jul 6, 2023 Special Board Meeting:

Upon a motion by Commissioner Benetti (Second Commissioner McKeown), the minutes of the June 22, 2023 Regular Board Meeting and the July 6, 2023 Special 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 June.

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

June Revenues were \$2,205,288 and expenditures were \$1,019,671.

Fiscal year expenses came to a total of \$14,273,590 under budget for the year due to not starting the cargo facility project.

Section III. Review of Invoices:

The Board reviewed new invoices through July 26th, 2023 in the total amount of \$390,885.94.

Upon a motion by Commissioner Benetti (Second Commissioner Brainard), the invoices through July 26, 2023 in the amount of \$390,885.94 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.

Fire Drills were conducted for ARFF Personnel to ensure familiarity with all equipment and vehicles to a higher level than required to ensure best practices.

Painting of the runways during covid were significantly impacted by a lack of available paint for purchase, leading to an advanced declaration before the certification inspection for the faded paint on Runways. Maintenance staff have been working to paint the runways and will continue through the month of August. Runway 5 is planned to be closed in the evenings to allow for maintenance staff to conduct painting.

State Aviation requested information regarding the CCAD painting equipment in order to purchase the same equipment for their own runway painting. State

Aviation also requested that CCAD staff travel to meet and provide familiarization training with their staff.

Maintenance staff performed landscaping duties around the Hangar and DHS buildings to remove tree bark and other debris.

CCAD also assisted with a cleanup operation at the Dog Park.

Tide Gate Maintenance was conducted in the wetlands area CCAD is responsible for due to a drainage issue.

An evacuation chair, designed to aid in safely moving those with an injury or disability down stairs during an emergency, was installed at the DHS building.

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.

Art Signs has adhered a new vinyl skin to the Airport Billboard. The new sign is designed to be eye-catching and clearly identify the route to the airport. There is also additional space beneath the billboard for additional targeted signage.

CCAD has continued to maintain engagement with the community, including work with Rotary on the Park Project, tours for the Department of Aviation and Legislators visiting the Airport, and a Bay Area Chamber of Commerce Ribbon Cutting.

The Park Steering Committee has been advertised for applications from members of the public to apply.

C. Executive Director's Report:

The Executive Director addressed the Board.

June load factors for flights to SFO were 72% and flights to Denver had a load factor of 82%.

The update to the Access Control System phase one has been completed. The next stage will link the Terminal Access Control System to the ARFF Station.

The current RSA project is looking to further enhance safety on Runway 5-23 with a similar project to the one completed on Runway 13-31.

CCAD Staff are currently looking to update the credit cards purchasing system to be put before the board of commissioners to approve at the next meeting.

The Project Manager was asked to present the possible options for CNC Sign manufacture. The options ranged between \$17,000 to \$45,000. The option recommended by the Project Manager was a 48"x48" with 1 year warranty with an option to extend to 3-year warranty. The BLM Maintenance shop has been identified as an Ideal location to install the CNC machine, as walls and ventilation system are needed for safe operation. It has been estimated that purchasing signs from a third party would cost between \$12,000 - \$15,000, plus installation expenses.

SDAO Best practices training for board members is available in August and September. Attendance of commissioners will reduce the cost of Special Districts Insurance for CCAD by 2%.

The new Roundabout design was presented to the board along with an updated traffic pattern to improve movement through the parking areas.

A new carpet design for the terminal has been selected and a sample box has been ordered to test the look before the final decision is made.

The Park Committee is now advertising for members of the public to apply for seats with August 3rd as the deadline to apply for the position.

Section V. Action Items Requests:

Legal Counsel conducted the official swearing in of Commissioner McKeown.

Upon a motion by Commissioner Benetti (second Commissioner Brainard) Resolution 2023-07-01 Authorizing Full Signatory Authority on the Coos County Airport District Umpqua Bank Accounts was adopted.

Upon a motion by Commissioner Brainard (second Commissioner McKeown) Resolution 2023-07-02 Authorizing Full Signatory Authority on the Coos County Airport District Oregon Pacific Bank Accounts was adopted.

Upon a motion by Commissioner McKeown (second Commissioner Benetti) Resolution 2023-07-03 Authorizing Full Signatory Authority on the Coos County Airport District Banner Bank Accounts was adopted.

Following an amendment to change the wording of the resolution to. A motion by Commissioner Brainard (second Commissioner Bennetti) Purchase of a CNC Router Machine for an Amount not to exceed \$25,000 was approved.

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), with Commissioner Bennetti Abstaining due to a conflict of interest, the Executive Director's Employment Agreement Amendment 1 was approved.

Section VI. Commissioner Comments:

Commissioner Brainard commented that the pledge of allegiance was not conducted and questioned Chair Bell as to why.

Chair Bell responded that it was due to a desire to decrease the run time of board meetings.

Chair Bell presented Michael Collins with a plaque to commemorate his time as on the board.

Section VII. Public Comments:

Nancy Layne approached the board and expressed her concern in the change in Executive Director and at the lack of experience of running an airport based on his resume and asked for clarification on the number of candidates interviewed and the experience level of each with managing an airport.

Commissioner Bennetti responded that the recruitment process had involved taking applications from seven candidates. Commissioner Bennetti stated that following the advice from the outgoing Executive Director, Theresa Cook, none of them made it to final selection and the board then considered the current Deputy Director, Robert Brittsan and the eventual choice, Rodger Caddock. The board then took action to appoint Rodger to the position when it was decided that Theresa would not complete her contract to the end of the year. Commissioner Bennetti also commented that Executive Director Caddock has resolved to fill the lack of experience in airport management with education courses.

John Meynick approached the board and welcomed the new board members and thanked Michael Collins for his service on the board. Mr. Meynick expressed his

appreciation to the board for addressing the concerns expressed by the previous member of the public but questioned the board on why the agenda for today's board meeting had not been made available prior to the meeting.

CCAD staff apologized for the oversight and stated that the agenda should have been available on the website and would be there for future meetings.

Richard Mineau approached the board to question the status of the memorial plaque which had been ordered to commemorate Helen Mineau's service on the board and to the CCAD.

The CCAD Public information officer answered that the plaque had been ordered and was due to be delivered and installed at the airport in the near future.

Meeting adjourned at 8:25 a.m.