

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

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, April 27, 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; (via online tie-in)
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: Steve Schneiderman, CB-NB Rotary; Bill Grile, CB-NB Rotary; Tim Huntley, North Bend Independent Baseball Program; John Stalap, Scott Partney Construction; Scott Partney, Scott Partney Construction; Randy Thompson, President of CBNB Rotary; Andrew Brainard, Coos County; John Meynick, Coos County Resident; Joe Bollig III, North Bend Independent Baseball Program.

PLEDGE OF ALLEGIANCE: Led by Commissioner Bell.

Section I. Review of Minutes: March 23, 2023 Board Meeting:

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the minutes of the March 23, 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 March.

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

March Revenues were \$329,261 and expenditures were \$330,257.

Approved budget for 2022/2023 fiscal year is \$17.2 million. To date, expenditures total \$12,165,658.

The first Airport Budget meeting is due to take place on May 24th.

Section III. Review of Invoices:

The Board reviewed new invoices through April 26, 2023 in the total amount of \$273,031.37.

Upon a motion by Commissioner Bell (Second Commissioner McKeown), the invoices through April 26, 2023 in the amount of \$237,031.37 were approved.

Section IV. Presentations:

Coos Bay - North Bend Rotary (CBNBR)

The president of CBNBR addressed the board regarding the work to rejuvenate the Airport heights Park.

It was announced that CBNBR was in favor of partnering with CCAD on the project to rejuvenate the park and has initially committed \$35,000 for the project.

A walk through of the park and site was proposed and accepted by CCAD for members of CBNBR to view the site.

The Executive Director expressed a desire to include new CCAD signage at the park and wished for CBNBR to be involved of approval of new logos. Removal of the existing equipment was discussed, as the current equipment is considered a liability for children. The option of installing temporary equipment until the project can be completed will be examined.

Section V. Staff Reports/Discussion Items:

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

The Public Information Officer addressed the Board with a report on airport community outreach and media.

It was expressed that seeing the robust conversation taking place within CBNBR was very positive for the future of Airport Heights Park.

PIO is currently updating all public outreach information to reflect the changes in services with the new flights and has received a tremendous response and increased engagement on social media.

A video of staff and volunteers that took part during the CCAD sponsored Earth Day on District property was shown. The event was regarded as a success for community outreach, removing a large number of invasive species from the woodlands under the leadership of commissioner Bell.

CCAD has continued to be represented at the Wednesday Business Meetings and PIO also attended the local Gift of Reading outreach event.

There was a celebration of life for former Chair Mineau held at the airport.

The Public Information Office has begun to develop Transportation Help posters to be displayed around the airport to assist visitors with easy access to the information on CCAD's website.

Plans to develop a 20th Anniversary Celebration Event at the airport remain on-going.

B. Maintenance/Operations Report:

The Operations Manager addressed the Board with a report on airport operations and maintenance.

There is work on-going to replace the gate near Coos Aviation. The existing gate is 7 years old and no longer supported by Liftmaster, meaning repairs and costs will become more expensive. A quote for possible replacement was given to Coos Aviation.

The fencing surrounding the completed Apron project is expected to be completed within the next few days.

Three CCAD staff have been sent to complete ARFF training Helena is a beneficial training site, as the trucks used match in size to the ones operated by CCAD. There may also be an opportunity locally for a simulation training for all crews in June, allowing for a full team exercise instead of paired training.

The CCAD Maintenance staff have performed repairs and updates to their shop in the BLM warehouse. A second area will be maintained in the BEC until a decision is made to locate elsewhere.

There have been past instances of failures of the electronic drainage system used for oil spills at the fuel pit. Operations and Maintenance teams worked together to construct and install a manual system to replace the electronics and prevent future possible failures.

C. Deputy Director's Report:

The Deputy Director addressed the Board.

The march load factor was approximately 70%, an increase of 6% from March 2022.

Enplanements (number of passengers that depart the airport on a flight) have increased significantly since 2018, the last pre-covid pandemic year.

Daily flights to SFO resumed a month earlier than previous years, on April 16th.

The Next board meeting will take place in the CCAD Hangar Office on May 25.

D. Executive Director's Report:

The Executive Director addressed the Board.

The District is negotiating a partial completion agreement for the ARFF building. After the agreement is signed, ARFF Staff will be moving to occupy the completed Fire Station later today.

Section VI. Action Items Requests:

Action Items section was deferred until after the Executive Session.

Section VII. Commissioner Comments:

Chair Collins thanked those present for attending.

Commissioner Bell thanked the volunteers who had taken part in the Earth Day activities and celebrated that over 1.5 acres had been cleared of invasive plant species.

Commissioner McKeown expressed excitement for the involvement of CBNBR in the park project and the work that would be undertaken to rejuvenate the park. CCAD staff who had worked to create the Celebration of Life for Helen Mineau were also thanked for their efforts.

Section VII. Public Comments:

Tim Huntley, representing the North Bend Independent Baseball Program (NBIBP), addressed the board. NBIBP is a non-profit organization for ages 4 to 12 baseball, run by volunteers and coaches. NBIBP is excited about the work planned to take place and the opportunities that Airport Heights Park will offer in the future, and wishes to be a part of that vision.

NBIBP has constructed the existing dugouts and equipment shed working with only a verbal agreement with the City of North Bend, who previously managed the park. Currently the baseball area at Airport Heights Park is used only for children aged 7 to 8. NBIBP runs from March to May, 6 days a week, with between 150 to 200 children attending practices and events. It was noted that children from other areas also come to use the facilities provided.

NBIBP currently operates from several different locations and it would be ideal for them to consolidate all fields into a single location.

Chair Collins expressed interest in further discussions to take place between CCAD and NBIBP.

John Meynick addressed the board expressing optimism for the work planned to take place at Airport Heights Park. Noting that children do currently use the equipment and that it would be ideal to ensure continued use of the park by repairing existing equipment or providing temporary equipment while the work on the park begins. Mr. Meynick also expressed his enjoyment of participating in the volunteer work on Earth Day.

Adjourned to Executive Session at 8:05 a.m.

Reconvened from Executive Session to take Action

Commissioner Bell (Second: Commissioner McKeown) motioned to approve the ARFF Occupancy Agreement.

Commissioner Bell (Second: Commissioner McKeown) motioned to approve the TSA Agreement.

Meeting adjourned at 8:45 a.m.