

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, November 17, 2022.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, November 17, 2022 at 7:30 a.m., in the District Boardroom.

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

COMMISSIONERS PRESENT:

Helen Mineau, Chair;
Michael Collins, Vice-Chair;
Brent Pahls, Commissioner;
Joe Benetti, Commissioner;
Jason Bell, Commissioner.

ABSENT: None.

COUNSEL PRESENT: Patrick Terry, District Legal Counsel.

STAFF PRESENT: Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Rick Skinner, Project Manager; Cindy Henson, Finance Manager; Crystal Lyon, Accounts Manager; Matthew Perkins, Administrator; Amos Vorster, Office Manager; Stephanie Kilmer, Public Information Officer.

MEDIA AND GUESTS PRESENT: Kevin Dubisar, Coos County Youth Sports, John Meynick, Coos County Resident; Jim Behrends, NB Senior Center; Rick Wetherell, NB Senior Center.

PLEDGE OF ALLEGIANCE: Led by Vice-Chair Collins.

Section I. Review of Minutes: October 20, 2022 Board Meeting:

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the minutes of the October 20 2022, 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 October.

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

The District received \$44,010 in Airport Use Fees for October.

October Revenues were \$2,573,609 and October expenditures were \$3,395,593.

Approved budget for 2022/2023 fiscal year is \$22,809,265. To date, expenditures total \$6,341,628.

Section III. Review of Invoices:

The Board reviewed new invoices through November 16, 2022 in the total amount of \$3,129,413.29. Upon a motion by Commissioner Bell (Second Commissioner Pahls), the invoices through November 16, 2022 in the amount of \$3,129,413.29 were approved.

Section IV. Staff Reports/Discussion Items:

Maintenance/Operations Report:

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

Preparation for the upcoming FAA inspection is already underway. Project is on-going and updates will be coming next month.

The Apron area is currently very dark due to a lack of lighting so there is on-going work to install new exterior lighting on the buildings around the Apron.

The maintenance team have been working to complete repairs of the exterior walls of the Reach Hangar. This work is expected to complete at the end of the week.

New ramp markings have been painted by the staff to enable safe use of the ramp by various sizes of aircraft.

The Public Information Officer addressed the Board.

The Airport hosted the Leadership Coos event. The event received a large amount of positive feedback particularly with regards to the tour lead by the Operations Manager.

The District also hosted an outreach event for the Star of Hope. It was noted that events and outreach like this are important to the local community and a good opportunity for the CCAD.

The Deputy Director addressed the board.

The Airport is now on the winter Schedule with flights arriving 4 days a week. The flights to SFO in October had a 76% load factor. Discussions with United have resulted in the airport flights being provided larger models of planes (the CRJ-700 and Embraer-175) all year - each with a capacity of 70+.

Bandon Dunes has confirmed June to September direct flights from Denver and has expressed interest in expanding it to include May. CCAD is hopeful to hear more in the following month.

There is currently concern about the lack of rental car options at the airport since the departure of Hertz. The period for bids from car rental companies will close on January 17th, with a new supplier to be chosen on from the applicants.

The issues with the ARFF door remain on-going.

Concrete pours for the Apron Project have been completed with the final few pieces of the Project to be completed by mid-December.

The Annual Sponsorship with the Bay Area Chamber of Commerce was discussed, and it was the recommendation of the Public Information Officer that the Silver tier of sponsorship be purchased. It was noted that if the budget becomes available the Platinum tier should be considered.

There followed a discussion regarding the advertisement budget for the CCAD. Commissioner Benetti requested that an advertising plan for the year be created and Commissioner Pahls inquired as to the way the budget was decided upon and whether there is an industry standard or best practice which can be used as a basis for future budgets. It was stated that if the current trajectory is continued advertising will be over budget this year meaning there is a need to spend prudently going forward.

It was suggested that working more closely with Bandon Dunes should be explored as an option and a meeting set up to discuss future collaboration. The continuing

expense of Yellow Pages registration was also questioned as an option to be re-examined in future advertising budgets.

Section V. Action Items Requests:

Upon a motion by Commissioner Pahls (second Vice Chair Collins) the Silver Tier of the Bay Area Chamber of Commerce Annual Sponsorship options was approved.

The motion to approve the Coos Aviation Sublease was delayed until a clearer timeline and a greater understanding of new FAA rules has been established.

Upon a motion by Commissioner Pahls (second Commissioner Bell) the Executive Directors contract was approved without the inclusion of the COLA. It was agreed in discussion that a phone conversation would take place to discuss the bonus/COLA with the Executive Director before November 30th.

Section VI. Commissioner Comments:

The next regular Board Meeting is to take place on Thursday, December 15, 2022.

Section VII. Public Comments:

Kevin Dubisar approached the board to present on behalf of Coos County Youth Sports (CCYS). The land the CCYS currently leases is in the process of being sold for development and they are therefore looking to develop a new location for sports. CCYS is looking to establish a long-term lease in order to develop an area into a sports field to meet their needs. CCYS is offering to handle all the maintenance of the sports field areas, and noted that it would be a good advertisement for the airport with the community.

The board expressed interest and Commissioner Pahls suggested a tour of the land. The Operations Manager volunteered to provide a tour of the available land.

Rick Wetherell approached the board to express appreciation on behalf of the North Bend Senior Center for the agreement and contract that was approved.

John Meynick approached the board to express interest in the CCYS proposal for a sports field to be established and requested that the local community be involved in future discussions regarding it.

Adjourned to executive session at 8:30 a.m.

No additional comments were made after the executive session.