

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, February 23, 2023.

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, February 23, 2023 at 7:30 a.m., in the District Boardroom.

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

**COMMISSIONERS PRESENT:**

Michael Collins, Acting-Chair;  
Brent Pahls, Commissioner;  
Joe Benetti, Commissioner; (via online connection)  
Jason Bell, Commissioner. (via online connection)

**ABSENT:** Helen Mineau, Chair.

**COUNSEL PRESENT:** Melissa Cribbins.

**STAFF PRESENT:** Theresa Cook (via online connection), 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.

**MEDIA AND GUESTS PRESENT:** Kevin Dubsiar, Coos County Youth Sports; Ken Bonetti, Coos County Resident; Dan Sawyer, Peg Broad.

**PLEDGE OF ALLEGIANCE:** Led by Acting-Chair Collins.

**Section I. Review of Minutes: January 19, 2023 Board Meeting:**

Upon a motion by Commissioner Benetti (Second Commissioner Pahls), the minutes of the January 19, 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 January.

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

January Revenues were \$392,714 and expenditures were \$890,830.

Approved budget for 2022/2023 fiscal year is \$17,266,755. To date, expenditures total \$11,363,166.

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

The Board reviewed new invoices through February 22, 2023 in the total amount of \$347,772.68.

Upon a motion by Commissioner Bell (Second Commissioner Pahls), the invoices through February 22, 2023 in the amount of \$347,772.68 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.

The FAA Certification Inspection of the Airport went very well.

The ARFF/CBFD Hazmat Drill was also successful and two of the ARFF employees are currently under-going training at the DFW Fire Training Research Center.

Two of the maintenance staff visited the emergency room from a car crash in one of the CCAD vans. Both employees were released the same day and are now back to work. The Van sustained \$17,000 in damage and will be out of commission until the end of April.

Following the vandalization of a vehicle at DHS the CCAD is working with DHS on security improvements to prevent further incidents.

#### **B. Public Information Officer's Report:**

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

In preparation for daily flights returning to the airport the airport, the advertisement program has focused on commercial flights.

Advertisement for the up-coming Denver flights is increasing as the resuming of the service draws nearer.

The CCAD is currently looking for further local advertising opportunities.

The January Advertising Expenditure totaled approximately \$4600.00

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

The Executive Director addressed the Board.

The airport is still operating on the winter schedule. With Flights to Denver beginning on May 7<sup>th</sup> with daily flights to SFO resuming in mid-April.

The Legal Counsel then address the board regarding the resolution for camping on airport property. It was noted that the 9<sup>th</sup> Circuit ruling of a right to camp on public property was worded in such a way that did not apply to the CCAD as a Special District.

The CCAD Cargo facility build has been delayed to prioritize resolving other projects. The funding break-down for the Cargo facility was \$3 million from Connect Oregon, \$1 million provided by the FAA and the remaining \$1 million to be covered by the CCAD.

Commissioner Benetti asked who has been reached out to ensure the future usage of the cargo facility, indicating possible opportunities for the local fishing and mushroom industry. The executive director responded that FedEx has already been reached out to regarding use of the facility and that a refrigeration unit can be installed at the end of the build once demand for that in the facility has been established more clearly.

The CCAD is expecting to an expense of \$78,000 to cover the cost of the fence to secure the completed Apron project. It would be possible to apply for an FAA grant to cover the cost, however there is no guarantee of obtaining the funding and it could cause delays to the build.

The Deputy Director the addressed the board.

CCAD was represented at the Oregon Regional Air-Service Roundtable meeting in Portland to discuss short range service flights to local airports throughout Oregon. It was noted by other airports that once service has been lost it becomes very hard to re-establish. Many other airports noted a reduction in Alaska Airlines at PDX as well, with PDX having lost 600,000 in-state passengers.

A variety of options being discussed to revitalize regional air travel throughout the meeting.

- Jet Blue was services rely on planes too large to service local airports;
- Oregon doesn't have a high enough level of airport traffic to entice Delta and similar bulk airlines to operate;
- The option to charter flights is a very expensive way to obtain the connecting flights;
- eVTOL is an emerging technology and isn't viewed as being able to provide the kind of capacity need to be viable as a service;
- Hybrid Hydrogen aircraft are approximate 5-10 years from entering service and would require an overhaul of the fueling systems at each airport looking to use them.

There will be a second meeting in October and the attendees are hopeful that Alaska Airlines will step up to providing the flights to link the smaller airports.

It was noted that Alaska Airlines are currently facing a pilot shortage and that a connection to Seattle is viewed as an easier option for them.

The terminal Access Control System is planned to receive an upgrade. The contractor who was to install the same system at the new fire station went out of business. A new contractor has been found to install the system and is awaiting approval to begin the installation work.

The CCAD budget committee currently has four vacancies to fill and there have been six applicants for the positions. There are also three of the board members up for re-election.

## **Section V. Action Items Requests:**

Upon a motion by Commissioner Pahls (second Commissioner Bell) Resolution 2023-02-01, to secure funds in the amount of \$525,334 to the RAISE grant program project to construct a new cargo facility and expand infrastructure, was adopted.

Upon a motion by Commissioner Pahls (second Commissioner Bell) Resolution 2023-02-02 to transfer a sum of \$750 from the DHS Contingency Line Item to the DHS Fund Debt Service Line Item was adopted.

Upon a motion by Commissioner Bell (second Commissioner Pahls) Resolution 2023-02-03 in the Matter of Camping on Coos County Airport District Property was adopted.

Upon a motion by Commissioner Bell (second Commissioner Pahls) Resolution to Approve a contract with ADT to install a new Access Control System for the Airport Terminal for an amount of \$71,822 was approved.

Upon a motion by Commissioner Pahls (second Commissioner Bell) the 2023 Rates and Charges were approved.

Upon a motion by Commissioner Bell (second Commissioner Benetti) the Airport Apron Expansion Fencing Bid from West Coast Fencing for an amount of \$76,270.95 was accepted.

Upon a motion by Commissioner Bell (second Commissioner Benetti) the 2022/2023 FY Financial Audit Report was accepted.

Upon a motion by Commissioner Bell (second Commissioner Pahls) the new scheduled date and time for the District's Regular Board Meeting to take place on the Fourth Thursday at 7:30am was approved.

#### **Section VI. Commissioner Comments:**

Acting Chair Collins thanked those present for making it to the meeting despite adverse weather conditions and expressed best wishes and hope for her recovery on behalf of the board to Chair Mineau.

The next regular Board Meeting is to take place on Thursday, March 23, 2023.

#### **Section VII. Public Comments:**

Kevin Dubsiar addressed the board regarding the decision to provide land to the Coos County Youth Sports (CCYS) for development into sports facilities. Asking if there were any question from the board regarding the lease and contract agreement being worked on by CCAD and CCYS. There were no board questions at this time with work on the agreement still on-going.

**Adjourned to Executive Session at 8:30 a.m.**