

Coos County Airport District

Regular Board Meeting

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, October 23, 2025 at 7:30 a.m., in the CCAD Boardroom.

CALL TO ORDER & INTRODUCTION OF GUESTS

Commissioners Present

Jason Bell, Chairman

Joe Benetti, Vice-Chair

Andrew Brainard, Commissioner

Brent Pahls, Commissioner

Absent:

Caddy McKeown, Commissioner

Counsel Present

Melissa Cribbins

Staff Present

Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager; Rick Skinner, Project Manager.

Media and Guests Present

John Meynink; Jason Traylor; Karen Ann Schneider (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Consent Calendar from September 2025 was unanimously approved.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: Aye

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Commercial air service through the first 9 months of the year is up 29%, though it is expected that this rate of growth will slow in the remainder of the year as service is adjusted to an off-peak schedule. The recent increase in passenger traffic prompted an investigation into the possibility of expanding the aircraft ramp space in front of the terminal. The cost of the project would require grant funding that may not be available until 2027. Chairman Bell requested that staff continue to explore additional options to support multiple aircraft.

Craddock next shared that the Pony Point Road that used to provide access to a boat ramp on airport property, but has long been in a restricted access area, was recently vacated by the City of North Bend. Additionally, the City is in the process of preparing deed documents to transfer a portion of land that had mistakenly been left off a previous land transfer transaction. The City will also work with the District in the future to investigate the acquisition of land near the water treatment plant needed for expansion.

Multiple projects are underway across the District property, including the improvement of the terminal concourse, expansion of the terminal parking lot, construction of a cargo facility, and reconfiguration of the parking lot by Coos Aviation. These projects are all progressing quickly, and may be nearly complete by the next Board meeting. Additionally, project starting later this month include the rehabilitation of the Business Enterprise Center parking lot, and the Runway Safety Area Expansion project, which should be completed by the end of February 2026.

Lastly, Craddock shared that the District is in the process of transitioning its website domain and emails from .com to .gov, in line with cyber security recommendations received earlier this year.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), the Board voted to ratify the Project Advisory Committee membership as presented; acknowledging that the USCG will name their representative, appointing John Meynink and Trich McMichael as the Airport Heights Neighborhood representatives; and designating Commissioners Brainard and McKeown to serve on the PAC for the Airport Master Plan update.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: Aye

Motion:

Upon a motion by Commissioner Pahls (Second Vice-Chair Benetti), the Board voted to ratify Change Order #2 to the Concourse Capital Improvement Project, in the amount of \$4,603.46.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: Aye

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Pahls) the Board voted to ratify Change Order #3 for the Cargo Facility Construction Project, in the total amount of \$10,787.00.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: Aye

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard) the Board voted to approve the tier-based rate structure for the Commercial Hangar.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: recused himself due to a conflict of interest

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard) the Board voted to approve the UPS land lease amendment and authorize the Executive Director to sign it.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: Aye

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board voted to approve the staff recommended shuttle parking rates, effective January 1, 2026.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: Aye

Discussion:

Commissioners discussed a proposal from Washed Ashore to place an art installation near the airport terminal, with a donation kiosk to be installed inside the terminal. Commissioners voiced concern over how the site would look when the installation was taken off site for events from time to time. Director Craddock was asked to investigate an agreement that would address these and other concerns.

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Pahls) the Board voted to approve a hangar facility lease with Stan Jefferies for Hangar #3 and authorize the Executive Director to sign the lease agreement.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: Aye

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to approve a building lease with Mike Crumpacker for the CCAD facility at 1509 Airport Way and authorize the Executive Director to execute the lease agreement.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: Aye

PUBLIC COMMENTS

Mr. Meynink expressed his appreciation to the Board for selecting two Airport Heights residents to serve on the Project Advisory Committee for the Master Plan Update. Meynink also voiced his support of the Washed Ashore proposal.

COMMISSIONER COMMENTS

Vice-Chair Benetti queried about who is responsible for road maintenance on District property and asked about how that was funded. Director Craddock informed him that the adopted budget included a line item for funds to be set aside each year for this type of maintenance.

Commissioner Pahls asked about adjustments to the Commercial Hangar access, and thanked Coos Aviation staff for their professional and friendly service.

Commissioner Brainard discussed the Airport Park project and noted that planning and fund-raising efforts are underway. It was noted that a phased approach for the work may assist with fund-raising efforts.

Meeting adjourned at 08:24 a.m.