

AIRPORT PARK STEERING COMMITTEE

MEETING MINUTES

Thursday, November 13, 2025

Minutes of the monthly meeting of the Airport Park Steering Committee, held on Thursday, November 13, 2025 at 12:00 p.m., in the Coos County Airport District Boardroom.

CALL TO ORDER: Chair Samantha Oswald called the meeting to order at 12:01 pm. There was no quorum.

COMMITTEE MEMBERS PRESENT:

Chair, Samanth Oswald
Tim Huntley

Ariann Lyons

Committee Members Not in Attendance:

Steve Schneiderman, Andrew Brainard, Rick Skinner, Mike Collins, Mike Gaudette

Guests in attendance: Stephanie Kilmer, CCAD PIO

Section I. Review of Minutes of the November 13, 2025 Park Steering Committee Meeting:

There was no motion since there was no quorum. Approval of the minutes will be continued to the next meeting.

Section II. Committee Items:

Airport Update:

No Update

Rotary Update:

Chair Oswald reported the Rotary is getting input from engineers on cost estimates. They have had some inquiries regarding the preliminary Request for Proposals (RFP) that is being developed. A formal RFP, once received, will help with a better report to the full committee.

Chair Oswald, representing Rotary, will be presenting at the Bay Area Chamber of Commerce Wednesday Business Connection on November 19, 2025. A list of infrastructure needs and firms that can do cost estimates is being compiled for phase one.

Tim Huntley reports that draft RFPs have been sent to industry organizations to see what else needs to be included to get the best responses. Examples were sent to places like the Dyer Partnership, for example. Ron Stillmaker, a retired civil engineer with SHN and a Rotarian, is going to review the RFP and assist with drafting the bid services.

The smaller group has met, and once completed, Rotary will send the RFP out for bid.

Action Items

No Action Items

Section III. Committee Comments and Discussion:

There were no additional comments from the committee.

Section IV. Other Business:

There was none

Section V: Public Comments

There were no public comments.

There was consensus from members in attendance to not hold a December meeting. The next meeting is January 8, 2026, at noon.

Meeting was adjourned around 12:15 p.m.