

# Coos County Airport District

## Regular Board Meeting

January 22, 2026

*Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, January 22, 2026 at 7:30 a.m., in the CCAD Boardroom.*

### CALL TO ORDER & INTRODUCTION OF GUESTS

#### Commissioners Present

Jason Bell, Chairman

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner

Brent Pahls, Commissioner

#### Absent

Joe Benetti, Vice-Chair

#### 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; Marie Simonds (Zoom)

### SECTION 1: CONSENT CALENDAR

#### Motion:

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

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

### SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock presented a summary of 2025 accomplishments for the Coos County Airport District. The airport experienced record passenger activity, with nearly 53,000 passengers, a 28% increase over 2024, driven primarily by significant growth on the Denver route. Customer engagement and commercial

activity increased, including growth in advertising, social media, ground transportation services, and related revenues.

The District also advanced several major capital projects supported by more than \$4.8 million in grants, including a new cargo facility, runway safety area expansion, and concourse improvements. Governance updates, lease actions, and long-range planning efforts were completed or initiated, positioning the District for continued growth in 2026.

## SECTION 3: ACTION ITEMS

### Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the Board voted to adopt Resolution 2026-01-01 opting in to trail-use immunity under ORS 105.668, as amended by SB 179 (2025)

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

### Motion:

Upon a motion by Commissioner Pahls (Second Commissioner McKeown), the Board voted to ratify the Small Community Air Service Development Program one-year grant extension.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the Board voted to approve the 2026 Rates and Fees.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

### Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Pahls) the Board voted to ratify Change Orders #4 and #5 to the Concourse Capital Improvement Project, in the amount of \$8,479.61, and approve a 72-day project time extension, extending the contract completion date to April 17, 2026.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

### Motion:

Upon a motion by Commissioner Pahls (Second Commissioner McKeown) the Board voted ratify Change Order #5 to the Concourse Construction Project, in the amount of \$96,356.00.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board voted to approve the Budget Calendar for FYE 27.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

#### Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to appoint Rodger Craddock as the Budget Officer for FYE 27 budget cycle.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

#### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown) the Board voted to accept the HVS Market Study and direct staff to consult with HVS regarding next steps, including, but not limited to marketing strategies, solicitation approaches, and proposed timelines for development of a future Request for Qualifications/Request for Proposals (RFQ/RFP), and to return to the Board with recommended options.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

#### Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Pahls) the Board voted to authorize submission of a Connect Oregon grant application for the commercial apron expansion project (estimated at \$1,200,000) and commit a local match of up to 40% (not to exceed \$480,000), and further authorize the Executive Director to take all actions necessary to submit the application and, if awarded, to execute related grant documents subject to legal review and approval.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

#### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board voted to ratify the submission of the IJA application for the Commercial Apron Expansion Project and commit a local match of up to 20%.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

#### Motion:

Upon a motion by Commissioner McKewon (Second Commissioner Pahls) the Board voted to authorize the purchase of a Kyocera MZ4001ci copier/scanner from South Coast Office Supply in the amount of \$8,645.00, and approve execution of the associated service and maintenance agreement.

*Bell: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye*

## PUBLIC COMMENTS

Mr. Meynink expressed his interest in the potential of a Hotel project on District property and said he would appreciate having an opportunity to comment on future plans as they progress.

Mrs. Simonds expressed her thanks for the strong partnership between Bandon Dunes and the Southwest Oregon Regional Airport, noting that 2025 was also a banner year for their organization and that their guests have reports repeatedly shared positive reviews of their travel experience.

## COMMISSIONER COMMENTS

Commissioner Brainard shared a brief status update from the Airport Park Steering Committee. He noted that the committee did not meet in December or January, but that Rotary continues to work behind the scenes, seeking proposals from civil engineering firms to perform engineering estimates for the first phase of the park project. These estimates will help when planning next steps of the project, including fundraising goals and project timelines.

Commissioner McKeown and Chairman Bell shared their excitement at seeing the growth of the previous year and thanked staff for supporting the forward movement of the Airport and its services.

**Meeting adjourned to Executive Session at 8:12 a.m.**

**Public Meeting resumed at 8:45 a.m.**

*Motion:*

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Board voted to approve the successor Employment Contract between the Coos County Airport District and Rodger Craddock, and authorized the Board Chair to execute the agreement on the behalf of the District.

*Bell: Aye; Brainard: Aye; McKeown: Aye*

**Meeting adjourned at 8:46 a.m.**