

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 Wednesday, August 19, 2026 at 7:35 a.m., in the CCAD Boardroom.

CALL TO ORDER & INTRODUCTION OF GUESTS

Commissioners Present

Jason Bell, Chair

Joe Benetti, Vice Chair

Andrew Brainard, Commissioner (Zoom)

Caddy McKeown, Commissioner (Zoom)

Brent Pahls, Commissioner (Zoom)

Counsel Present

Melissa Cribbins

Staff Present

Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Russ Corona, Operations Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager

Media and Guests Present

John Meynink; Terry Partemore; Marie Simonds (Zoom); Wayne Reiter (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown) the Consent Calendar Items from July 2026 were unanimously approved.

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Executive Director Craddock provided an update on airport operations, passenger activity, facility maintenance, and equipment needs.

Passenger and Revenue Metrics

Year to date, the airport has seen 27,325 passengers, approximately 264 fewer passengers than the same period of the prior year, or approximately 1% lower.

The Denver route was up approximately 1.66% through the first seven months of the year, while the San Francisco route was down approximately 2.03%.

Fuel sales increased approximately 12.6% during the first six months of the year. Airport concessions revenue, including rental cars and rideshare activity, increased approximately 14.66% during the same period.

FAA Visit

The Executive Director reported on a recent visit by representatives of the FAA Seattle-area office. Three FAA representatives, including the director, deputy director, and lead planner, toured the Airport and reviewed the recently completed runway safety improvement project, proposed commercial apron expansion, the area associated with the City of North Bend's proposed treatment plant expansion, the new general aviation apron, the cargo facility, and pavement conditions on airport runways and taxiways.

The Executive Director reported that the FAA representatives were complimentary of the Airport and its facilities.

Facility Maintenance

The Board was updated on several ongoing maintenance projects:

- The Business and Enterprise Center roof requires replacement of its ridge cap. One responsible bid was received in the amount of approximately \$16,000.
- Siding replacement at the BLM building is nearing completion, with painting of the building to follow.
- At the OSP building, ten windows are scheduled for replacement at a cost of just under \$10,000, and an overhead door will be replaced at a cost of approximately \$6,500. Both projects are budgeted.
- Annual pavement marking is underway, with work being performed during evening and nighttime hours to avoid conflicts with commercial aircraft operations.

Shared Equipment with City of North Bend

The Executive Director reported that the District had budgeted funds for the purchase of a skid steer and attachments, including equipment needed to maintain the Airport's snow removal capability.

The City of North Bend has a relatively new skid steer with low operating hours and several of the attachments needed by the Airport. The City has proposed that the District and City jointly purchase the equipment, with each owning a 50% interest and sharing maintenance costs. The equipment could be stored at the Airport, which would likely be the primary user.

The proposed arrangement could save the District up to approximately \$50,000 compared with the current budgeted purchase plan.

The Commissioners expressed no objection to the Executive Director continuing discussions with the City of North Bend regarding the shared equipment arrangement.

SECTION 3: ACTION ITEMS

Motion:

Commissioner McKeown (Second Commissioner Pahls) moved to authorize the Executive Director to enter into a contract with Outer Limits, at an amount not to exceed \$24,500, for the mechanical grinding and mulching of brush, fallen trees, and other woody debris on District property, in accordance with the submitted quote and subject to compliance with all applicable contracting requirements.

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

Motion:

Commissioner Pahls (Second Commissioner McKeown) moved to authorize the Executive Director to execute agreements with Wetherholt and Associates, Inc. and HGE Architects, Inc. for the Terminal Roof Assessment and Reroofing Project, with a combined initial authorization not to exceed \$41,000 without further Board approval, subject to available budget authority.

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

Motion:

Commissioner McKeown (Second Commissioner Brainard) moved to adopt Resolution 2026-08-01, authorizing the transfer of \$8,000 from the Transfer to Building Reserve appropriation category to the Capital Outlay appropriation category within the BEC Fund for fiscal year 2026–2027.

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

Motion:

Commissioner McKeown (Second Commissioner Brainard) moved to ratify the Executive Director's authorization of Ardurra Task Order 26-03 not to exceed \$21,000 for archaeological, historic, and environmental services associated with the Southwest Oregon Regional Airport commercial apron expansion project.

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

PUBLIC COMMENT:

Mr. Meynink expressed his support for the ongoing fire abatement efforts

Terry Parthemore, a general aviation hangar tenant, addressed the Board regarding the potential commercial use of the District's large commercial hangar and the potential displacement of existing general aviation tenants.

He asked the Board to consider the broader community and economic value provided by general aviation tenants, beyond the direct rental revenue paid to the Airport. He noted that displaced tenants have limited alternatives because of the lack of available hangar space and the significant cost of constructing new hangars.

He also discussed the potential effects of long-term outdoor tie-down storage on aircraft and emphasized the contributions that general aviation pilots and businesses make to the broader local economy, including aviation services, maintenance, fuel purchases, local business activity, and community services.

Mr. Parthemore suggested that, if the District proceeds with the proposed commercial lease and receives additional revenue, the District consider reinvesting some of that revenue into general aviation facilities and amenities, including returning a former hangar currently used by FedEx to general aviation use and potentially developing another hangar.

The Board explained that the matter concerning the potential commercial tenant would be discussed during Executive Session and thanked Terry for providing his perspective. The Executive Director indicated that the District would follow up with him regarding the outcome.

COMMISSIONER COMMENTS

None

Meeting adjourned to Executive Session at 8:10 a.m.

The Coos County Airport District held an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. The executive session was held pursuant to ORS 192.660(2)(e)(h).

Regular Board Meeting resumed at 9:00 a.m.

No additional action was taken or comments were made after executive session, and meeting was adjourned.