

Coos County Airport District

Regular Board Meeting

December 4, 2025

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, December 4, 2025 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; Stephanie Kilmer, Public Information Officer; Rick Skinner, Project Manager.

Media and Guests Present

John Meynink; Marie Simonds; Jason Traylor

SECTION 1: CONSENT CALENDAR

Motion:

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

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock was excited to share that, as of the end of November, the airport exceeded 50,000 enplanements and deplanements for the year. Even though 2024 was a banner year for the airport, 2025 is on pace to see 30% growth over the previous year. This growth can largely be attributed to the increased seats made available when the Denver route increased from two days per week to daily.

Director Craddock also shared updates on a number of airport improvement projects currently underway. Based on current progress it is anticipated that most of these projects will finish on time. While change orders have required use of contingency funds set aside in anticipation of possible overruns, it is hoped that each project will come in with its overall allotted budget.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the Board voted to ratify the lease amendment with FedEx for the facility located at 1841 Myrtle Street.

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

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the Board voted to ratify the ground lease and recognition agreements with Enterprise.

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

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Pahls), the Board voted to ratify Change Order #4 to the Cargo Facility Project, in the amount of \$15,253.00.

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

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to ratify Change Order #3 to the Concourse Capital Improvement Project, in the amount of \$5,162.33.

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

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Pahls) the Board voted to approve Everon to hardwire the three (3) perimeter vehicle gates to the Lenel ACS, in the amount of \$113,140.13.

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

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to approve an increase to the contract with Johnson Rock Products for the Parking Lot Expansion project in the amount of \$19,681.95.

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

PUBLIC COMMENTS

None

COMMISSIONER COMMENTS

Commissioner Brainard shared a brief status update from the Airport Park Steering Committee, noting that Rotary is in the process of completing an RFP for engineering, and that early focus for the project will focus on improvements the ball filed. Fund raising efforts are continuing to unfold, and Marie Simonds of Bandon Dunes stated that she would like to work with the Airport or Rotary to explore possible funding opportunities.

Commissioner Pahls expressed his thanks to Coos Aviation, noting that their staff are usually the first interaction GA passengers have with the airport and this community, and that their professionalism and attentiveness represents the area well.

Meeting adjourned at 07:57 a.m.