

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, January 25, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, January 25, 2024 at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Chair Bell called the meeting to order.

COMMISSIONERS PRESENT:

Jason Bell, Chair;
Joe Benetti, Vice-Chair;
Brent Pahls, Commissioner;
Andrew Brainard, Commissioner.

ABSENT: Caddy McKeown, Commissioner.

COUNSEL PRESENT: Melissa Cribbins.

STAFF PRESENT: Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Amos Vorster, Office Manager; Stephanie Kilmer, Public Information Officer, Rick Skinner, Project Manager.

MEDIA AND GUESTS PRESENT: Dan Salyers, PEG Broadcasting; John Meynink, County Resident; Ken Bonetti, County Resident.

Section I. Review of Minutes: December 28, 2023 Regular Board Meeting:

Upon a motion by Vice Chair Benetti (Second Commissioner Pahls), the minutes of the December 28, 2023 Regular Board Meeting were unanimously approved.

Section II. Finance Report:

A finance report from the month of December was reviewed, detailing December revenues in the amount of \$484,592, and expenditures in the amount of \$527,912.

Director Craddock confirmed that all expenses are within the District's budget for the current fiscal year.

Section III. Review of Invoices:

The Board reviewed new invoices through January 24, 2024 in the total amount of \$248,606.40.

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), the invoices through January 24, 2024 in the amount of \$248,606.40 were unanimously approved.

Section IV. Staff Reports

Maintenance/Operations Report:

The maintenance and operations supervisor addressed the board, detailing current and ongoing projects at the airport.

The CNC machine purchased by the District is now installed and operable. Administrative and maintenance staff have been collaborating on training and testing of the machine, and a recently created sample was shown to the Board.

The building leased to the North Bend Senior Center has seen a number of issues reported during recent months. Staff have been communicating regularly with Senior Center volunteers to ensure proper and timely solutions are identified and implemented.

The District's Elevator/Escalator repair provider has been notified of an out of service escalator at the terminal. Parts have been difficult to order, resulting in delays to the repair work.

Water bottle filling stations are being installed on January 25, ahead of the carpet install, which is planned to begin next week.

The maintenance and operations supervisor has been working with rural fire department in the area to provide ARFF related training, better equipping fir fighters to handle an aircraft related incident in their districts.

Finally, the Board was informed of the new operations agent, Sam Eley, who was hired to replace a staff member who recently moved. Mr. Eley has prior military and law enforcement experience, and will be receiving ARFF Certification training and begin Emergency Medical Responder training in the near future.

Public Information Officer's Report:

The District's Public Information Officer addressed the Board with an update on Advertising and Marketing, as well as both digital and in-person connections with the community.

Advertising focus has shifted from "Holiday Travel" to the adjustment in our winter flight schedule. While less flights are available each week of January and February, often the weather locally allows for continued incoming flights when other airports in the region are closed due to snow or ice.

Digital connections to the community through Facebook continue to increase, with recent posts reaching over 40,000 users.

Additionally, to keep the airport front of mind for members of the community, airport staff regularly attend community events and meetings.

The Board was notified that an individual has been selected to prepare a master plan for park design, and the Board will soon be presented with a design proposal.

Executive Director's Report

Northbound air service continues to be an area of interest for both the community and the airport. The Executive Director and Deputy Director recently attended a meeting with representatives from airports around the region and noted that many other airports are also looking for ways to add or reestablish connections to PDX. In addition to the pilot shortage, a decrease in the level of tourism in the Portland area seems to be slowing the appetite of airlines to add additional service to Portland at this time.

An update on a number of current and completed airport projects was shared with the Board, including the closeout of the Apron Expansion project and the progress on an additional Apron Rehabilitation project. An update was also shared on the status of the Cargo Facility project.

Board members were asked to give input on the logos that will be used to identify District owned vehicles.

The Board was informed of two topics which would be discussed at the February Board Meeting: the adoption of an updated list of airport rates and charges, as well as the selection of two new Budget Committee members to fill vacant seats.

Lastly, Director Craddock detailed grant opportunities that staff will pursue to support current and future projects.

Section V. Action Items Requests:

Legal Counsel confirmed that action items had been reviewed.

Upon a motion by Commissioner Pahls (second Vice-Chair Benetti) Resolution 2024-01-01 Authorizing the Transfer of \$250,000 within the General Fund, from the Contingency Line Item to the Personnel Services Line Item, was adopted and unanimously approved.

Upon a motion by Commissioner Brainard (second Commissioner Pahls) Resolution 2024-01-02 Amending CCAD Policy 1 (Governance by Policies) was adopted and unanimously approved.

Upon a motion by Vice-Chair Benetti (second Commissioner Brainard) Resolution 2024-01-03 Amending CCAD Policy 2 (Membership on the Board of Commissioners) was adopted and unanimously approved.

Upon a motion by Commissioner Pahls (second Vice-Chair Benetti) the Purchase of a 2024 F-150 from Tower Ford, for an Amount Not to Exceed \$46,328.44, was unanimously approved.

Upon a motion by Commissioner Brainard (second Vice-Chair Benetti) the Purchase of a used Geni Lift, at a Cost Not to Exceed \$65,000 (not including shipping), was unanimously approved.

Upon a motion by Vice-Chair Benetti (second Commissioner Pahls) the Spending of up to \$18,712 on an Airport Lighting Improvement Project was unanimously approved.

Upon a motion by Commissioner Pahls (second Vice-Chair Benetti) Capital Improvements of the Baggage Handling System, for an Amount Not to Exceed \$140,000, was unanimously approved.

Commissioner Comments:

Commissioners thanked staff for their work and congratulated Chief Hood for his recently received award from the United States Coast Guard.

Commissioner Brainard also thanked members of the Park Committee for their worked with Rotary, and expressed his excitement at seeing the Park Project moving forward.

The next regular Bord Meeting will be held on February 22, and will be led by Vice-Chair Benetti.

Public Comments

Mr. Meynink addressed the Board and recommended that policies under discussion or revision be made available to the public via the Airport's website. Also, Mr. Meynink requested that the airport seek to have additional work parties organized to deal with invasive plant species found on District property.

Mr. Bonetti encouraged the board to give additional attention to planning for the care and maintenance of non-airport areas of the District's property, specifically the forested areas. He additionally asked that the board be selective in what business they choose to lease to in the business park, selecting those who would be a good fit for the neighborhood.

Meeting adjourned at 8:25 a.m.