

Coos County Airport District

Regular Board Meeting

September 25, 2025

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, September 25, 2025 at 7:30 a.m., in the CCAD Boardroom.

CALL TO ORDER & INTRODUCTION OF GUESTS

Commissioners Present

Jason Bell, Chairman

Joe Benetti, Vice-Chair

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner (Zoom)

Brent Pahls, Commissioner

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 Simons (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Vice Chair Benetti (Second Commissioner Brainard) the Consent Calendar from August 2025 was unanimously approved.

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock shared that there has been a 28% increase in passenger traffic year-to-date, with 35,000 passengers through the terminal and an anticipated 50,000 by year-end, driven largely by the Denver route's 185% increase. The San Francisco route remained steady, and ancillary revenues also increased due to more car rentals, ground transportation, and aviation fuel sales.

Craddock next shared updates on the airport's current projects including the concourse rehabilitation which is progressing with the new roof partially installed, though concerns were raised about the portion of the roof covering the elevator not being included in the initial scope of work. A change order is expected due to corrosion discovered during skirting removal, revealing an unexpected area without a concrete wall. The parking lot expansion is ongoing, with the addition two rows of parking completed and the installation of new lighting and sidewalks underway. Additionally, a proposal to replace hydro-seeded areas with river rock was discussed, as the current landscape has been unsuccessful, leading to high mowing costs and a poor visual first impression for airport users. Finally, the cargo facility is advancing with roof installation nearing completion, despite challenges posed by high winds. Staff is in the process of negotiating a contract with a tenant for the building.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner Pahls (Second Vice-Chair Benetti), the Board voted to approve the Public Involvement Plan (PIP) and direct staff to (1) reach out to the listed organizations to confirm their PAC representative and (2) advertise and conduct an open application process to select the Airport Heights Neighborhood representative, returning recommended appointments to the Board for ratification.

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

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), the Board voted to approve ratifying Contract Amendment #1 with Ardurra for construction administration services.

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

Motion:

Upon a motion by Commissioner Pahls (Second Vice-Chair Benetti) the Board voted to accept Change Order #1 to the Concourse Capital Improvement Project, in the amount of \$21,471

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

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard) the Board voted to approve the Terminal Landscaping Enhancement—River Rock Ground Cover Expansion and authorize the Executive Director to execute a contract with Knife River Materials in the amount of \$107,500.

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

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to approve engaging HVS to conduct a hotel development market study.

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

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board voted to approve the second amendment to the Hertz Concession Agreement for on-airport rental car concession.

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

Motion:

Upon a motion by Commissioner Pahls (Second Vice-Chair Benetti) the Board voted to accept the bid from Johnson Rock for \$24,541.00 and ratify the Executive Director's decision to approve the contract to reconfigure and improve the southern portion of the former terminal parking lot.

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

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard) the Board voted to award Knife River Materials the contract to reconstruct and overlay the BEC parking lot in the amount of \$67,575.00.

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

Discussion:

At the July Board meeting, Commissioners had requested that staff prepare suggestions for updating the rates charged to tenants in the commercial hangar. The Board reviewed potential rate changes based on the aircraft footprint and aircraft tier. After disclosing that he was a tenant in the hangar and therefore had a conflict of interest, Commissioner Pahls shared some observations about the hangar that he felt may impact the Board's future decision on the rates. There was a general consensus among the commissioners that the rates should be raised. It was purposed that if the change in rate was significant that the adjustment be made over a period of time. The Board directed staff to prepare a recommendation to share at the next meeting.

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to reschedule its regular November and December 2025 meetings and instead hold one regular Board meeting on Thursday, December 4, 2025.

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

PUBLIC COMMENTS

Mr. Meynink noted that with the increase in traffic to Denver, he thought that there may be enough passengers to support extending the season during which that route is operated. Meynink also expressed his delight in hearing about the public involvement plan for the upcoming Master Plan Update.

Mrs. Simons voiced her appreciation for the Airport Staff and Board of Commissioners, and was pleased with the efforts all are making to highlight the value of the area we live and promote a pleasant travel experience for those visiting.

COMMISSIONER COMMENTS

Commissioners expressed their gratitude for the untied efforts of the Airport staff, with Commissioner Brainard admiring the cleanliness maintained in the area despite the many ongoing projects.

The Board focused on expressing appreciation for the airport's staff and ongoing improvements, including increased passenger traffic and enhanced facilities. Commissioner Brainard noted the cleanliness and organization amidst ongoing projects, and Commissioner McKeown discussed Congressman DeFazio's positive remarks about the airport's development. The conversation ended with plans for the next meeting, scheduled for October 23rd.

Meeting adjourned at 08:20 a.m.