

Coos County Airport District

Regular Board Meeting

August 22, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, August 22, 2024 at 7:30 a.m., in the CCAD Boardroom.

CALL TO ORDER

Commissioners Present

Jason Bell, Chairman

Joe Benetti, Vice-Chair (Zoom)

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner

Brent Pahls, Commissioner

Absent

None

Counsel Present

Melissa Cribbins

Staff Present

Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Crystal Lyon, Finance Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager; Rick Skinner, Project Manager.

Media and Guests Present

Unidentified Guest (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Consent Calendar from July 2024 was unanimously approved.

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock shared an update on commercial air service at the Southwest Regional Airport (OTH). He noted that, similar to many other airports in the region, OTH has seen a continued increase in passenger enplanements. Despite a slight slowing in July, the airport is on pace to see approximately a 9% increase over 2023.

General Aviation visits are also up by about 2.5% from 2023.

Director Craddock next provided a progress report for ongoing airport projects. Included among these is the Legacy Apron Project. Phase One of this project is underway, and no significant issues have been encountered.

More work is being done behind the scenes on projects still in their planning or design phases, including the Terminal Concourse Project (nearing 90% design), the Glide Slope Relocation (slated to be undertaken during the next budget year), improvements to the Runway Safety Area (at 60% design), and construction of a new Cargo Facility.

A more visible project is the work being done to improve safety and traffic flow in the Airport Terminal parking area. Notable changes include the addition of a designated area for shuttle parking as well as the relocation of rental car parking. It is anticipated that these adjustments will reduce the amount of traffic driving through the roundabout in front of the terminal, as the main entrance for passenger parking will be on the second tier of the parking lot.

A community open house event is scheduled for September 5th discuss the ongoing design of the park in Airport Heights. The event will be held at the park from 6 p.m. to 8 p.m.

The filed audit for CCAD is scheduled for September 6th. Board members should expect to receive a questionnaire from the auditors.

Special Districts Association of Oregon (SDAO) has released online training for Public Meetings. A link will be sent to each commissioner, allowing them to complete this training.

Lastly, the Director provided a brief explanation of the four Action Items the board would be considering during this meeting, including policy revisions and a concession agreement with Hertz Corporation.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), Resolution 2024-08-01 amending CCAD Policy 9: Hazard Communication Program was unanimously approved.

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), Resolution 2024-08-02 amending CCAD Policy 10: Vehicles and Vehicle Use was unanimously approved.

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Pahls), Resolution 2024-08-03 amending CCAD Policy 11: Personnel Policies was unanimously approved.

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Concession Agreement with the Hertz Corporation was unanimously approved.

PUBLIC COMMENTS

None

COMMISSIONER COMMENTS

Commissioner Pahls expressed how happy he was to see the ramp full of general aviation aircraft on his arrival at the airport.

Commissioner McKeown voiced appreciation for the hard work of the Executive Director and District Counsel in updating the CCAD Policies.

Commissioner Brainard thanked the staff for their efforts, and singled out P.I.O. Kilmer and project manager Skinner for their work on the Airport community park.

Chairman Bell thanked staff for their good communication during the ongoing maintenance projects.

Meeting adjourned to Executive Session at 07:30 a.m.

Public Meeting reconvened at 08:10 a.m.

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the decision to deny the request by the property owner to ask the FAA to release Airport interest in the Peek Development property, located on Virginia Avenue, was unanimously approved.