

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, February 22, 2024

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

CALL TO ORDER: Vice-Chair Benetti called the meeting to order.

COMMISSIONERS PRESENT:

Joe Benetti, Vice-Chair;
Brent Pahls, Commissioner;
Caddy McKeown, Commissioner;
Andrew Brainard, Commissioner.

ABSENT: Jason Bell, Chairman

COUNSEL PRESENT: Melissa Cribbins.

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

MEDIA AND GUESTS PRESENT: Ken Bonnetti, Coos County Resident; Coos County Resident; John Meynink, Coos County Resident; Nancy Layne, Globe Travel; Dan Salyers, PEG Broadcasting.

Section I. Review of Minutes: January 25, 2024 Regular Board Meeting:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the minutes of the January 25, 2024 Regular Board Meeting were unanimously approved.

Section II. Finance Report:

The Finance Manager addressed the Board to give the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of January.

All expenditures through January 31, 2024 are within the District's Budget.

January Revenues were \$1,228,262 and expenditures were \$438,998.

Section III. Review of Invoices:

The Board reviewed new invoices through February 21, 2024.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), the invoices through February 21, 2024 in the amount of \$406,539.39 were unanimously approved.

Section IV. Staff Reports/Discussion Items:

A. Maintenance/Operations Report:

The Operations Manager addressed the Board with a report on airport operations and maintenance.

Maintenance staff have been working in split shifts, with part of the crew working a night shift to install carpet in the terminal so as not to impede regular airport operations.

During the month, two Operations/ARFF personnel attended Fire Training in Dallas for their annual recertification. The program in Dallas is now offering a specialized course to provide training for the use of the new F3 foam.

Since acquiring the building which currently houses BLM, the District has regularly included in the budget funds to the replacement of the original HVAC units. Because of the significant increase in costs, the current budgeted amount covers the replacement of 1 unit per fiscal year.

During recent testing of the generator near the old terminal building, it was noted that coolant was found mixed in with the oil, indicating that repairs will be needed. More information on the type of repairs needed should be available soon.

The tenant leasing the property located at 2301 Colorado Avenue gave notice that they will be vacating the premises at the end of February. The building is ideally equipped to serve as a new office space for the maintenance department, who will move into the building in early March. The bay currently used for the maintenance department at the BEC will then be made available for rent to a new tenant.

B. Public Information Officer's (PIO) Report:

The Public Information Officer addressed the Board with a report on airport marketing and community outreach.

Images were shared from two marketing areas: an add running on KEZI and KCBY sharing general information about services available at the airport, as well as pages from the nationally distributed Business View News electronic magazine.

It is now possible for users to subscribe to the Airport's Newsletter from the flyoth.com website.

Groundbreaking for the Park took place during the month, with installation of the new swing set taking place last week, and installation of a climber scheduled to begin today. Rotary has selected a consultant to prepare a Master Plan for the park.

Community Outreach also included collaboration between ARFF personnel and USCG during a recent drill, as well as presentations by ARFF Chief Hood for rural fire departments throughout the county.

C. Executive Director's Report:

The Executive Director shared information on grants the District has currently applied for, one of which the Board would be presented with for approval later in this meeting.

Ongoing and completed projects were discussed, including Apron Reconstruction Design, the boundary survey linked with the RSA Design, the Cargo Facility, and the Glideslope Relocation Evaluation. The team coming to do the feasibility test for the Glideslope Relocation will be here the week of March 18.

A brief explanation of the upcoming action items was provided for the Board.

Planned topics for the March Board Meeting include preparations for the FY 2024/25 budget, accepting the 2023 Audit Report, possible adjustments to the Airport Rates and Fees, and the Scope of Work for the Cargo Facility Design.

The Airport will be working with the Coos County Weed Advisory Board to do an invasive species evaluation on the airport property.

Section V. Action Items Requests:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board unanimously approved the adoption of Resolution 2024-02-01, amending CCAD policy 3: Duties of Officers.

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the Board unanimously approved engaging HGE to perform preliminary design work on the escalator enclosure for \$11,880, plus or minus 10%.

Upon a motion by Commissioner Pahls (Second Commissioner McKeown) the Board unanimously approved the addition of Ariann Lyons, Mike Gaudette, and Steve Schneiderman to the Park Committee.

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved the acceptance of the Oregon Department of Aviation's COAR Grant offer, and authorized the executive director to sign the grant agreement.

Commissioner Comments:

Commissioner Brainard expressed his appreciation for airport staff and Rotary for their work on the park project.

Commissioner Pahls thanked airport staff for their good communication before each board meeting, which results in the Board being well informed on airport activities.

Public Comments:

Mr. Meynink expressed his thanks for the District's willingness to work with the county to address invasive species on airport property. He also shared his appreciation for the work that is going into improving the local park.

Mrs. Layne inquired if the Airport had received notification of when daily commercial flight service would resume. She was informed that, while no official date had been announced, it was expected that daily service was expected to begin on March 31.

Meeting adjourned at 8:08 a.m.