

**COOS COUNTY AIRPORT DISTRICT**  
**REGULAR BOARD MEETING**  
Thursday, June 27, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, June 27, 2024 at 7:30 a.m., in the District Boardroom.

**CALL TO ORDER:** Chairman Bell called the meeting to order.

**COMMISSIONERS PRESENT:**

Jason Bell, Chairman  
Joe Benetti, Vice-Chair (Zoom);  
Brent Pahls, Commissioner;  
Andrew Brainard, Commissioner.

**ABSENT:** Caddy McKeown, Commissioner

**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; Rick Skinner, Project Manager.

**MEDIA AND GUESTS PRESENT:** Joe Slack, HGE; John Meynink, Coos County Resident; Ken Bonetti, Coos County Resident; Dan Salyers, PEG Broadcasting.

**Section I. Consent Calendar:**

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), the Consent Calendar Items for June 2024 were unanimously approved.

**Section II. Executive Director's Report:**

The Executive Director addressed the Board regarding current operations and projects at the Airport.

It was noted that the Airport has enjoyed an increase in the number of passengers flying commercially compared to the same quarter in 2023, continuing the growth in enplanements seen last year. General Aviation was down in 2023, but the numbers for 2024 compare well the average over the past 3 years.

The repairs to the generator that serves both the old airport terminal and the airfield have been completed. While the unit was over 20 years old, staff took the chance to submit an insurance claim. Because the unit had a well-documented maintenance history, the claim was accepted and the district received over \$76,000 in return.

The Director next detailed why a change was being recommended to the budget approved by the Budget Committee, as the FAA is now fully funding AIP 56 at the original funding level of \$1,00,000. Therefore, CCAD Management recommends increasing the Construction Fund Resources account (line item 4423 Reconstruction/Ramp/Apron) by \$163,400, and increasing Construction Fund Requirement account (line item 8340-12) for the same amount. Since this adjustment is less than a 10% increase over the amount approved by the Budget Committee, CCAD's governing body can decide to adopt these changes during its public meeting.

Two policy updates have been updated this month and have been presented to the Board for review. Should it please the Board, they can adopt the changes during this meeting.

A preliminary design has been provided for the escalator enclosure project, and staff is recommending moving forward to final design. Cost estimates exceed the amount budgeted for 2024/25, so the project will likely need to be stretched out over two fiscal years.

The Board will have the opportunity during this meeting to award a contract to Knife River Materials for Phase 1 of the Apron Reconstruction project.

### **Section III. Action Items:**

*Budget Hearing:* The Chairman opened the Budget Hearing for Public and Commissioner comments on the budget approved by the Budget Committee, as well as the changes recommended by CCAD management. As no comments were made, the Budget Hearing was adjourned.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), Resolution 2024-06-01 adopting FY 2024/2025 budget, in the amended amount of \$20,683,609, and certification of the tax rate at \$0.24 per \$1,000, categorized as General Government was unanimously adopted.

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), Resolution 2024-06-02 amending CCAD Policy 6: Public Contracts was unanimously approved.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), Resolution 2024-06-03 amending CCAD Policy 7: Airport District Budgeting was unanimously approved.

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) approval was given to engage HGE to perform final design, bidding, and construction administration services for the tarmac breezeway enclosure capital improvement project, in the amount of \$68,420.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) approval was given to sign a contract with LTM, Inc (dba Knife River Materials) for the reconstruction of the apron in the amount of \$1,392,490 and authorization was given for the executive director to sign the Notice of Award and Contract.

**Public Comments:**

None

**Commissioner Comments:**

Commissioner Brainard shared some comments from the most recent Airport Park Committee meeting with the commissioners. There has been concern with the increase in the number of dogs off leash at the baseball fields. An inquiry was made if the commissioners would be in favor of adding some signage to require dogs be kept on leash in the park, as well as adding waste disposal bags so pet owners could better clean up after their animals. There was also a question about the possibility of adding security cameras in the park to better protect it from vandals.

Commissioner Brainard was also approached by the coach of the NBHS basketball team, who offered to provide man power to repaint the lines on the basketball court, if the airport would provide the needed supplies.

**Meeting adjourned to Executive Session at 7:52 a.m.**

No additional action was taken after the Executive Session