

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING

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Thursday, September 26, 2024  
7:30 a.m.  
Coos County Airport District Board Room

**CALL TO ORDER**

**INTRODUCTIONS**

<b><u>SECTION:</u></b>	<b><u>PAGE</u></b>
<b>I. CONSENT CALENDAR:</b>	
A. August 22, 2024 Board Meeting Minutes .....	03-05
B. Financial Report / Check Register.....	06-21
C. Maintenance / Operations Report .....	22-23
D. Public Relations / Communications Report .....	24-25
<b>II. EXECUTIVE DIRECTOR REPORT: .....</b>	<b>28-33</b>
<b>III. ACTION ITEMS:</b>	
A. Adopt Resolution 2024-09-01 – Amend CCAD Policy 12: Operational Policy.....	36-37

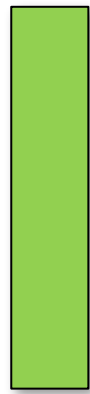
**PUBLIC COMMENTS**

**CHAIRMAN & COMMISSIONER COMMENTS:**  
Next Regular Board Meeting September 26, 2024

**ADJOURN TO EXECUTIVE SESSION**

The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e).

SECTION



CONSENT  
CALENDAR

# 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 5<sup>th</sup> 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 6<sup>th</sup>. 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.

# COOS COUNTY AIRPORT DISTRICT

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**DATE:** September 26, 2024

**SUBJECT:** Acceptance of August 2024 Financial Reports and Check Register

**BACKGROUND:**

These reports are provided pursuant to a recommendation from the District's external auditor, supported by the Executive Director, providing transparency and full disclosure. The District's bank statements (Umpqua General Checking, Municipal Pool, Passenger Facility, and Payroll Checking; Banner Bank; Oregon Pacific Bank; Local Government Investment Pool General and Reserve accounts) are reconciled by the 10th of the month following month-end; all transactions are posted daily; financial reports available upon request; and reports saved onto the District's website. The fund summary shows all funds are within appropriation levels, with 16.67% of the fiscal year elapsed, and general fund property tax collections at 1.88% of budget.

Checks are routinely issued from the accounts payable account (weekly) and payroll account (twice monthly), as shown by the attached check registers totaling \$552,989.10 (accounts payable) and \$135,576.14 (payroll). For confidentiality, segregation of duties, and the best utilization of the accounting software program, payroll payables are expended from the payroll account.

**FISCAL IMPACT:**

The balances are within the budget appropriations.

**LEGAL CONSIDERATION:**

N/A

**Attachments:**

- Finance Report
- Balance Sheet
- Fund Summary
- Check Register

Coos County Airport District  
Agenda Staff Report

TO: Jason Bell, Chair; District Commissioners  
 FROM: Crystal Pierce, Finance Manager  
 THROUGH: Rodger Craddock, Executive Director  
 ISSUE: August 2024 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$5,794,751 of which \$2,424,555 is unrestricted and available cash across all accounts. The Balance Sheet shows beginning balance; (used or earned) or the difference between what was earned to what was spent; and the ending balance or what remained as fund balance for each major fund. The Fund Summary shows revenues and expenditures for current period, fiscal year-to-date, and adopted budget amounts for each major fund.

Umpqua Checking	Sweep/AP Checking	Checks current/prior month expenses	1,116,380
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	119,646
Payroll Checking	Sweep	Checks current/prior month expenses	84,427
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	19,435
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,313
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	365,459
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	2,321,311
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	1,763,780
<b>Total Cash on Hand</b>			<b>\$ 5,794,751</b>
Less LGIP Reserve	Reserve	Restricted Fund Use	(1,503,011)
Less Federal Air Service Grant	Federal Grant	Air Service Revenue Guarantee	(250,000)
Less Construction Fund	Construction Fund	Future Projects	(48,519)
Less DHS IFA Loan	Debt Service	B17001 - Buid-to-suit	(818,300)
Less Terminal Deferred Interest	Debt Service	L06005 - Terminal Interest	(56,309)
Less Oregon Pacific DHS Loan	Debt Service	7113075 - Buid-to-suit	(127,438)
Less PFC Reserve	PFC Funds	Restricted Fund Use	(20,000)
Less Unemployment Reserve	Unemployment Funds	Restricted Fund Use	(42,149)
Less Banner Bank Loan	Debt Service	CBI4486 - BLM TI/Seismic Upgrade	(504,470)
<b>Total Unrestricted Funds</b>			<b>\$ 2,424,555</b>

Fund	Beginning Fund Balance 08/01/23	(Used) Earned	Ending Fund Balance 08/31/24
General Fund	\$ 4,043,003	(179,829)	3,696,209
Construction Fund	\$ 74,742	453,837	349,552
PFC Fund	\$ 17,168	7,750	32,975
Unemployment Fund	\$ 62,149	-	62,149
BLM Fund	\$ 304,300	15,676	294,766
DHS Fund	\$ 618,930	118,226	835,363
BEC Fund	\$ 135,614	5,677	147,965
Building Reserve Fund	\$ 780,078	5,140	790,406

**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - August 31, 2024

**Combined Funds****ASSETS**

## Current Assets

Checking/Saving 5,795,012

Accounts Receivable 63,215

Other Current Assets

Total Current Assets 5,858,226

Fixed Assets 30,626

Total Assets \$ 5,888,852**LIABILITIES & EQUITY**

## Current Liabilities

Accounts Payable 4,542

Other Current Liabilities 2,283

Total Current Liabilities 6,824

Equity 5,882,028

Total Liability & Equity \$ 5,888,852**General Fund****ASSETS**

## Current Assets

Checking/Saving 2,180,831

Petty Cash 261

Accounts Receivable 62,174

Total Current Assets 2,243,266

Fixed Assets 30,626

Total Assets \$ 2,273,891**LIABILITIES & EQUITY**

## Current Liabilities

Accounts Payable 3,321

Other Current Liabilities 1,437

Total Current Liabilities 4,758

Equity 2,269,133

Total Liability & Equity \$ 2,273,891



**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - August 31, 2024

**Construction Fund**

## ASSETS

## Current Assets

Checking/Saving 579,931

Other Current Assets

Total Current Assets 579,931

Fixed Assets

Total Assets \$ 579,931

## LIABILITIES &amp; EQUITY

Equity 579,931

Total Liability & Equity \$ 579,931**Passenger Facility Charges (PFC) Fund**

## ASSETS

## Current Assets

Checking/Saving 27,478

Total Current Assets 27,478

Total Assets \$ 27,478

## LIABILITIES &amp; EQUITY

Equity 27,478

Total Liability & Equity \$ 27,478**Unemployment Fund**

## ASSETS

## Current Assets

Checking/Saving 62,149

Total Current Assets 62,149

Total Assets \$ 62,149

## LIABILITIES &amp; EQUITY

Equity 62,149

Total Liability & Equity \$ 62,149

**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - August 31, 2024

**BLM Fund**

## ASSETS

## Current Assets

Checking/Saving 641,883

Total Current Assets 641,883

## Total Assets

\$ 641,883

## LIABILITIES &amp; EQUITY

Accounts Payable 616

Equity 641,267

## Total Liability &amp; Equity

\$ 641,883**DHS Multi Services Campus Fund**

## ASSETS

## Current Assets

Checking/Saving 1,092,899

Other Current Assets

Total Current Assets 1,092,899

## Total Assets

\$ 1,092,899

## LIABILITIES &amp; EQUITY

Equity 1,092,899

## Total Liability &amp; Equity

\$ 1,092,899**BEC Fund - Business Enterprise Center**

## ASSETS

## Current Assets

Checking/Saving 48,765

Accounts Receivable 1,040

Total Current Assets 49,806

## Total Assets

\$ 49,806

## LIABILITIES &amp; EQUITY

## Current Liabilities

Accounts Payable 605

Other Current Liabilities 600

Total Current Liabilities 1,205

Equity 48,601

## Total Liability &amp; Equity

\$ 49,806

**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - August 31, 2024

**Building Reserve Fund**

## ASSETS

Current Assets

Checking/Saving

1,160,814

Total Current Assets

1,160,814

Total Assets

\$ 1,160,814

## LIABILITIES &amp; EQUITY

Equity

1,160,814

Total Liability &amp; Equity

\$ 1,160,814

**COOS COUNTY AIRPORT DISTRICT**  
 Budget Versus Actual Fund Summary  
 For the Month and Year to Date - August 31, 2024

	<b>Total Revised Budget</b>	<b>Actual</b>		<b>% of Budget</b>
		<b>August</b>	<b>Fiscal Year to Date</b>	
<b>General Fund</b>				
Beginning Fund/Cash Balance	\$ 2,417,971	\$ 2,348,056	\$ 2,527,885	
Revenues				
Taxes	1,517,450	9,736	28,600	1.88%
Other	1,359,571	138,448	255,950	18.83%
Grants and subsidy	250,000	-	-	0.00%
Transfers in	1,630,000	-	-	0.00%
Transactions paid from incorrect fund	-	-	-	
Total Revenue	<u>4,757,021</u>	<u>148,184</u>	<u>284,550</u>	
Expenses				
Personnel Services	2,057,404	174,408	365,198	17.75%
Materials and Services	2,011,771	101,867	206,235	10.25%
Capital Outlay	1,027,398	45,791	48,751	4.75%
Debt Service	127,470	(6,917)	11,160	8.76%
Transfers out	1,785,740	-	-	0.00%
Contingency/Rounding	-	-	-	
Total Expenses	<u>7,009,783</u>	<u>315,149</u>	<u>631,344</u>	
Ending Fund/Cash Balance	<u>\$ 165,209</u>	<u>\$ 2,181,091</u>	<u>\$ 2,181,091</u>	

<b>Construction Fund</b>				
Beginning Fund/Cash Balance	\$ 322,840	\$ 758,960	\$ 305,123	
Federal Grant Proceeds - FAA	3,181,414		523,180	16.44%
State Grants-AIP Projects	2,386,000		7,628	0.32%
Transfers In from General Fund	1,785,740		-	0.00%
Reimbursements	-		-	
Transactions paid from incorrect fund	-		-	
Total Receipts	<u>7,353,154</u>	<u>-</u>	<u>530,808</u>	
Capital Outlay - Runway 22 RSA Improvements		30,031	56,763	
Capital Outlay - ARFF/Maint Facility		60,000	60,000	
Capital Outlay - Cargo Facility & Road Realignment	3,000,000	67,781	105,250	3.51%
Capital Outlay - Glideslope Relocation	796,875	-	-	0.00%
Capital Outlay - Reconstruct Ramp/Apron	2,000,000	12,415	16,385	0.82%
Capital Outlay -Terminal Parking/Sidewalk	1,650,000	-	-	0.00%
Capital Outlay - Business Park Site Development	75,000	-	-	0.00%
Project Management/Consulting Services	105,600	8,800	17,600	16.67%
Transfer Out	-	-	-	
Total Disbursements	<u>7,627,475</u>	<u>179,027</u>	<u>255,998</u>	3.36%
Ending Fund/Cash Balance	<u>\$ 48,519</u>	<u>\$ 579,933</u>	<u>\$ 579,933</u>	

**COOS COUNTY AIRPORT DISTRICT**  
 Budget Versus Actual Fund Summary  
 For the Month and Year to Date - August 31, 2024

	Total Revised Budget	Actual		% of Budget
		August	Fiscal Year to Date	
<b>Passenger Facility Charges (PFC) Fund</b>				
Beginning Fund/Cash Balance	\$ 9,594	\$ 19,420	\$ 11,670	
Investment Earnings	-	-	-	
Passenger Facility Charges	80,000	8,057	15,807	19.76%
Total Receipts	80,000	8,057	15,807	
Transfer out to General Fund	80,000	-	-	0.00%
Total Disbursements	80,000	-	-	
Ending Fund/Cash Balance	\$ 9,594	\$ 27,477	\$ 27,477	

<b>Unemployment Fund</b>				
Beginning Fund/Cash Balance	\$ 62,149	\$ 62,149	\$ 62,149	
Transfer from General Fund				
Total Receipts	-	-	-	
Unemployment Claims	20,000	-	-	0.00%
Total Disbursements	20,000	-	-	
Ending Fund/Cash Balance	\$ 42,149	\$ 62,149	\$ 62,149	

<b>BLM Facility Fund</b>				
Beginning Fund/Cash Balance	\$ 643,122	\$ 667,093	\$ 651,417	
Lease Revenue	881,415	74,056	147,971	16.79%
Investment Earnings	14,000	1,386	2,759	
Reimbursement			2,335	
Miscellaneous	120,000		-	0.00%
Transactions paid from incorrect fund			-	
Total Receipts	1,015,415	75,442	153,065	
Materials and Services				
All but below	129,471	14,554	32,399	25.02%
HVAC and other major repairs	75,000	47,341	52,686	70.25%
Capital Outlay				
Exterior Paint/Gutters	120,000		-	
Landscaping	20,000		-	
Debt Service	465,150	38,757	77,514	16.66%
Transfer Out	600,000		-	0.00%
Contingency				
Total Disbursements	1,409,621	100,652	162,599	
Ending Fund/Cash Balance	\$ 248,916	\$ 641,883	\$ 641,883	

**COOS COUNTY AIRPORT DISTRICT**  
 Budget Versus Actual Fund Summary  
 For the Month and Year to Date - August 31, 2024

	Total Revised Budget	Actual		% of Budget
		August	Fiscal Year to Date	
<b>DHS Multi Services Campus Fund</b>				
Beginning Fund/Cash Balance	\$ 739,844	\$ 994,692	\$ 876,466	
Lease revenue	1,583,279	131,878	263,756	16.66%
Investment Earnings	30,000	3,759	7,192	23.97%
Reimbursements & Cost Shares		129	129	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	1,613,279	135,766	271,077	
Materials and Services	165,878	25,974	31,474	18.97%
Capital Outlay	60,000		-	0.00%
Debt Service				
OR Pacific Loan	139,023	11,585	23,170	16.67%
IFA Loan	818,300		-	0.00%
Transfer to General Fund	450,000		-	0.00%
Transfer to Building Reserve Fund	100,000		-	0.00%
Total Disbursements	1,733,201	37,559	54,644	3.15%
Ending Fund/Cash Balance	\$ 619,922	\$ 1,092,899	\$ 1,092,899	

<b>BEC Fund - Business Enterprise Center</b>				
Beginning Fund/Cash Balance	\$ 31,663	\$ 42,091	\$ 36,414	
BEC Rent Receipts	100,000	10,816	18,149	18.15%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			-	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	100,000	10,816	18,149	
Materials and Services	44,410	4,142	5,798	13.06%
Return of Security Deposits			-	
Pass through expenses			-	
Transfer to General Fund	50,000		-	0.00%
Transfer to Building Fund	25,000		-	0.00%
Total Disbursements	119,410	4,142	5,798	
Ending Fund/Cash Balance	\$ 12,253	\$ 48,765	\$ 48,765	

**COOS COUNTY AIRPORT DISTRICT**  
 Budget Versus Actual Fund Summary  
 For the Month and Year to Date - August 31, 2024

	<b>Total Revised Budget</b>	<b>Actual</b>		<b>% of Budget</b>
		<b>August</b>	<b>Fiscal Year to Date</b>	
<b>Building Reserve Fund</b>				
Beginning Fund/Cash Balance	\$ 1,149,157	\$ 1,155,627	\$ 1,150,487	
Investment Earnings	50,000	5,188	10,328	20.66%
Transfer from BEC	25,000	-	-	0.00%
Transfer from BLM	50,000	-	-	0.00%
Transfer from DHS - APD	100,000	-	-	0.00%
Transfer from Construction	-	-	-	
Total Receipts	225,000	5,188	10,328	4.59%
Capital Outlay	-	-	-	
Transfer to General Fund	-	-	-	
Transfer to Construction Fund	-	-	-	
Total Disbursements	-	-	-	
Ending Fund/Cash Balance	\$ 1,374,157	\$ 1,160,815	\$ 1,160,815	

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/01/24	19687	Superior Construction Consulting Services	Const.	4,400.00
08/01/24	19688	Oregon Pacific Bank	DHS	11,585.21
Total 08/01/24:				<u>15,985.21</u>
08/05/24	19689	American Family Life Assurance Co	Gen	118.82
08/05/24	19690	Lincoln Financial	Gen	225.00
08/05/24	DB20240805	VOYA/OSGP	Gen	100.00
Total 08/05/24				<u>443.82</u>
08/08/24	19691	Oregon Pacific Company	Const.	149.25
08/08/24	19692	CB-NB Water Board	BEC	272.88
08/08/24	19693	Umpqua Valley Fire Service	BEC	63.00
08/08/24	19694	Roto-Rooter	DHS	129.00
08/08/24	19695	Tri-County Plumbing Contractors	DHS	42.44
08/08/24	19696	CB-NB Water Board	BLM	742.17
08/08/24	19697	Comfort Flow Heating	BLM	38,683.00
08/08/24	19698	Umpqua Valley Fire Service	BLM	3,778.21
08/08/24	19699	Ace Hardware	Gen	18.36
08/08/24	19700	Bayshore Paints	Gen	115.98
08/08/24	19701	Bi-Mart Corporation	Gen	181.31
08/08/24	19702	BJ's Metal & Lumber Products Inc	Gen	66.00
08/08/24	19703	Cardinal Employment Services	Gen	957.60
08/08/24	19704	Coastal Paper & Supply	Gen	3,875.00
08/08/24	19705	Comfort Flow Heating	Gen	175.00
08/08/24	19706	Comp-U-Talk Inc	Gen	654.50
08/08/24	19707	CB-NB Water Board	Gen	1,415.67
08/08/24	19708	Douglas Fast Net	Gen	164.99
08/08/24	19709	Golders Napa	Gen	351.46
08/08/24	19710	Hughes Fire Equipment	Gen	384.50
08/08/24	19711	Industrial Source	Gen	265.22
08/08/24	19712	KVAL	Gen	1,575.00
08/08/24	19713	Kyle Electric Inc	Gen	125.72
08/08/24	19714	Marineau and Associates	Gen	2,950.00
08/08/24	19716	Melissa Cribbins, Attorney At Law PC	Gen	5,550.00
08/08/24	19717	Platt	Gen	95.11
08/08/24	19718	Reese Electric Inc	Gen	1,218.50
08/08/24	19719	Rodger Craddock	Gen	3,563.51
08/08/24	19720	SAIF Corporatin	Gen	1,551.52
08/08/24	19721	SealMaster Portland	Gen	6,132.16
08/08/24	19722	South Coast Office Supply	Gen	87.32
08/08/24	19723	Special Districts Association of Oregon	Gen	112,667.00
08/08/24	19724	Stephanie Stroud CPA LLC	Gen	300.00
08/08/24	19725	Streamline	Gen	800.00
08/08/24	19726	The Legend	Gen	350.00
08/08/24	19727	Tom's Lock & Key	Gen	5.50



Check Issue Date	Check Number	Payee	Fund	Check Amount
08/08/24	19728	Umpqua Valley Financial LLC	Gen	4,000.00
08/08/24	19729	Umpqua Valley Fire Service	Gen	1,772.83
08/08/24	19730	United Rentals N.A. Inc	Gen	30,625.68
08/08/24	19731	Volaire Aviation Inc	Gen	100.00
08/08/24	19732	West Coast Fencing	Gen	166.34
08/08/24	19733	Ziplay Fiber	Gen	270.00
08/08/24	19734	Ziplay Fiber	Gen	270.00
08/08/24	19735	Ziplay Fiber	Gen	450.00
Total 08/08/24				<u>227,111.73</u>
08/15/24	19736	Cardmember Service	BLM	111.86
08/15/24	19737	Covergint Technologies LLC	BLM	4,751.62
08/15/24	19738	Ardurra	Const.	110,068.72
08/15/24	19739	Superior Construction Consulting Services	Const.	4,400.00
08/15/24	19740	CnB Security Inc	Gen	600.00
08/15/24	19741	Cardinal Employment Services	Gen	957.60
08/15/24	19742	Cardmember Service	Gen	11,660.70
08/15/24	19743	HGE Architects Inc	Gen	5,391.50
08/15/24	19744	KEZI	Gen	1,170.00
08/15/24	19745	Ziplay Fiber	Gen	488.81
Total 08/15/24				<u>139,600.81</u>
08/20/24	19746	Lincoln Financial	Gen	225.00
08/20/24	DB20240820	VOYA/OSGP	Gen	100.00
Total 08/20/24:				<u>325.00</u>
08/22/24	19747	Coos Head Builders Supply	Const.	9.48
08/22/24	19478	Coastal Paper & Supply Inc	BEC	86.93
08/22/24	19749	Perry's Supply	BEC	17.99
08/22/24	19750	Vend West Services	BEC	15.00
08/22/24	19751	Comfort Flow Heating	DHS	1,407.00
08/22/24	19752	Coos Head Builders Supply	DHS	12.24
08/22/24	19753	Platt Electric	DHS	65.32
08/22/24	19754	Ace Hardware	Gen	203.22
08/22/24	19755	Cardinal Employment Services	Gen	1,911.29
08/22/24	19756	Coastal Paper & Supply Inc	Gen	144.45
08/22/24	19757	Comfort Flow Heating	Gen	2,402.68
08/22/24	19758	Coos Head Builders Supply	Gen	1,070.67
08/22/24	19759	Oregon Dept. of Enviromental Quality	Gen	1,527.76
08/22/24	19760	Farr's True Value Hardware	Gen	13.16
08/22/24	19761	Golders Napa	Gen	194.63
08/22/24	19762	Industrial Steel & Supply	Gen	615.88
08/22/24	19763	North Bend Powersports	Gen	5.99
08/22/24	19764	NW Natural	Gen	1,178.30

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/22/24	19765	NW Natural	Gen	82.22
08/22/24	19766	Oil Changer	Gen	185.04
08/22/24	19767	Oregon Tool & Supply	Gen	19.90
08/22/24	19768	Perry's Supply	Gen	80.02
08/22/24	19769	Quadient Postage Funding	Gen	337.97
08/22/24	19770	Tom's Lock & Key	Gen	60.00
08/22/24	19771	Vend West Services	Gen	10.00
08/22/24	19772	Ziplay Fiber	Gen	381.10
Total 08/22/24:				<u>12,038.24</u>
08/29/24	19773	Kyle Electric Inc	BLM	856.25
08/29/24	19774	Platt Electric	BLM	128.48
08/29/24	19775	Ace Hardware	DHS	25.98
08/29/24	19776	Comfort Flow Heating	DHS	2,736.00
08/29/24	19777	Tri-County Plumbing Contractors	DHS	155.02
08/29/24	19778	Ace Hardware	Gen	162.25
08/29/24	19779	AAAE	Gen	275.00
08/29/24	19780	Cardinal Employment Services	Gen	1,915.20
08/29/24	19781	Clean Rivers Erosion Controls Inc	Gen	3,676.67
08/29/24	19782	Comfort Flow Heating	Gen	336.00
08/29/24	19783	Coos Head Builders Supply	Gen	8.21
08/29/24	19784	Farr's True Value Hardware	Gen	98.70
08/29/24	19785	Golders Napa	Gen	12.37
08/29/24	19786	Industrial Source	Gen	70.97
08/29/24	19787	Kaplan Krisch & Rockwell LLP	Gen	1,150.00
08/29/24	19788	KVAL	Gen	1,499.99
08/29/24	19789	Kyle Electric Inc	Gen	1,385.90
08/29/24	19790	Oregon Pacific Company	Gen	86.94
08/29/24	19791	Platt Electric	Gen	29.97
08/29/24	19792	Rodger Craddock	Gen	312.22
08/29/24	19793	Schindler Elevator Corporation	Gen	4,104.10
08/29/24	19794	SealMaster Portland	Gen	256.11
08/29/24	19795	Sherwin-Williams	Gen	62.60
08/29/24	19796	Standard Insurance Company	Gen	1,020.62
08/29/24	19797	Tom's Lock & Key	Gen	32.60
Total 08/29/24:				<u>20,398.15</u>
08/30/24	19798	Mead & Hunt	Const	60,000.00
Total 08/30/24:				<u>60,000.00</u>
Grand Total:				<u>475,902.96</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/02/24	DB20240802	Carson-Davis Oil Company	Gen	<u>615.99</u>
Total 08/02/24:				<u><u>615.99</u></u>
08/05/24	DB20240805	NW Natural	Gen	93.65
08/05/24	DB20240805	North Bend Sanitation	Gen	758.04
08/05/24	DB20240805	North Bend Sanitation	BEC	605.13
08/05/24	DB20240805	North Bend Sanitation	BLM	307.77
08/05/24	DB20240805	North Bend Sanitation	BLM	<u>307.77</u>
Total 08/05/24:				<u><u>2,072.36</u></u>
08/08/24	DB20240808	U.S. Cellular	Gen	503.96
Total 08/08/24				<u><u>503.96</u></u>
08/15/24	DB20240815	Banner Bank	Gen	<u>96.35</u>
Total 08/15/24:				<u><u>96.35</u></u>
08/20/24	DB20240820	Pacific Power	Gen	12,491.20
08/20/24	DB20240820	Pacific Power	BEC	582.48
08/20/24	DB20240820	Pacific Power	BLM	<u>2,410.73</u>
Total 08/20/24:				<u><u>15,484.41</u></u>
08/21/24	DB20240821	Pacific Power	Gen	<u>26.00</u>
Total 08/21/24:				<u><u>26.00</u></u>
08/28/24	DB20240828	Banner Bank	Gen	<u>56,834.00</u>
Total 08/28/24:				<u><u>56,834.00</u></u>
08/29/24	DB20240829	Carson-Davis Oil Company	Gen	<u>768.67</u>
Total 08/29/24:				<u><u>768.67</u></u>
Grand Total:				<u><u>76,401.74</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/05/24	DB20240805	Payroll 07/05/2024	Gen	40,482.05
08/05/24	DB20240805	Internal Revenue Service	Gen	13,043.30
08/05/24	DB20240805	Oregon Department of Revenue	Gen	3,629.38
Total 08/05/24:				<u>57,154.73</u>
08/12/24	DB20240812	PERS	Gen	13,141.96
Total 08/12/24:				<u>13,141.96</u>
08/20/24	DB20240820	Payroll 07/19/2024	Gen	37,699.93
08/20/24	DB20240820	Internal Revenue Service	Gen	11,858.54
08/20/24	DB20240820	Oregon Department of Revenue	Gen	3,374.54
Total 08/20/24:				<u>52,933.01</u>
08/28/24	DB20240828	PERS	Gen	12,346.44
Total 08/28/24:				<u>12,346.44</u>
Grand Total:				<u>135,576.14</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/02/24	DB20240802	Bankcard Merchant	Gen	666.90
08/02/24	DB20240802	Authnet Gateway Billing	Gen	17.50
Total 08/02/24:				<u>684.40</u>
Grand Total:				<u>684.40</u>

## COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

---

Thursday, September 26, 2024

- **Shuttle parking update:** An electrical issue involving the wiring to the parking lot lights has been identified. The project contractor is working with Reese Electric to schedule repairs, after which the project will proceed with installation of a sidewalk and painting of the parking lanes.

- **Baggage belt cover:** Staff have completed the construction of a structure to cover the exterior portion of the recently replaced baggage belt. This structure will provide protection for the new equipment and will help protect the Airport's investment.



- **ARFF Engine 3:** Last month's inspections revealed that the fire pump on Engine 3 needed to be replaced or rebuilt. The option to rebuild was selected as this saved the District thousands of dollars. Repairs are nearing completion.
- **Power Washing:** Additional savings are being seen as staff have proceeded with maintenance projects in high and hard to reach areas, utilizing the Genie Lift purchased earlier this year. Among these projects is power washing the upper level of DHS.

- **Tree maintenance update:** Staff worked with a consultant to evaluate trees on the District property that may need to be removed. Implementation of suggested tree maintenance and removal has begun.



- **Terminal Monitors:** Some terminal monitors were replaced to align with ADA guidelines, requiring them to be closer to the wall.
- **Mass Casualty Drill:** The FAA requires that the Airport host a Mass Casualty Drill every 3 years. This exercise promotes cooperation and familiarity between agencies that would respond in the event of an emergency at the airport. A preparatory meeting was held in the CCAD boardroom on September 11<sup>th</sup>, which was attended by representatives from North Bend Fire Dept., Bay Cities Ambulance, TSA, SkyWest Airlines, US Coast Guard, and the airport's ARFF department. The Mass Casualty Drill is scheduled for September 25<sup>th</sup>.
- **Coos Aviation Access Gate:** The gate used to access the apron near Coos Aviation has frequently needed adjustments and repairs. Maintenance personnel have identified that a few minor alterations to the track under the gate could prevent many future issues.
- **Backflow Preventor:** Repairs to the backflow preventers at the terminal, Coos Aviation, and the fuel farm have been completed.
- **Sightline – Airfield Marking Symposium:** Two maintenance personnel were sent to Cincinnati to attend an airfield marking symposium hosted by Sightline. This training will be essential to ensuring that the District continues to have staff familiar with this important work in the years to come, as some in our workforce with his skillset are soon to retire.
- **Preparing for Upcoming Maintenance to BLM:** Upcoming maintenance projects scheduled at BLM require that CCAD equipment can access the West side of the BLM warehouse. To increase the safety of both personnel and equipment, alterations have been made to the landscaping in this area.



# COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

## September 20, 2024

### Marketing



Our advertising continues to focus on Commercial Air Service for Denver and San Francisco. All advertising has been updated to encourage travel through October the seasonal flights and to start planning for the holidays.

I increased advertising on radio to enhance what we have running on television and digital television streams.

I am preparing to switch all advertising away from summer Daily San Francisco and Denver to Winter schedules.

### Social Media

Social Media advertising on Facebook and Instagram continues to be a cost-effective way to reach our audience. Reels and videos appear to be the way our followers engage. It leads to a lot of organic reach on our page. For example, the post on the right side of the page was played 557 times by followers, shares and suggested content. Overall, our Facebook and Instagram audiences continue to grow.

Reach on paid advertising was over 13 thousand people at a cost of about 4 cents per result over 11 days. The bulk of those people were men with the peak of them between the ages of 35 to 64. The largest group of women were between the ages of 56 and older.

**You can go anywhere from here. United Express operated by Skywest offers daily flights to San Francisco and non-stop service to Denver on Wednesday and Sunday. Don't drive to fly. Enjoy short travel to the airport, short lines, and free parking when you FLY OTH!**

 A photograph of a United Express airplane on the tarmac at the airport. The "OTH" logo is overlaid on the bottom right of the image.


 A night photograph of the airport with lights reflecting on the runway and taxiway.
 

**Southwest Orego...**  
**A beautiful Fall sun... more**

**Southwest Oregon Regional Airport- North Bend, OR**  
Posted by Stephanie Crouse Kilmer  
Sep 11 · 🌐

**Free parking, short lines, an easy drive...priceless!**  
[#flyOTH](#) ✈️  
[#SouthwestOregonRegionalAirport](#)

 A day photograph of the airport with a plane on the tarmac and a body of water in the background.



## COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

### Other Communication

Information distributed from the airport through the news brief, press release, or newsletter helps to keep our communities informed about things that are happening at the airport. The newsletter continues to get a better-than-average rate of recipients who open it, some multiple times. The media that have opted into the publication is also engaged and reaching out for information or interviews, or covering the stories that are in the newsletter.

That interest continues to help bolster click-throughs to other means of communication. The largest is visitors to our website followed by social media accounts.



### United Updating Flight Schedules

The Southwest Oregon Regional Airport (OTH), owned and operated by the Coos County Airport District (CCAD), continues to fill available seats aboard United Express operated by Skywest in record numbers. Airport District administrators anticipate even better-than-expected passenger numbers this year, following a record number of enplanements last year. Enplanements represent people filling available seats flying into and out of OTH. Year-to-date enplanements are up 7% so far this year. In November, United will likely switch back to its 4-day winter season schedule for air travel to and from San Francisco. Non-stop flights to Denver can still be booked through October 23, 2024.

### Events

Rotary held the second **Community Event in Airport Heights Park** earlier this month to unveil 3 park concepts for a master plan. It was well attended by a cross-section of people and businesses in the community.

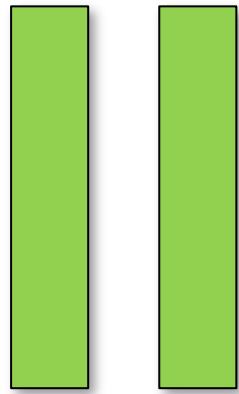
A survey is underway through Sunday, September 22<sup>nd</sup> to gain additional feedback. The event would not have been possible without support from NW Natural and the Salvation Army. The latest information, including Park Frequently Asked Questions, is available at [www.coosbaynorthbendrotary.org](http://www.coosbaynorthbendrotary.org).



The Rotary survey can be found at <https://bit.ly/AirportParkSurveyInformation>.

Finally, while most connections involve groups, sometimes they are individuals. In the photo (Left) is a young man who visits the airport every week with his teacher. He was able to experience and make a connection with ARFF Fire Chief Bob Hood. In several cases, these instances can help build future generations of workers.

SECTION



EXECUTIVE  
DIRECTOR'S  
REPORT

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING

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Thursday, September 26, 2024  
7:30 a.m.  
Coos County Airport District Board Room

**CALL TO ORDER**

**INTRODUCTIONS**

**SECTION:**

**PAGE**

<b>I.</b>	<b>CONSENT CALENDAR:</b>	
	A. August 22, 2024 Board Meeting Minutes .....	03-05
	B. Financial Report / Check Register.....	06-21
	C. Maintenance / Operations Report .....	22-23
	D. Public Relations / Communications Report .....	24-25
<b>II.</b>	<b>EXECUTIVE DIRECTOR REPORT: .....</b>	<b>28-33</b>
<b>III.</b>	<b>ACTION ITEMS:</b>	
	A. Adopt Resolution 2024-09-01 – Amend CCAD Policy 12: Operational Policy.....	36-37

**PUBLIC COMMENTS**

**CHAIRMAN & COMMISSIONER COMMENTS:**

Next Regular Board Meeting September 26, 2024

**ADJOURN TO EXECUTIVE SESSION**

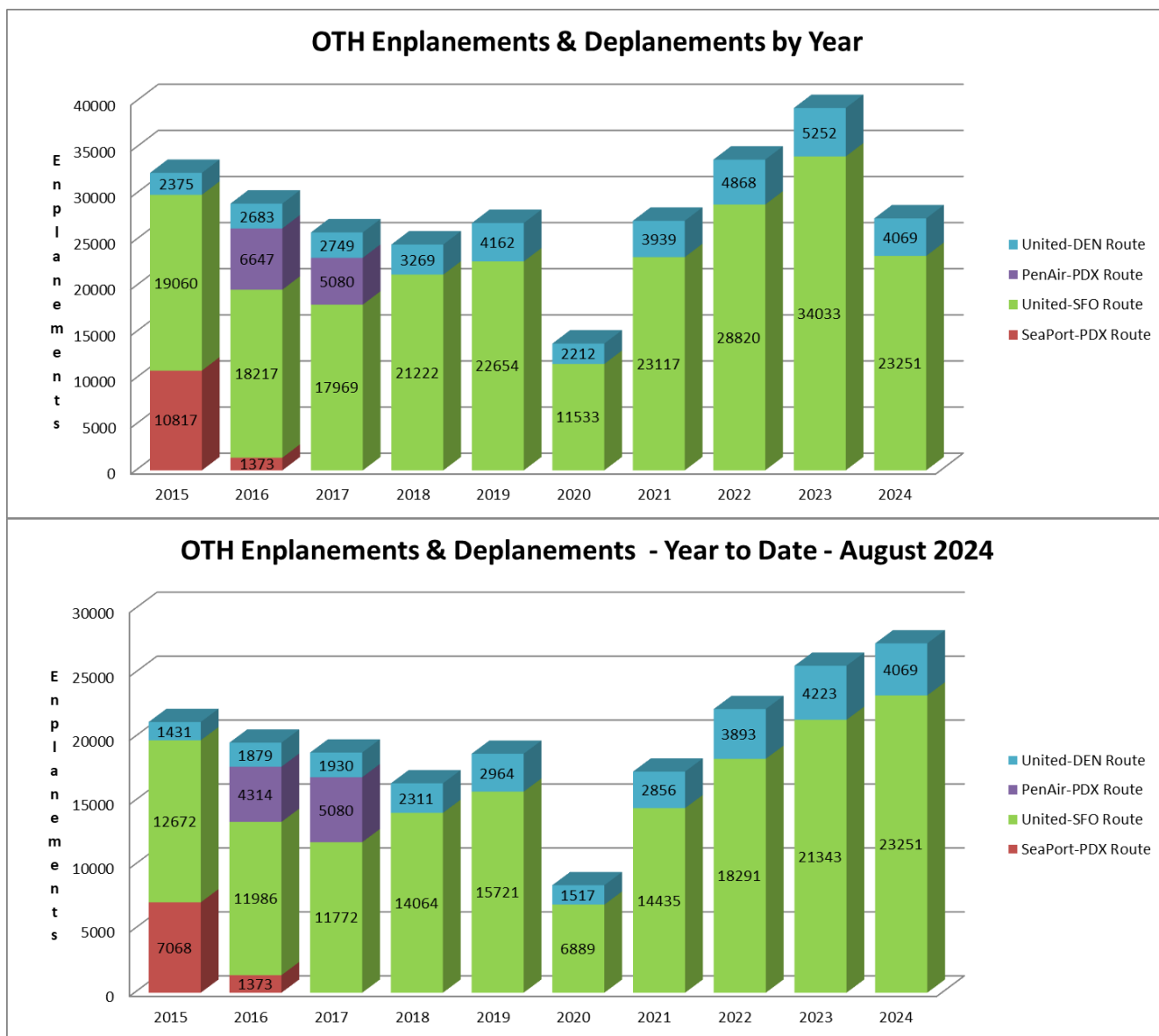
The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e).

# COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

**Thursday, September 26, 2024**

## Enplanements/Deplanements

Usage of airline service at Southwest Oregon Regional Airport has shown steady improvement over the past 44 months. In the calendar year 2023, as depicted in the graph below, enplanements and deplanements surpassed previous years by more than a decade. The following graph also shows 27,230 for enplanements and deplanements for the first eight months of 2024. When comparing the first eight months of 2024 to the same period in 2023, we have experienced a 9% increase this year.

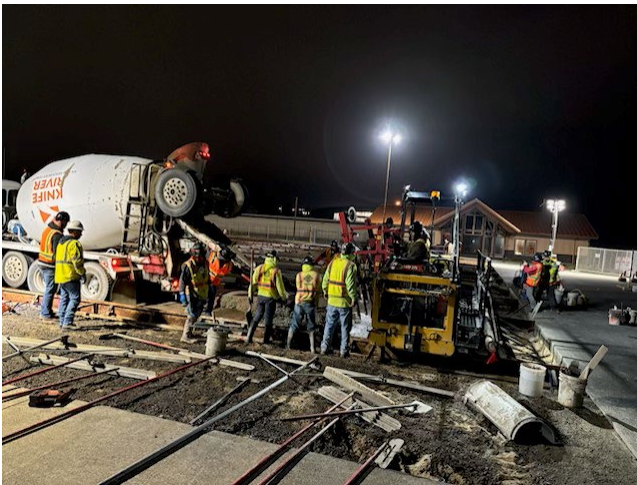


## Legacy Apron Reconstruction Project – Phase I

CCAD's apron infrastructure includes a 138,000 ft<sup>2</sup> apron constructed in 2023, a 63,000 ft<sup>2</sup> concrete apron in front of the large hangar built in 2014, and a 300,000 ft<sup>2</sup> legacy apron dating back to WWII.

At the Board's June meeting, Knife River Materials was awarded the contract for Phase 1 of the legacy apron reconstruction project, designed by our engineer of record, Ardurra. Work began in July, and since then, Knife River Materials has removed the entire 1943 concrete apron surface and excavated unsuitable base materials within the project area. New subbase materials have been installed and compacted according to design specifications. The first of several concrete pours took place two weeks ago (see pictures below), and the second pour is scheduled for September 26th. The project is expected to be completed by the second week of October.

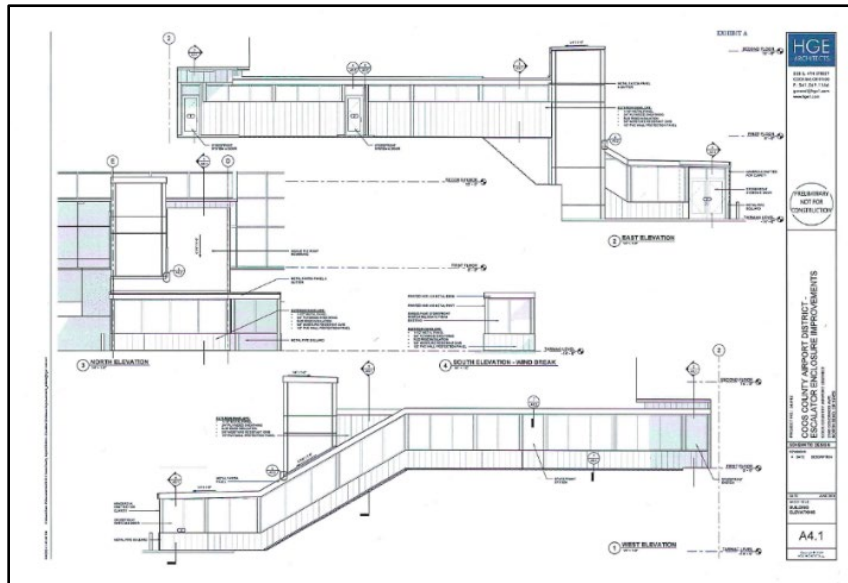
The total project cost is estimated to slightly exceed \$1.8 million, with 93.75% of the funding reimbursed through federal grants.



## Concourse Capital Improvement Project

In February 2024, the Board approved a scope of work with HGE Architects to begin preliminary design efforts to enclose and upgrade the concourse between the tarmac and the secure passenger waiting area. The project includes roof improvements, insulation, the addition of interior wall and ceiling finishes, new lighting, and the installation of a climate control system.

HGE completed the pre-design phase in June and is currently in the final design phase, and expected to be completed within the next few weeks. Construction is anticipated to begin in early 2025, with an estimated duration of 8 to 9 months.



The current project estimate ranges between \$565,000 and \$695,000. Earlier this month, a \$500,000 grant request was submitted through the Bipartisan Infrastructure Law to help fund the project. Additionally, the Deputy Director is exploring the possibility of submitting a Critical Oregon Airport Relief (COAR) grant to further assist with funding.

### Glide Slope Relocation

The current positioning of the glideslope shed at Southwest Oregon Regional Airport does not comply with FAA guidelines, as it is located too close to the runway for the permitted size of aircraft at the airport. The FAA recently completed a feasibility study and determined that it is feasible to relocate the equipment to the other side of the runway.

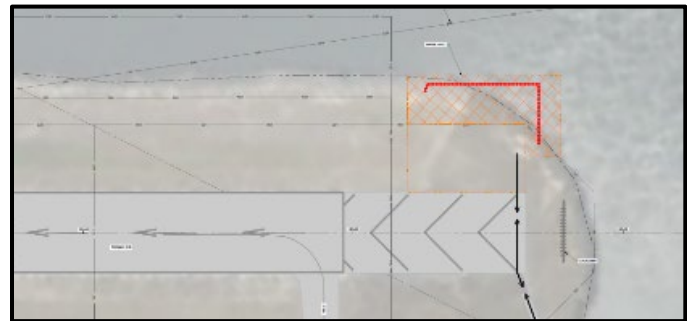


The next step is the design phase and environmental permitting, which will be undertaken by the FAA's engineering services personnel. FAA will prepare a reimbursement agreement for the Board's consideration, which I expect will be a part of the October Board meeting packet for your consideration. The cost to relocate the equipment is estimated to be \$750K. Staff will work with our project manager to secure reimbursement funding for the majority of the project costs.

### Runway Safety Area

The Runway Safety Area (RSA) on the east side of Runway 5 currently does not meet FAA size requirements. We are in the design phase of the project, which we anticipate completing by September 2024. However, due to state regulations regarding in-water work, which limit activity to the period between October and February, we expect the construction phase to commence in late 2025.

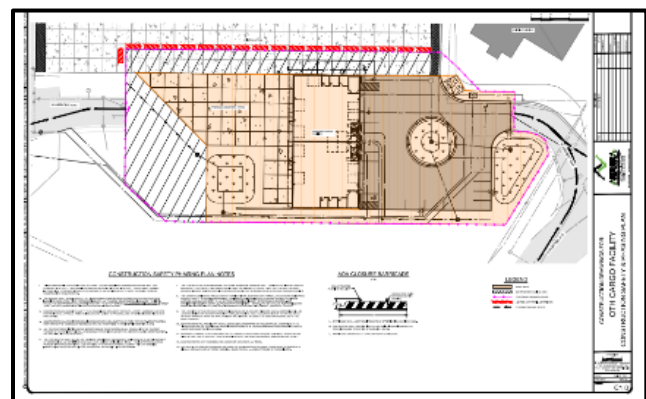
Current cost estimates indicate that the project will cost around \$7 million, several times higher than the original estimate. Staff and our FAA project manager are exploring the possibility of securing discretionary funding. We may also need to explore alternative construction methods to lower the project's cost, which would require securing a new federal environmental permit.



### New Cargo Facility

With the Board's approval on March 25, 2024, the design phase for our new cargo facility has been initiated. Design plans are currently at 90% completion and are expected to be finalized within a few weeks, allowing us to proceed with the project bid process. Construction is estimated to begin in the spring of 2025.

The current cost estimate to construct the shell of the building and undertake necessary site improvements (parking lot, plane apron, bioswales, etc.) is just under \$3 million.



The project is partly funded by a Connect Oregon grant. A portion of the initial grant has already been utilized for the construction of the new apron. CCAD will be responsible for 67% of the project costs.

## Terminal Parking Lot Reconfiguration

Back in late February, staff applied for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant for \$1.4 million to support the terminal parking lot reconfiguration project. This initiative was aimed at enhancing traffic flow and pedestrian safety by adding parking lanes for shuttle buses and constructing sidewalks around the parking lot. Our required financial match for the proposed project was \$264K, which was included in this year's budget.



Although we were not awarded the grant, we are proceeding with the creation of a shuttle bus staging area. The project is currently under construction but has been delayed due to electrical lines found under the former sidewalk which were damaged during the excavation. The contractor is coordinating the repairs at their expense, and we expect the project to be completed by mid-October.

## Long-Term & Short-Term Project Planning

The FAA requires airport sponsors to engage in both short-term and long-term planning to identify infrastructure needs. This planning establishes a strategy for the efficient development of the airport and ensures the effective use of its resources.

Robert and I have been working with representatives from Ardurra to develop a scope of work (SOW) for creating a new or updated Airport Master Plan. Our last plan was completed in 2013, and best practices recommend updating such plans every 10 years to support long-term planning. Both the Federal Aviation Administration (FAA) and the Oregon Department of Aviation (ODOA) require airports to maintain a current Master Plan and Airport Layout Plan (ALP) to remain eligible for federal and state grant funding. Master Plans provide guidelines and timelines for development to ensure projects align with demand forecasts. The draft SOW has been submitted to the FAA's lead planner in Seattle for review and concurrence, and we anticipate beginning work on the updated Master Plan next year.

On the short-term planning side, we annually collaborate with FAA representatives and our engineer of record (Ardurra) to update our five-year Capital Improvement Plan (CIP). Our draft 2025-2029 CIP was submitted to the FAA in late July, and we are scheduled to meet with them in October for their formal review and concurrence.



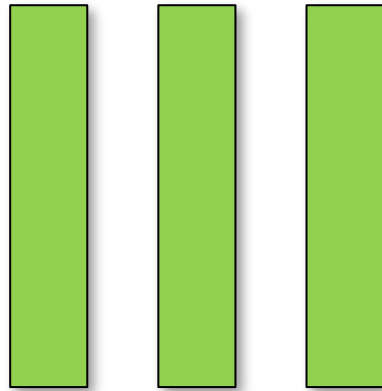
## Ground Transportation

Airport ground transportation encompasses a range of services and infrastructure that facilitate the movement of passengers and goods between the airport and surrounding areas. This includes taxis, shuttle buses, rental cars, public transit, and private car services. Airports typically designate specific areas for these services to ensure efficient flow and reduce congestion, such as pickup and drop-off zones, parking lots, and staging areas for shuttle buses or taxis. A well-managed ground transportation system enhances passenger convenience, improves traffic safety, and ensures smooth connections between flights and local destinations. Airports also work closely with transportation providers to develop agreements and regulations that maintain order and support airport operations.

In 2003, CCAD established rules to govern ground transportation, including permit requirements, all of which are codified in CCAD Policy 14. Since then, Transportation Network Companies (TNCs), including rideshare services like Uber and Lyft and car-sharing platforms like TURO, have entered the market. While TNCs are common at airports nationwide, we have only recently seen rideshare providers and have begun receiving inquiries about establishing a car-sharing business in the area. As such, Policy 14 needs to be amended to regulate these newer forms of ground transportation services at CCAD.

Staff is reaching out to other commercial airports in Oregon to obtain copies of their regulations. Our Office Manager is also scheduled to attend an Airport Parking and Landside Management Workshop in November. Additionally, I will be consulting with our attorney to review and evaluate potential contracts with Lyft, Uber, and TURO.

# SECTION



# ACTION ITEMS

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, September 26, 2024  
7:30 a.m.  
Coos County Airport District Board Room

**CALL TO ORDER**

**INTRODUCTIONS**

<b><u>SECTION:</u></b>	<b><u>PAGE</u></b>
<b>I. CONSENT CALENDAR:</b>	
A. August 22, 2024 Board Meeting Minutes .....	03-05
B. Financial Report / Check Register.....	06-21
C. Maintenance / Operations Report .....	22-23
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**PUBLIC COMMENTS**

**CHAIRMAN & COMMISSIONER COMMENTS:**  
Next Regular Board Meeting September 26, 2024

**ADJOURN TO EXECUTIVE SESSION**

The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e).

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** September 26, 2024

**SUBJECT:** Resolution 2024-09-01: Amending CCAD Policy 12

**BACKGROUND:**

On December 18, 2003 the Board of Commissioners of the Coos County Airport District (CAAD) enacted the Policies, Rules and Regulations governing the use and operation of what is now known as the Southwestern Oregon Regional Airport. Among those policies included Policy 12: Operational Policy.

The policy has been reviewed by both the Executive Director and the CCAD Attorney who find that Policy 12: Operational Policy needs to be amended. Proposed changes, along with some grammatical corrections, to Policy 12 are attached in both legislative format and a clean amended copy.

The proposed amendment can be implemented with the adoption of Resolution 2024-09-01.

[CCAD Policy 12: Operational Policies \(legislative\)](#)

[CCAD Policy 12: Operational Policies \(clean\)](#)

**FISCAL IMPACT:**

None

**LEGAL CONSIDERATION:**

This item has been reviewed by legal counsel.

**RECOMMENDATION:**

If it pleases the Board, adopt Resolution 2024-09-01.

**MOTION:**

Motion to adopt Resolution 2024-09-01, amending CCAD Policy 12: Operational Policy.

**COOS COUNTY AIRPORT DISTRICT**

In the Matter of

Amending CCAD Policy 12: Operational Policy

Resolution 2024-09-01

WHEREAS, on December 18, 2003, the Board of Commissioners of the Coos County Airport Board enacted the Policies, Rules and Regulations governing the use and operation of what is now known as the Southwestern Oregon Regional Airport; and

WHEREAS, among the enacted policies included Policy 12: Operational Policy; and,

WHEREAS, from time to time, the CCAD Board finds it necessary to review and update established policies; and,

WHEREAS, after review by the Executive Director and CCAD Attorney, the CCAD Board finds it necessary to amend Policy 12: Operational Policy; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the amended Policy 12: Operational Policy which is attached hereto and is incorporated as if fully set forth here.

APPROVED and ADOPTED by the Coos County Airport District Board of Commissioners this 26<sup>th</sup> day of September 2024.

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Jason Bell, Chairman

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Joe Benetti, Vice-Chairman