

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING

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Thursday, April 25, 2024  
7:30 a.m.

Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

**SECTION:**

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**PUBLIC COMMENTS**

**CHAIRMAN & COMMISSIONER COMMENTS:**

First Budget Committee Meeting May 15, 2024  
Next Regular Board Meeting May 23, 2024

**ADJOURN TO EXECUTIVE SESSION (ORS 192.660):**

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**  
Thursday, March 28, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, March 28, 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);  
Caddy McKeown, Commissioner;  
Andrew Brainard, Commissioner.

**ABSENT:** Brent Pahls, 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; Rick Skinner, Project Manager.

**MEDIA AND GUESTS PRESENT:** John Meynink, Coos County Resident; Nancy Layne, Globe Travel; Terry Parthemore, Hangar Tenant; Dan Salyers, PEG Broadcasting.

**Section I. Review of Minutes: February 22, 2024 Regular Board Meeting:**

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the minutes of the February 22, 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 February.

All expenditures through February 29, 2024 are within the District's Budget.

February Revenues were \$1,033,514 and expenditures were \$782,694.

### **Section III. Review of Invoices:**

The Board reviewed new invoices through March 26, 2024.

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the invoices from the month of March in the amount of \$520,929.59 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.

An Operations agent has accepted a position at an airport in Washington and will be moving at the end of March. Replacement personnel has already been hired and is in training.

The recently purchased Genie Lift was damaged in transport to the Airport. The seller has accepted responsibility for fixing the lift, and it is currently in Eugene for repairs, expected to return in approximately one week.

The generator located by the old terminal building, which is the backup power source for airfield lighting, as well as the Coos Aviation building, is in need of significant repairs. Staff is in the process of collecting quotes for the needed work.

The airside door on the Reach hangar failed during the month. Repairs are in process, and Reach should be able to move their planes back into the hangar in the near future.

A leak at the BLM was found to have come from a damaged line in the sprinkler system. Repairs have been made and the system is operational.

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

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

Marketing has focused on the start of daily flight service to San Francisco which will begin on March 31.

Community members now have the option to opt in to receiving a monthly newsletter regarding current events at the Airport. A business card with a QR code and instructions for subscribing was developed and is being distributed at local meetings and events.

Installation of the park equipment purchased by the Airport District is complete. Community members and organizations donated significant amounts of time to this project, and the PIO thanked them for their efforts.

Upcoming events at the airport include a Weed Wrangle on April 27<sup>th</sup>, from 10 am to noon, and a Business After Hours, hosted in the terminal on July 11<sup>th</sup>, from 5 pm to 7 pm.

## C. Executive Director's Report:

The Executive Director shared information with the Board regarding four new grant applications that have been submitted since the last Board Meeting.

Ongoing Capital Improvement Projects (CIP) include the Runway Safety Area Expansion/Boundary Survey, the Glide Slope Relocation Evaluation, the construction of a Cargo Facility, and an Airport Master Plan Update.

The Director reviewed the portion of CCAD Policy relating to Board Meetings. He detailed what the adopted policy directs, how meetings are currently conducted, and what changes staff purposes for future meetings. The commissioners indicated they were in favor of the proposed changes, which will be included in an Action Item at a future meeting.

The Director provided a brief report on each of the eight Action Items that would come before the Board in the next segment of the meeting

## **Section V. Action Items Requests:**

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved accepting the FYE 2023 Audit Report.

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the Board unanimously approved the FYE 2025 Budget Calendar.

Board members were given a ballot which will be used to indicate their vote of which two applicants should be appointed to the Budget Committee. These ballots will be collected and the results announced at the end of the meeting.

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved a Consulting Agreement with Volaire Aviation and Authorized the Executive Director to sign the Agreement.

Upon a Motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved the Scope of Work from Ardurra for the Cargo Facility, in the amount of \$420,999.20.

Upon a Motion by Commissioner Brainard (second Commissioner McKeown) the Board unanimously adopted the CCAD Cell Phone Policy.

Upon a Motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved the 2024 Rates and Fees

Upon a Motion by Commissioner Brainard (Second Commissioner McKeown) the Board unanimously approved selecting the Executive Director as the Budget Officer for the FYE 2025 Budget Process.

## **Commissioner Comments:**

Commissioner Brainard expressed his appreciation for airport staff and members of the park committee, as well as other organizations, for their volunteered time on the park project.

Commissioners McKeown and Benetti were happy to hear about the daily service resuming and are looking forward to the return of the Denver flight in May.

**Public Comments:**

Mr. Meynink shared that he noticed that the entire Board Meeting packet had been uploaded to the District website, and expressed his appreciation for this. He also noted that he enjoyed the verbal reports that staff members present at the meetings and hopes that these can continue.

Mrs. Layne stated that she wishes she was able to have an earlier notice about the upcoming flight changes so that she can use this information to assist her customers in making their travel arrangements. She also expressed her interest in knowing what security measures have been included in the CCAD Cell Phone policy.

**Meeting adjourned to Executive Session at 8:03 a.m.**

**Public Meeting Resumed at 8:20 a.m.**

The ballots for the selection of two (2) Budget Committee members were collected and tallied. The two applicants with the most votes were Linnea Kircher and Kelsey Guenther.

**Meeting adjourned at 8:22 a.m.**

# COOS COUNTY AIRPORT DISTRICT

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**DATE:** April 25, 2024

**SUBJECT:** Acceptance of March 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 75% of the fiscal year elapsed, and general fund property tax collections at 95.1% 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 \$466,815.50 (accounts payable) and \$123,620.53 (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: March 2024 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$5,784,876, of which \$1,943,956 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	893,143
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	320,999
Payroll Checking	Sweep	Checks current/prior month expenses	61,582
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	80,636
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,309
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	363,822
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	2,118,089
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	1,942,296
<b>Total Cash on Hand</b>			<b>\$ 5,784,876</b>
Less LGIP Reserve	Reserve	Restricted Fund Use	(2,118,089)
Less Federal Air Service Grant	Federal Grant	Air Service Revenue Guarantee	(500,000)
Less Construction Fund	Construction Fund	Future Projects	(914,540)
Less DHS IFA Loan	Debt Service	B17001 - Buid-to-suit	-
Less Terminal Deferred Interest	Debt Service	L06005 - Terminal Interest	-
Less Oregon Pacific DHS Loan	Debt Service	7113075 - Buid-to-suit	(34,758)
Less PFC Reserve	PFC Funds	Restricted Fund Use	(120,000)
Less Unemployment Reserve	Unemployment Funds	Restricted Fund Use	(37,196)
Less Banner Bank Loan	Debt Service	CBI4486 - BLM TI/Seismic Upgrade	(116,337)
<b>Total Unrestricted Funds</b>			<b>\$ 1,943,956</b>

Fund	Beginning Fund Balance 07/01/23	(Used) Earned	Ending Fund Balance 03/31/24
General Fund	\$ 2,238,549	(151,182)	2,317,986
Construction Fund	\$ 1,214,806	(248,086)	192,582
PFC Fund	\$ 29,595	7,786	88,412
Unemployment Fund	\$ 57,196	-	62,149
BLM Fund	\$ 253,571	28,605	1,033,049
DHS Fund	\$ 709,340	244,265	1,033,883
BEC Fund	\$ 45,653	10,849	94,611
Building Reserve Fund	\$ 928,157	4,221	962,465

**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - March 31, 2024

**Combined Funds**

ASSETS

Current Assets

Checking/Saving 5,785,137

Accounts Receivable 42,139

Total Current Assets 5,827,276

Total Assets

\$ 5,827,276

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 2,631

Other Current Liabilities 3,068

Total Current Liabilities 5,699

Equity 5,821,577

Total Liability & Equity

\$ 5,827,276

**General Fund**

ASSETS

Current Assets

Checking/Saving 2,317,724

Petty Cash 261

Accounts Receivable 40,557

Total Current Assets 2,358,543

Total Assets

\$ 2,358,543

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 2,631

Other Current Liabilities 2,468

Total Current Liabilities 5,099

Equity 2,353,444

Total Liability & Equity

\$ 2,358,543

**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - March 31, 2024

**Construction Fund**

ASSETS

Current Assets

Checking/Saving 192,581

Other Current Assets

Total Current Assets 192,581

Fixed Assets

Total Assets \$ 192,581

LIABILITIES & EQUITY

Equity 192,581

Total Liability & Equity \$ 192,581

**Passenger Facility Charges (PFC) Fund**

ASSETS

Current Assets

Checking/Saving 88,412

Total Current Assets 88,412

Total Assets \$ 88,412

LIABILITIES & EQUITY

Equity 88,412

Total Liability & Equity \$ 88,412

**Unemployment Fund**

ASSETS

Current Assets

Checking/Saving 62,149

Total Current Assets 62,149

Total Assets \$ 62,149

LIABILITIES & EQUITY

Equity 62,149

Total Liability & Equity \$ 62,149

**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - March 31, 2024

**BLM Fund**

ASSETS

Current Assets

Checking/Saving 1,033,049

Total Current Assets 1,033,049

Total Assets \$ 1,033,049

LIABILITIES & EQUITY

Equity 1,033,049

Total Liability & Equity \$ 1,033,049

**DHS Multi Services Campus Fund**

ASSETS

Current Assets

Checking/Saving 1,033,884

Total Current Assets 1,033,884

Total Assets \$ 1,033,884

LIABILITIES & EQUITY

Equity 1,033,884

Total Liability & Equity \$ 1,033,884

**BEC Fund - Business Enterprise Center**

ASSETS

Current Assets

Checking/Saving 94,611

Accounts Receivable 1,581

Total Current Assets 96,192

Total Assets \$ 96,192

LIABILITIES & EQUITY

Current Liabilities

Other Current Liabilities 600

Total Current Liabilities 600

Equity 95,592

Total Liability & Equity \$ 96,192

**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - March 31, 2024

<b>Building Reserve Fund</b>
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ASSETS

Current Assets

    Checking/Saving

962,465

    Total Current Assets

962,465

Total Assets

\$ 962,465

LIABILITIES & EQUITY

    Equity

962,465

Total Liability & Equity

\$ 962,465

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

	Total Revised Budget	Actual		% of Budget
		March	Fiscal Year to Date	
<b>General Fund</b>				
Beginning Fund/Cash Balance	\$ 2,348,249	\$ 2,469,168	\$ 2,238,549	
Revenues				
Taxes	1,494,239	34,050	1,418,222	94.91%
Other	1,367,477	83,931	1,040,032	76.05%
Grants and subsidy	504,513	-	-	0.00%
Transfers in	2,970,000	-	1,000,000	33.67%
Transactions paid from incorrect fund	-	-	-	
Total Revenue	<u>6,336,229</u>	<u>117,981</u>	<u>3,458,254</u>	
Expenses				
Personnel Services	1,918,065	158,911	1,657,058	86.39%
Materials and Services	2,031,340	92,176	933,065	45.93%
Capital Outlay	665,000	-	264,744	39.81%
Debt Service	273,229	18,076	218,997	80.15%
Transfers out	684,250	-	304,953	44.57%
Contingency/Rounding	-	-	-	
Total Expenses	<u>5,571,884</u>	<u>269,163</u>	<u>3,378,817</u>	
Ending Fund/Cash Balance	<u>\$ 3,112,594</u>	<u>\$ 2,317,986</u>	<u>\$ 2,317,986</u>	
<b>Construction Fund</b>				
Beginning Fund/Cash Balance	\$ 1,351,093	\$ 440,668	\$ 1,214,806	
Federal Grant Proceeds - FAA	2,574,510	-	687,655	26.71%
State Grants-AIP Projects	282,000	-	42,706	15.14%
Transfers In from General Fund	1,899,250	-	300,000	15.80%
Transactions paid from incorrect fund	-	-	-	
Total Receipts	<u>4,755,760</u>	<u>-</u>	<u>1,030,361</u>	
Capital Outlay - ARFF Facility	112,500	173,674	175,158	155.70%
Capital Outlay - Demolition	40,000	-	-	0.00%
Capital Outlay - Glideslope Relocation	39,813	-	68,503	172.06%
Capital Outlay -Runway slope emprovement study	470,000	34,981	171,735	36.54%
Capital Outlay - Cargo Facility & Road Realignment	2,000,000	-	441,811	22.09%
Capital Outlay - Landside Property	135,000	-	-	0.00%
Capital Outlay - Reconstruct Ramp/Apron	2,137,360	31,431	120,378	5.63%
Project Management/Consulting Services	96,000	8,000	75,000	78.13%
Transfer Out	2,500,000	-	1,000,000	40.00%
Total Disbursements	<u>7,530,673</u>	<u>248,086</u>	<u>2,052,585</u>	27.26%
Ending Fund/Cash Balance	<u>\$ (1,423,820)</u>	<u>\$ 192,582</u>	<u>\$ 192,582</u>	

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

	Total Revised Budget	Actual		% of Budget
		March	Fiscal Year to Date	
<b>Passenger Facility Charges (PFC) Fund</b>				
Beginning Fund/Cash Balance	\$ 40,166	\$ 80,626	\$ 29,595	
Investment Earnings	-	-	-	
Passenger Facility Charges	83,000	7,786	58,817	70.86%
Total Receipts	83,000	7,786	58,817	
Transfer out to General Fund	120,000	-	-	0.00%
Total Disbursements	120,000	-	-	
Ending Fund/Cash Balance	\$ 3,166	\$ 88,412	\$ 88,412	

<b>Unemployment Fund</b>				
Beginning Fund/Cash Balance	\$ 57,196	\$ 62,149	\$ 57,196	
Transfer from General Fund			4,953	
Total Receipts	-	-	4,953	
Unemployment Claims	20,000			0.00%
Total Disbursements	20,000	-	-	
Ending Fund/Cash Balance	\$ 37,196	\$ 62,149	\$ 62,149	

<b>BLM Facility Fund</b>				
Beginning Fund/Cash Balance	\$ 229,688	\$ 1,004,444	\$ 253,571	
Lease Revenue	756,000	73,451	758,790	100.37%
Investment Earnings	-	1,209	1,209	
Reimbursement			-	
Miscellaneous	800,000		505,668	63.21%
Transactions paid from incorrect fund			-	
Total Receipts	1,556,000	74,660	1,265,667	
Materials and Services				
All but below	203,600	7,089	121,552	59.70%
HVAC and other major repairs	36,000	209	15,824	43.96%
Capital Outlay				
Gates			-	
BLM Improvements			-	
Debt Service	465,150	38,757	348,813	74.99%
Transfer Out	450,000		-	0.00%
Contingency				
Total Disbursements	1,154,750	46,055	486,189	
Ending Fund/Cash Balance	\$ 630,938	\$ 1,033,049	\$ 1,033,049	

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

	Total Revised Budget	Actual		% of Budget
		March	Fiscal Year to Date	
<b>DHS Multi Services Campus Fund</b>				
Beginning Fund/Cash Balance	\$ 559,190	\$ 789,618	\$ 709,340	
Lease revenue	1,581,053	263,756	1,317,300	83.32%
Investment Earnings	30,000	2,818	23,654	78.85%
Reimbursements & Cost Shares			20,900	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,611,053</u>	<u>266,574</u>	<u>1,361,854</u>	
Materials and Services	141,400	10,724	113,250	80.09%
Capital Outlay	5,000	-	-	0.00%
Debt Service				
OR Pacific Loan	139,032	11,585	104,265	74.99%
IFA Loan	819,800		819,796	100.00%
Transfer to General Fund	400,000	-	-	0.00%
Transfer to Building Reserve Fund	100,000	-	-	0.00%
Total Disbursements	<u>1,605,232</u>	<u>22,309</u>	<u>1,037,311</u>	64.62%
Ending Fund/Cash Balance	<u>\$ 565,011</u>	<u>\$ 1,033,883</u>	<u>\$ 1,033,883</u>	

<b>BEC Fund - Business Enterprise Center</b>				
Beginning Fund/Cash Balance	\$ 47,781	\$ 83,762	\$ 45,653	
BEC Rent Receipts	97,000	13,281	74,526	76.83%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			1,061	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>97,000</u>	<u>13,281</u>	<u>75,587</u>	
Materials and Services	51,350	2,432	26,629	51.86%
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	<u>126,350</u>	<u>2,432</u>	<u>26,629</u>	
Ending Fund/Cash Balance	<u>\$ 18,431</u>	<u>\$ 94,611</u>	<u>\$ 94,611</u>	

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

	<b>Total Revised Budget</b>	<b>Actual</b>		<b>% of Budget</b>
		<b>March</b>	<b>Fiscal Year to Date</b>	
<b>Building Reserve Fund</b>				
Beginning Fund/Cash Balance	\$ 917,840	\$ 958,244	\$ 928,157	
Investment Earnings	15,000	4,221	34,308	228.72%
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	500,000	-	-	0.00%
Total Receipts	<u>690,000</u>	<u>4,221</u>	<u>34,308</u>	4.97%
Capital Outlay	-		-	
Transfer to General Fund			-	
Transfer to Construction Fund			-	
Total Disbursements	<u>-</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 1,607,840</u>	<u>\$ 962,465</u>	<u>\$ 962,465</u>	

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/04/24	19156	Superior Construction Consulting Services	Const.	4,000.00
03/04/24	19157	CB-NB Water Board	BEC	187.51
03/04/24	19158	CB-NB Water Board	BLM	622.52
03/04/24	19159	Ziplay Fiber	BLM	182.56
03/04/24	19160	Oregon Pacific Bank	DHS	11,585.21
03/04/24	19161	Ziplay Fiber	DHS	114.00
03/04/24	19162	CB-NB Water Board	Gen	1,149.27
03/04/24	19163	Douglas Fast Net	Gen	85.96
03/04/24	19164	Standard Insurance	Gen	863.15
03/04/24	19165	Ziplay Fiber	Gen	235.14
03/04/24	19166	Ziplay Fiber	Gen	65.72
Total 03/04/24:				<u>19,091.04</u>
03/05/24	19167	American Family Life Assurance Co	Gen	118.82
03/05/24	19168	Lincoln Financial	Gen	225.00
03/05/24	DB20240305	VOYA/OSGP	Gen	100.00
Total 03/05/24:				<u>443.82</u>
03/14/24	19169	Pacific Power	Gen	1,458.14
03/14/24	19170	Ziplay Fiber	Gen	270.00
03/14/24	19171	Ziplay Fiber	Gen	450.00
03/14/24	19172	Ziplay Fiber	Gen	489.03
Total 03/14/24:				<u>2,667.17</u>
03/15/24	19173	Superior Construction Consulting Services	Const.	4,000.00
Total 03/15/24:				<u>4,000.00</u>
03/21/24	19174	Ardurra	Const.	66,412.23
03/21/24	19175	Mead & Hunt	Const.	2,561.88
03/21/24	19176	Scott Partney Construction Inc	Const.	171,112.22
03/21/24	19177	Ace Hardware	DHS	42.99
03/21/24	19178	Cardmember Service	DHS	253.49
03/21/24	19179	Comfort Flow	DHS	9,684.00
03/21/24	19180	Golders Napa	DHS	56.94
03/21/24	19181	Perry's Supply	DHS	9.98
03/21/24	19182	Tri-County Plumbing	DHS	102.18
03/21/24	19183	Cardmember Service	BLM	114.69
03/21/24	19184	Perry's Supply	BLM	15.99
03/21/24	19185	Coastal Paper	BEC	40.82

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/21/24	19186	Vend West Services	BEC	30.00
03/21/24	19187	Ace Hardware	Gen	15.46
03/21/24	19188	Bi-Mart	Gen	467.84
03/21/24	19189	BNT Promotional Products	Gen	246.88
03/21/24	19190	C-N-B Security Inc	Gen	600.00
03/21/24	19191	Cardinal Employment Services	Gen	6,607.44
03/21/24	19192	Cardmember Service	Gen	4,716.75
03/21/24	19193	Coastal Paper & Supply	Gen	122.55
03/21/24	19194	Comfort Flow	Gen	19,242.22
03/21/24	19195	Comp-U-Talk Inc	Gen	789.50
03/21/24	19196	Coos Aviation	Gen	1,000.00
03/21/24	19197	Coos Head Builder Supply	Gen	2,194.03
03/21/24	19198	DFW Airport Fire Training Research Center	Gen	1,450.00
03/21/24	19199	DJC Oregon	Gen	55.66
03/21/24	19200	Geotechnical Resources	Gen	2,577.50
03/21/24	19201	Gold Coast Security	Gen	159.00
03/21/24	19202	Golders Napa	Gen	162.99
03/21/24	19203	Graham Management LLC	Gen	131.92
03/21/24	19204	Industrial Source	Gen	252.14
03/21/24	19205	Industrial Steel & Supply	Gen	3.76
03/21/24	19206	KEZI	Gen	1,220.00
03/21/24	19207	Kyle Electric Inc	Gen	1,073.75
03/21/24	19208	Lawrence Van Hoof	Gen	1,080.00
03/21/24	19209	Melissa Cribbins, Attorney at Law PC	Gen	1,597.50
03/21/24	19210	O'Neil's Overhead Doors	Gen	900.00
03/21/24	19211	Oregon Pacific Company	Gen	112.00
03/21/24	19212	Perkin Coie	Gen	6,440.00
03/21/24	19213	Perry's Supply	Gen	146.30
03/21/24	19214	Peterson Machinery Co	Gen	18.50
03/21/24	19215	Robert Cole Barnes	Gen	2,418.00
03/21/24	19216	Rodger E Craddock	Gen	2,233.53
03/21/24	19217	Roto Rooter	Gen	80.00
03/21/24	19218	Schindler Elevator Corporation	Gen	3,553.96
03/21/24	19219	SecureCom Inc	Gen	5,061.38
03/21/24	19220	Sherwin-Williams	Gen	123.66
03/21/24	19221	South Coast Office Supply	Gen	79.74
03/21/24	19222	Special Districts Association of Oregon	Gen	25,719.89
03/21/24	19223	Stephanie Kilmer	Gen	146.06
03/21/24	19224	Stephanie Stroud CPA	Gen	300.00
03/21/24	19225	Superior Construction Consulting Services	Gen	195.00
03/21/24	19226	Tom's Lock & Key	Gen	93.00
03/21/24	19227	Tri-County Plumbing	Gen	64.54
03/21/24	19228	Vend West Services	Gen	54.40
03/21/24	19229	Waste Connection	Gen	214.00
03/21/24	19230	West Coast Fencing	Gen	2,290.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/21/24	19231	Zipty Fiber	Gen	270.00
Total 03/21/24:				<u>346,718.26</u>
03/22/24	19232	Lincoln Financial	Gen	225.00
03/22/24	DB20240322	VOYA/OSGP	Gen	100.00
Total 03/22/24:				<u>325.00</u>
03/26/24	19233	CB-NB Water Board	BLM	791.65
03/26/24	19234	Coos Head Builders Supply	DHS	15.47
03/26/24	19235	Kyle Electric Inc	DHS	251.14
03/26/24	19236	CB-NB Water Board	BEC	195.71
03/26/24	19237	Coastal Paper Supply	BEC	71.00
03/26/24	19238	Vend West Services	BEC	18.70
03/26/24	19239	Ace Hardware	Gen	398.55
03/26/24	19240	Cardinal Employment Services	Gen	1,879.29
03/26/24	19241	Comfort Flow	Gen	1,605.88
03/26/24	19242	CB-NB Water Board	Gen	965.94
03/26/24	19243	Coos Head Builders Supply	Gen	396.24
03/26/24	19244	Northwest Building Specialists	Gen	255.00
03/26/24	19245	NW Natural	Gen	1,525.09
03/26/24	19246	NW Natural	Gen	153.78
03/26/24	19247	Perry's Supply	Gen	5.50
03/26/24	19248	Peterson Machinery Co	Gen	2,119.38
03/26/24	19249	Platt Electric	Gen	29.01
03/26/24	19250	Standard Insurance Company	Gen	1,139.31
03/26/24	19251	Zipty Fiber	Gen	381.10
Total 03/26/24:				<u>12,197.74</u>
Grand Total:				<u>385,443.03</u>

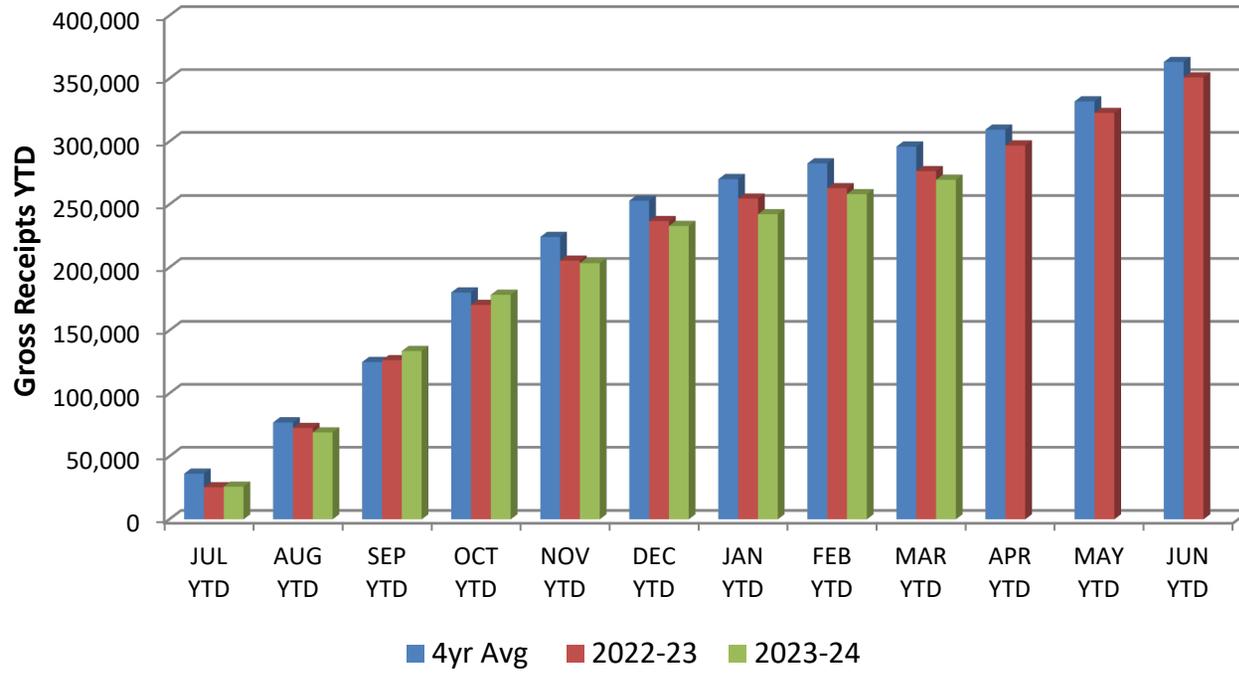
Check Issue Date	Check Number	Payee	Fund	Check Amount
03/04/24	DB20240304	Spectrum Business	Gen	531.84
03/04/24	DB20240304	Carson-Davis Oil Company	Gen	1,706.97
Total 03/04/24:				<u>2,238.81</u>
03/05/24	DB20240305	North Bend Sanitation	Gen	758.04
03/05/24	DB20240305	North Bend Sanitation	BEC	605.13
03/05/24	DB20240305	North Bend Sanitation	BLM	307.77
03/05/24	DB20240305	North Bend Sanitation	BLM	307.77
Total 03/05/24:				<u>1,978.71</u>
03/08/24	DB20240308	NW Natural	Gen	254.76
Total 03/08/24:				<u>254.76</u>
03/11/24	DB20240311	U.S. Cellular	Gen	667.17
Total 03/11/24:				<u>667.17</u>
03/15/24	DB20240315	Banner Bank	Gen	86.82
Total 03/15/24:				<u>86.82</u>
03/21/24	DB20240321	Pacific Power	Gen	10,847.51
Total 03/21/24:				<u>10,847.51</u>
03/22/24	DB20240322	Pacific Power	Gen	436.17
03/22/24	DB20240322	Pacific Power	BEC	1,282.82
03/22/24	DB20240322	Pacific Power	BLM	4,761.33
Total 03/22/24:				<u>6,480.32</u>
03/28/24	DB20240328	Banner Bank	BLM	56,834.00
Total 03/28/24:				<u>56,834.00</u>
Grand Total:				<u>79,388.10</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/05/24	20240305	Payroll 03/05/24	Gen	34,387.65
03/05/24	DB20240305	Internal Revenue Service	Gen	10,945.28
03/05/24	DB20240305	Oregon Department of Revenue	Gen	<u>3,066.50</u>
Total 03/05/24:				<u><u>48,399.43</u></u>
03/12/24	DB20240312	PERS	Gen	11,869.77
Total 03/12/24:				<u><u>11,869.77</u></u>
03/20/24	DB20240320	Payroll 03/20/24	Gen	36,033.29
03/20/24	DB20240305	Internal Revenue Service	Gen	11,631.84
03/20/24	DB20240305	Oregon Department of Revenue	Gen	<u>3,234.92</u>
Total 03/20/24:				<u><u>50,900.05</u></u>
03/22/2024	DB20240312	PERS	Gen	12,451.28
Total 03/22/24:				<u><u>12,451.28</u></u>
Grand Total:				<u><u>123,620.53</u></u>

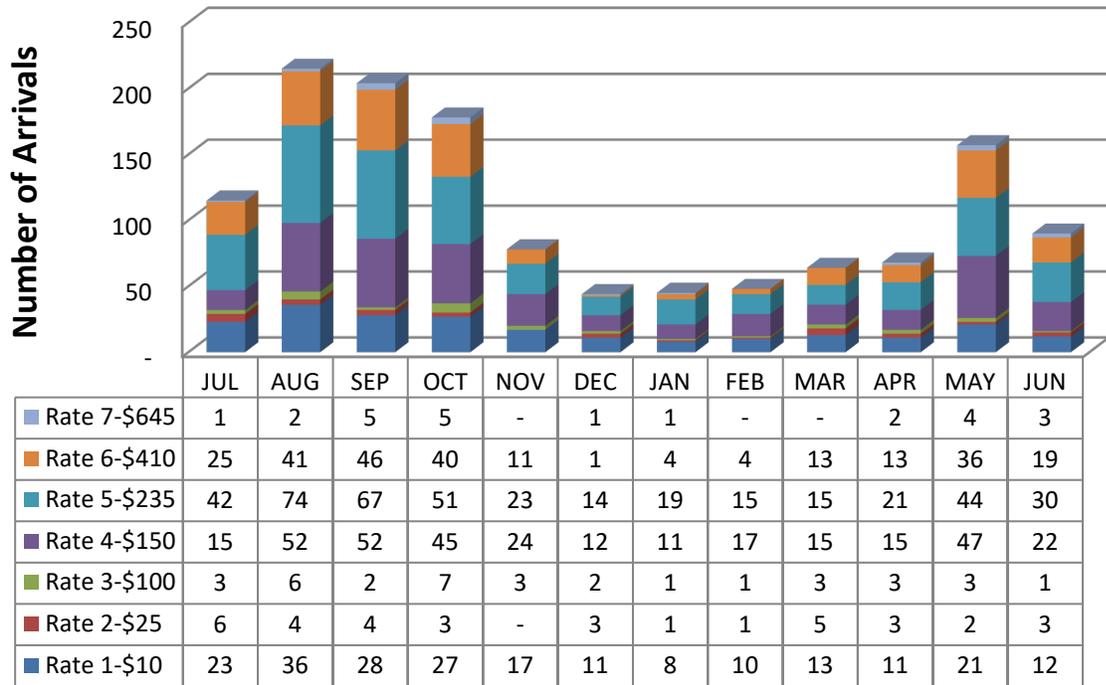
Check Issue Date	Check Number	Payee	Fund	Check Amount
03/04/24	DB20240304	Authnet Gateway Billing	Gen	17.25
03/04/24	DB20240304	Bankcard Merchant	Gen	665.99
Total 03/04/24:				<u>683.24</u>
Grand Total:				<u>683.24</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/04/24	DB20240304	Authnet Gateway Billing	Gen	17.25
03/04/24	DB20240304	Bankcard Merchant	Gen	665.99
Total 03/04/24:				<u>683.24</u>
Grand Total:				<u>683.24</u>

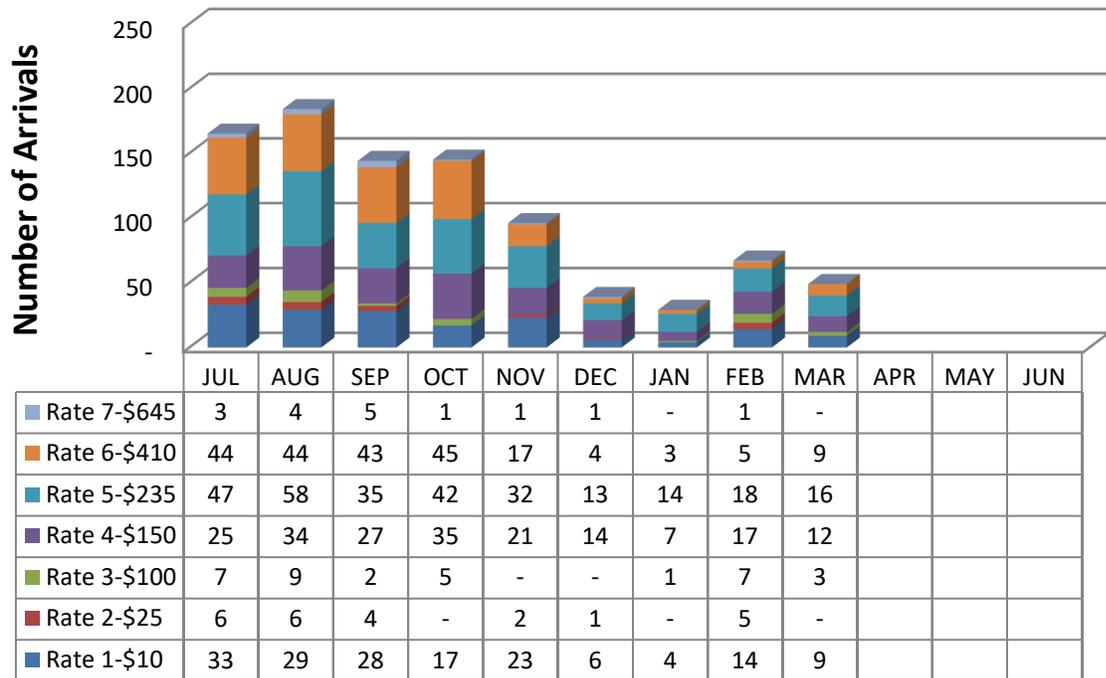
### OTH Gen Aviation Use Fees - Collected



## 2022-23 General Aviation Aircraft Visits



## 2023-24 General Aviation Aircraft Visits



# COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

---

Friday, April 12, 2024

- The scheduled replacement of the inbound and outbound portions of the baggage belt (the sections protruding from the building) was completed during the month of April. To prolong the lifespan of the newly installed equipment, staff intends to build a protective enclosure around the equipment prior to the start of the next winter.
- As previously reported, the generator located near the old airport terminal, which serves as the backup power source for the airfield lighting, is in need of major repairs. To ensure the airport remains prepared in the event of a power outage, staff has procured the rental of a mobile generator unit, beginning April 12, which will remain in place until repairs the existing unit are completed in May.
- Maintenance staff have completed their move into the building located at 2305 Colardo St. Their former home in the Business Enterprise Center has been leased out to a new tenant, so all available units are again at capacity.
- The FAA requires that a comprehensive inspection of the Fuel Farm take place each quarter. Operations/ARFF staff completed the most recent inspection during the month of April and found that the equipment has been kept within compliance. New operations staff will be receiving training on how to perform this inspection during the coming months.
- The repairs for the REACH hangar door are due to be completed by April 12.
- Each year during the windy summer months, the automatic entry doors at the DHS building located on Airport Lane have suffered repeated issues, requiring numerous repairs. Staff has identified a potential solution involving the installation of a center bollard to which the doors will be latched in the open position during business hours. A report on the effectiveness of this fix will be shared in the coming months.
- Newly hired Operations agent Travis Mickelson is scheduled to attend Basic Training for his ARFF certification in Helena, MT on April 22-25. Both he and Operations agent Sam Eley will graduate from Emergency Medical Responder training on April 13.
- Maintenance staff has benefited greatly from the assistance of two temporary employees from Cardinal Staffing. The additional man-power allows them to keep pace with increase in tasks that accompany the approach of the airport's busy season, as well as filling in for janitorial responsibilities, now cared for exclusively by airport staff.

# COOS COUNTY AIRPORT DISTRICT COMMUNICATION OFFICERS REPORT

April 11, 2024

## Marketing

Advertising continues to focus on commercial air service. The messaging is for the start of the daily San Francisco and Seasonal Denver schedule. The intent is to get the message in front of travelers so they choose OTH.

## In Terminal Advertising:



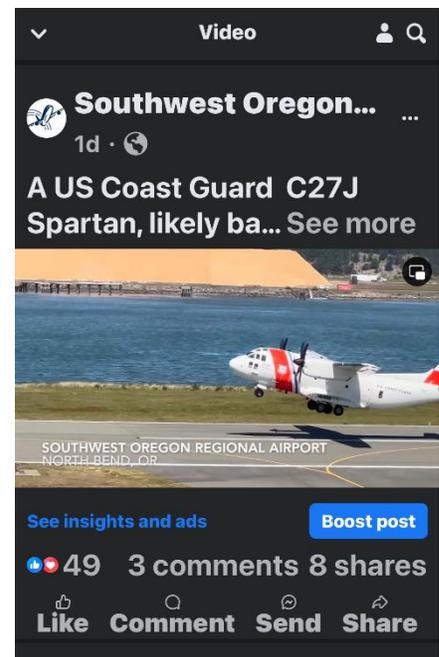
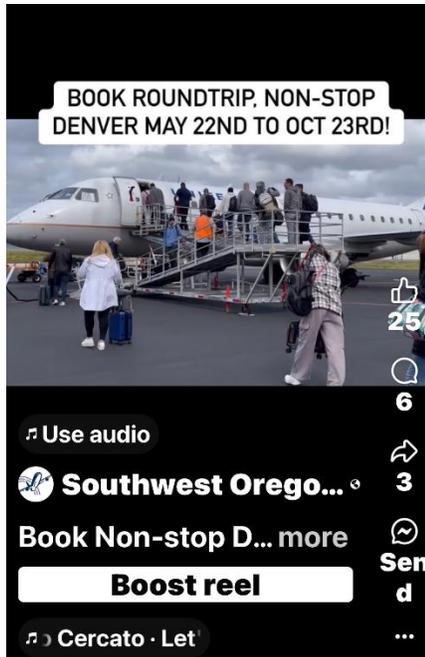
Premier General Contractors is a new advertiser. They will have a wall banner display in the Baggage Claim area. The owner is also looking at additional opportunities with video displays.

In addition, Photo Caddie is back on its contract for in-terminal advertising. They are taking advantage of one of the new opportunities that was approved at the last board meeting. This is an increase in the budget they are spending with the airport.



## Social Media Advertising

Facebook, Instagram, and Messenger continue to be great ways to get our message in front of a large demographic for a very low cost.



I have also had significant success with growth organically. For example, a recent reunion of two friends was captured in photos. The woman dressed as a dinosaur waited outside for her friend to deplane. I was able to put some photos together with some silly music and the results were clear. The followers love it. A little 16-second video received 230 minutes of view time nearly 900 plays.

Reach has increased from both paid and unpaid advertising. Content interactions organically (unpaid) are up 21%. Facebook and Instagram followers are both increasing each month.

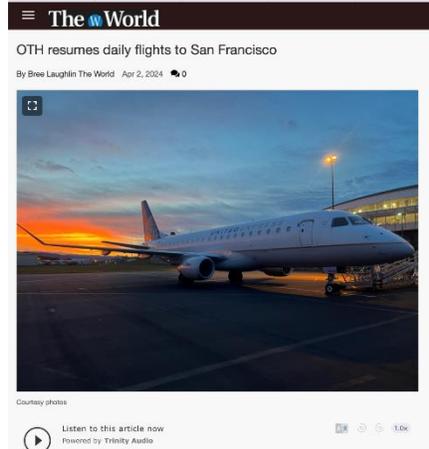
# COOS COUNTY AIRPORT DISTRICT COMMUNICATION OFFICERS REPORT

## Newsletter



The fourth newsletter has been distributed and continues to see subscription growth. I have reached out to multiple agencies that also distribute information through a newsletter to see if they can include our QR code and how to receive regular updates. These are agencies and municipalities in the Coos County Airport District.

Last month, The World Newspaper was one member of the media that did a nice article on the San Francisco daily flights. They combined it with the work that is being done at SFO and what passengers should do. These both came from the March newsletter. Overall, the newsletter lets people quickly see what is happening at the airport.



From the distribution program we are using, here is additional information:

- Subscribers are steadily increasing.
- Opens 62% (this is higher than the average). Several who opened the email did so multiple times.
- Clicks increased to 14.6%
- Links to social media have also helped increase those subscribers

## Outreach & Events

The Bay Area Chamber of Commerce and South Coast Development Council provide outreach opportunities. There are also upcoming events that we can partner with to raise airport awareness.



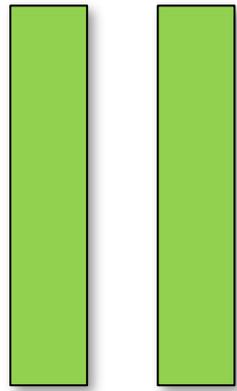
Weed Wrangle is a partnership with Coos Watershed Association and the Airport Heights Neighborhood. They have scheduled an event to work on removing two invasive species: Scotch Broom and Himalayan Blackberry. The event will take place again in time for Earth Day.

ARFF staff will participate in the US Coast Guard's 50th Anniversary Celebration and open house that will also be held on the same day. Both events have been publicized in our newsletter and will be promoted on our social media channels



**Additional work:** Still reaching out to see if there is interest by a concessionaire to provide food and beverages in the terminal during flight times. There has been some interest. Freshly prepared food options would provide more opportunities to promote to the people working in the district boundaries. It would also provide something other than vended snacks for passengers.

SECTION



EXECUTIVE  
DIRECTOR'S  
REPORT

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING

---

Thursday, April 25, 2024  
7:30 a.m.

Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

**SECTION:**

**PAGE**

**I. CONSENT CALENDAR:**

A. March 28, 2024 Board Meeting Minutes.....	03-07
B. Financial Report / Invoices.....	08-26
C. Maintenance / Operations Report .....	27
D. Public Relations / Communications Report.....	28-29

**II. EXECUTIVE DIRECTOR REPORT: ..... 32-36**

**III. ACTION ITEMS:**

A. Resolution 2024-04-01: Amend CCAD Policy 4 .....	39-40
B. Resolution 2024-04-02: Support for Coos Bay's MUPTE Program.....	41-57
C. Emergency Generator Repair .....	58-59

**PUBLIC COMMENTS**

**CHAIRMAN & COMMISSIONER COMMENTS:**

First Budget Committee Meeting May 15, 2024  
Next Regular Board Meeting May 23, 2024

**ADJOURN TO EXECUTIVE SESSION (ORS 192.660):**

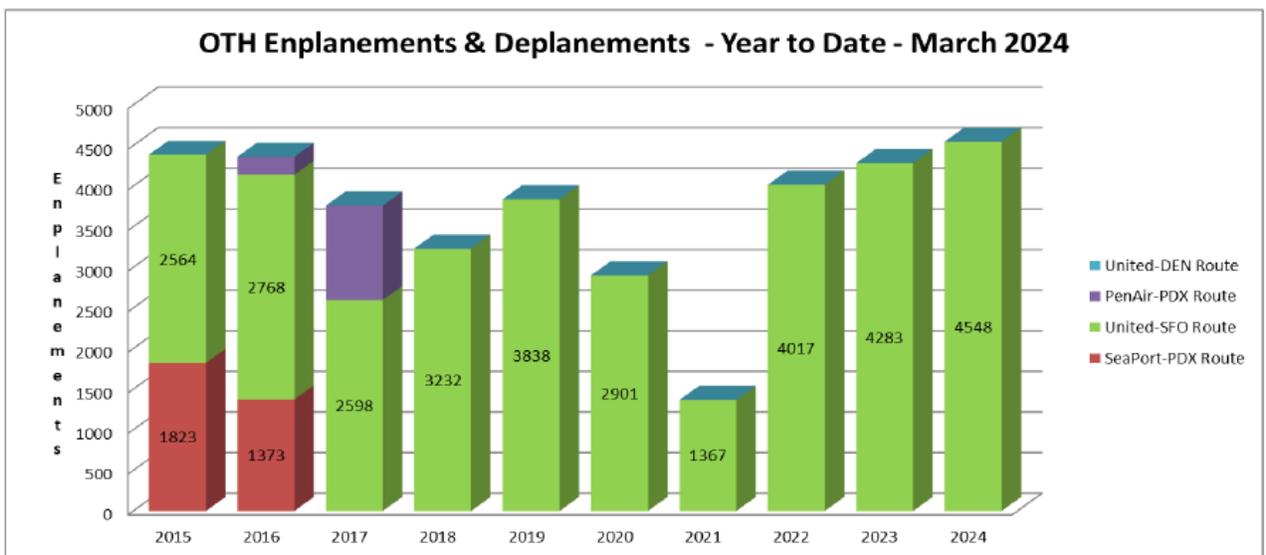
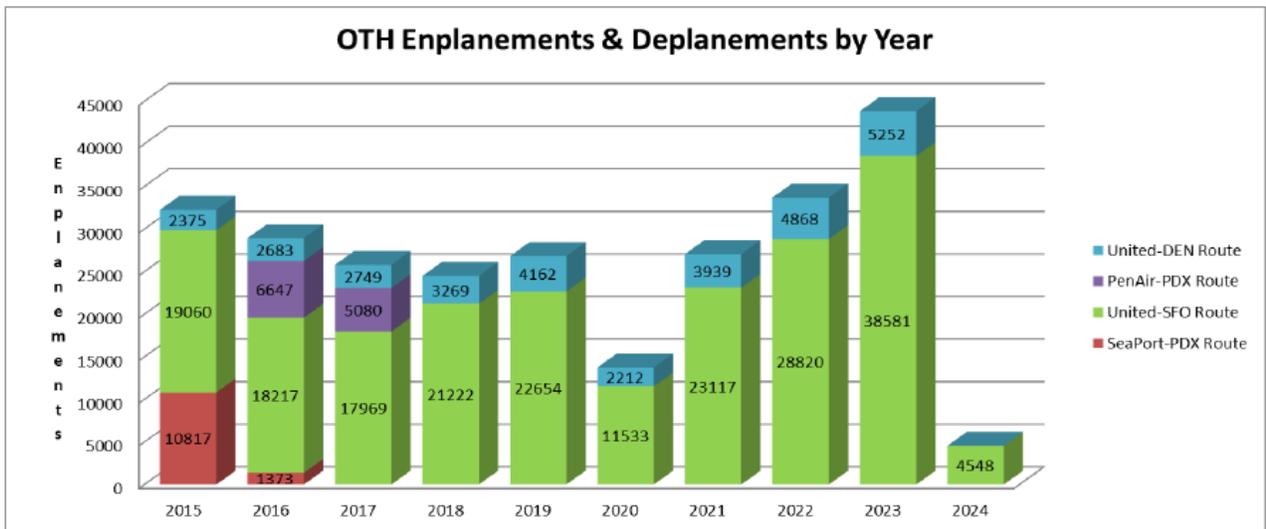
The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e).

# COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

**Thursday, April 25, 2024**

## Enplanements / Deplanements:

Airline service at Southwest Oregon Regional Airport has shown steady improvement. In calendar year 2023, as depicted in the graph below, enplanements and deplanements surpassed previous years. Despite solid growth in 2023, 2024 is trending to perform even better, with a 6% increase over the same period in 2023.



## **Air Service Strategy:**

Last month the Board approved a new contract with Volaire, an aviation consulting service. Jack Penning, Volaire CEO, evaluated the current air service environment and shared in substance the following:

- Passengers filled 74% of seats at Southwest Oregon Regional Airport (OTH) in 2023, with 86% to and from Denver and 73% to and from San Francisco.
- The average fare paid by passengers at OTH is \$287 one way, which is the highest in Oregon and the fourth highest in the Pacific Northwest. (It should be noted that CCAD has no control on fares set by airlines.)
- Pilot shortages are affecting all airlines due to retirement of experienced pilots during the pandemic, increased demand for air travel, and the 1,500-hour rule implemented by the Federal Aviation Administration (FAA) in 2013.
- The 1,500-hour rule requires pilots to have at least 1,500 hours of flight experience before becoming commercial airline pilots, making it difficult for aspiring pilots to enter the industry.
- Airlines have started their own pilot training programs, but it will take five years for those pilots to become eligible to work for a commercial airline.
- To maximize revenue, many pilots are moving from regional aircraft to larger mainline aircraft.
- Southwest Oregon Regional Airport has a Small Community Air Service Development (SCASD) Grant worth \$750,000 for new nonstop service to northwest destinations.
- The total amount of the incentive, including local match and in-kind contributions, is \$1,867,500. The Airport must ensure this full amount is still available before it can use its Grant.
- Alaska Airlines has retired all turboprop aircraft operated by its partner, Horizon Air, and its regional fleet now consists of ERJ175 regional jets.
- Alaska Airlines has reduced its capacity at Portland (PDX) by more than a third due to the pilot shortage.
- Alaska Airlines has potential OTH-PDX service on a list for new markets and should be approached to renew the relationship.
- Other carriers such as SkyWest, Contour Airlines, Breeze Airways, and Advanced Air could be interested in providing service to Portland (PDX) with the available revenue guarantee.
- It is recommended that the Airport approach these carriers and attend the TakeOff Air Service Development Conference in October to meet with multiple carriers in person.
- In the immediate term, it is recommended to have a strategy meeting with the CCAD Board to discuss the current state of the industry, performance of current service, the Airport's position relative to peers, and strategy recommendations.

## **Update on Current / Completed Projects:**

- **Apron Reconstruction Design** - The airport apron, originally constructed over 80 years ago during World War II, spans 300,000 square feet and plays a crucial role in

facilitating safe and efficient aircraft operations. However, its age and outdated construction methods pose a significant risk, with visible signs of deterioration. A potential failure could disrupt access to vital facilities such as Reach Air Medical, the ARFF Station, the Main Hangar, and the Connect Oregon VIII funded aircraft parking apron, thereby jeopardizing airport operations and emergency services.



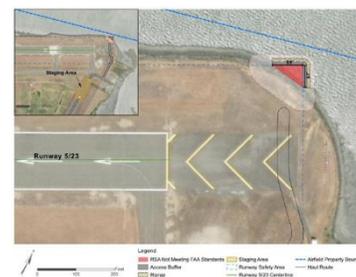
The estimated cost to replace the entire apron stands at \$23 million. Last month, I shared that we had secured a little over \$2 million in federal grants to commence the replacement of select sections of the apron. However, on April 8, 2024, we were advised that the FAA would be reducing this year's entitlement grants by 16.34%, resulting in a reduction of our entitlement grant by \$163,400. Additionally, they are limiting the release of this year's funding to just under 60% of the lowered amount, leaving us with \$509,732 in AIP funds. Contributing factors include budget rightsizing and the lack of reauthorization of FAA funding in Washington DC. The remaining \$326,868 may be released at a later time depending on the federal reauthorization of FAA funding.

At this point, it appears that we may need to reduce the scope of the project by 25%, unless additional funding is released.

On March 19, 2024, Deputy Director Brittsan conducted a meeting with our engineer of record to review the preliminary designs, which are approximately 90% complete. The next step for ARDURRA is to undertake an RFQ (request for quotes), which should occur shortly.

- **Runway Safety Area**

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

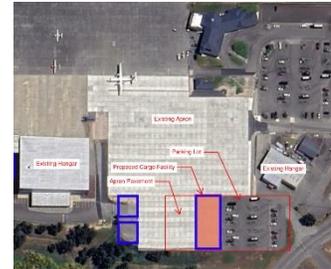


- **Update Boundary Survey**

The airport property originally transferred to the City of North Bend in the late 1940s encompassed a larger area than its current size, with certain portions of land being surplus by the city several decades ago. Both the District and the FAA prioritize the need for an accurate boundary survey of District property.

As part of the scope of work for the Runway Safety Area (RSA) project, updating the boundary survey is included. We anticipate the completion of the airport boundary survey portion of the project within the next month, ensuring that we have precise and up-to-date information regarding the boundaries of District property.

- **New Cargo Facility** – With the Board’s approval (3/25/24) the design phase for our new cargo facility has been initiated. 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.



- **Glide Slope Relocation Evaluation** – It has come to our attention that the current positioning of the glideslope shed at Southwest Oregon Regional Airport is not in compliance with FAA guidelines, as it is located too close to the runway relative to the permitted size of aircrafts for landing operations. The FAA is presently assessing the feasibility of relocating the shed to ensure adherence to safety regulations. Should relocation be deemed feasible, subsequent phases involving design and construction will follow suit.

Conversely, if relocation proves unfeasible, the FAA may grant an exception, allowing the glideslope shed to remain in its current location. Testing of the new Glide Slope equipment placement was conducted during the first week of April and testing data is being evaluated by FAA. It is unknown when the results of the testing will be released.

- **Airport Master Plan Update** - An airport master plan serves as a comprehensive roadmap for the long-term development of the airport. Key objectives of a master plan include:
  - To provide a graphic representation of existing airport features, future airport development and anticipated land use.
  - To establish a realistic schedule for implementation of the proposed development.
  - To identify a realistic financial plan to support the development.

- To validate the plan technically and procedurally through investigation of concepts and alternatives on technical, economic and environmental grounds.
- To prepare and present a plan to the public that adequately addresses all relevant issues and satisfies local, state and federal regulations.
- To establish a framework for a continuous planning process.

The most recent Master Plan for CCAD was completed in 2013. FAA guidelines recommend evaluating plans every five years and updating them every seven to ten years. Given the elapsed time since our last update, updating the master plan has been included in FAA's recent capital improvement plan for CCAD, with a projected start date of 2025.

Deputy Director Brittsan and I recently held our initial meeting with representatives from ARDURRA. ARDURRA has been tasked with preparing a range of options that the Board may consider incorporating into the upcoming master planning process. This collaboration marks the initial step toward ensuring the continued growth and development of our airport in alignment with industry best practices and regulatory standards.

- **Branding**

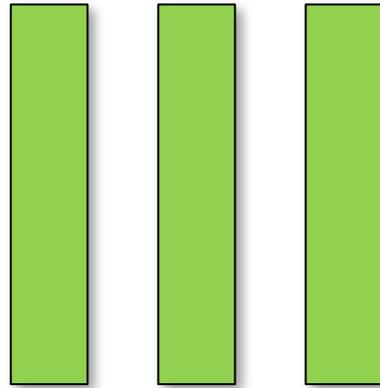
- The effort to identify all CCAD owned vehicles by adding logos is nearly complete.



- The logoed artwork has been added to the roundabout in front of the terminal.



# SECTION



# ACTION ITEMS

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING

---

Thursday, April 25, 2024  
7:30 a.m.

Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

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PUBLIC COMMENTS

**CHAIRMAN & COMMISSIONER COMMENTS:**

First Budget Committee Meeting May 15, 2024

Next Regular Board Meeting May 23, 2024

**ADJOURN TO EXECUTIVE SESSION (ORS 192.660):**

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:** April 9, 2024

**SUBJECT:** Resolution 2024-04-01

### **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 4: Board Meetings.

The policy has been reviewed by both the Executive Director and the CCAD Attorney who find that Policy 4: Board Meetings needs to be amended. Proposed changes, along with some grammatical corrections, to Policy 4 are attached in both legislative format and a clean amended copy.

The proposed amendment can be implemented with the adoption of Resolution 2024-04-01.

### **FISCAL IMPACT:**

None

### **LEGAL CONSIDERATION:**

This item has been reviewed by legal counsel.

### **RECOMMENDATION:**

If it pleases the Board, adopt Resolution 2024-04-01.

### **MOTION:**

Motion to adopt Resolution 2024-04-01, amending CCAD Policy 4: Board Meetings.

# COOS COUNTY AIRPORT DISTRICT

In the Matter of

Amending CCAD Policy 4: Board Meetings

Resolution 2024-04-01

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 4: Board Meetings; 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 4: Board Meetings; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the amended Policy 4: Board Meetings 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 25<sup>th</sup> day of April 2024.

\_\_\_\_\_  
Jason Bell, Chairman

\_\_\_\_\_  
Joe Benetti, Vice-Chairman

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** April 9, 2024

**SUBJECT:** Resolution 2024-04-02

### **BACKGROUND:**

The City of Coos Bay has been working to find solutions to the ongoing housing crisis facing the Coos Bay area. In 2022/2023, Coos Bay conducted a comprehensive housing needs analysis (HNA) to project the demand for housing units over the next twenty years. The HNA revealed a significant shortfall, estimating the need for an additional 489 homes and 155 renter-occupied dwellings. This is in addition to the existing need for over 500 new dwelling units.

To address this housing shortage, Coos Bay has proactively sought to remove potential barriers to housing development and construction. One proposed solution is the introduction of a "Multi-Unit Property Tax Exemption" (MUPTE) program aimed at incentivizing the development of multi-family units exceeding a tri-plex. Similar MUPTE programs have been successful in other Oregon communities including Florence and Cottage Grove. Under MUPTE, qualifying multi-family developments would benefit from a ten-year property tax abatement. This incentive is designed to stimulate new construction and increase the housing supply in designated areas.

The MUPTE program requires 51% support from overlapping taxing districts, including the City, to implement the program per the relevant Oregon Revised Statutes. Coos Bay and the Coos Bay School District have already approved their support, representing the necessary 51% minimum based on overall tax revenue generation (not the number of taxing districts). Despite this, they are seeking support from the other affected taxing districts to fully implement the program.

### Attachments:

- Coos Bay's Memo to overlapping taxing districts
- Housing Needs Analysis Face Sheet
- MUPTE Standards and Guidelines
- City of Coos Bay's Resolution 24-14 implementation of MUPTE
- Coos Bay School District's resolution of support of Coos Bay's MUPTE program

**FISCAL IMPACT:**

Implementing the MUPTE program would not impact the property tax revenue CCAD currently receives. Instead, it would defer any increase in property taxes resulting from new qualifying multi-family developments in Coos Bay until after the ten-year abatement period.

**LEGAL CONSIDERATION:**

This item has been reviewed by legal counsel.

**RECOMMENDATION:**

If it pleases the Board, adopt Resolution 2024-04-02.

**MOTION:**

Motion to adopt Resolution 2024-04-02, in support of the City of Coos Bay's MUPTE housing development incentive program.



# City of Coos Bay

## Office of the City Manager

500 Central Avenue, Coos Bay, Oregon 97420

Phone 541- 269-8912 • Fax 541- 267-5912

<http://www.coosbayOR.gov>

## MEMORANDUM

**TO:** Overlapping Taxing Districts within City of Coos Bay boundaries  
**FROM:** Nichole Rutherford, City Manager, City of Coos Bay  
**SUBJECT:** Proposal of a Multi-Unit Property Tax Exemption (MUPT) Program  
**DATE:** April 4, 2024

The City of Coos Bay has been working to find solutions to the ongoing housing crisis that the Coos Bay area faces. In September 2020, the City of Coos Bay completed a Housing Needs Analysis that showed that Coos Bay needs at least 604 new housing dwellings over the next twenty years to keep up with the estimated pace of population growth. This includes over 269 units of multi-unit housing, in a range of sizes from duplexes or townhomes to larger multifamily housing units (such as apartment complexes).

Since 2008, the city has continued to look at ways to reduce or remove potential barriers to housing development and encourage housing construction or rehabilitation, including, but not limited to:

- Moratorium on System Development Charges
- Modification of Development Code
  - Allow duplexes, triplexes and quadplexes in all land use districts that allow single unit residences
  - Allowance of Accessory Dwelling Units
  - Authorization and standards for Cottage Clusters
  - Minimum density standards in all residential zones
  - Reduction in minimum lot sizes
  - Allowance of Single Room Occupancies
  - Streamlined land use permit processing requirements
- Participation in Community Development Block Grant program for housing rehabilitation
- Developed vacant property registration program, for potential foreclosure rehabilitation
- Incentivized second floor development in commercial properties
- Partnering with developers on infrastructure construction

From this listing, it is clear to see that housing development is a priority for the Coos Bay City Council. In February 2023, the City of Coos Bay's City Council approved their 2023-2025 Council Goals, directing staff to 'implement multi-unit property tax (MUPT) incentive program.' Following, you will find information regarding the Multi-Unit Property Tax Exemption (MUPT) program that has been enacted by the City of Coos Bay, with additional information inserted based upon research efforts.

For the MUPTE program to be active for 2025, the City of Coos Bay City Council needs to receive resolutions of support from at least 51% of the combined tax rate for the area, as well as to hold a public hearing to adopt the program via ordinance. With the support, via resolution, of the Coos Bay School District, the City of Coos Bay City Council passed an ordinance and resolution adopting the program on April 2, 2024. The City of Coos Bay is asking the overlapping taxing districts within the City of Coos Bay boundaries for resolutions of support for the MUPTE program. A resolution template is attached for your consideration. While your organization's support isn't crucial to the implementation of this housing development initiative, we are hopeful you will understand and appreciate the potential this program has and wholeheartedly show your support by adopting a resolution. Fully adopted resolutions can be sent to [administration@coosbayor.gov](mailto:administration@coosbayor.gov).

We would be happy to discuss the MUPTE program further, and potentially present information to your organization's governing body, in an effort to address any questions, comments, and concerns about the MUPTE program. Please direct all correspondence regarding the MUPTE program to the City Manager's office at 541-269-8912 or [administration@coosbayor.gov](mailto:administration@coosbayor.gov).

## **Multi-Unit Property Tax Exemption (MUPTE) Program FAQ:**

### **1. What is MUPTE?**

A MUPTE program is a state-enabled program designed to incentivize building or redevelopment of residential properties within designated core areas and along transit corridors, as well as throughout the city for low-income housing (ORS 307.600.690). MUPTE allows new multi-family units (four or more units) to be exempted from property taxes on the assessed value of the new residential construction for up to 10 years. Property taxes continue to be due and paid on the assessed value of the land or improvements that are not a part of the multi-unit housing, as well as any commercial portion of the structure.

### **2. How does MUPTE support multi-unit residential development?**

The intent of MUPTE is to lower operating costs in the early years of a housing development so that it becomes financially feasible. In a housing market like Coos Bay, market rental rates are lower than in larger metropolitan areas, such as Portland, but the cost of construction is just as high, if not higher. New multi-unit residential developments do not “pencil out” so new residences do not get built.

### **3. How will the City of Coos Bay determine if a housing project can receive a MUPTE?**

Although the State of Oregon enables this program, each city has an opportunity to shape the program to achieve its goals by controlling the geography of where the exemption is available, application process and fees, program requirements, criteria, and program cap. Additionally, the City can select projects on a case-by-case basis.

It is the City Council’s intention that a housing project would be eligible within one of the following four scenarios:

- Low-income developments: Quadplex or greater, throughout the entire city
- Market-rate developments: Quadplex or greater, within a designated ‘core area’, identified as residential designated land use districts in Eastside, Empire and Englewood
- Market-rate developments: Quadplex or greater, within one-quarter mile of the Coos County Area Transit (CCAT) corridor
- Market-rate developments: Six-plex or greater, within a URA district

Additional elements of project eligibility:

- **No Short-Term or Transient Housing:** Short-term rentals, such as AirBnB, VRBOs, or other vacation rental housing, as well as hotel or motel developments.
- **Pre-Application Conference Requirement:** The applicant must request a pre-application conference with the Public Works & Community Development Director, and other economic development staff before November 1st of the calendar year immediately prior to the first assessment year for which the exemption is requested.

- **Construction:** Multiple-unit housing must either be newly constructed structures, including new stories or additional units built onto existing structures, or conversions of existing structures, whether fully or partially, from non-residential to residential use.
- **Public Benefits:** In order to receive a MUPTE, a developer must show that their development meets one or more designated “public benefits.” City staff will review the plans and make a recommendation to the Coos Bay City Council if they concur that the public benefit requirement is met.

**4. What would the process be for a developer who wishes to participate in the MUPTE program?**

The applicant would apply to the City, the City would hold a public hearing and then the City would notify the Coos County Assessor’s Office if an application has been approved. The exemption only pertains to the improvement values dedicated to the use of multi-unit housing, which can include parking improvements. The land the structure is sitting on is not exempt and any additional improvement value not used for multi-unit housing is not exempt. Examples of non-exempt improvements would be space in the building used for commercial or retail purposes.

The exemption does not begin until the construction of the property has been completed. Once complete, the exemption would be for 10 years, unless otherwise disqualified.

**5. Why should Coos Bay’s Overlapping Taxing Districts support the MUPTE program?**

Coos Bay’s 2020 Housing Needs Analysis (HNA) showed that we have enough vacant land or land available for redevelopment within our Urban Growth Boundary to meet the 20-year housing need. However, we need to provide a greater range of housing types to meet our identified housing needs, including some of each of the following – single family dwellings, accessory dwelling units, cottage housing, townhouses, multi-plexes, and apartments (multi-family units).

The HNA recommended the development of policies to support affordable housing by lowering the costs of housing development for low-income affordable housing or workforce housing, and the development of funding mechanisms to pay for this housing. The MUPTE is one of the most successful tools in the Oregon toolbox to incentivize this type of housing.

**6. Does MUPTE cause the City or other taxing districts to reduce its tax revenue?**

No, MUPTE does not reduce the current taxes on the undeveloped land, but it does delay the receipt of increased tax revenue from the residential improvements of approved MUPTE developments. The exemption has the ability to make a project financially feasible. If it is not financially feasible, it will not get built, so the City and other taxing jurisdictions never get the potential tax revenue. With the exemption, the tax revenue on the constructed housing is collected beginning after 10 years. The exemption can make housing development financially feasible, and the City and other overlapping taxing districts grow their tax base in the long term.

As an example, Eugene has had 28 residential projects that have received a MUPTE since 1978, creating 1,490 units. The private developers invested \$283 million in those projects; the total combined tax revenue being generated on the 28 properties was approximately \$133,000 per year before the project were constructed. When all the projects come onto the tax rolls, they will generate approximately \$2.5 million per year in combined property tax revenue. The City of Eugene did not have to invest any public resources (i.e., cash) to achieve this significant increase

in tax revenue. Eugene’s primary role was to create the program, so it was available, facilitate the development through the process, and sit patiently for 10 years waiting for the improvements to be included in the taxable assessed value.

Salem has had seven residential projects that have received a MUPTE since 1976, creating 748 units in the downtown core. Of those, 366 units have been approved in the last five years. Recent projects have provided 6 to 9 public benefits (Salem’s MUPTE requires only one public benefit to qualify for MUPTE) included as part of their projects that would not have been otherwise included. Examples of those public benefits include provisions for open spaces, dedication of public facilities, pedestrian-oriented design features, accessible units, common spaces, and others.

Since March 2022, the City of Florence has approved two MUPTE Applications, representing over 92 units of housing to be built without the financial burden of residential property tax for the first 10 years.

***Attachments:***

- Housing Needs Analysis Fact Sheet
- Draft Resolution for Adoption by Overlapping Taxing Districts within City of Coos Bay boundaries
- City of Coos Bay Multi-Unit Property Tax Exemption Program Standards and Guidelines
- Coos Bay School District Adopted Resolution
- City of Coos Bay Adopted Resolution

***References:***

- Coos Bay’s Housing Needs Analysis – Adopted in October 2020:  
<https://www.coosbayor.gov/home/showpublisheddocument/428/637981497111930000>
- ORS 307.600 – 307.637 – Legislation establishing MUPTE as an option for local municipalities
  - [https://oregon.public.law/statutes/ors\\_307.600](https://oregon.public.law/statutes/ors_307.600)

***Contact:***

Office of City Manager

541-269-8912

[administration@coosbayor.gov](mailto:administration@coosbayor.gov)



# Housing Needs Analysis Fact Sheet

## What is the Housing Needs Analysis?

Coos Bay’s Housing Needs Analysis (HNA) is intended to serve as a basis for the City to explore and document new information regarding the City’s buildable land inventory (BLI), population and employment trends, and development policies and objectives aimed at strengthening the local economy and providing adequate land to handle the next 20 years of growth. The final project was accepted by the Coos Bay City Council in February 2023.

The planned net new housing mix Over the next 20 years would consist of:

- 168 single family homes
- 39 2 unit
- 28 3-4 plex
- 0 5+ MFR
- 369 Manufactured housing units

**604 New Dwellings**  
Housing needed over the next twenty years

This new housing need is expected to consist of:

- 489 owner-occupied dwellings
- 115 renter-occupied dwellings

**79.2 Acres**  
Required Land Area to accommodate the level of housing development that Coos Bay requires over the next 20 years

**17,057**  
Current Coos Bay Population

**18,301**  
Estimated Coos Bay Population in 2040; 0.7% Growth Rate

The Buildable Lands Inventory (BLI) findings indicate that the existing amount of vacant and redevelopable land (480) within the City of Coos Bay is sufficient to accommodate planned 20-year housing needs.



For more information about the Coos Bay Housing Needs Analysis, or to read the full report, please visit the City of Coos Bay website:  
<https://www.coosbayor.gov/home/showpublisheddocument/428/637981497111930000>

Questions?  
Contact City Manager’s Office  
[administration@coosbayor.gov](mailto:administration@coosbayor.gov)  
541-269-8912

**City of Coos Bay  
Multiple-Unit Property Tax Exemption Program  
Standards and Guidelines**

**Introduction:**

The following administrative guidance is designed for staff to use in analyzing applications for the Multiple-Unit Property Tax Exemption (MUPTE) Program and making recommendations to the City Council about their approval or denial. In addition, Coos Bay Municipal Code (CBMC) 3.70 states that the City Council will review the application and decide if it finds it in accordance with the standards and guidelines adopted by resolution of the Council. The *MUPTE Program Standard and Guidelines* adopted by Council resolution serves this purpose. The Standards and Guidelines draws on, but does not expand the underlying concepts articulated in the state statute, ORS 307.600-637, and CBMC 3.70.

The *Standards* section reiterates the minimum application and program participation requirements for both the applicants and the City. The *Guidelines* section discusses how to determine the degree to which the applicant's proposal will meet the intent of the program. This document should be reviewed and revised periodically, as needed.

**Standards:**

1. Eligibility – To be eligible for the property tax exemption provided by in these standards and guidelines, the multiple-unit housing must be a newly constructed structure(s), stories or other additions to existing structure(s) and structure(s) converted in whole or in part from other use to housing that meets the following criteria:
  - a. Multi-unit housing proposal must include at least four dwelling units
  - b. Transient accommodations that are rented for less than 30 consecutive days, like hotels or motels, do not qualify.
  - c. The project must be located within:
    - i. A quarter mile of a Coos County Area Transit (CCAT) fixed route transit service, or
    - ii. Anywhere in the city boundaries for housing that is or becomes subject to low income housing, or
    - iii. A designated core area (Eastside, Englewood, or Empire).
  - d. The project must include at least three public benefits as outline in the MUPTE code (CBMC 3.70). Because these benefits are broadly defined, staff should use the Guidelines section of this document to weigh the value of the proposed project to the public against the loss of public revenue.
  - e. Unless a project is specifically extended, the work must occur entirely within the program window established by the state statute, i.e. built after January 1, 2012 and completed on or before July 1, 2032.

## 2. Mandatory Preapplication Conference

- a. The purpose of the preapplication conference is to determine eligibility, convey information about the program, and give the potential applicant preliminary feedback about the staff's likely recommendation to the City Council based on the materials submitted.
- b. A preapplication conference must be requested before November 1<sup>st</sup> of the year prior to the calendar year in which the tax benefit is sought, e.g. an applicant seeking benefit beginning in 2026 must request a preapplication conference before November 1, 2025.
- c. The submission requirements for a preapplication conference are outlined in CBMC 3.70 and on the preapplication form. Preapplications containing all the required information but not submitted on department forms should be accepted.
- d. Staff should review the preapplication submission, and prior to meeting with the applicant, consult with other potentially interested parties e.g. departments, agencies, advisory bodies, etc. Concerns expressed by these parties should be conveyed to the applicant at the conference. However, it should be stressed to the applicant that approval of a MUPTE application in no way implies approval of the project by any other public agency or department having jurisdiction over the project.

## 3. Application Procedure

- a. A complete application must be received by January 1<sup>st</sup> of the year in which the tax benefit is sought e.g. an applicant seeking benefit beginning in 2026 must submit an application no later than January 1, 2026.
- b. The submission requirements for a complete application are outlined in CBMC 3.70 and on the application, form made available by the City of Coos Bay. It is important for submissions to be complete and made on the official form. Minor omissions can be rectified after an application is accepted, but substantially incomplete applications should be returned without accepting the fee.
- c. As of April 2, 2024, the application fee for the enacting 2025 calendar year the fee is \$2,150. Thereafter, the MUPTE Program Application Fee will be listed in the City's Fee Schedule and adopted by resolution, with annual adjustments to the fee tied to the Municipal Cost Index.
- d. Pursuant to ORS 307.660 (4), if the application is approved, the City, after first deducting expenses attributable to its own administrative costs, conveys the application fee to the County Assessor for deposit in the County General Fund. If the application is denied, the City retains that portion of the fee attributable to its administrative costs and refunds the balance to the applicant.

## 4. Application Review and Decision

- a. Staff should recommend approval, denial, or approval with reasonable conditions, based on the criteria outlined in CBMC 3.70 to the City Council. An analysis

comparing the relative values of the public benefit provided and the foregone taxes should be provided as part of the recommendation. Because some of the public benefit categories are not easy to quantify, the Guidance section of this document provides discussion of the intent of the program.

- b. The City Council, at its discretion, may hold a public hearing, and shall make its decision in the form of a resolution, as an approval, an approval with reasonable conditions, or a denial, within 120 days of accepting the application. The resolution must include the owners name and address, a description of the proposed housing, either a legal description or the assessor's parcel number, and any specific conditions on which the approval is based. Resolutions require significant lead time for legal review.
- c. Applications not acted upon within 120 days of receipt are automatically approved.
- d. If the application is denied, a notice of denial stating the reasons for denial, must be sent to the applicant within ten days.
- e. For approved applications, a notice of approval must be sent to the applicant on or before April 1 following approval. The same document must be sent to the county assessor along with a copy of the complete application and the adopted resolution approving the application.
- f. Qualified improvements under this program will be exempt from ad valorem taxation for no more than ten successive years.

## 5. Termination

- a. If the City of Coos Bay finds the project has not been completed by the date established in ORS 307.637, or that any conditions of the approval are not being met, the City Manager (or designee) shall send the owner of the property a notice of termination of the exemption.
- b. The notice will list the reasons for termination and require the owner to appear before the City Council within thirty (30) days to show cause why the exemption should not be terminated.
- c. If the owner does not appear and show cause, the City Manager (or designee) will send the notice of termination to all known lenders and allow them thirty days to cure noncompliance or show, to the satisfaction of the City Manager (or designee), how it will be cured in a reasonable amount of time.
- d. If neither the owner nor any lenders show cause why the exemption should not be terminated, the City Council will adopt a resolution stating findings and terminating the exemption. Copies of the adopted resolution will be sent to the owner and the county assessor within ten days of adoption.

## 6. Extensions

- a. If the City Council finds that, owing to circumstances beyond the control of an owner who is acting in good faith, the multi-unit housing cannot be completed by the date in the ORS 307.637, it may grant an exception of up to one year.

### **Guidelines:**

These materials provide research background for staff in preparing recommendations to the City Council on applications for the Multiple-Unit Property Tax Exemption program. The program is basically established as a balanced exchange of public benefit for an exemption from future property taxation, so recommendations should, to the extent practicable, determine and clearly layout those relative values. Proposals for the MUPTE program will be required to provide at least three of the public benefits as listed below.

1. The following discussion points are organized around the allowed forms of public benefits as listed in Coos Bay Municipal Code 3.70, which the applicant must provide for in their proposal. Some of these benefits are intangible or difficult to quantify. In these cases, staff should nonetheless include discussion in the recommendation. Note that the public benefit does not necessarily have to be open to the public at large.
  - a. Units at sales prices or rental rates which are accessible to a broad income range of the general public. There are two ways the intent of this benefit could be met: by providing a variety of differently valued units within a development, or by providing units in a value range not well represented, as determined by economic studies or market analysis.
  - b. Projects that meet or exceed 150% of the minimum density requirements for the zone.
  - c. Parks & Recreation Facilities. This would apply to the provision of park or recreation facilities over any required minimum open space (private or common). The term “recreation facility” is not defined, but given the other possible public benefits, should be construed rather narrowly to exclude entertainment venues like bingo halls or theaters.
  - d. Open Spaces. This would apply to the provision of open spaces over any required by code (private or common). Generally, these are thought of as occurring at ground level but roof gardens are also considered open spaces.
  - e. Common Meeting Rooms. This would not refer to a conference room internal to a business, but rather one that is available for rent or free use by any group.
  - f. Childcare Facilities. Childcare facilities would be acceptable as benefits, assuming the underlying zoning allowed for them.
  - g. Facilities supportive of the arts. This broadly stated category can be construed to include facilities like galleries, performance venues, offices for cultural groups, theatres, etc. It could also be fulfilled by the installation of sculptures, murals, or other forms of public art.

- h. Facilities for people with disabilities. This should not be construed as simply providing compliance with ADA code requirements or other required minimum standards by CBMC. It would apply to provisions above and beyond those required by the code, such as including fully accessible dwelling units.
- i. Special Architectural Features. This very broad category is difficult to interpret, and again the burden of proof lies with the proponent. It could be construed to include such things as the use of extraordinary materials, or the restoration of missing historical features based on photographic or physical evidence.
- j. Dedication of Land or Facilities for Public Use. As used here, the term “public use” refers to dedications like park land or path right-of-way.
- k. Development or redevelopment of underutilized or blighted property: The terms underutilized and blighted are somewhat subjective. Applicants should supply their reasoning in deciding that the subject property is blighted or underutilized.
- l. Provision of pedestrian-oriented design features. As typically used the term “pedestrian-oriented” includes such amenities such as storefronts, sidewalk seating, drinking fountains, dedicated pathways, pedestrian crossing treatments, wayfinding, etc.
- m. Development in structures that may include ground level commercial space. This would apply to the dedication of the majority of the first floor as commercial (beyond the minimum required by Code).
- n. Development on sites with existing single-story commercial structures. This is for instances where the property only has commercial facilities currently and the project would be adding residential facilities.
- o. Development constructed to be more resilient to hazards than the minimum standards required by law.
- p. Provisions of amenities and/or programs supportive of the use of mass transit.
- q. Provision of a parking lot for public use with one or more EV charging stations.
- r. Provision of parking spaces within the footprint of the structure.
- s. Service or commercial uses which are permitted and needed at the project site but not available for economic reasons.
- t. Leadership in Energy and Environmental Design (LEED) Certification of the project. Commonly referred to as LEED certification, note that the designation is available at several different levels, e.g. platinum, gold, silver, bronze, of variant value as a public benefit. The applicant should provide preliminary certification in support of a claim under this category.
- u. Inclusion of Additional Tenant Amenities: Inclusion of Laundry, Storage or Covered Parking facilities on-site.

- v. Projects that provide units that are or become subject to a low-income housing assistance contract with an agency or subdivision of this state or the United States: Projects that are receiving additional financial or technical assistance to provide low-income housing.
  - i. For projects proposing affordable housing using this Public Good Benefit, the Council may weigh the factor as providing two public benefits depending on the extent of affordable housing options being proposed.

City of Coos Bay

Resolution 24-14

**A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON ADOPTING GUIDANCE FOR THE IMPLEMENTATION OF A MULTIPLE-UNIT PROPERTY TAX EXEMPTION PROGRAM.**

**WHEREAS**, ORS 307.600 through 307.637 authorize cities to establish and design programs to attract new development of multiple-unit housing in core areas and transit-oriented areas by means of a local property tax exemption; and,

**WHEREAS**, by ordinance adopted by the City Council, the City adopted a multi-unit property tax exemption program under Coos Bay Municipal Code Chapter 3.70; and,

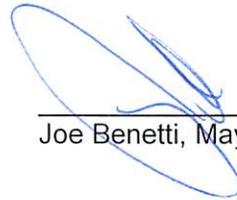
**WHEREAS**, the Coos Bay multiple-unit tax exemption program (Program) standards and guidelines document, as shown in Exhibit A, is hereby adopted; and,

**WHEREAS**, the Program standards and guidelines shall be periodically reviewed and updated, as appropriate, and are considered a stand-alone document; and,

**WHEREAS**, notwithstanding anything to the contrary in Exhibit A, for the first year of program operation in 2025, the City will accept and process applications submitted to the City by January 1, 2025 without the need for a preapplication conference; and,

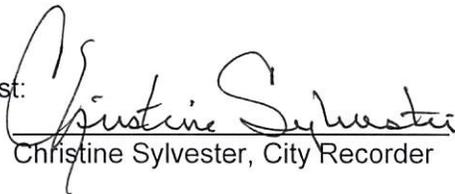
**WHEREAS**, The City Council adopts the fee in the amount of Two-Thousand, One-Hundred and fifty (\$2,150) Dollars, with adjustment annually based upon the Municipal Cost Index; and,

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon, this 2<sup>nd</sup> day of April 2024.



\_\_\_\_\_  
Joe Benetti, Mayor

Attest:



Christine Sylvester, City Recorder

Resolution No. 2024-01  
Resolution Supporting the City of Coos Bay's  
Multi-Unit Property Tax Exemption Program

WHEREAS, the State of Oregon statutes ORS 307.600 through 307.637 authorize cities to establish and design programs to attract new development of multi-unit housing in eligible areas by means of a local property tax exemption program; and

WHEREAS, the City of Coos Bay (City) is proposing an ordinance to establish a multi-unit property tax exemption (MUPTE) program in accordance with ORS 307.600 through 307.637; and

WHEREAS, after adoption by the City Council, the City of Coos Bay MUPTE program will become effective upon receipt of written support from a sufficient number of partner taxing jurisdictions whose combined levying authority exceeds 51% of the total combined tax rate levied on properties subject to the City's MUPTE program; and

WHEREAS, the City has therefore sought the written support of the Board of Directors of the Coos Bay School District for the City's development and implementation of a MUPTE program in the City of Coos Bay.

NOW, THEREFORE, the Coos Bay School District Board of Directors resolves as follows:

1. The Coos Bay School District is in support of the City's MUPTE program and agrees to the policy of providing tax exemptions for multiple-unit housing as provided in ORS 307.600 to 307.637.
2. A copy of this resolution will be sent by the Coos Bay School District to the City of Coos Bay.

Adopted this 11<sup>th</sup> day of March 2024.



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Kim Brick, Board Chair  
Coos Bay School District

**COOS COUNTY AIRPORT DISTRICT**

In the Matter of

Supporting the City of Coos Bay’s  
Multi-Unit Property Tax Exemption Program

Resolution 2024-04-02

WHEREAS, the Oregon Revised Statutes (“ORS”) 307.600 through 307.637 authorize cities to establish and design programs to attract new development of multi-unit housing in eligible areas by means of a local property tax exemption program; and

WHEREAS, the City of Coos Bay (City) is proposing an ordinance to establish a multi-unit property tax exemption (MUPTE) program in accordance with ORS 307.600 through 307.637; and

WHEREAS, after adoption by the City Council, the City of Coos Bay MUPTE program will become effective upon receipt of written support from a sufficient number of partner taxing jurisdictions whose combined levying authority exceeds 51% of the total combined tax rate levied on properties subject to the City’s MUPTE program; and

WHEREAS, the City has therefore sought the written support of the Board of Commissioners of the Coos County Airport District for the City’s development and implementation of a MUPTE program in the City of Coos Bay.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District resolves as follows:

1. The Coos County Airport District is in support of the City’s MUPTE program and agrees to the policy of providing tax exemptions for multiple-unit housing as provided in ORS 307.600 to 307.637.
2. A copy of this resolution will be sent by the Executive Director of the Coos County Airport District to the City of Coos Bay.

APPROVED and ADOPTED by the Coos County Airport District Board of Commissioners this 25<sup>th</sup> day of April 2024.

\_\_\_\_\_  
Jason Bell, Chairman

\_\_\_\_\_  
Joe Benetti, Vice-Chairman

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** April 9, 2024

**SUBJECT:** Emergency Procurement to Repair Generator Engine

### **BACKGROUND:**

Power supplied by Pacific Power is generally dependable; however, interruptions can still occur, particularly due to weather-related factors. When airports face power outages, emergency power is critical for sustaining essential systems. The Federal Aviation Administration (FAA) mandates backup power requirements for all U.S. airports, and the Coos County Airport District strategically employs emergency generators to ensure critical system operation during outages.

Unfortunately, the engine of our largest generator has failed and requires replacement or rebuilding. This generator is vital for supplying backup power to the old terminal, runway lighting, and navigation aids, making it imperative to address this issue promptly to maintain airport operations and safety.

Although our standard procurement procedures outlined in Chapter 6 of the CCAD Policy Manual require a bidding process for capital projects or purchases, emergency situations like this necessitate swift action that may not allow for a full bidding process. Under CCAD's Public Contracts policy, the Executive Director is authorized to approve emergency contracts of up to \$100,000 to address unforeseen risks or threats to public health and safety. In response to this urgent situation, staff have already contacted vendors to obtain quotes for necessary project components, including rebuilding or replacing the generator engine, renting a portable backup generator for use during the repair/replacement, and arranging for needed electrical cabling to hook up the portable backup generator. Therefore, the Executive Director has found that an emergency exists due to the critical need for backup power, and under CCAD Policy 6.1(A)(3)(a)(1), the Executive Director has entered into the contracts listed below in order to address the emergency.

After careful evaluation, staff selected the following quotes which are attached:

- Rebuilding the generator engine: Lowest quote of \$85,560.11 from Cummins
- Renting a portable generator (including delivery/pickup): Lowest quote of \$13,397.07 per month from United Rentals
- Hooking up the rental generator: Quote of \$3,450.00 from Kyle Electric

Attached you will also find quotes received and considered:

- Rebuilding the generator engine by Peterson Power Systems at a cost of \$89,900.00

- Rental of a portable generator from Person Power System at a cost of \$18,858.40 per month.

**FISCAL IMPACT:**

The total estimated cost for the necessary components is \$102,407.18, assuming timely availability of parts for the engine rebuild to occur within one month. Any delay beyond this timeframe will result in additional costs due to the monthly rental of the portable generator.

**LEGAL CONSIDERATION:**

This item has been reviewed by legal counsel.

**RECOMMENDATION:**

If it pleases the Board, please ratify the findings of the Executive Director that the condition of the generator poses an unforeseen threat to public health and safety during a power outage. Staff recommends the Board's approval, after the fact, of the contracts with Cummins, United Rentals, and Kyle Electric as listed above.

**MOTION:**

Motion to accept the emergency findings of the Executive Director and approve, after the fact, the contracts with Cummins, United Rentals, and Kyle Electric to rebuild the generator motor and provide a backup generator during the repair process.