

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, August 22, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

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I. CONSENT CALENDAR:	
A. July 25, 2024 Board Meeting Minutes	03-05
B. Financial Report / Check Register.....	06-21
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D. Public Relations / Communications Report	24
II. EXECUTIVE DIRECTOR REPORT:	25-31
III. ACTION ITEMS:	
A. Adopt Resolution 2024-08-01 – Amend CCAD Policy 9	34-35
B. Adopt Resolution 2024-08-02 – Amend CCAD Policy 10	36-37
C. Adopt Resolution 2024-08-03 – Amend CCAD Policy 11	38-39
D. Approve Concessionaire Agreement with Hertz Corp	40

PUBLIC COMMENTS

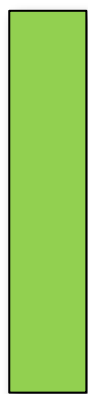
CHAIRMAN & COMMISSIONER COMMENTS:

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 and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. The executive session is being held pursuant to ORS 192.660(2)(e)(h).

SECTION



CONSENT
CALENDAR

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, July 25, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, July 25, 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;
Caddy McKeown, Commissioner;
Andrew Brainard, Commissioner.

ABSENT: Brent Pahls, Commissioner

COUNSEL PRESENT: Melissa Cribbins.

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

MEDIA AND GUESTS PRESENT: John Meynink, Coos County Resident; Marie Simonds, Bandon Dunes

Section I. Consent Calendar:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard), the Consent Calendar Items for July 2024 were unanimously approved.

Section II. Executive Director's Report:

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

Director Craddock highlighted that while 2023 was the best year for passenger enplanements in several years, 2024 is looking even better – seeing a 14% increase compared to the first 6 months of last year.

The Director next provided updates for ongoing projects throughout the District, including Phase 1 of the Aircraft Apron Reconstruction which is set to begin in a few weeks. The Board will be presented with Resolutions later in the meeting to accept grant funding for this project.

The FAA has decided to move forward with the relocation of the glide slope. Staff will be working with the FAA and the Ardurra to schedule this project, along with the expansion of the runway safety area and production of an updated Master Plan.

The Cargo Facility is at 60% design, and it is anticipated that the design will be completed and that bidding can begin later this year, and that construction can begin early in 2025.

The Tarmac Breezeway project should also see construction begin early in 2025. Staff is looking into a possible grant opportunity to offset costs on this project.

The District was not awarded the RAISE grant for the project to reconfigure the parking lot and add sidewalks. The district had budgeted match funds for the project this fiscal year. The budgeted funds are sufficient to cover the portion of the project that would add a shuttle bus staging area, so the District will move forward with that portion of the project in the coming months.

The Director also advised that repairs are scheduled for the parking area near the Virginia Center West complex. Additionally, staff have implemented suggestions from the previous board meeting, adding pet waste stations in the park and adding paint to the basketball court at the park.

Section III. Action Items:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), Resolution 2024-07-01 accepting grant funding for AIP 3-41-0041-56-2024 in the amount of \$673,492 was unanimously adopted.

Upon a motion by Commissioner McKeown (Second Vice-Chair Benetti), Resolution 2024-07-02 accepting grant funding for AIP 3-41-0041-57-2024 in the amount of \$1,011,633 was unanimously approved.

Upon a motion by Commissioner McKeown (Second Vice-Chair Benetti), Resolution 2024-07-03 amending CCAD Policy 8: Safety & Loss Prevention was unanimously approved.

Upon a motion by Commissioner Brainard (Second Vice Chair Benetti) approval was given to execute an agreement with Clean Rivers, Inc. to provide Landscaping Maintenance Services for the airport terminal and DHS campus in the amount of \$55,150.

Public Comments:

Mr. Meynink commented that he appreciated the ability to view the entire meeting packet online, but that he also missed the old meeting format, specifically the staff reports.

Commissioner Comments:

Commissioner McKeown noted that it was refreshing to see the continued increase in the number of passengers using the airport.

Vice-chair Benetti expressed that he was hopeful that enplanements would raise to an even higher level after the upcoming meeting our aviation consultant has scheduled in Green Bay to entice additional air carriers to operate at OTH.

Commissioner Brainard thanked staff for their efforts to improve the park, as well as for the recent Business After Hours event hosted in the airport terminal.

Meeting adjourned to Executive Session at 7:56 a.m.

No additional action was taken after the Executive Session

COOS COUNTY AIRPORT DISTRICT

DATE: August 22, 2024

SUBJECT: Acceptance of July 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 8.33% of the fiscal year elapsed, and general fund property tax collections at 1.24% 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 \$343,384.11 (accounts payable) and \$129,190.31 (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: July 2024 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$6,047,827 of which \$2,714,538 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	1,005,069
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	268,045
Payroll Checking	Sweep	Checks current/prior month expenses	145,002
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	11,680
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,312
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	326,868
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	2,240,977
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	2,045,873
Total Cash on Hand			\$ 6,047,827
Less LGIP Reserve	Reserve	Restricted Fund Use	(1,422,677)
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	(139,023)
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	(536,311)
Total Unrestricted Funds			\$ 2,714,538

Fund	Beginning Fund Balance 07/01/23	(Used) Earned	Ending Fund Balance 07/31/24
General Fund	\$ 4,043,003	(179,829)	3,863,174
Construction Fund	\$ 74,742	453,837	528,579
PFC Fund	\$ 17,168	7,750	24,918
Unemployment Fund	\$ 62,149	-	62,149
BLM Fund	\$ 304,300	15,676	319,976
DHS Fund	\$ 618,930	118,226	737,156
BEC Fund	\$ 135,614	5,677	141,291
Building Reserve Fund	\$ 780,078	5,140	785,218

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - June 30, 2024

Combined Funds**ASSETS**

Current Assets

Checking/Saving 6,048,088

Accounts Receivable 81,168

Other Current Assets

Total Current Assets 6,129,255

Total Assets \$ 6,129,255**LIABILITIES & EQUITY**

Current Liabilities

Accounts Payable 1,214

Other Current Liabilities 1,558

Total Current Liabilities 2,772

Equity 6,126,484

Total Liability & Equity \$ 6,129,255**General Fund****ASSETS**

Current Assets

Checking/Saving 2,347,795

Petty Cash 261

Accounts Receivable 77,392

Total Current Assets 2,425,447

Total Assets \$ 2,425,447**LIABILITIES & EQUITY**

Current Liabilities

Accounts Payable 1,214

Other Current Liabilities 958

Total Current Liabilities 2,172

Equity 2,423,276

Total Liability & Equity \$ 2,425,447

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - June 30, 2024

Construction Fund

ASSETS

Current Assets

Checking/Saving 758,959

Other Current Assets

Total Current Assets 758,959

Fixed Assets

Total Assets \$ 758,959

LIABILITIES & EQUITY

Equity 758,959

Total Liability & Equity \$ 758,959**Passenger Facility Charges (PFC) Fund**

ASSETS

Current Assets

Checking/Saving 19,421

Total Current Assets 19,421

Total Assets \$ 19,421

LIABILITIES & EQUITY

Equity 19,421

Total Liability & Equity \$ 19,421**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 - June 30, 2024

BLM Fund

ASSETS

Current Assets

Checking/Saving

667,093

Total Current Assets

667,093

Total Assets

\$ 667,093

LIABILITIES & EQUITY

Equity

667,093

Total Liability & Equity

\$ 667,093**DHS Multi Services Campus Fund**

ASSETS

Current Assets

Checking/Saving

994,692

Other Current Assets

Total Current Assets

994,692

Total Assets

\$ 994,692

LIABILITIES & EQUITY

Equity

994,692

Total Liability & Equity

\$ 994,692**BEC Fund - Business Enterprise Center**

ASSETS

Current Assets

Checking/Saving

42,091

Accounts Receivable

3,776

Total Current Assets

45,867

Total Assets

\$ 45,867

LIABILITIES & EQUITY

Current Liabilities

Other Current Liabilities

600

Total Current Liabilities

600

Equity

45,267

Total Liability & Equity

\$ 45,867

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - June 30, 2024

Building Reserve Fund

ASSETS

Current Assets

Checking/Saving

1,155,627

Total Current Assets

1,155,627

Total Assets

\$ 1,155,627

LIABILITIES & EQUITY

Equity

1,155,627

Total Liability & Equity

\$ 1,155,627

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

	Total Revised Budget	Actual		% of Budget
		July	Fiscal Year to Date	
General Fund				
Beginning Fund/Cash Balance	\$ 2,417,971	\$ 4,043,003	\$ 4,043,003	
Revenues				
Taxes	1,517,450	18,867	18,867	1.24%
Other	1,359,571	117,499	117,499	8.64%
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>136,366</u>	<u>136,366</u>	
Expenses				
Personnel Services	2,057,404	190,790	190,790	9.27%
Materials and Services	2,011,771	104,368	104,368	5.19%
Capital Outlay	1,027,398	2,960	2,960	0.29%
Debt Service	127,470	18,077	18,077	14.18%
Transfers out	1,785,740	-	-	0.00%
Contingency/Rounding		-		
Total Expenses	<u>7,009,783</u>	<u>316,195</u>	<u>316,195</u>	
Ending Fund/Cash Balance	<u>\$ 165,209</u>	<u>\$ 3,863,174</u>	<u>\$ 3,863,174</u>	
Construction Fund				
Beginning Fund/Cash Balance	\$ 322,840	\$ 74,742	\$ 74,742	
Federal Grant Proceeds - FAA	3,181,414	523,180	523,180	16.44%
State Grants-AIP Projects	2,386,000	7,628	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>530,808</u>	<u>530,808</u>	
Capital Outlay - Runway 22 RSA Improvements		26,732	26,732	
Capital Outlay - Cargo Facility & Road Realignment	3,000,000	37,469	37,469	1.25%
Capital Outlay - Glideslope Relocation	796,875	-	-	0.00%
Capital Outlay - Reconstruct Ramp/Apron	2,000,000	3,970	3,970	0.20%
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	8,800	8.33%
Transfer Out		-		
Total Disbursements	<u>7,627,475</u>	<u>76,971</u>	<u>76,971</u>	1.01%
Ending Fund/Cash Balance	<u>\$ 48,519</u>	<u>\$ 528,579</u>	<u>\$ 528,579</u>	

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

	Total Revised Budget	Actual		% of Budget
		July	Fiscal Year to Date	
Passenger Facility Charges (PFC) Fund				
Beginning Fund/Cash Balance	\$ 9,594	\$ 17,168	\$ 17,168	
Investment Earnings	-	-	-	
Passenger Facility Charges	80,000	7,750	7,750	9.69%
Total Receipts	<u>80,000</u>	<u>7,750</u>	<u>7,750</u>	
Transfer out to General Fund	80,000	-	-	0.00%
Total Disbursements	<u>80,000</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 9,594</u>	<u>\$ 24,918</u>	<u>\$ 24,918</u>	

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

BLM Facility Fund				
Beginning Fund/Cash Balance	\$ 643,122	\$ 304,300	\$ 304,300	
Lease Revenue	881,415	73,915	73,915	8.39%
Investment Earnings	14,000	1,373	1,373	
Reimbursement		2,335	2,335	
Miscellaneous	120,000	-	-	0.00%
Transactions paid from incorrect fund		-	-	
Total Receipts	<u>1,015,415</u>	<u>77,623</u>	<u>77,623</u>	
Materials and Services				
All but below	129,471	17,845	17,845	13.78%
HVAC and other major repairs	75,000	5,345	5,345	7.13%
Capital Outlay				
Exterior Paint/Gutters	120,000	-	-	
Landscaping	20,000	-	-	
Debt Service	465,150	38,757	38,757	8.33%
Transfer Out	600,000	-	-	0.00%
Contingency				
Total Disbursements	<u>1,409,621</u>	<u>61,947</u>	<u>61,947</u>	
Ending Fund/Cash Balance	<u>\$ 248,916</u>	<u>\$ 319,976</u>	<u>\$ 319,976</u>	

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

	Total Revised Budget	Actual		% of Budget
		July	Fiscal Year to Date	
DHS Multi Services Campus Fund				
Beginning Fund/Cash Balance	\$ 739,844	\$ 618,930	\$ 618,930	
Lease revenue	1,583,279	131,878	131,878	8.33%
Investment Earnings	30,000	3,433	3,433	11.44%
Reimbursements & Cost Shares			-	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	1,613,279	135,311	135,311	
Materials and Services	165,878	5,500	5,500	3.32%
Capital Outlay	60,000		-	0.00%
Debt Service				
OR Pacific Loan	139,023	11,585	11,585	8.33%
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	17,085	17,085	0.99%
Ending Fund/Cash Balance	\$ 619,922	\$ 737,156	\$ 737,156	

BEC Fund - Business Enterprise Center				
Beginning Fund/Cash Balance	\$ 31,663	\$ 135,614	\$ 135,614	
BEC Rent Receipts	100,000	7,333	7,333	7.33%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			-	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	100,000	7,333	7,333	
Materials and Services	44,410	1,656	1,656	3.73%
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	1,656	1,656	
Ending Fund/Cash Balance	\$ 12,253	\$ 141,291	\$ 141,291	

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

	Total Revised Budget	Actual		% of Budget
		July	Fiscal Year to Date	
Building Reserve Fund				
Beginning Fund/Cash Balance	\$ 1,149,157	\$ 780,078	\$ 780,078	
Investment Earnings	50,000	5,140	5,140	10.28%
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	5,140	5,140	2.28%
Capital Outlay	-		-	
Transfer to General Fund			-	
Transfer to Construction Fund			-	
Total Disbursements	-	-	-	
Ending Fund/Cash Balance	\$ 1,374,157	\$ 785,218	\$ 785,218	

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/01/24	19571	Superior Construction Consulting Services	Const.	4,400.00
Total 07/01/24:				<u>4,400.00</u>
07/08/24	19572	Lincoln Financial	Gen	225.00
07/08/24	19573	American Family Life Assurance Co	Gen	118.82
07/08/24	19574	Ray Klein Inc	Gen	205.43
07/08/24	DB20240705	VOYA/OSGP	Gen	<u>100.00</u>
Total 07/08/24				<u>649.25</u>
07/11/24	19575	CB-NB Water Board	BEC	342.06
07/11/24	19576	Comfort Flow Heating	DHS	1,292.20
07/11/24	19577	SecureCom Inc	DHS	99.84
07/11/24	19578	Sherwin-Williams	DHS	235.10
07/11/24	19579	Cardmember Service	BLM	374.35
07/11/24	19580	CB-NB Water Board	BLM	794.82
07/11/24	19581	Comfort Flow Heating	BLM	15,771.99
07/11/24	19582	Salem Fire Alarm	BLM	90.00
07/11/24	19583	Sherwin-Williams	BLM	51.33
07/11/24	19584	Umpqua Valley Fire Service	BLM	610.75
07/11/24	19585	Bi-Mart Corporation	Gen	297.20
07/11/24	19586	Robert Brittsan	Gen	86.30
07/11/24	19587	CNB Security Inc	Gen	600.00
07/11/24	19588	Cardinal Employment Services	Gen	1,867.32
07/11/24	19589	Cardmember Service	Gen	4,177.45
07/11/24	19590	Coastal Metal Works Inc	Gen	510.00
07/11/24	19591	Comfort Flow Heating	Gen	534.00
07/11/24	19592	Comp-U-Talk Inc	Gen	485.75
07/11/24	19593	Coos Art Museum	Gen	420.00
07/11/24	19594	CB-NB Water Board	Gen	1,344.30
07/11/24	19595	Coos Bay North Bend Rotary	Gen	225.00
07/11/24	19596	Douglas Fast Net	Gen	164.99
07/11/24	19597	Graham Bay Area CJDR	Gen	162.34
07/11/24	19598	Industrial Source	Gen	253.14
07/11/24	19599	Industrial Steel & Supply	Gen	40.16
07/11/24	19600	KEZI	Gen	1,170.00
07/11/24	19601	KVAL	Gen	1,575.00
07/11/24	19602	Melissa Cribbins, Attorney At Law PC	Gen	2,497.50
07/11/24	19603	Oil Changer	Gen	131.95
07/11/24	19604	Plate LLC	Gen	1,014.30
07/11/24	19605	Platt	Gen	37.90
07/11/24	19606	Reese Electric Inc	Gen	8,990.00
07/11/24	19607	SAIF Corporatin	Gen	3,103.04
07/11/24	19608	SecureCom Inc	Gen	1,035.75
07/11/24	19609	South Coast Office Supply	Gen	67.27
07/11/24	19610	Special Districts Association of Oregon	Gen	61,570.00
07/11/24	19611	Stephanie Stroud CPA LLC	Gen	300.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/11/24	19612	Streamline	Gen	800.00
07/11/24	19613	The Legend	Gen	350.00
07/11/24	19614	Tom's Lock & Key	Gen	15.00
07/11/24	19615	ZiPLY Fiber	Gen	65.43
07/11/24	19616	ZiPLY Fiber	Gen	270.00
07/11/24	19617	ZiPLY Fiber	Gen	270.00
07/11/24	19618	ZiPLY Fiber	Gen	450.00
Total 07/11/24				<u>114,543.53</u>
07/16/24	19619	Superior Construction Consulting Services	Const.	4,400.00
Total 07/16/24:				<u>4,400.00</u>
07/19/24	19620	Ardurra	Const.	67,572.65
07/19/24	19621	Vend West Services Inc	BEC	15.00
07/19/24	19622	Western Exterminator Company	BEC	85.00
07/19/24	19623	Ace Hardware	BLM	104.97
07/19/24	19624	Coastal Paper & Supply Inc	BLM	80.00
07/19/24	19625	Oregon Pacific Company	BLM	50.85
07/19/24	19626	West Coast Fencing	BLM	128.42
07/19/24	19627	Western Exterminator Company	BLM	150.00
07/19/24	19628	Ace Hardware	DHS	155.12
07/19/24	19629	Bayshore Paints	DHS	542.99
07/19/24	19630	Comfort Flow Heating	DHS	721.50
07/19/24	19631	Sherwin Williams	DHS	760.22
07/19/24	19632	Western Exterminator Company	DHS	195.50
07/19/24	19633	Ace Hardware	Gen	275.44
07/19/24	19634	Steve Bettelyoun	Gen	29.98
07/19/24	19365	Cardinal Employment Services	Gen	1,723.68
07/19/24	19636	Coastal Paper & Supply Inc	Gen	156.97
07/19/24	19637	Englund Marine & Industrial Supply	Gen	43.09
07/19/24	19638	Golders Napa	Gen	23.85
07/19/24	19639	Graham Bay Area CJDR	Gen	81.17
07/19/24	19640	Kyle Electric Inc	Gen	942.84
07/19/24	19641	Lawrence Van Hoof	Gen	3,455.00
07/19/24	19642	North Bend Lanes	Gen	941.00
07/19/24	19643	North Bend Powersports	Gen	105.00
07/19/24	19644	Perry's Supply	Gen	32.49
07/19/24	19645	Vend West Services Inc	Gen	10.00
07/19/24	19646	Western Exterminator Company	Gen	159.75
07/19/24	19647	ZiPLY Fiber	Gen	498.53
07/19/24	19648	ZiPLY Fiber	Gen	381.10
07/19/24	19649	Lincoln Financial	Gen	225.00
07/19/24	DB20240719	VOYA/OSGP	Gen	100.00
Total 07/19/24				<u>79,747.11</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/25/24	19650	Bridge Town OpCo LLC	Const.	598.60
07/25/24	19651	Coos Head Builder Supply	DHS	337.70
07/25/24	19652	Industrial Steel & Supply	DHS	830.10
07/25/24	19653	Ace Hardware	BLM	13.99
07/25/24	19654	Coos Head Builder Supply	BLM	23.06
07/25/24	19655	Kyle Electric Inc	BLM	862.24
07/25/24	19656	Perry's Supply	BLM	31.98
07/25/24	19657	Ace Hardware	Gen	111.08
07/25/24	19658	C.J O'Neil Co	Gen	75.00
07/25/24	19659	Cardinal Emploment Services	Gen	921.69
07/25/24	19660	Comfort Flow Heating	Gen	2,321.48
07/25/24	19661	Coos Head Builder Supply	Gen	388.78
07/25/24	19662	Golders Napa	Gen	16.17
07/25/24	19663	HGE Architects Inc	Gen	2,960.00
07/25/24	19664	Industrial Steel & Supply	Gen	553.40
07/25/24	19665	NW Natural	Gen	1,200.46
07/25/24	19666	NW Natural	Gen	79.07
07/25/24	19667	Oregon Pacific Company	Gen	85.58
07/25/24	19668	Platt	Gen	92.71
07/25/24	19669	SealMaster Portland	Gen	534.27
07/25/24	19670	Sherwin-Williams	Gen	235.10
07/25/24	19671	Streamline	Gen	2,500.00
07/25/24	19672	Tom's Lock & Key	Gen	53.00
Total 07/25/24:				<u>14,825.46</u>
07/31/24	19673	Ziplay Fiber	BLM	183.29
07/31/24	19674	Ziplay Fiber	DHS	114.60
07/31/24	19675	Ace Hardware	Gen	55.94
07/31/24	19676	BNT Promotional Products	Gen	49.48
07/31/24	19677	Cardinal Employment Services	Gen	957.60
07/31/24	19678	Pauly Rodgers & Co P.C.	Gen	20,690.00
07/31/24	19679	Schindler Elevator Corporation	Gen	4,464.30
07/31/24	19680	Sherwin-Williams	Gen	163.04
07/31/24	19681	South Coast Development Council Inc	Gen	10,000.00
07/31/24	19682	Standard Insurance Company	Gen	1,020.62
07/31/24	19683	Tri-County Plumbing Contractors Inc	Gen	102.18
07/31/24	19684	Umpqua Balley Financial LLC	Gen	3,500.00
07/31/24	19685	Ziplay Fiber	Gen	237.13
07/31/24	19686	Ziplay Fiber	Gen	66.38
Total 07/31/24:				<u>41,604.56</u>
Grand Total:				<u>260,169.91</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/02/24	DB20240702	Carson-Davis Oil Company	Gen	2,882.58
07/02/24	DB20240702	Spectrum Business	Gen	362.62
Total 07/02/24:				<u>3,245.20</u>
07/03/24	DB20240703	North Bend Sanitation	Gen	758.04
07/03/24	DB20240703	North Bend Sanitation	BEC	605.13
07/03/24	DB20240703	North Bend Sanitation	BLM	307.77
07/03/24	DB20240703	North Bend Sanitation	BLM	307.77
Total 07/03/24:				<u>1,978.71</u>
07/05/24	DB20240705	NW Natural	Gen	136.11
Total 07/05/24				<u>136.11</u>
07/09/24	DB20240709	U.S. Cellular	Gen	503.65
Total 07/09/24:				<u>503.65</u>
07/16/24	DB20240716	Banner Bank	Gen	94.09
Total 07/16/24:				<u>94.09</u>
07/19/24	DB20240719	Pacific Power	Gen	9,969.14
07/19/24	DB20240520	Pacific Power	BEC	608.50
07/19/24	DB20240520	Pacific Power	BLM	3,037.40
Total 07/19/24:				<u>13,615.04</u>
07/22/24	DB20240722	Pacific Power	Gen	1,950.05
Total 07/22/24:				<u>1,950.05</u>
07/29/24	DB20240729	Banner Bank	Gen	56,834.00
Total 07/29/24:				<u>56,834.00</u>
07/31/24	DB20240731	Carson-Davis Oil Company	Gen	3,696.90
07/31/21	DB20240731	Spectrum Business	Gen	362.62
Total 05/30/24:				<u>4,059.52</u>
Grand Total:				<u>82,416.37</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/05/24	DB20240705	Payroll 07/05/2024	Gen	35,111.77
07/05/24	DB20240705	Internal Revenue Service	Gen	11,173.04
07/05/24	DB20240705	Oregon Department of Revenue	Gen	<u>3,165.14</u>
Total 07/05/24:				<u><u>49,449.95</u></u>
07/12/24	DB20240712	PERS	Gen	<u>11,979.00</u>
Total 07/12/24:				<u><u>11,979.00</u></u>
07/19/24	DB20240719	Payroll 07/19/2024	Gen	37,937.69
07/19/24	DB20240719	Internal Revenue Service	Gen	12,050.92
07/19/24	DB20240719	Oregon Department of Revenue	Gen	<u>3,400.98</u>
Total 07/19/24:				<u><u>53,389.59</u></u>
07/26/24	DB20240726	Oregon Department of Revenue	Gen	2,055.65
07/26/24	DB20240726	PERS	Gen	<u>12,316.12</u>
Total 07/26/24:				<u><u>14,371.77</u></u>
Grand Total:				<u><u>129,190.31</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/01/24	DB20240701	Bankcard Merchant	Gen	<u>780.83</u>
Total 06/03/24:				<u>780.83</u>
07/02/24	DB20240702	Authnet Gateway Billing	Gen	<u>17.00</u>
Total 07/02/24:				<u>17.00</u>
Grand Total:				<u>797.83</u>

COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

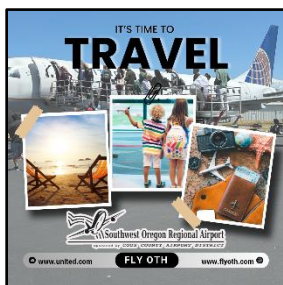
Thursday, August 22, 2024

- A maintenance project involving removal of trees near the District's Virginia Center West property has been completed. Work involved repairing the root damaged pavement, with resealing and restriping of the surface to happen soon.
- The budget for this year included funds for a commercial vacuum. Because the vacuum purchased came in well under budget, staff was also able to buy additional needed equipment – and escalator cleaning tool and a crack sealing machine.
- The control board that operates lights inside the terminal and in the terminal parking area is worn and no longer functions correctly. Staff is in the process of obtaining bids to repair or replace the unit.
- Maintenance staff have made several repairs to the Senior Center facility, including the replacement of the motherboard controlling the opener for the entrance doors, as well as repairs to the siding.
- The previously discussed project to upgrade the T-Hangar electrical system has been completed. Each hangar will now have its own 100-amp electrical circuit.
- Staff is obtaining quotes for BLM and T-Hangar gutters & down spouts. Inspections revealed that current conditions are better than expected, and much of the needed repairs can be done in house.
- ARFF trucks received their annual inspections, which revealed two areas needing attention. The tires on ARFF 1 needed replacement (completed) and the fire pump for ARFF 3 needed to be replaced or rebuilt. Staff has obtained a quote for the rebuild, and is awaiting parts to proceed.
- Operations staff worked with maintenance personnel to remove the old sprinkler system boxes and remaining tubing to reduce tripping hazards in the terminal parking area.
- Staff has quickly begun to utilize the newly acquired crack sealing machine, identifying areas through District property in need of repair.



COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

August 16, 2024

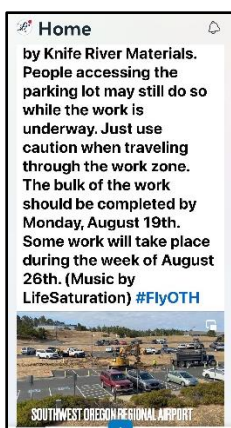


Marketing and Communications

We continue to focus marketing on Commercial Air Service for Denver and San Francisco. Our advertising consists of radio, television, and digital television streams. We are preparing to launch additional radio and digital to enhance our reach across multiple platforms. In addition to paid advertising, we received additional promotions on other media pages, including KCBY TV.



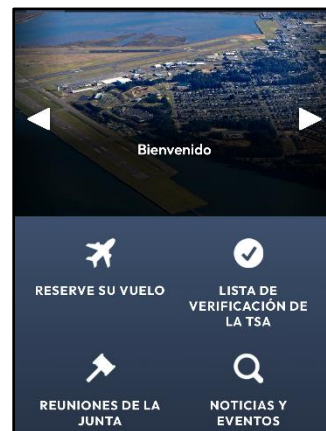
Social Media Advertising



I have increased social media advertising and am preparing additional ads to run across multiple placements on Facebook and Instagram. We are publicizing our meetings on Nextdoor. Our focus is to continue to increase posts to engage more of our audience on both Facebook and Instagram.

Newsletter and Website

The Newsletter continues to be a great way to get our message out to the community. We continue to have a better than 60% average on our open rate. That leads to click-throughs to our website where they can view the current and past newsletters.



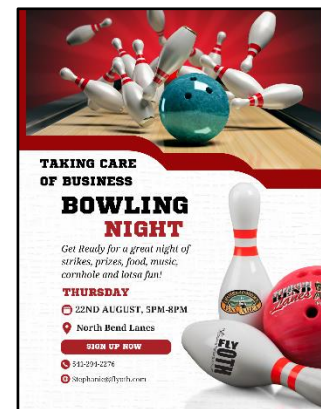
Other information on the website includes Airport Business, Board, and Park Steering Committee Meeting information and teasers, and the ability to easily navigate (via button) to United to book a ticket. We are still in the process of adding pages and relevant information for compliance purposes. Once complete, the website will be fully accessible.

Upcoming Events

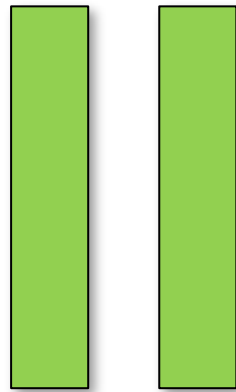


Rotary will host the second **Community Event in Airport Heights Park** on *September 5th from 6 pm to 8 pm*. The board and interested citizens are invited to see three variations of the park master plan. These were developed from information gathered from public input from May's meeting. There will also be a survey with park elements for those who cannot attend. The "Picnic in the Park" event features a free barbecue provided by Northwest Natural.

The airport will again support the Bay Area Chamber of Commerce at the **Taking Care of Business** Event at North Bend Lanes on August 22nd from 5 pm to 8pm. This is a Business After Hours event and is part of our marketing sponsorship of the chamber. In addition, the chamber will begin **Wednesday Business Connection** September 4th with the first presentation by Senator David Brock Smith. We will also host the **Chamber's Leadership Coos Class** on November 12th for the Business and Industry presentations.



SECTION



EXECUTIVE
DIRECTOR'S
REPORT

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, August 22, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

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II. EXECUTIVE DIRECTOR REPORT:	25-31
III. ACTION ITEMS:	
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B. Adopt Resolution 2024-08-02 – Amend CCAD Policy 10	36-37
C. Adopt Resolution 2024-08-03 – Amend CCAD Policy 11	38-39
D. Approve Concessionaire Agreement with Hertz Corp	40

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting September 26, 2024

ADJOURN TO EXECUTIVE SESSION

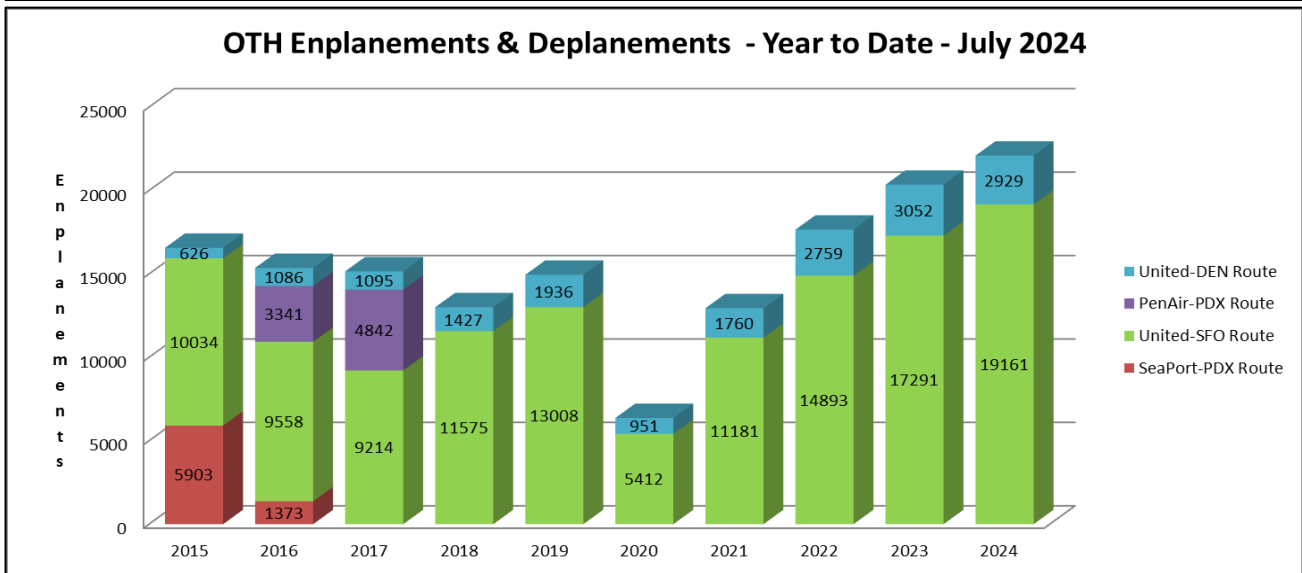
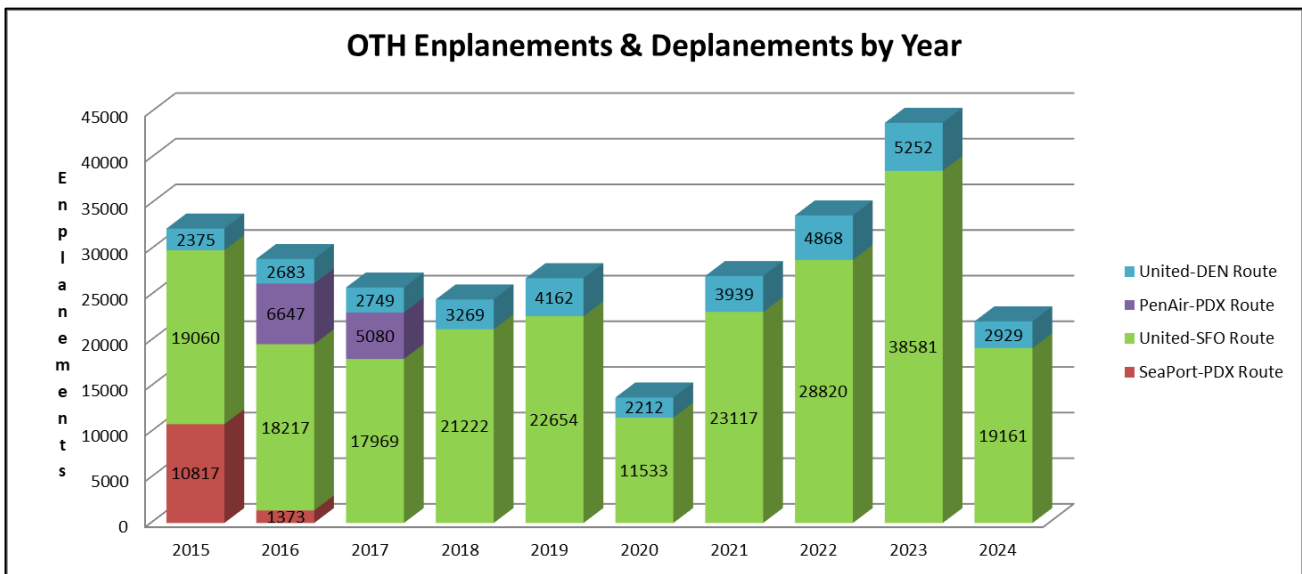
The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. The executive session is being held pursuant to ORS 192.660(2)(e)(h).

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, August 22, 2024

Enplanements/Deplanements

Usage of airline service at Southwest Oregon Regional Airport has shown steady improvement over the past 43 months. In the calendar year 2023, as depicted in the graph below, enplanements and deplanements surpassed previous years by more than a decade. While the following graph also shows 22,090 for a combination of enplanements and deplanements for the first seven months of 2024, which is a little over 50% of the 2023 calendar year total, it is important to remember we have recently moved into our peak season. When comparing the first seven months of 2024 to the same period in 2023, we have experienced a 9% increase this year.



General Aviation

Airport infrastructure supports both commercial air service and general aviation (GA). The majority of services provided to the GA community, aside from airport infrastructure, are offered through Coos Aviation. CCAD staff monitors GA use of the airport by “out of county” users. While GA traffic fluctuates from year to year, we typically see more than 1,200 GA visitors annually. So far this year (January–July), we have had 653 “out of county” GA planes land here, which represents a 2.5% increase over the same period in 2023.

Airport Nondiscrimination Compliance

Recipients of federal financial assistance from the FAA must comply with Title VI of the Civil Rights Act of 1964. Recently, the FAA began requiring all airports to submit a Title VI compliance plan.

Deputy Director Brittsan has been designated as CCAD's Title VI Coordinator. He has attended several online webinars, collaborated with FAA contacts, and drafted CCAD's Title VI Plan, which has been submitted to the FAA for review and approval. The draft plan can be found at the following link, [CCAD Title VI Plan](#).

Airport Concession Disadvantaged Business Enterprise Program

Airport recipients of federal financial assistance from the FAA must establish an Airport Concessions Disadvantaged Business Enterprise (ACDBE) program under federal regulations, [CFR 49, Part 23](#). This program promotes the inclusion of minority- and women-owned small businesses in concession opportunities at CCAD and ensures non-discrimination based on race, color, sex, or national origin in the award and administration of concession-related contracts. The program specifically targets businesses that provide airport services or supply goods and services to airport concessions and rental car agencies operating in the terminal.

Deputy Director Brittsan coordinated with FAA personnel on CCAD's ACDBE program which has been submitted to FAA for review and approval.

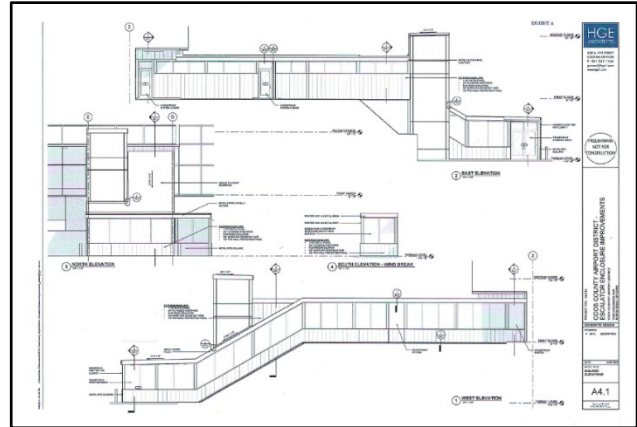
Legacy Apron Reconstruction Project – Phase I

CCAD's apron infrastructure includes a 138,000 ft² apron constructed in 2023, a 63,000 ft² concrete apron located in front of the large hangar, which was built in 2014, and the 300,000 ft² legacy apron, which dates back to WWII.

At the Board's June meeting, a contract was awarded to Knife River Materials to undertake Phase 1 of the legacy apron reconstruction project, designed by our engineer of record, Ardurra. Work on the project began earlier this month. The total cost is expected to be slightly over \$1.8 million, with the bulk of the funding (96.25%) being reimbursed through federal grants.

Concourse Capital Improvement Project

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



HGE completed the pre-design in June and has now started the final design phase, which is expected to be completed by September 2024. Construction is anticipated to begin in early 2025 and take 8 to 9 months to complete.

The current estimate for the project ranges between \$565,000 and \$695,000. A Bipartisan Infrastructure Law grant request for \$500,000 was submitted earlier this month to help fund the project.

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, which will be undertaken by the FAA's engineering services personnel. FAA will prepare a reimbursement agreement for the Board's 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

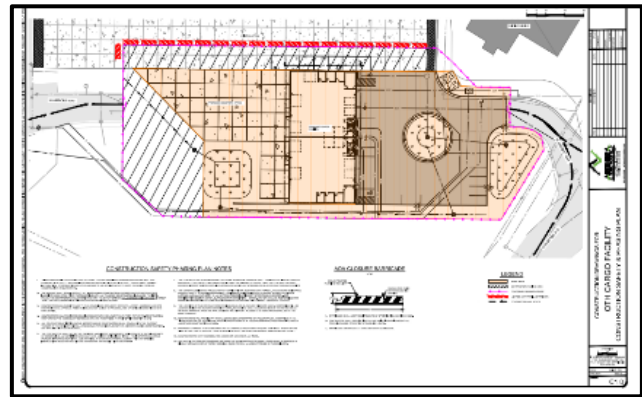
activity to the period between October and February, we expect the construction phase to commence in late 2025.

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 60% completion and are expected to be finalized in the coming months, 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.



While we were not awarded the grant, we are moving forward with the creation of a shuttle bus staging area. The project is currently under construction and is expected to be completed by the end of the month.

Managing CCAD Urban Forrest

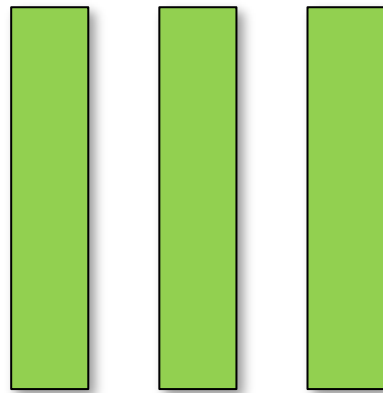
Ensuring public safety and managing risk is of primary importance at CCAD. Staff has received various concerns from local citizens regarding a few trees in the park. To ensure that we are managing our parkland urban forest assets responsibly and providing a safe space for the community, we enlisted a third-party subject matter expert to evaluate the trees in our park and provide their expert advice. Unfortunately, the process took far longer than anticipated, partly because the initial company failed to produce any recommendations or reports after their site visit, forcing us to start over with a second company, which provided staff with recommendations regarding the trees in question.

The recommendations were prepared in collaboration with Doug Soules, a forester with over four decades of experience; Rex Miller, a landscape contractor with over four decades of experience and a degree in landscape architecture; and Amanda Moore, who has 20 years of experience in the landscape field. Over the next few weeks, staff will be taking down a few trees and removing some limbs from other trees as recommended by our subject matter experts.

Airport Security

Security and controlling access at the airport are of primary importance. Currently, CCAD utilizes several security systems that control access and alert personnel when unauthorized access occurs. However, those who are authorized to access various areas of the airport must carry multiple access control cards due to the separate systems. To enhance security and streamline access, we have asked ADT to provide a quote to link the airfield gates to our master access control system. This project was included in this year's budget, and we expect to have the quote available by the September board meeting.

SECTION



ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, August 22, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

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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 and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. The executive session is being held pursuant to ORS 192.660(2)(e)(h).

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: August 22, 2024

SUBJECT: Resolution 2024-08-01: Amending CCAD Policy 9

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 9: Hazard Communication Program.

The policy has been reviewed by both the Executive Director and the CCAD Attorney who find that Policy 9: Hazard Communication Program needs to be amended. Proposed changes, along with some grammatical corrections, to Policy 9 are attached in both legislative format and a clean amended copy.

The proposed amendment can be implemented with the adoption of Resolution 2024-08-01.

[CCAD Policy 9 - Legislative Copy](#)

[CCAD Policy 9 - Clean Copy](#)

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the Board, adopt Resolution 2024-08-01.

MOTION:

Motion to adopt Resolution 2024-08-01, amending CCAD Policy 9: Hazard Communication Program.

COOS COUNTY AIRPORT DISTRICT

In the Matter of

Amending CCAD Policy 9: Hazard
Communication Program

Resolution 2024-08-01

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 9: Hazard Communication Program; 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 9: Hazard Communication Program; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the amended Policy 9: Hazard Communication Program 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 22nd day of August 2024.

Jason Bell, Chairman

Joe Benetti, Vice-Chairman

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: August 22, 2024

SUBJECT: Resolution 2024-08-02: Amending CCAD Policy 10

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 10: Vehicles and Vehicles Use.

The policy has been reviewed by both the Executive Director and the CCAD Attorney who find that Policy 10: Vehicles and Vehicle Use needs to be amended. Proposed changes, along with some grammatical corrections, to Policy 10 are attached in both legislative format and a clean amended copy.

The proposed amendment can be implemented with the adoption of Resolution 2024-08-02.

[CCAD Policy 10 - Legislative Copy](#)

[CCAD Policy 10 - Clean Copy](#)

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the Board, adopt Resolution 2024-08-02.

MOTION:

Motion to adopt Resolution 2024-08-02, amending CCAD Policy 10: Vehicles and Vehicle Use.

COOS COUNTY AIRPORT DISTRICT

In the Matter of

Amending CCAD Policy 10: Vehicles and
Vehicle Use

Resolution 2024-08-02

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 10: Vehicles and Vehicle Use; 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 10: Vehicle and Vehicle Use; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the amended Policy 10: Vehicles and Vehicle Use 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 22nd day of August 2024.

Jason Bell, Chairman

Joe Benetti, Vice-Chairman

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: August 22, 2024

SUBJECT: Resolution 2024-08-03: Amending CCAD Policy 11

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 11: Personnel Policies.

The policy has been reviewed by both the Executive Director and the CCAD Attorney who find that Policy 11: Personnel Policies needs to be amended. Proposed changes, along with some grammatical corrections, to Policy 11 are attached in both legislative format and a clean amended copy.

The proposed amendment can be implemented with the adoption of Resolution 2024-08-03.

[CCAD Policy 11 - Legislative Copy](#)

[CCAD Policy 11 - Clean Copy](#)

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the Board, adopt Resolution 2024-08-03.

MOTION:

Motion to adopt Resolution 2024-08-03, amending CCAD Policy 11: Personnel Policies.

COOS COUNTY AIRPORT DISTRICT

In the Matter of

Amending CCAD Policy 11: Personnel Policies

Resolution 2024-08-03

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 11: Personnel Policies; 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 11: Personnel Policies; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the amended Policy 11: Personnel Policies 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 22nd day of August 2024.

Jason Bell, Chairman

Joe Benetti, Vice-Chairman

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: August 22, 2023

SUBJECT: Hertz Corporation Agreement

BACKGROUND:

In October 2022, CCAD issued a Request for Bids for a non-exclusive on-airport rental car concession at the Southwest Oregon Regional Airport. As no bids were received prior to the November 15, 2022 deadline, district amended the RFB to allow bids to be received until further notice.

In August 2024, the Hertz Corporation submitted a proposal to provide rental car concessions at the airport beginning October 1, 2024. The agreement would be for a period of five (5) years, extending to September 31, 2029.

[Hertz Concession Agreement](#)

FISCAL IMPACT:

Counter Rental	\$ 960
Parking	\$ 2,880
Minimum Annual Guarantee	\$ 24,000
Minimum Revenue	\$ 27,840

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

Approve agreement with Hertz Corporation

MOTION:

Motion to approve the concession agreement with The Hertz Corporation.