

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, January 23, 2025

7:30 a.m.

Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

I. CONSENT CALENDAR:

December 6, 2024 Board Meeting Minutes.....	03-04
Financial Report / Check Register.....	05-21
Maintenance / Operations Report.....	22-23
Public Relations / Communications Report.....	24-25

II. EXECUTIVE DIRECTOR REPORT: ..... 28-31

III. ACTION ITEMS:

Adopt Resolution 2025-01-01 – Amend CCAD Policy 14.....	34-36
Approve 2025 Rates and Fees.....	37-40
Adopt Title VI Plan.....	41-42
Elevator and Escalator RFP.....	43
Tide Gates at Goose Point / Mangan Dike.....	44

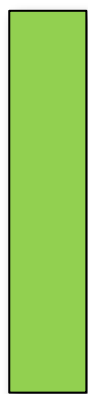
PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting February 27, 2025

ADJOURN

SECTION



CONSENT  
CALENDAR

# Coos County Airport District

## Regular Board Meeting

December 5, 2024

*Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, December 5, 2024 at 7:30 a.m., in the CCAD Boardroom.*

### CALL TO ORDER

#### Commissioners Present

Jason Bell, Chairman

Joe Benetti, Vice-Chair (Zoom)

Andrew Brainard, Commissioner

Brent Pahls

#### Absent

Caddy McKeown

#### Counsel Present

None

#### Staff Present

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, Neighborhood Resident

Marie Simonds, Bandon Dunes

### SECTION 1: CONSENT CALENDAR

#### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Consent Calendars from October and November 2024 were unanimously approved.

### SECTION 2: EXECUTIVE DIRECTOR'S REPORT

The Director shared that the FAA has approved the Airport's five-year capital improvement plan, which identifies upcoming projects on the airfield that will receive federal funding. Among these are Runway Safety Area improvements, the relocation of the Glide Slope, and pavement maintenance. Staff is also investigating additional funding sources for large projects, such as the Legacy Apron rehabilitation and Terminal Concourse (escalator enclosure) improvements.

The Airport recently completed its annual Certification Inspection, and the Director expressed his thanks to the Maintenance and Operations staff, whose work throughout the year allowed the Airport to receive a favorable report.

A large area around the terminal and near the waste water treatment plant has been cleared of brush. This work was important, as it enhanced the safety of the airport operating area while at the same time addressing a concern shared by neighborhood residents about invasive plant species in the area. The Airport will also be partnering with the City of North Bend, OBAB, Coos Watershed, and Rotary to complete future cleanups and weed pulls on District property.

Enplanements continue to hold an upward trend over last year, and added flights around the Holidays in December will help the Airport to realize a new record high for passenger numbers over the past 10 years. Of particular note is the seasonal Denver route, which saw an increase of 15% over last year. These strong numbers have contributed to possibility of adding an additional flight one day per week during peak season for this route.

### SECTION 3: ACTION ITEMS

#### Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), the Airport Heights Park Rules were unanimously adopted.

#### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), the Commercial Air Service Incentive Program was unanimously adopted.

#### Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Pahls) the Board gave a unanimous endorsement of the City of North Bend's purposed Urban Renewal Agency Plan.

### PUBLIC COMMENTS

Mr. Meynink asked for clarification on what area the recent brush clearing had taken place.

### COMMISSIONER COMMENTS

Commissioner Brainard thanked Airport Staff for their work with the park, and advised all that the next community park planning meeting is scheduled for December 12<sup>th</sup> at the Senior Center, located near the Airport.

Vice-Chair Benetti expressed his pleasure in working with his fellow commissioners and Airport staff over the past year, and wished all a happy holiday season.

Chairman Bell shared that the next CCAD Board Meeting will be held on January 23, 2024.

**Meeting adjourned at 7:53 a.m.**

# COOS COUNTY AIRPORT DISTRICT

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**DATE:** January 23, 2025

**SUBJECT:** Acceptance of December 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 50.00% of the fiscal year elapsed, and general fund property tax collections at 93.07% 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 \$545,594.78 (accounts payable) and \$128,544.40 (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: December 2024 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$6,089,577 of which \$3,402,053 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	752,844
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	107,455
Payroll Checking	Sweep	Checks current/prior month expenses	151,766
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	45,124
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,316
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	326,899
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	1,918,637
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	2,782,535
<b>Total Cash on Hand</b>			<b>\$ 6,089,577</b>
Less LGIP Reserve	Reserve	Restricted Fund Use	(1,918,637)
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	-
Less Terminal Deferred Interest	Debt Service	L06005 - Terminal Interest	-
Less Oregon Pacific DHS Loan	Debt Service	7113075 - Buid-to-suit	(81,097)
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	(327,121)
<b>Total Unrestricted Funds</b>			<b>\$ 3,402,053</b>

Fund	Beginning Fund Balance 07/01/24	(Used) Earned	Ending Fund Balance 12/31/24
General Fund	\$ 4,043,003	(95,028)	4,558,638
Construction Fund	\$ 74,742	(296,794)	375,656
PFC Fund	\$ 17,168	4,606	55,219
Unemployment Fund	\$ 62,149	-	62,149
BLM Fund	\$ 304,300	(22,597)	336,624
DHS Fund	\$ 618,930	(66,558)	185,558
BEC Fund	\$ 135,614	4,689	118,525
Building Reserve Fund	\$ 780,078	4,829	810,112

**COOS COUNTY AIRPORT DISTRICT**  
 Balance Sheets  
 For Year to Date - December 31, 2024

<b>Combined Funds</b>
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**ASSETS**

Current Assets		
Checking/Saving	6,089,838	
Accounts Receivable	115,164	
Other Current Assets		
Total Current Assets	6,205,001	
Fixed Assets	30,626	
Total Assets		<u>\$ 6,235,627</u>

**LIABILITIES & EQUITY**

Current Liabilities		
Accounts Payable	(247)	
Other Current Liabilities	3,006	
Total Current Liabilities	2,759	
Equity	6,232,868	
Total Liability & Equity		<u>\$ 6,235,627</u>

<b>General Fund</b>
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**ASSETS**

Current Assets		
Checking/Saving	3,044,718	
Petty Cash	261	
Accounts Receivable	110,739	
Total Current Assets	3,155,718	
Fixed Assets	30,626	
Total Assets		<u>\$ 3,186,344</u>

**LIABILITIES & EQUITY**

Current Liabilities		
Accounts Payable	(247)	
Other Current Liabilities	2,406	
Total Current Liabilities	2,159	
Equity	3,184,185	
Total Liability & Equity		<u>\$ 3,186,344</u>

**COOS COUNTY AIRPORT DISTRICT**

Balance Sheets

For Year to Date - December 31, 2024

**Construction Fund**

## ASSETS

## Current Assets

Checking/Saving 606,036

Other Current Assets

Total Current Assets 606,036

Fixed Assets

Total Assets \$ 606,036

## LIABILITIES &amp; EQUITY

Equity 606,036

Total Liability & Equity \$ 606,036**Passenger Facility Charges (PFC) Fund**

## ASSETS

## Current Assets

Checking/Saving 49,721

Total Current Assets 49,721

Total Assets \$ 49,721

## LIABILITIES &amp; EQUITY

Equity 49,721

Total Liability & Equity \$ 49,721**Unemployment Fund**

## ASSETS

## Current Assets

Checking/Saving 62,149

Total Current Assets 62,149

Total Assets \$ 62,149

## LIABILITIES &amp; EQUITY

Equity 62,149

Total Liability & Equity \$ 62,149



**COOS COUNTY AIRPORT DISTRICT**  
Balance Sheets  
For Year to Date - December 31, 2024

**BLM Fund**

<b>ASSETS</b>		
Current Assets		
Checking/Saving	683,741	
Total Current Assets	683,741	
Total Assets		<u>\$ 683,741</u>
<b>LIABILITIES &amp; EQUITY</b>		
Accounts Payable	-	
Equity	683,741	
Total Liability & Equity		<u>\$ 683,741</u>

**DHS Multi Services Campus Fund**

<b>ASSETS</b>		
Current Assets		
Checking/Saving	443,364	
Accounts Receivable	2,057	
Total Current Assets	445,421	
Total Assets		<u>\$ 445,421</u>
<b>LIABILITIES &amp; EQUITY</b>		
Equity	445,421	
Total Liability & Equity		<u>\$ 445,421</u>

**BEC Fund - Business Enterprise Center**

<b>ASSETS</b>		
Current Assets		
Checking/Saving	19,325	
Accounts Receivable	2,368	
Total Current Assets	21,693	
Total Assets		<u>\$ 21,693</u>
<b>LIABILITIES &amp; EQUITY</b>		
Current Liabilities		
Accounts Payable	-	
Other Current Liabilities	600	
Total Current Liabilities	600	
Equity	21,093	
Total Liability & Equity		<u>\$ 21,693</u>

**COOS COUNTY AIRPORT DISTRICT**  
Balance Sheets  
For Year to Date - December 31, 2024

<b>Building Reserve Fund</b>
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ASSETS

Current Assets

Checking/Saving

1,180,522

Total Current Assets

1,180,522

Total Assets

\$ 1,180,522

LIABILITIES & EQUITY

Equity

1,180,522

Total Liability & Equity

\$ 1,180,522

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

	<b>Total Revised Budget</b>	<b>Actual</b>		<b>% of Budget</b>
		<b>December</b>	<b>Fiscal Year to Date</b>	
<b>General Fund</b>				
Beginning Fund/Cash Balance	\$ 2,417,971	\$ 3,140,008	\$ 2,527,885	
Revenues				
Taxes	1,517,450	11,108	1,412,241	93.07%
Other	1,359,571	101,113	777,716	57.20%
Grants and subsidy	250,000	-	-	0.00%
Transfers in	1,630,000	100,000	250,000	15.34%
Transactions paid from incorrect fund	-	-	-	
Total Revenue	4,757,021	212,221	2,439,957	
Expenses				
Personnel Services	2,057,404	169,912	1,051,267	51.10%
Materials and Services	2,011,771	112,779	647,286	32.17%
Capital Outlay	1,027,398	18,978	134,520	13.09%
Debt Service	127,470	5,580	89,789	70.44%
Transfers out	1,785,740	-	-	0.00%
Contingency/Rounding	-	-	-	
Total Expenses	7,009,783	307,249	1,922,862	
Ending Fund/Cash Balance	\$ 165,209	\$ 3,044,980	\$ 3,044,980	
<b>Construction Fund</b>				
Beginning Fund/Cash Balance	\$ 322,840	\$ 902,831	\$ 305,123	
Federal Grant Proceeds - FAA	3,181,414		2,135,319	67.12%
State Grants-AIP Projects	2,386,000		200,209	8.39%
Transfers In from General Fund	1,785,740		-	0.00%
Reimbursements	-		-	
Transactions paid from incorrect fund	-		-	
Total Receipts	7,353,154	-	2,335,528	
Capital Outlay - Runway 22 RSA Improvements		4,158	119,440	
Capital Outlay - ARFF/Maint Facility			60,000	
Capital Outlay - Cargo Facility & Road Realignment	3,000,000	32,156	271,021	9.03%
Capital Outlay - Glideslope Relocation	796,875		44,992	5.65%
Capital Outlay - Reconstruct Ramp/Apron	2,000,000	251,680	1,486,361	74.32%
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	52,800	50.00%
Transfer Out	-		-	
Total Disbursements	7,627,475	296,794	2,034,614	26.67%
Ending Fund/Cash Balance	\$ 48,519	\$ 606,037	\$ 606,037	

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

	<b>Total Revised Budget</b>	<b>Actual</b>		<b>% of Budget</b>
		<b>December</b>	<b>Fiscal Year to Date</b>	
<b>Passenger Facility Charges (PFC) Fund</b>				
Beginning Fund/Cash Balance	\$ 9,594	\$ 45,115	\$ 11,670	
Investment Earnings	-	-	-	
Passenger Facility Charges	80,000	4,606	38,051	47.56%
Total Receipts	<u>80,000</u>	<u>4,606</u>	<u>38,051</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>\$ 49,721</u>	<u>\$ 49,721</u>	

<b>Unemployment Fund</b>				
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>	

<b>BLM Facility Fund</b>				
Beginning Fund/Cash Balance	\$ 643,122	\$ 706,338	\$ 651,417	
Lease Revenue	881,415	74,056	444,195	50.40%
Investment Earnings	14,000	1,290	8,024	
Reimbursement			2,335	
Miscellaneous	120,000		2,005	1.67%
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,015,415</u>	<u>75,346</u>	<u>456,559</u>	
Materials and Services				
All but below	129,471	8,764	73,040	56.41%
HVAC and other major repairs	75,000	422	56,218	74.96%
Capital Outlay				
Exterior Paint/Gutters	120,000		12,435	
Landscaping	20,000		-	
Debt Service	465,150	38,757	232,542	49.99%
Transfer Out	600,000	50,000	50,000	8.33%
Contingency				
Total Disbursements	<u>1,409,621</u>	<u>97,943</u>	<u>424,235</u>	
Ending Fund/Cash Balance	<u>\$ 248,916</u>	<u>\$ 683,741</u>	<u>\$ 683,741</u>	

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

	<b>Total Revised Budget</b>	<b>Actual</b>		<b>% of Budget</b>
		<b>December</b>	<b>Fiscal Year to Date</b>	
<b>DHS Multi Services Campus Fund</b>				
Beginning Fund/Cash Balance	\$ 739,844	\$ 509,922	\$ 876,466	
Lease revenue	1,583,279		659,390	41.65%
Investment Earnings	30,000	1,701	19,544	65.15%
Reimbursements & Cost Shares			129	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,613,279</u>	<u>1,701</u>	<u>679,063</u>	
Materials and Services	165,878	6,674	74,360	44.83%
Capital Outlay	60,000		-	0.00%
Debt Service				
OR Pacific Loan	139,023	11,585	69,510	50.00%
IFA Loan	818,300		818,295	100.00%
Transfer to General Fund	450,000	50,000	150,000	33.33%
Transfer to Building Reserve Fund	100,000		-	0.00%
Total Disbursements	<u>1,733,201</u>	<u>68,259</u>	<u>1,112,165</u>	64.17%
Ending Fund/Cash Balance	<u>\$ 619,922</u>	<u>\$ 443,364</u>	<u>\$ 443,364</u>	

<b>BEC Fund - Business Enterprise Center</b>				
Beginning Fund/Cash Balance	\$ 31,663	\$ 14,636	\$ 36,414	
BEC Rent Receipts	100,000	7,690	49,145	49.15%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			-	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>100,000</u>	<u>7,690</u>	<u>49,145</u>	
Materials and Services	44,410	3,001	16,234	36.55%
Return of Security Deposits			-	
Pass through expenses			-	
Transfer to General Fund	50,000		50,000	100.00%
Transfer to Building Fund	25,000		-	0.00%
Total Disbursements	<u>119,410</u>	<u>3,001</u>	<u>66,234</u>	
Ending Fund/Cash Balance	<u>\$ 12,253</u>	<u>\$ 19,325</u>	<u>\$ 19,325</u>	

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

	<b>Total Revised Budget</b>	<b>Actual</b>		<b>% of Budget</b>
		<b>December</b>	<b>Fiscal Year to Date</b>	
<b>Building Reserve Fund</b>				
Beginning Fund/Cash Balance	\$ 1,149,157	\$ 1,175,692	\$ 1,150,487	
Investment Earnings	50,000	4,829	30,034	60.07%
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	4,829	30,034	13.35%
Capital Outlay	-	-	-	
Transfer to General Fund			-	
Transfer to Construction Fund			-	
Total Disbursements	-	-	-	
Ending Fund/Cash Balance	\$ 1,374,157	\$ 1,180,521	\$ 1,180,521	

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/02/24	20104	Superior Construction Consulting Services	Const.	4,400.00
Total 12/02/24:				4,400.00
12/03/24	DB20241203	VOYA/OSGP	Gen	100.00
Total 12/03/24:				100.00
12/05/24	20105	Coos Bay North Bend Water	BEC	195.55
12/05/24	20106	Coos Bay North Bend Water	BLM	2,491.45
12/05/24	20107	Sherwin-Williams	BLM	67.02
12/05/24	20108	Knife River Materials	Const.	229,335.49
12/05/24	20109	Comfort Flow Heating	DHS	1,197.00
12/05/24	20110	Oregon Pacific Bank	DHS	11,585.21
12/05/24	20111	SecureCom Inc	DHS	1,557.21
12/05/24	20112	American Family Life Assurance Co	Gen	118.82
12/05/24	20113	Ace Hardware	Gen	118.85
12/05/24	20114	Bay Area Chamber of Commerce	Gen	304.00
12/05/24	20115	Bi-Mart Corporation	Gen	283.71
12/05/24	20116	Cardinal Employment Services	Gen	1,244.88
12/05/24	20117	Comfort Flow Heating	Gen	1,823.64
12/05/24	20118	Coos Bay North Bend Water	Gen	1,346.82
12/05/24	20119	Coos Head Builders Supply	Gen	146.20
12/05/24	20120	Douglas Fast Net	Gen	165.53
12/05/24	20121	Farr's True Value Hardware	Gen	32.98
12/05/24	20122	Industrial Source	Gen	265.22
12/05/24	20123	Lighthouse Radio Group	Gen	300.00
12/05/24	20124	Lincoln Financial	Gen	275.00
12/05/24	20125	Melissa Cribbins Attorney at Law PC	Gen	1,600.00
12/05/24	20126	Modern Floors	Gen	12,710.54
12/05/24	20127	Schindler Elevator Corporation	Gen	4,104.10
12/05/24	20128	SecureCom Inc	Gen	932.65
12/05/24	20129	Global ARFF Services	Gen	10,414.23
12/05/24	20130	South Coast Office Supply	Gen	105.18
12/05/24	20131	Special Districts Association of Oregon	Gen	29,749.00
12/05/24	20132	Standard Insurance Company	Gen	1,073.32
12/05/24	20133	Stephanie Stroud CPA LLC	Gen	300.00
12/05/24	20134	Streamline	Gen	800.00
Total 12/05/24				314,643.60
12/10/24	20135	City of North Bend	Const	4,790.88
Total 12/10/24				4,790.88

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/12/24	20136	City of North Bend	Gen	91.06
12/12/24	20137	AmeriGas	BEC	673.49
12/12/24	20138	Perry's Supply	BLM	68.48
12/12/24	20139	Ardurra	Const.	52,855.47
12/12/24	20140	Tri-County Plumbing	DHS	463.75
12/12/24	20141	Umpqua Valley Fire Services	DHS	123.00
12/12/24	20142	Ace Hardware	Gen	84.66
12/12/24	20143	BNT Promotional Products	Gen	1,401.52
12/12/24	20144	CnB Security Inc	Gen	600.00
12/12/24	20145	Cardinal Employment Services	Gen	2,170.72
12/12/24	20146	Clean Rivers Erosion Control Inc	Gen	3,676.67
12/12/24	20147	Comfort Flow Heating	Gen	168.00
12/12/24	20148	Comp U Talk	Gen	452.00
12/12/24	20149	Estabrook Land Surveying Inc	Gen	1,500.00
12/12/24	20150	HGE Architects Inc	Gen	10,265.75
12/12/24	20151	KVAL	Gen	1,575.00
12/12/24	20152	Oil Changer	Gen	108.23
12/12/24	20153	Oregon Pacific Company	Gen	1,229.00
12/12/24	20154	Platt	Gen	104.84
12/12/24	20155	Roto-Rooter	Gen	489.00
12/12/24	20156	SAIF Corporation	Gen	1,551.50
12/12/24	20157	Special Districts Association of Oregon	Gen	6.00
12/12/24	20158	The Legend	Gen	700.00
12/12/24	20159	Tom's Lock & Key	Gen	3.00
12/12/24	20160	Tri-County Plumbing	Gen	313.32
Total 12/12/24:				<u>80,674.46</u>
12/16/24	20161	Superior Construction Consulting Services	Gen	4,400.00
Total 12/16/24:				<u>4,400.00</u>
12/19/24	20162	Vend West Services Inc	BEC	15.00
12/19/24	20163	Coos Head Builders Supply	BLM	54.63
12/19/24	20164	Ziply Fiber	BLM	180.29
12/19/24	20165	Comfort Flow Heating	DHS	315.00
12/19/24	20166	Ziply Fiber	DHS	99.93
12/19/24	20167	Ace Hardware	Gen	318.52
12/19/24	20168	Bay Area Chamber of Commerce	Gen	50.00
12/19/24	20169	Bicoastal CB LLC	Gen	480.00
12/19/24	20170	Cardinal Employment Services	Gen	2,872.80
12/19/24	20171	Cardmember Service	Gen	4,703.71
12/19/24	20172	Coos Head Builders Supply	Gen	191.91
12/19/24	20173	Hughey Phillips	Gen	763.84
12/19/24	20174	KEZI	Gen	1,170.00
12/19/24	20175	KVAL	Gen	999.98
12/19/24	20176	Messerle and Sons	Gen	37,267.45



Check Issue Date	Check Number	Payee	Fund	Check Amount
12/19/24	20177	Oil Changer	Gen	56.68
12/19/24	20178	Perry's Supply	Gen	40.97
12/19/24	20179	Platt	Gen	63.09
12/19/24	20180	Sherwin-Williams	Gen	83.48
12/19/24	20181	Umpqua Valley Financial LLC	Gen	4,000.00
12/19/24	20182	Umpqua Valley Fire Services	Gen	298.75
12/19/24	20183	Vend West Services Inc	Gen	10.00
12/19/24	20184	Ziplay Fiber	Gen	248.81
12/19/24	20185	Ziplay Fiber	Gen	70.08
12/19/24	20186	Ziplay Fiber	Gen	270.00
12/19/24	20187	Ziplay Fiber	Gen	270.00
12/19/24	20188	Ziplay Fiber	Gen	450.00
12/19/24	20189	Ziplay Fiber	Gen	491.23
12/19/24	20190	Ziplay Fiber	Gen	762.20
Total 12/19/24:				<u>56,598.35</u>
12/20/24	DB20241220	VOYA/OSGP	Gen	100.00
12/20/24	20191	Lincoln Financial	Gen	275.00
Total 12/20/24:				<u>375.00</u>
12/31/24	20192	Oregon Department of State Lands	Const	1,012.00
12/31/24	20193	Kyle Electric Inc	DHS	251.42
12/31/24	20194	West Coast Fencing	DHS	420.87
12/31/24	20195	Cardinal Employment Services	Gen	2,872.80
12/31/24	20196	Ferrellgas	Gen	281.00
12/31/24	20197	NW Natural	Gen	603.71
12/31/24	20198	NW Natural	Gen	158.23
12/31/24	20199	Oregon Pacific Company	Gen	396.79
12/31/24	20200	Perrys Supply	Gen	143.64
Total 12/31/24:				<u>6,140.46</u>
Grand Total:				<u>472,122.75</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/03/24	DB20241203	Spectrum Business	Gen	362.62
12/03/24	DB20241203	Carson-Davis Oil Company	Gen	1,734.00
Total 12/03/24:				<u>2,096.62</u>
12/04/24	DB20241204	NW Natural	Gen	173.43
12/04/24	DB20241204	North Bend Sanitation	Gen	782.38
12/04/24	DB20241204	North Bend Sanitation	BEC	628.93
12/04/24	DB20241204	North Bend Sanitation	BLM	317.65
12/04/24	DB20241204	North Bend Sanitation	BLM	317.65
Total 12/04/24:				<u>2,220.04</u>
12/09/24	DB20241209	U.S. Cellular	Gen	315.49
Total 12/09/24				<u>315.49</u>
12/17/24	DB20241217	Banner Bank	Gen	97.23
Total 12/17/24:				<u>97.23</u>
12/18/24	DB20241218	Quadient Finance USA Inc	Gen	337.97
Total 12/18/24				<u>337.97</u>
12/20/24	DB20241220	Pacific Power	Gen	14,489.10
12/20/24	DB20241220	Pacific Power	BLM	4,943.31
Total 12/20/24:				<u>19,432.41</u>
12/23/24	DB20241223	Pacific Power	BEC	1,485.15
Total 12/23/24				<u>1,485.15</u>
12/24/24	DB20241224	Pacific Power	Gen	32.10
Total 12/24/24				<u>32.10</u>
12/30/24	DB20241230	Banner Bank	Gen	44,337.26
Total 12/30/24				<u>44,337.26</u>
12/31/24	DB20241231	Spectrum Business	Gen	362.62
12/31/24	DB20241231	Carson-Davis Oil Company	Gen	1,686.54
Total 12/31/24:				<u>2,049.16</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
Grand Total:				<u>72,403.43</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/05/24	DB20241205	Payroll 12/05/2024	Gen	35,598.55
12/05/24	DB20241205	Internal Revenue Service	Gen	11,019.76
12/05/24	DB20241205	Oregon Department of Revenue	Gen	<u>3,144.88</u>
Total 12/05/24:				<u><u>49,763.19</u></u>
12/12/24	DB20241212	PERS	Gen	<u>12,177.27</u>
Total 12/12/24:				<u><u>12,177.27</u></u>
12/20/24	DB20241220	Payroll 12/20/2024	Gen	38,036.07
12/20/24	DB20241220	Internal Revenue Service	Gen	12,776.00
12/20/24	DB20241220	Oregon Department of Revenue	Gen	<u>3,603.30</u>
Total 12/20/24:				<u><u>54,415.37</u></u>
12/28/24	DB20241228	PERS	Gen	<u>12,188.57</u>
Total 12/28/24:				<u><u>12,188.57</u></u>
Grand Total:				<u><u>128,544.40</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/02/24	DB20241202	Bankcard Merchant	Gen	<u>1,052.35</u>
Total 12/02/24:				<u><u>1,052.35</u></u>
12/03/24	DB20241203	Authnet Gateway Billing	Gen	<u>16.25</u>
Total 12/03/24:				<u><u>16.25</u></u>
Grand Total:				<u><u>1,068.60</u></u>

# COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

---

Thursday, January 23, 2025

**Winter Weather** – Recent storms in late December and early January brought some challenges for the Airport and surrounding properties. Leaks were discovered in the Airport terminal, BLM Office Building, and DHS Office. Maintenance staff worked with a local roofing specialist to locate and patch the leaks. Further repairs are planned when drier weather returns later in the year. Power outages during the storms also impacted the Access Control and Baggage Handling Systems at the terminal.

**ARFF 1 Transmission** – Operations personnel reported that ARFF Truck #1 was having transmission issues similar to those addressed during recent repairs. A technician was called in to investigate, but was unable to replicate the problem. Training was given to staff so that they could access the trouble code should the issue return in the future.

**Abandoned Aircraft Used in Joint Drills with Local Agencies** – Operations personnel were given clearance to dispose of two abandoned aircraft. The ARFF Chief recognized this as a valuable opportunity to provide training for ARFF personnel and local agencies alike. North Bend Fire Department collaborated with ARFF to practice aircraft extractions and were able to see how the lightweight materials on a plane differed from those on an automobile, and how these differences related to the use of extraction equipment.



**Roll-up Doors** – Door openers at the REACH hangar and the Maintenance Shop were in need of repair. Work on both doors is expected to be complete in January.

**BLM Building Improvements** – During a recent GSA inspection, a list of projects to improve or repair the BLM were identified. Staff work diligently to remedy each item, and all projects are now complete.

**OSP Improvements** – The lease agreement for the OSP building requires periodic maintenance such as painting and carpet replacement. Supplies for these projects have been ordered and work is underway. Additionally, repairs are needed on the roll-up door at this facility. Estimates are being obtained and repairs will commence soon.

**Bird Strike** – An air ambulance operated by REACH reported a bird strike on January 2<sup>nd</sup>. ARFF personnel responded and were happy to find that the incident did not result in any damage to the aircraft. This event highlighted the importance of the ongoing Wildlife Management efforts of Airport Operations staff.

**ARFF Training** – ARFF personnel will be attending their annually required ARFF recertification training in Dallas during the months of February and March.

**Airport Security** – The Airport Director has directed staff to increase security measures to protect the airport and its users in light of recent incidents of vandalism.

**Lighting and HVAC Issues** – Equipment age and frequent power surges have contributed to unstable performance of the HVAC systems at both the DHS Adults and People with Disabilities building and the BLM office building. CCAD's project manager is working with local specialists to address these issues.



Lighting at both DHS buildings has also been an issue. Staff have located needed parts for repairs at the Child Welfare building and are working with an electrician to address the problem at the APD building.

**Staff Changes** – Maintenance team member Scott Taylor retired at the beginning of 2025. Additionally, two more members of the maintenance team are planning to retire in the coming year. Management is seeking qualified applicants to fill these positions.

# COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

## January 16, 2025

### Marketing



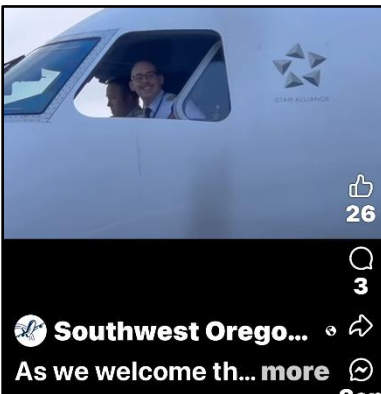
Advertising continued its focus on holiday travel, available extra days to travel, and information about daily Denver service was added in December. Radio and TV are our traditional modes of delivering ads.

In addition, in December approximately 40 people including the women's wrestling team from SWOCC volunteered to help update the canned footage that

we use in some of our television and online commercials. This included capturing footage inside and outside the terminal to show the investment and updating that has been completed. The people involved were from the Chamber of Commerce, Rotary, Business Community, SWOCC, Shuttle Companies, Oliver Executive Transportation, Enterprise Car Rentals, SkyWest, Mill Casino, local families and friends of the airport, and airport staff. The next round of videography will be for visuals that capture the airport, business park, and community for our updated website.



### Social Media



Social media posting and advertising on Facebook and Instagram is an effective way to reach and engage with our audience. One of the most popular engaging posts is at the year-end. It shows our staff and others who provide services for the airport. Vinnie, the pilot the day this image was taken, had a beautiful landing. But, the wave

to the camera after parking the United Express aircraft was unexpected and great at showing just how much our crews love doing their work and serving our community.

**Advertising:** Filling open airport positions (Hiring) and general FlyOTH were also part of our advertising strategy over the past several weeks. They will continue through the winter season with the addition of Denver-focused marketing through local channels. The overall engagement has continued to help us grow our followers on Facebook, Instagram, Nextdoor. We will be adding additional social network platforms to increase our reach which will help us in our effort to grow commercial air service passengers.

travels and a prosperous  
2025! #FlyOTH





# COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

## Events



Rotary held its final **Park Community Event** at the North Bend Senior and Activity Center on Thursday, December 12, 2024. The consultant presented the final draft visuals for the master plan developed for the park. It was an opportunity for the community to come out and see concepts developed by Groundworkshop. Overall feedback was positive.

Community partners, people who had provided input on the park, and many others attended. The final plan will be presented to the Coos Bay-North Bend Rotary Membership and Board in February. Rotary is planning a presentation to the CCAD Board of Commissioners in March to get final approval.




The airport sponsored the Bay Area Chamber of Commerce **Economic Outlook Forum**. This included drafting a stuffer for the folder handed out to all attendees. Over 150 leaders attended.

The non-profit group **Oregon's Bay Area Beautification (OBAB)** is planning a clean-up at Airport Heights Park. They are working with the Coos Watershed Association to remove invasive




Scotch/French Broom on **February 8<sup>th</sup>**. We are working with the groups, the City of North Bend, and their defensible space program to have more impact. A pre-meeting will take place next week and more information will be provided to the public on this event with our assistance.

The first **newsletter** of 2025 has been released. The newsletter continues to be a great way to provide project updates and reach an interested audience. It also helps us communicate with local leaders. The "open" rate, the number of people opening the publication, is a great indicator of the interest in the airport. This news brief garnered a nearly 70% open rate. We will continue to work on growing this network because of its significance in reaching people on the South Coast.

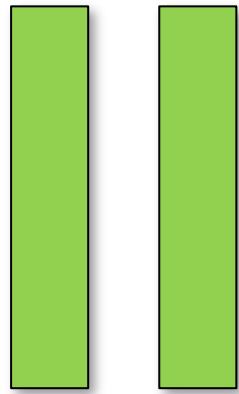
 Southwest Oregon Regional Airport

*Another Record  
Year for OTH  
Passengers  
Filling Available  
Seats on United*

**United Adds Daily  
Denver Service**



SECTION



EXECUTIVE  
DIRECTOR'S  
REPORT

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, January 23, 2025

7:30 a.m.

Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

I. CONSENT CALENDAR:

December 6, 2024 Board Meeting Minutes.....	03-04
Financial Report / Check Register.....	05-21
Maintenance / Operations Report.....	22-23
Public Relations / Communications Report.....	24-25

II. EXECUTIVE DIRECTOR REPORT: ..... 28-31

III. ACTION ITEMS:

Adopt Resolution 2025-01-01 – Amend CCAD Policy 14.....	34-36
Approve 2025 Rates and Fees.....	37-40
Adopt Title VI Plan.....	41-42
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PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting February 27, 2025

ADJOURN

# COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

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Thursday, January 23, 2025

## Route Development

One of the Board's ongoing priorities is route development, which includes expanding existing routes, reinstating past routes, and establishing new ones. Our efforts in 2024 focus on several key initiatives:

- 1. Renegotiating Consultant Agreement**  
Renewing our agreement with Volaire Aviation, CCAD's aviation consultant, and collaborating with the firm's managing partner to develop a comprehensive route development strategy.
- 2. New Route Incentive Policy**  
Adopting a new policy designed to attract airlines and encourage route expansion.
- 3. Community Partner Support**  
Securing incentive commitments from community partners to support the re-establishment of a northbound route between Portland (PDX) and OTH.
- 4. Industry Engagement**  
Attending the Take-Off America conference, where we engaged with route development professionals from United Airlines and Allegiant Airlines.
- 5. Alaska Airlines Outreach**  
Initiating discussions with Alaska Airlines to explore the re-establishment of the Portland (PDX) to OTH route.

Our collective efforts, alongside the contributions of our partners at Bandon Dunes, are starting to yield significant results. Previously, United Airlines operated the Denver route twice weekly during the peak season. I am pleased to announce that, due to the route's strong profitability and continued dialogue with representatives from Bandon Dunes, United Airlines will expand this service. Beginning in May, daily flights to and from Denver will be available throughout the peak season.

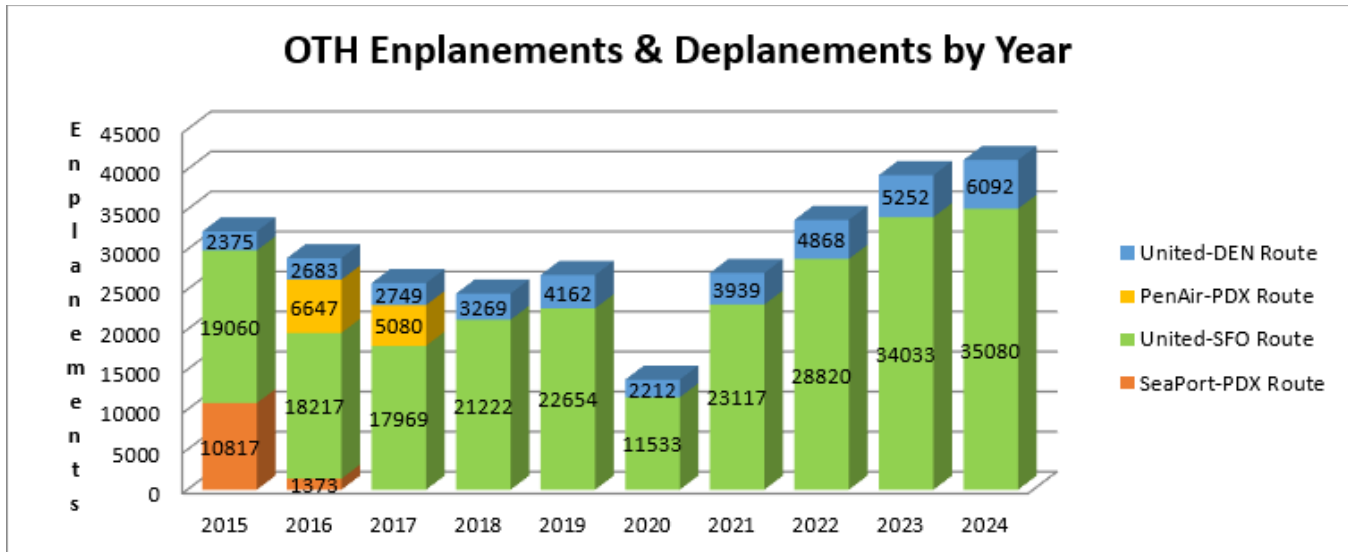
Looking ahead, I anticipate beginning discussions with Alaska Airlines in the coming weeks.

Additionally, I am scheduled to attend a forum in mid-March, where I will have the opportunity to meet one-on-one with airline representatives, including those from American, Allegiant, United, Avelo, Breeze, and others.

## Enplanements/Deplanements

I am excited to share that passenger traffic at the Southwest Oregon Regional Airport (OTH) continues to climb! As is shown in the following chart, in 2024 we welcomed over 41,000

passengers through our terminal, representing a 4.8% increase over 2023 and marking the highest number of passengers in 13 years.



This positive trend highlights the increasing demand for and confidence in our airport as a vital regional travel hub. With the planned expansion of flights to and from Denver during this year's peak season, we are optimistic that 2025 will set a new record for passenger numbers at OTH.

However, this growth, combined with the recent leasing of 15 parking spaces to Hertz, has created additional pressure on our existing parking facilities. To address this challenge, we are planning to add 18 – 20 parking spaces near the service east of the terminal building. These spaces will be designated for airport employees, including TSA, SkyWest, Hertz, and CCAD staff. This initiative aims to optimize parking availability for our passengers while accommodating the needs of our expanding airport workforce. The cost for the additional parking is anticipated to be less than \$40,000 and we have budget capacity to undertake the project.



## General Aviation

The airport infrastructure supports both commercial air service and general aviation (GA). Most services for the GA community, beyond the airport's infrastructure, are provided by Coos Aviation. CCAD staff actively monitors GA usage by "out-of-county" users, which typically accounts for over 1,200 GA visitors annually.

In 2024, the airport recorded 1,222 "out-of-county" GA landings, compared to 1,245 during the same period in 2023. While GA traffic fluctuates from year to year, these figures reflect the ongoing significance of general aviation to our airport's operations.

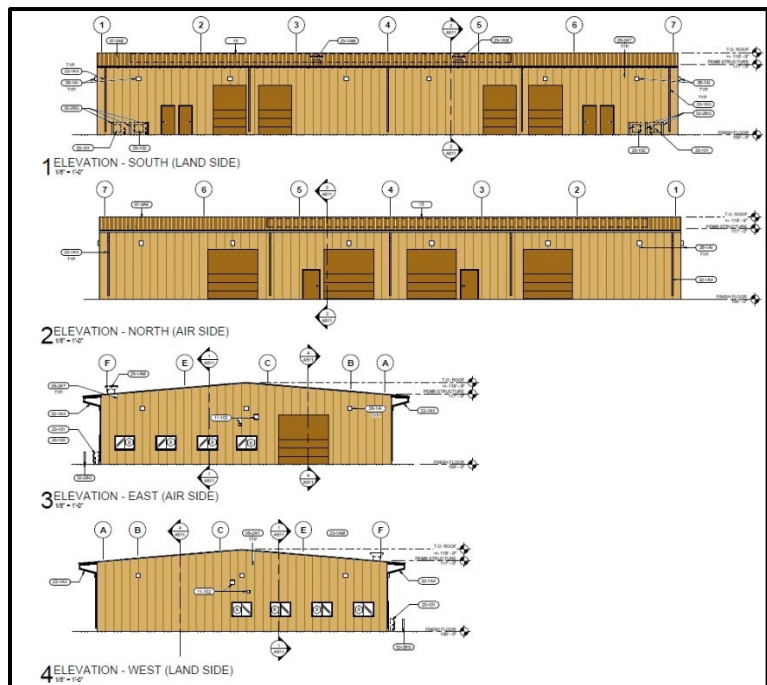
## Cargo Facility Project

The demolition of the former FedEx building (pictured on the right) took place in 2022 as part of the first phase of the airport's cargo expansion project. This phase also included the removal of several antiquated buildings, some dating back to World War II. Following the demolition, ground preparation and the pouring of a new concrete apron were completed in 2023.



Design plans for a new cargo facility have been finalized, and the project, which involves constructing an approximately 9,800-square-foot pre-engineered metal building, is currently out for bid. The new facility will be located near the airport's new apron.

The project is funded through a combination of a Connect Oregon grant (covering one-third of the cost) and airport capital construction funds (covering two-thirds). Bids are scheduled to close on February 13th, with the contract award tentatively set for February 26th.



## Concourse Capital Improvement Project

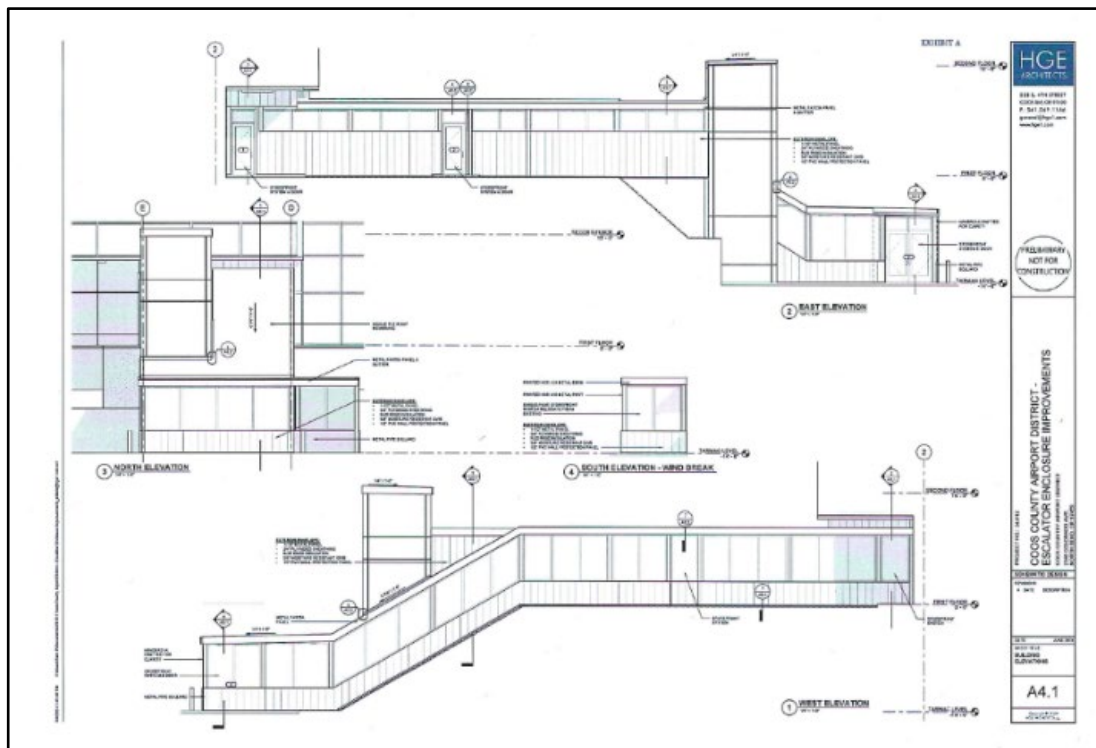
In February 2024, the Board approved a scope of work with HGE Architects to begin preliminary design efforts for enclosing and upgrading the concourse between the tarmac and the secure passenger waiting area. The project includes roof improvements, insulation, the addition of interior wall and ceiling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

HGE completed the pre-design phase in June 2024, and recently completed the final design. The project is expected to go out to bid within a few weeks. The competitive bidding process to secure a contractor is anticipated to begin in February 2025, with construction slated to start in the spring. The project is estimated to take 8 to 9 months to complete.

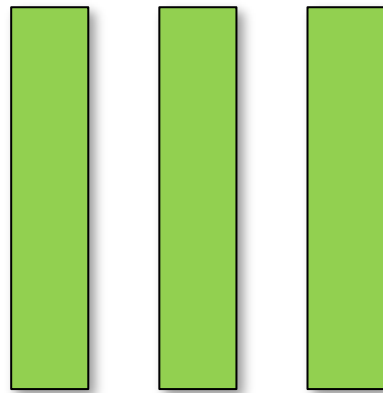
Funding efforts for the project include applications for two grants, which are currently in the grant review process:

1. The Critical Oregon Airport Relief grant
2. The Travel Oregon grant

The majority of the funding for this project will come from the airport's capital improvement fund.



# SECTION



# ACTION ITEMS



COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, January 23, 2025

7:30 a.m.

Coos County Airport District Board Room

CALL TO ORDER

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PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting February 27, 2025

ADJOURN

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 23, 2025

**SUBJECT:** Resolution 2025-01-01: Amending CCAD Policy 14

### **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.

### **Summary of the Policy:**

The "Rules Governing Use of Southwest Oregon Regional Airport" outline the regulations and operational standards established by the Coos County Airport District (CCAD) for all users of the airport. Key elements include:

1. **Scope and Authority:**  
The rules apply to all persons and activities at the airport and are designed to supplement federal, state, and local laws. The Executive Director holds significant authority to oversee operations, enforce rules, issue permits, and ensure compliance.
2. **General Rules:**  
These address compliance with federal laws, vehicle operation, parking, restricted areas, safety regulations (firearms, hazardous materials, smoking, etc.), and environmental requirements.
3. **Permits and Leases:**  
All commercial operations and activities require permits or leases. Operators must meet minimum standards, comply with environmental and safety regulations, and maintain appropriate insurance coverage.
4. **Minimum Standards for Aeronautical Activities:**  
Detailed requirements for businesses operating at the airport, such as fueling, aircraft maintenance, flight training, and charter services. Operators are encouraged to exceed minimum standards for quality and safety.
5. **Operational Conduct:**  
Guidelines for aircraft and vehicle operations, security, fueling, and handling hazardous materials are outlined to ensure safety and efficiency.

6. **Enforcement and Compliance:**

The Executive Director may revoke permits, impose penalties, or restrict access to the airport for non-compliance.

7. **Discrimination and Accessibility:**

The policy prohibits discrimination in airport operations and ensures compliance with the Americans with Disabilities Act (ADA).

Policy 14 provides a comprehensive framework designed to promote safe, efficient, and fair operations while aligning with broader legal and operational standards.

The policy has been reviewed by the Executive Director and the CCAD Attorney. The review identified the need for amendments to address grammatical corrections, updates in nomenclature, and other necessary refinements.

These changes aim to enhance clarity, ensure alignment with current terminology, and maintain the policy's effectiveness in governing airport operations.

The proposed amendment can be implemented with the adoption of Resolution 2025-01-01.

[Policy 14: Rules Governing Use of OTH](#)

**FISCAL IMPACT:**

None

**LEGAL CONSIDERATION:**

This item has been reviewed by legal counsel.

**RECOMMENDATION:**

If it pleases the Board, adopt Resolution 2025-01-01.

**MOTION:**

Motion to adopt Resolution 2025-01-01, amending CCAD Policy 14: Rules Governing Use of Southwest Oregon Regional Airport by Coos County Airport District.

## COOS COUNTY AIRPORT DISTRICT

In The Matter of

Amending CCAD Policy 14: Rules  
Governing the Use of Southwest Oregon  
Regional Airport by Coos County Airport  
District

Resolution 2025-01-01

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

WHEREAS, among the enacted policies included Policy 14: Rules Governing the Use of OTH by CCAD; 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 14: Rules Governing the Use of OTH by CCAD; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the amended Policy 14: Rules Governing the Use of OTH by CCAD 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 23<sup>rd</sup> day of January 2025.

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Jason Bell, Chairman

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Joe Benetti, Vice-Chairman

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 23, 2025

**SUBJECT:** Establishing 2025 Rates and Fees

### **BACKGROUND:**

The Federal Aviation Administration (FAA) mandates that airport proprietors establish and maintain a fee and rental structure that promotes financial self-sustainability while considering the unique circumstances of the airport. Under FAA policy:

"Airport proprietors must maintain a fee and rental structure that, in the circumstances of the airport, makes the airport as financially self-sustaining as possible. Aeronautical fees may not unjustly discriminate against aeronautical users or user groups. Rates, fees, rentals, landing fees, and other service charges ('fees') imposed on aeronautical users for the aeronautical use of the airport ('aeronautical fees') must be fair and reasonable."

In line with this policy, the Coos County Airport District (CCAD) annually reviews and adjusts its rates and fees. For the 2025 update, CCAD proposes the following adjustments:

### **Proposed Leasing Adjustments**

- Month-to-Month Lease Rates: Increase by 3%.
- T-Hangar and BEC Warehouse Space Rentals: Standardization of rental rates.
- Land Lease Rates: Establishment of rates for on-airport and off-airport land leases.

Standardizing rates for facilities such as T-Hangars, warehouse spaces, and future land leases ensures fairness and consistency among current and prospective tenants.

### **Permit Fees for Transportation Services**

Several transportation businesses operate on airport property, similar to practices at other commercial airports nationwide. These businesses are typically required to obtain licenses or permits to conduct their operations at airports. Additionally, a per-vehicle fee for transportation business operators is customary to help offset the impacts these activities have on airport infrastructure.

### **No Other Changes**

All other rates and fees will remain unchanged at this time, except for long-term leases, which will be adjusted as dictated by their individual lease terms.

We believe these adjustments are necessary to uphold the FAA's policy of financial self-sustainability while ensuring equity and fairness for all airport users. Should you have any questions or need further clarification, please feel free to reach out.

### [2025 Rates and Fees](#)

#### **FISCAL IMPACT:**

The cost of operating, and maintaining airport facilities and services continues to rise due to inflations, increased utility expenses, and growing maintenance demands. Adjusting fees helps offset these rising costs without compromising the quality of services provided to tenants and users.

#### **LEGAL CONSIDERATION:**

This report, along with the proposed Rates and Fees adjustments, has been reviewed and vetted by legal counsel to ensure compliance with applicable laws, regulations, and FAA policies.

#### **RECOMMENDATION:**

If it pleases the board, approve the 2025 Rates and Fees

#### **MOTION:**

Motion to approve the 2025 Rates and Fees

# Coos County Airport District Rates and Fees

Adopted January 23, 2025

Fee/Rate Type	Description	Fee/Rate	Effective Date
<b>General Aviation</b>			
Airport Use Fees	Rate I	\$10.00	5/1/2011
	Rate II	\$25.00	5/1/2011
	Rate III	\$100.00	5/1/2011
	Rate IV	\$150.00	5/1/2011
	Rate V	\$235.00	5/1/2011
	Rate VI	\$410.00	5/1/2011
	Rate VII	\$645.00	5/1/2011
Overnight Ramp Fees	Rate I	\$5.00	5/1/2011
	Rate II	\$10.00	5/1/2011
	Rate III	\$50.00	5/1/2011
	Rate IV	\$75.00	5/1/2011
	Rate V-VII	\$0.04/Ft <sup>2</sup> Wingspan	5/1/2011
Overnight Hangar Fees	Rate I	\$40.00	5/1/2011
	Rate II	\$70.00	5/1/2011
	Rate III	\$90.00	5/1/2011
	Rate IV	\$ 110.00	5/1/2011
	Rate V-VII	\$0.057/Ft <sup>2</sup> Wingspan	5/1/2011
Fueling Discount	Rate I	\$10 Discount	5/1/2011
	Rate II-VII	\$25 Discount	5/1/2011
<b>Commercial Flights</b>			
Landing Fees	FAA Part 139	\$1.80/1000 lbs.	
PFCs		\$4.50/passenger	
<b>Cargo Operators</b>			
Signatory	Landing Fees	\$3.00/1000 lbs.	12/1/2019
Non-Signatory	Airport Use Fees	see above	12/1/2019
<b>Fuel Flowage Fees</b>		\$0.12/gallon	7/19/2012
<b>Security Badges</b>			
New		\$60	3/28/2024
Renewal/Replacement		\$36	3/28/2024

Gate Card		\$10	3/24/2024
Fee/Rate Type	Description	Fee/Rate	Effective Date
<b>Ground Transportation</b>			
Vehicle-for-Hire, Airport Door-to-Door Shuttle, Limited Passenger Transportation (shuttle), and Executive Town Car/Limousine	Company Permit Fee, plus per vehicle fee	\$300.00/year	
	<b>Vehicle Permit Fee:</b> Vehicles with the Capacity to Transport 1-5 Passengers with Luggage.	\$25.00/vehicle/year	7/1/2025
	Vehicles with the Capacity to Transport 6 or more Passengers with Luggage.	\$75.00/vehicle/year	
Transportation Network Company	Company Permit Fee plus per trip fee	\$500.00/year	7/1/2025
	Vehicle Drop-Off / Pick-up Per Trip.	\$1.00	7/1/2025
<b>Lease Rates</b>			
<b>T-Hangars</b>	Standard T-Hangar	\$265.69 (\$0.27 Ft <sup>2</sup> )	7/1/2025
	Mid-Size T-Hangar	\$322.00 (\$0.23 Ft <sup>2</sup> )	7/1/2025
	Large T-Hangar	\$427.80 (\$0.23 Ft <sup>2</sup> )	7/1/2025
Business Enterprise Center	Standard Bays	\$600.00 (\$0.46 Ft <sup>2</sup> )	7/1/2025
	Mid-Size Bay	\$1,127.00 (\$0.35 Ft <sup>2</sup> )	7/1/2025
	Large Bay	\$1,395.90 (\$0.30 Ft <sup>2</sup> )	7/1/2025
	Offices	Determined by lease	N/A
Month-to-Month Leases	Buildings	Increase 3%	7/1/2025
Long Term Leases	Buildings	Determined by lease	N/A
Existing Long Term Land Leases	Land	Determined by lease	N/A
New Off-Airport Land Lease	Land	\$0.05 Ft <sup>2</sup>	2/1/2025
New On-Airport Land Lease	Land	\$0.10 Ft <sup>2</sup>	2/1/2025
<b>In-Terminal Advertising Rates</b>			
Banner Stand	8'x3'	\$175/mo.	3/28/2024
Card Rack		\$25/mo.	3/28/2024
LCD Video Screen (Exclusive)		\$300/mo.	3/28/2024
LCD Video Screen (Rotating)	10-15 seconds	\$175/mo.	3/28/2024
LCD Video Screen (Sponsored Content)		\$200/mo.	3/28/2024
Wall Banner		\$50-\$100/mo.	3/28/2024
Window Display		\$100/mo.	3/28/2024



# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 23, 2025

**SUBJECT:** Title VI Policy

### **BACKGROUND:**

The Title VI Policy is an essential component of ensuring nondiscrimination in all programs and activities associated with airport operations. Under Title VI of the Civil Rights Act of 1964, no individual may be excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance.

The Federal Aviation Administration (FAA) enforces Title VI compliance as part of its grant assurances and regulatory oversight for airports receiving federal funds. Compliance requirements include:

- Developing and implementing a comprehensive Title VI Program.
- Ensuring equitable access to services and programs for all individuals, including those with limited English proficiency (LEP).
- Regularly monitoring, reporting, and addressing any complaints of discrimination.

The Coos County Airport District (CCAD) is required to adopt a new or updated Title VI Plan at least once every three years. By adopting and adhering to the Title VI Policy, CCAD not only fulfills its legal obligations but also demonstrates a commitment to promoting inclusivity, equity, and transparency in serving its community and stakeholders.

[Title VI Plan](#)

### **FISCAL IMPACT:**

N/A

### **LEGAL CONSIDERATION:**

This item has been reviewed by legal counsel.

**RECOMMENDATION:**

Adopt the updated Title VI Policy

**MOTION:**

Motion to Adopt the Title VI Policy

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 23, 2025

**SUBJECT:** Elevator and Escalator Preventative Maintenance  
and Service Repairs Request for Proposals

**BACKGROUND:**

There are seven elevators and two sets of parallel escalators in CCAD-owned facilities. Late last year, staff issued a request for proposals (RFP) for preventative maintenance and service repairs for CCAD-owned elevators and escalators. We received three bids, with the lowest bid being nearly double the cost of our current contract and the highest bid almost four times higher.

While there are several elevator service providers in Oregon, only three companies also offer escalator maintenance. Based on the proposals received, staff recommends that the Board reject all current bids and direct staff to prepare two separate RFPs: one for elevator maintenance and another for escalator maintenance.

This revised approach could attract more competitive pricing by targeting providers with specialized expertise and cost structures specific to each service type.

**FISCAL IMPACT:**

The adopted FYE2025 budget does not have the approved capacity to fund the proposals received.

**LEGAL CONSIDERATION:**

This item has been reviewed by legal counsel.

**RECOMMENDATION:**

Reject all proposals received for the combined elevator and escalator maintenance RFP.

**MOTION:**

Motion to reject the proposals received for the combined elevator and escalator maintenance RFP, and to direct staff to prepare and issue two separate Requests for Proposals (RFPs): one for elevator maintenance and another for escalator maintenance.

## COOS COUNTY AIRPORT DISTRICT

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### ACTION REQUEST

**DATE:** January 23, 2025

**SUBJECT:** Mangan Dike Tide Gates

**BACKGROUND:**

In 2011, CCAD undertook a mitigation project at what is now known as Goose Point. As part of the agreement entered at that time, CCAD is obligated to maintain the mitigation improvements in perpetuity.

The Coos Watershed Association has expressed interest in modifying or replacing the existing tide gate doors in the dike (Mangan dike) at Goose Point to improve fish access and water quality by adding a PET door to the current tide gate (A "pet door" is a small hole, cut into the larger tide gate lid, which is covered by a small door mounted on the larger lid). The costs associated with this project will be covered by the Coos Watershed Association, and they have already secured the property owner's support. Moving forward with the project will require your approval and a formal agreement with the Coos Watershed Association.

Hale Lutz, Executive Director of the Coos Watershed Association, will be making a presentation at the meet regarding the project.

**FISCAL IMPACT:**

No fiscal impact anticipated.

**LEGAL CONSIDERATION:**

Proceeding with this project will require an agreement between CCAD and the Coos Watershed Association, subject to legal review and approval.

**RECOMMENDATION:**

If it pleases the Board, authorize staff to sign an agreement with the Coos Watershed Association to replace the tide gates at Mangan Dike, pending legal review and approval of the agreement.

**MOTION:**

Motion to approve authorizing staff to sign an agreement with the Coos Watershed Association to replace the tide gates at Mangan Dike, pending legal review and approval of the agreement.