

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, October 24, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

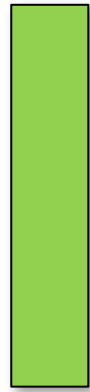
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III. ACTION ITEMS:	
A. Adopt Resolution 2024-10-01: Amend Policy 13: Real Estate/Leasing/Asset Policies	35-36

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:
Next Regular Board Meeting December 5, 2024

ADJOURN

SECTION



CONSENT
CALENDAR

Coos County Airport District

Regular Board Meeting

September 26, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, September 26, 2024 at 7:30 a.m., in the CCAD Boardroom.

CALL TO ORDER

Commissioners Present

Jason Bell, Chairman

Joe Benetti, Vice-Chair (Zoom)

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner

Absent

Brent Pahls

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, Neighborhood Resident

Ken Bonetti, Neighborhood Resident

Marie Simonds (Zoom)

Unidentified Guest (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Consent Calendar from August 2024 was unanimously approved.

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock shared an update on commercial air service at the Southwest Regional Airport (OTH). He noted that the airport is still on pace to see a 9% increase in passenger enplanements over last year, in spite of last year producing our highest enplanement numbers in many years.

An update on General Aviation visits will come next month, but the number of jets utilizing the airport's ramp space indicated that August was a strong month.

Director Craddock next provided a progress report for ongoing airport projects.

As of September 25th, there have been two concrete pours on the first phase of the Legacy Apron project, with some of this work taking place at night.

Still in planning or design phase are projects involving the Terminal Concourse, the Glide Slope Relocation, the Runway Safety Area, and the Cargo Facility. Staff continues to seek funding opportunities to help cover the cost of these projects.

The Shuttle Bus Parking project was delayed due to some power lines that were damaged during excavation. These have been repaired, and the project should be wrapping up shortly.

The last Master Plan for the airport was created in 2013. These should be updated every 10 years, and staff has been working with Ardurra to prepare a scope of work for the renewal of this Plan.

Director Craddock expressed his desire to work with the District's attorney to prepare agreements with rideshare companies operating on airport property that will align with similar agreements signed by airports nationwide. The Board had no objections.

The Board had previously approved assisting with the costs of moving a pump station located on airport property. The City of North Bend approached the Director to inform him they do not yet have a signed utility easement for this project. Director Craddock asked for the Board's consent to allow him to meet with the City to put together agreeable easement language.

Some adjustments regarding the upcoming Board Meeting schedules were suggested. As the Director will be out of town for the October meeting, Deputy Director Brittsan will fill in for him on this date. The meetings for November and December are currently scheduled on or near a holiday. Director Craddock purposed replacing these meetings with one meeting in early December. Staff will send a poll to Board members to select a date.

Commissioner Benetti asked for clarification on what the District's financial commitment was for the pump station relocation, to which the Deputy Director answered \$27,000/yr for 5 years. Commissioner Benetti also inquired if agreement with the rideshare companies meant any changes to the newly-signed agreement with Hertz. Finally, Benetti also inquired if the District was obligated to proceed with the Runway Safety Area project, and if so, how the costs will be covered. Director Craddock stated that choosing not to proceed with this project would require the runway to be shortened, which would have a significant impact on commercial air service. He also gave a brief summary of grant funding that may be available to aid in covering the costs of the project.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), Resolution 2024-09-01 amending CCAD Policy 12: Operation Policies was unanimously approved.

PUBLIC COMMENTS

Mr. Meynink expressed curiosity on what the process was for developing the Master Plan. He also shared that he felt that, should the airport not use the entirety of available funding for a project, it would be better to allow those funds to remain unused, rather than creating add-ons to a project to use up the funding.

Mr. Bonetti expressed concern over the invasive species that are dominating the underbrush in the forested areas of the District's property. He requested that the airport budget funds and come up with a plan for removing these. Bonetti stated that the increase in invasive species in these forested areas impacts the habitat of wildlife in the area.

Director Craddock stated that the airport has budgeted \$50,000 for this work and is seeking local funding to contribute toward the efforts as well. He also noted that the District's ultimate goal for the area in question is to create revenue generating property and that promoting wildlife habitat near the airport can create safety issues.

Mr. Bonetti voiced his disbelief that wildlife had any significant presence on this airport's operating area, and shared his opinion that the District's goal should be to develop the Business Park in a way that would have minimal impact on the surrounding forested area.

COMMISSIONER COMMENTS

Commissioner Brainard expressed his thanks to staff involved in the ongoing Park Project with Rotary.

Commissioner McKeown thanked the Director and District's Attorney for their work on updating CCAD Policies.

Meeting adjourned to Executive Session at 08:00 a.m.

No additional action was taken after the Executive Session.

COOS COUNTY AIRPORT DISTRICT

DATE: October 24, 2024

SUBJECT: Acceptance of September 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 25.00% of the fiscal year elapsed, and general fund property tax collections at 2.44% 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 \$406,028.10 (accounts payable) and \$114,983.06 (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: September 2024 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$6,088,015 of which \$2,693,397 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	1,264,316
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	159,870
Payroll Checking	Sweep	Checks current/prior month expenses	104,774
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	27,478
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,314
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	345,792
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	2,401,655
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	1,779,816
Total Cash on Hand			\$ 6,088,015
Less LGIP Reserve	Reserve	Restricted Fund Use	(1,583,355)
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	(115,853)
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	(460,133)
Total Unrestricted Funds			\$ 2,693,397

Fund	Beginning Fund Balance 07/01/24	(Used) Earned	Ending Fund Balance 09/30/24
General Fund	\$ 4,043,003	(33,953)	3,662,256
Construction Fund	\$ 74,742	392,377	741,929
PFC Fund	\$ 17,168	6,761	39,736
Unemployment Fund	\$ 62,149	-	62,149
BLM Fund	\$ 304,300	28,995	323,761
DHS Fund	\$ 618,930	(113,213)	722,150
BEC Fund	\$ 135,614	7,256	155,221
Building Reserve Fund	\$ 780,078	5,041	795,447

COOS COUNTY AIRPORT DISTRICT
 Balance Sheets
 For Year to Date - September 30, 2024

Combined Funds

ASSETS		
Current Assets		
Checking/Saving	6,088,276	
Accounts Receivable	117,566	
Other Current Assets		
Total Current Assets	6,205,842	
Fixed Assets	30,626	
Total Assets		<u>\$ 6,236,468</u>
 LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable	3,512	
Other Current Liabilities	2,974	
Total Current Liabilities	6,487	
Equity	6,229,981	
Total Liability & Equity		<u>\$ 6,236,468</u>

General Fund

ASSETS		
Current Assets		
Checking/Saving	2,146,877	
Petty Cash	261	
Accounts Receivable	117,234	
Total Current Assets	2,264,372	
Fixed Assets	30,626	
Total Assets		<u>\$ 2,294,997</u>
 LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable	3,512	
Other Current Liabilities	2,374	
Total Current Liabilities	5,887	
Equity	2,289,111	
Total Liability & Equity		<u>\$ 2,294,997</u>

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - September 30, 2024

Construction Fund

ASSETS

Current Assets

 Checking/Saving 950,645

 Other Current Assets

 Total Current Assets 950,645

 Fixed Assets

Total Assets \$ 950,645

LIABILITIES & EQUITY

 Equity 950,645

Total Liability & Equity \$ 950,645

Passenger Facility Charges (PFC) Fund

ASSETS

Current Assets

 Checking/Saving 34,239

 Total Current Assets 34,239

Total Assets \$ 34,239

LIABILITIES & EQUITY

 Equity 34,239

Total Liability & Equity \$ 34,239

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 - September 30, 2024

BLM Fund

ASSETS			
Current Assets			
Checking/Saving	692,541		
Total Current Assets	692,541		
Total Assets		\$	<u><u>692,541</u></u>
 LIABILITIES & EQUITY			
Accounts Payable	-		
Equity	692,541		
Total Liability & Equity		\$	<u><u>692,541</u></u>

DHS Multi Services Campus Fund

ASSETS			
Current Assets			
Checking/Saving	979,686		
Other Current Assets			
Total Current Assets	979,686		
Total Assets		\$	<u><u>979,686</u></u>
 LIABILITIES & EQUITY			
Equity	979,686		
Total Liability & Equity		\$	<u><u>979,686</u></u>

BEC Fund - Business Enterprise Center

ASSETS			
Current Assets			
Checking/Saving	56,022		
Accounts Receivable	332		
Total Current Assets	56,354		
Total Assets		\$	<u><u>56,354</u></u>
 LIABILITIES & EQUITY			
Current Liabilities			
Accounts Payable	-		
Other Current Liabilities	600		
Total Current Liabilities	600		
Equity	55,754		
Total Liability & Equity		\$	<u><u>56,354</u></u>

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - September 30, 2024

Building Reserve Fund

ASSETS

Current Assets

 Checking/Saving

1,165,856

 Total Current Assets

1,165,856

Total Assets

\$ 1,165,856

LIABILITIES & EQUITY

 Equity

1,165,856

Total Liability & Equity

\$ 1,165,856

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - September 30, 2024

	Total Revised Budget	Actual		% of Budget
		September	Fiscal Year to Date	
General Fund				
Beginning Fund/Cash Balance	\$ 2,417,971	\$ 2,181,091	\$ 2,527,885	
Revenues				
Taxes	1,517,450	8,351	36,954	2.44%
Other	1,359,571	145,957	401,904	29.56%
Grants and subsidy	250,000	-	-	0.00%
Transfers in	1,630,000	100,000	100,000	6.13%
Transactions paid from incorrect fund	-	-	-	
Total Revenue	<u>4,757,021</u>	<u>254,308</u>	<u>538,858</u>	
Expenses				
Personnel Services	2,057,404	169,121	534,319	25.97%
Materials and Services	2,011,771	93,581	299,816	14.90%
Capital Outlay	1,027,398	19,979	68,730	6.69%
Debt Service	127,470	5,580	16,740	13.13%
Transfers out	1,785,740	-	-	0.00%
Contingency/Rounding	-	-	-	
Total Expenses	<u>7,009,783</u>	<u>288,261</u>	<u>919,605</u>	
Ending Fund/Cash Balance	<u>\$ 165,209</u>	<u>\$ 2,147,138</u>	<u>\$ 2,147,138</u>	

Construction Fund				
Beginning Fund/Cash Balance	\$ 322,840	\$ 579,933	\$ 305,123	
Federal Grant Proceeds - FAA	3,181,414	568,187	1,091,367	34.30%
State Grants-AIP Projects	2,386,000	-	7,628	0.32%
Transfers In from General Fund	1,785,740	-	-	0.00%
Reimbursements	-	-	-	
Transactions paid from incorrect fund	-	-	-	
Total Receipts	<u>7,353,154</u>	<u>568,187</u>	<u>1,098,995</u>	
Capital Outlay - Runway 22 RSA Improvements	-	36,690	93,453	
Capital Outlay - ARFF/Maint Facility	-	-	60,000	
Capital Outlay - Cargo Facility & Road Realignment	3,000,000	83,358	188,608	6.29%
Capital Outlay - Glideslope Relocation	796,875	-	-	0.00%
Capital Outlay - Reconstruct Ramp/Apron	2,000,000	46,962	63,347	3.17%
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	26,400	25.00%
Transfer Out	-	-	-	
Total Disbursements	<u>7,627,475</u>	<u>175,810</u>	<u>431,808</u>	5.66%
Ending Fund/Cash Balance	<u>\$ 48,519</u>	<u>\$ 972,310</u>	<u>\$ 972,310</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - September 30, 2024

	Total Revised Budget	Actual		% of Budget
		September	Fiscal Year to Date	
Passenger Facility Charges (PFC) Fund				
Beginning Fund/Cash Balance	\$ 9,594	\$ 27,477	\$ 11,670	
Investment Earnings	-	-	-	
Passenger Facility Charges	80,000	6,761	22,568	28.21%
Total Receipts	80,000	6,761	22,568	
Transfer out to General Fund	80,000	-	-	0.00%
Total Disbursements	80,000	-	-	
Ending Fund/Cash Balance	\$ 9,594	\$ 34,238	\$ 34,238	

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

BLM Facility Fund				
Beginning Fund/Cash Balance	\$ 643,122	\$ 641,883	\$ 651,417	
Lease Revenue	881,415	74,056	222,027	25.19%
Investment Earnings	14,000	1,347	4,106	
Reimbursement			2,335	
Miscellaneous	120,000		-	0.00%
Transactions paid from incorrect fund			-	
Total Receipts	1,015,415	75,403	228,468	
Materials and Services				
All but below	129,471	2,169	37,881	29.26%
HVAC and other major repairs	75,000	5,482	54,855	73.14%
Capital Outlay				
Exterior Paint/Gutters	120,000		-	
Landscaping	20,000		-	
Debt Service	465,150	38,757	116,271	25.00%
Transfer Out	600,000		-	0.00%
Contingency				
Total Disbursements	1,409,621	46,408	209,007	
Ending Fund/Cash Balance	\$ 248,916	\$ 670,878	\$ 670,878	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - September 30, 2024

	Total Revised Budget	Actual		% of Budget
		September	Fiscal Year to Date	
DHS Multi Services Campus Fund				
Beginning Fund/Cash Balance	\$ 739,844	\$ 1,092,899	\$ 876,466	
Lease revenue	1,583,279	-	263,756	16.66%
Investment Earnings	30,000	3,956	11,148	37.16%
Reimbursements & Cost Shares			129	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,613,279</u>	<u>3,956</u>	<u>275,033</u>	
Materials and Services	165,878	5,584	37,058	22.34%
Capital Outlay	60,000		-	0.00%
Debt Service				
OR Pacific Loan	139,023	11,585	34,755	25.00%
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	<u>1,733,201</u>	<u>17,169</u>	<u>71,813</u>	4.14%
Ending Fund/Cash Balance	<u>\$ 619,922</u>	<u>\$ 1,079,686</u>	<u>\$ 1,079,686</u>	

BEC Fund - Business Enterprise Center				
Beginning Fund/Cash Balance	\$ 31,663	\$ 48,765	\$ 36,414	
BEC Rent Receipts	100,000	8,789	26,938	26.94%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			-	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>100,000</u>	<u>8,789</u>	<u>26,938</u>	
Materials and Services	44,410	1,533	7,331	16.51%
Return of Security Deposits			-	
Pass through expenses			-	
Transfer to General Fund	50,000		-	0.00%
Transfer to Building Fund	25,000		-	0.00%
Total Disbursements	<u>119,410</u>	<u>1,533</u>	<u>7,331</u>	
Ending Fund/Cash Balance	<u>\$ 12,253</u>	<u>\$ 56,021</u>	<u>\$ 56,021</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - September 30, 2024

	Total Revised Budget	Actual		% of Budget
		September	Fiscal Year to Date	
Building Reserve Fund				
Beginning Fund/Cash Balance	\$ 1,149,157	\$ 1,160,815	\$ 1,150,487	
Investment Earnings	50,000	5,041	15,369	30.74%
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	<u>225,000</u>	<u>5,041</u>	<u>15,369</u>	6.83%
Capital Outlay	-		-	
Transfer to General Fund			-	
Transfer to Construction Fund			-	
Total Disbursements	<u>-</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 1,374,157</u>	<u>\$ 1,165,856</u>	<u>\$ 1,165,856</u>	

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/03/24	19799	Superior Construction Consulting Services	Const.	4,400.00
09/03/24	19800	Oregon Pacific Bank	DHS	11,585.21
09/03/24	19801	Oregon Bureau of Labor and Industries	Const.	1,392.49
Total 09/03/24:				<u>17,377.70</u>
09/05/24	19802	Ziplay Fiber	DHS	114.60
09/05/24	19803	CB-NB Water Board	BEC	195.55
09/05/24	19804	Coos Head Builders Supply	BEC	30.11
09/05/24	19805	Platt	BEC	181.74
09/05/24	19806	Ace Hardware	BLM	140.93
09/05/24	19807	CB-NB Water Board	BLM	1,516.19
09/05/24	19808	Coos Head Builders Supply	BLM	51.38
09/05/24	19809	Ziplay Fiber	BLM	183.29
09/05/24	19810	Ace Hardware	Gen	214.06
09/05/24	19811	Agri Tech Design	Gen	1,000.00
09/05/24	19812	Bi-Mart Corporation	Gen	822.09
09/05/24	19813	Cardinal Employment Services	Gen	1,915.20
09/05/24	19814	Cascade Farm & Outdoors	Gen	11.99
09/05/24	19815	Clean Rivers Erosion Control Inc	Gen	3,776.67
09/05/24	19816	Coastal Paper & Supply	Gen	69.80
09/05/24	19817	CB-NB Water Board	Gen	1,395.33
09/05/24	19818	Coos Head Builders Supply	Gen	407.63
09/05/24	19819	Douglas Fast Net	Gen	164.99
09/05/24	19820	Golders Napa	Gen	61.19
09/05/24	19821	Industrial Source	Gen	265.22
09/05/24	19822	Industrial Steel & Supply	Gen	99.94
09/05/24	19823	Perry's Supply	Gen	37.75
09/05/24	19824	Sherwin-Williams	Gen	110.48
09/05/24	19825	South Coast Office Supply	Gen	74.54
09/05/24	19826	Southern Coos Health Foundation	Gen	250.00
09/05/24	19827	Special Districts Association of Oregon	Gen	30,785.00
09/05/24	19828	Stephanie Stroud CPA LLC	Gen	300.00
09/05/24	19829	Streamline	Gen	800.00
09/05/24	19830	Umpqua Valley Financial LLC	Gen	4,000.00
09/05/24	19831	Ziplay Fiber	Gen	235.55
09/05/24	19832	Ziplay Fiber	Gen	66.38
09/05/24	19833	Ziplay Fiber	Gen	270.00
09/05/24	19834	Ziplay Fiber	Gen	270.00
09/05/24	19835	Ziplay Fiber	Gen	450.00
09/05/24	19836	American Family Life Assurance Co	Gen	118.82
09/05/24	19837	Lincoln Financial	Gen	225.00
09/05/24	DB20240905	VOYA/OSGP	Gen	100.00
Total 09/05/24				<u>50,711.42</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/12/24	19838	Comfort Flow Heating	DHS	3,070.00
09/12/24	19839	Ardurra	Const.	165,617.17
09/12/24	19840	Comfort Flow Heating	BLM	2,005.00
09/12/24	19841	Coos Head Builders Supply	BLM	46.25
09/12/24	19842	Perry's Supply	BLM	47.97
09/12/24	19843	Platt Electric	BLM	60.58
09/12/24	19844	Ace Hardware	Gen	9,875.39
09/12/24	19845	BNT Promotional Products	Gen	372.00
09/12/24	19846	Brandon Nelson	Gen	295.00
09/12/24	19847	CnB Security Inc	Gen	600.00
09/12/24	19848	Cardinal Employment Services	Gen	1,723.68
09/12/24	19849	Comp U Talk	Gen	1,262.00
09/12/24	19850	Coos County Clerk	Gen	5.00
09/12/24	19851	Coos Head Builders Supply	Gen	51.07
09/12/24	19852	KEZI	Gen	1,170.00
09/12/24	19853	KVAL	Gen	1,575.00
09/12/24	19854	Kyle Electric Inc	Gen	8,200.00
09/12/24	19855	Les Schwab	Gen	19,127.86
09/12/24	19856	Mellissa Cribbins Attorney at Law PC	Gen	2,425.00
09/12/24	19857	Northwest Insurance Group Inc	Gen	11,858.00
09/12/24	19858	Oil Changer	Gen	83.74
09/12/24	19859	Perry's Supply	Gen	33.25
09/12/24	19860	Riley McBride	Gen	295.00
09/12/24	19861	Roto Rooter	Gen	209.00
09/12/24	19862	SAIF Corporation	Gen	1,551.52
09/12/24	19863	Southern Oregon Wireless Inc	Gen	1,101.00
09/12/24	19864	Southwestern Oregon Community College	Gen	500.00
09/12/24	19865	The Legend	Gen	350.00
09/12/24	19866	Tri-County Plumbing Contractors Inc	Gen	136.24
09/12/24	19867	USDA AHIS	Gen	451.40
09/12/24	19868	West Coast Fencing	Gen	47.58
09/12/24	19869	Ziplay Fiber	Gen	488.81
09/12/24	19870	Wings Jet Flight Training LLC	Gen	275.00
Total 09/12/24				<u>234,909.51</u>
09/16/24	19871	Superior Construction Consulting Services	Const.	<u>4,400.00</u>
Total 09/16/24:				<u>4,400.00</u>
09/17/24	19872	Lawrence Van Hoof	Gen	<u>525.00</u>
Total 09/17/24:				<u>525.00</u>
09/19/24	19873	Ace Hardware	Gen	86.97
09/19/24	19874	BNT Promotional Products	Gen	1,458.16

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/19/24	19875	Cardmember Service	Gen	3,283.15
09/19/24	19876	Coastal Paper & Supply Inc	Gen	118.76
09/19/24	19877	Comfort Flow Heating	Gen	210.00
09/19/24	19878	Coos Head Builders Supply	Gen	75.50
09/19/24	19879	HGE Architects Inc	Gen	10,279.50
09/19/24	19880	SecureCom Inc	Gen	1,272.00
09/19/24	19881	West Coast Fencing	Gen	188.44
09/19/24	19882	Cardmember Service	DHS	712.86
09/19/24	19883	Cardmember Service	BLM	342.22
Total 09/19/24:				<u>18,027.56</u>
09/20/24	19884	Lincoln Financial	Gen	225.00
09/20/24	DB20240920	VOYA/OSGP	Gen	100.00
Total 09/20/24:				<u>325.00</u>
09/24/24	19885	Exclusive Jets	Gen	570.00
Total 09/24/24:				<u>570.00</u>
09/26/24	19886	Farr's True Value Hardware	BEC	9.49
09/26/24	19887	Billeter Marine LLC	BLM	55.00
09/26/24	19888	Ace Hardware	Gen	74.40
09/26/24	19889	BNT Promotional Products	Gen	1,254.36
09/26/24	19890	Bandon Nelson	Gen	281.88
09/26/24	19891	Cardinal Employment Services	Gen	3,758.58
09/26/24	19892	Comp U Talk	Gen	210.00
09/26/24	19893	Coos Head Builders Supply	Gen	715.46
09/26/24	19894	Golders Napa	Gen	336.04
09/26/24	19895	Graham Bay Area CJDR	Gen	99.00
09/26/24	19896	Robert Hood	Gen	23.96
09/26/24	19897	Industrial Steel & Supply	Gen	34.92
09/26/24	19898	Mack's Saw Shop	Gen	4.00
09/26/24	19899	NW Natural	Gen	1,057.44
09/26/24	19900	NW Natural	Gen	78.25
09/26/24	19901	O'Neils Overhead Doors	Gen	702.50
09/26/24	19902	Oregon Pacific Company	Gen	26.03
09/26/24	19903	Oregon Tool & Supply	Gen	14.95
09/26/24	19904	Perry's Supply	Gen	64.99
09/26/24	19905	Platt Electric	Gen	168.48
09/26/24	19906	Riley McBride	Gen	71.02
09/26/24	19907	Schindler Elevator Corporation	Gen	4,104.10
09/26/24	19908	South Coast Saw & Garden	Gen	131.00
09/26/24	19909	Tom's Lock & Key	Gen	3.00
09/26/24	19910	Tri-County Plumbing Contractors Inc	Gen	42.00
09/26/24	19911	Vend West Services Inc	Gen	10.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/26/24	19912	Waste Connection	Gen	9.50
09/26/24	19913	Zipty Fiber	Gen	381.10
Total 09/26/24:				<u>13,721.45</u>
Grand Total:				<u>340,567.64</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/03/24	DB20240903	Carson-Davis Oil Company		1,791.73
09/03/24	DB20240903	Spectrum Business	Gen	362.62
Total 09/03/24:				<u>2,154.35</u>
09/04/24	DB20240904	NW Natural	Gen	70.55
Total 09/04/24:				<u>70.55</u>
09/05/24	DB20240905	North Bend Sanitation	Gen	1,527.45
09/05/24	DB20240905	North Bend Sanitation	BEC	1,219.34
09/05/24	DB20240905	North Bend Sanitation	BLM	620.16
09/05/24	DB20240905	North Bend Sanitation	BLM	620.16
Total 09/05/24:				<u>3,987.11</u>
09/09/24	DB20240909	U.S. Cellular	Gen	338.31
Total 09/09/24				<u>338.31</u>
09/17/24	DB20240917	Banner Bank	Gen	91.25
Total 09/17/24:				<u>91.25</u>
09/20/24	DB20240920	Pacific Power	Gen	10,831.42
09/20/24	DB20240920	Pacific Power	BEC	492.72
09/20/24	DB20240920	Pacific Power	BLM	2,343.52
Total 09/20/24:				<u>13,667.66</u>
09/30/24	DB20240930	Banner Bank	Gen	44,337.26
Total 09/30/24				<u>44,337.26</u>
Grand Total:				<u>64,646.49</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/05/24	DB20240905	Payroll 09/05/2024	Gen	38,460.10
09/05/24	DB20240905	Internal Revenue Service	Gen	12,150.26
09/05/24	DB20240905	Oregon Department of Revenue	Gen	3,453.08
Total 09/05/24:				<u>54,063.44</u>
09/12/24	DB20240912	PERS	Gen	12,541.15
Total 09/12/24:				<u>12,541.15</u>
09/20/24	DB20240920	Payroll 09/20/2024	Gen	36,555.36
09/20/24	DB20240920	Internal Revenue Service	Gen	
09/20/24	DB20240920	Oregon Department of Revenue	Gen	
Total 09/20/24:				<u>36,555.36</u>
09/25/24	DB20240925	PERS	Gen	11,823.11
Total 09/25/24:				<u>11,823.11</u>
Grand Total:				<u>114,983.06</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/03/24	DB20240903	Bankcard Merchant	Gen	796.97
09/03/24	DB20240903	Authnet Gateway Billing	Gen	17.00
Total 09/03/24:				<u>813.97</u>
Grand Total:				<u>813.97</u>

COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, October 24, 2024

- **Certification Inspection:** An FAA 139 inspection is a certification inspection conducted by the FAA to ensure that airports with Airport Operating Certificates are meeting the requirements of Part 139. During the inspection, the FAA verifies that the airport is complying with procedures in its Airport Certification Manual (ACM), meeting Part 139 standards, and is worthy of serving the flying public. The inspection covers a review of paperwork and a “practical test”. The ACM includes self-inspection procedures, procedures to ensure safety during construction, and procedures for controlling pedestrians and vehicles in the movement area. This year, the Southwest Oregon Regional Airport will have its certification inspection on November 18-20.
- **Airport Emergency Exercise:** As part of its Airport Emergency Plan (AEP), the Airport must host a live Airport Emergency Exercise every 3 years. A simulated Mass Casualty Drill was held on September 25th from approximately 6-8 pm. The event was attended by representatives from North Bend Fire Dept., Bay Cities Ambulance, TSA, SkyWest Airlines, US Coast Guard, Bay Area Hospital, Air Traffic Control (ATC), and the Airport’s ARFF/Operations, Maintenance, and Administration personnel. Additionally, roughly 30 volunteers assisted by posing as passengers with injuries. Coordinating emergency exercises with all parties with interest in the AEP can accomplish the following:



Produce an integrated emergency plan that provides a response based upon need and emergency location.

Ensure readiness in the procedures and coordination needed to support a capable accomplished and effective emergency response in minimum amount of time.

Confirm the functionality and effectiveness of plans and procedures under controlled conditions and make changes as needed.

Improve emergency responder confidence in the AEP, as well as increase familiarity with the facility and resources.

- **Badge Audit:** The CCAD Operations supervisor began a badge audit this month, during which he is contacting *all* Airport badge holders, including hundreds of Airport staff and support personnel, to verify they are still in possession of their badge.

- **ARFF School:** ARFF personnel recently returned from Rocky Mountain Emergency Services Training Center in Helena, MT. The training received provides live fire experience for re-certification under FAR 39.319 and CARS 323. Training was provided on turret and hand-line control of a simulated fuel spill fire.
- **Shuttle parking update:** Construction of the shuttle parking area has been completed, and the area is now in use. Passengers and shuttle companies alike have commented on the improved flow and safety of the terminal roundabout area.



- **Terminal French Drain:** Last winter it was discovered that rain water was leaking through the ground near the terminal entrance, and causing damage to the walls of the TSA office. To prevent future leaks, a French drain was added to redirect water away from the area.

- **Gutter Projects:** The District is in the process of having gutters installed on the T-Hangars. Because the roof of this building overhangs the walls by approximately four inches, CCAD maintenance personnel needed to create a structure for the gutters to attach to that would position them appropriately under the roof.



- **Assisting Homeless Individuals:** Neighborhood residents have contacted the Airport with concerns over a recent increase in homeless individuals camping on District property and the dumping of trash. ARFF personnel too have noted this increase, having to perform medical checks twice last week on persons found sleeping near the Airport.
- **Brush Clearing:** The District budgeted funds this year to address the invasive plant species growing around Airport property. Work is commencing this week to begin clearing Scotch broom and other brush in the area near the South side of Taxiway Alpha West.

COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

October 16, 2024

Marketing



Our traditional advertising has shifted messages from Denver and daily San Francisco to the Winter SFO Schedule promotion. All commercial copy for Radio and TV has been updated. When the holiday schedules become available our focus will move to scheduling flights for important family gatherings.

The digital element continues to be a great way to connect with the community. We are utilizing Facebook and Instagram. Our audiences remain engaged in both platforms; however, our audience of Facebook has remained static for the past two months. Instagram followers continue to grow each month.

Social Media

Social Media advertising on Facebook and Instagram continues to be a cost-effective and important way to reach our audience. Reels and videos appear to be the way our followers engage. It leads to a lot of organic reach on our page. We are utilizing Nextdoor to publicize meetings and special events such as a TSA Recruitment Event coming up October 31st.

Facebook Advertisement

A Facebook advertisement for Southwest Oregon Regional Airport North Bend, OR. The text reads: "Southwest Oregon Regional Airport - North Bend, OR Sponsored · 🌐 Ditch the long drive! Fly OTH and enjoy: • Short travel to the airport • Short lines • Free parking Fly non-stop to San Francisco. Where will you go from here? Book now!" Below the text is an image of a United airplane on the tarmac with the "OTH" logo.

Instagram Post: Feels Good to Fly OTH

An Instagram post showing an airplane taking off from the airport. The caption reads "Feels so Good—to fly OTH. An ...". The post is from the account "southwestorregionalairport" and has 17 likes and 3 comments. It is liked by "rytoastfpv and 16 others".

Instagram post analytics for "Feels Good to Fly OTH".

Overview	
Views	277
Watch time	33m 31s
Interactions	20
Profile activity	0

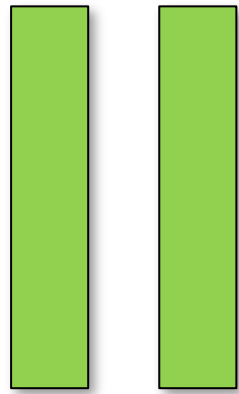
Views	
277 Views	
42.2% Followers	57.8% Non-followers

Accounts reached	192
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Other Communication

Attending meetings and other communications focused on flight schedules, promoting the airport, and promoting upcoming meetings with airlines at the Takeoff North America Conference. A news brief is prepared and ready to release next week.

SECTION



EXECUTIVE
DIRECTOR'S
REPORT

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, October 24, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

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A. Adopt Resolution 2024-10-01: Amend Policy 13: Real Estate/Leasing/Asset Policies	35-36

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:
Next Regular Board Meeting December 5, 2024

ADJOURN

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, October 24, 2024

Coos County Airport Commissioners,

I want to apologize in advance for not presenting this report in person. As you know, I will be in Green Bay, Wisconsin, attending the TakeOff North America conference during your regularly scheduled Board meeting. Along with our aviation consultant and Marine Simons from Bandon Dunes, we are scheduled to meet with executives from several airline companies to begin discussions on expanding air service to and from Southwest Oregon Regional Airport.

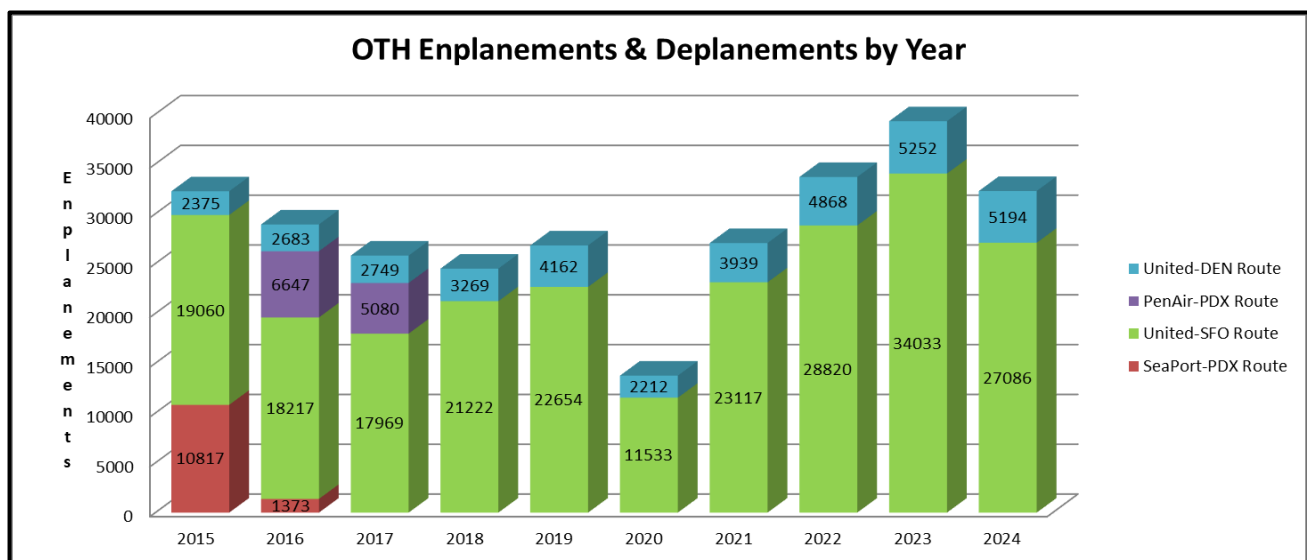
I will provide you with an update on our efforts at the next meeting.

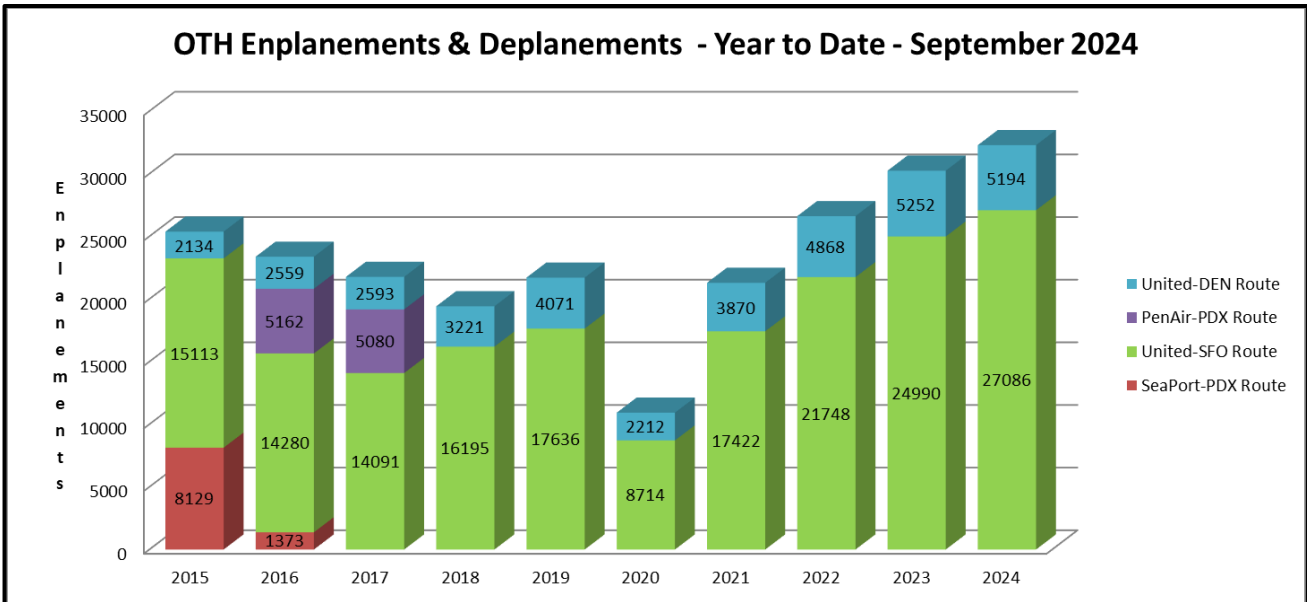
November / December Board of Commissioner Meetings

During the September Board of Commissioners meeting, the Board decided not to meet on its originally scheduled dates of November 21st (Thanksgiving) or December 26th (the day after Christmas). Instead, you sought to find an alternative date in early December. Based on the results of a Doodle Poll, the next Board meeting will be held on December 5, 2024.

Enplanements/Deplanements

Usage of airline service at Southwest Oregon Regional Airport has shown steady improvement over the past 45 months. In the calendar year 2023, as depicted in the graph below, enplanements and deplanements surpassed previous years by more than a decade. The following graph also shows 32,280 for enplanements and deplanements for the first nine months of 2024. When comparing the first nine months of 2024 to the same period in 2023, we have experienced a 6.7% 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–September), we have had 973 “out of county” GA planes land here, which is substantially similar for the same period in 2023.

Port of Coos Bay / Pacific Coast Intermodal Port Project

The Oregon International Port of Coos Bay (Port) has partnered with NorthPoint Development to construct a state-of-the-art container terminal on Port-owned property on Coos Bay’s North Spit, located southwest of the Southwest Oregon Regional Airport. The facility will be designed to move nearly 100% of inbound and outbound containers by rail for landside transportation, and it will incorporate electrification or other green energy sources for moving containers within the yard. This environmentally conscious approach is aimed at reducing the carbon footprint while enhancing operational efficiency.

The project is expected to increase capacity for imports, create a new gateway for U.S. exports, and provide a substantial economic boost to the region, supporting job growth and expanding local industry.

In a significant step forward, the U.S. Department of Transportation recently approved \$25 million in planning grants, which will be used for environmental review and to advance permitting and preliminary engineering for the terminal. This funding is a critical milestone in ensuring the project moves forward as planned.

Given the proximity of the proposed terminal to the airport, our staff is actively collaborating with representatives from the Port, their consultants, NorthPoint Development, and the FAA to mitigate or eliminate any potential impacts on current and future airport operations. This

coordination is vital to ensuring that both the airport and the terminal can operate efficiently and safely in the years to come.

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 in front of the large hangar built in 2014, and a 300,000 ft² legacy apron dating back to WWII.

At the Board's June meeting, Knife River Materials was awarded the contract for Phase 1 of the legacy apron reconstruction project, designed by our engineer of record, Ardurra. Work began in July and I am happy to report that the project is nearly complete

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



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 project was designed to improve traffic flow and pedestrian safety by adding designated parking lanes for shuttle buses and constructing sidewalks around the lot. Our required financial match for the proposed project was \$264K, which was included in this year's budget.

Although we were not awarded the grant, with your approval, we moved forward with the creation of the shuttle bus staging area. The project was awarded to Knife River Materials a couple of months ago, and they are nearing completion. The staging area is already in use and making a positive impact.



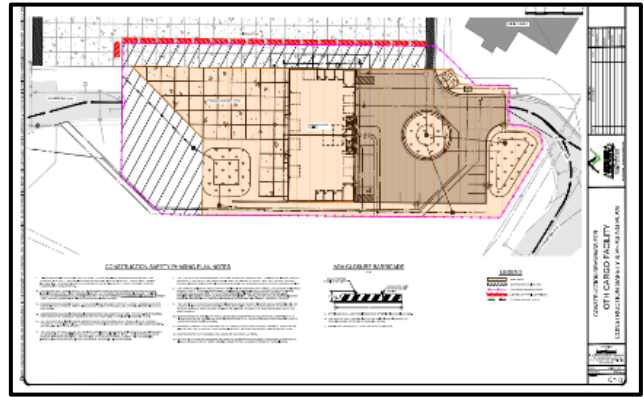
Staff also took the opportunity to rearrange the handicap parking area which resulted in the ability to add another handicap parking spot.

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 have been completed and we are awaiting one design layout approval from FAA. We anticipate being able to proceed with the project bid process next month. 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 anticipated to be around \$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.

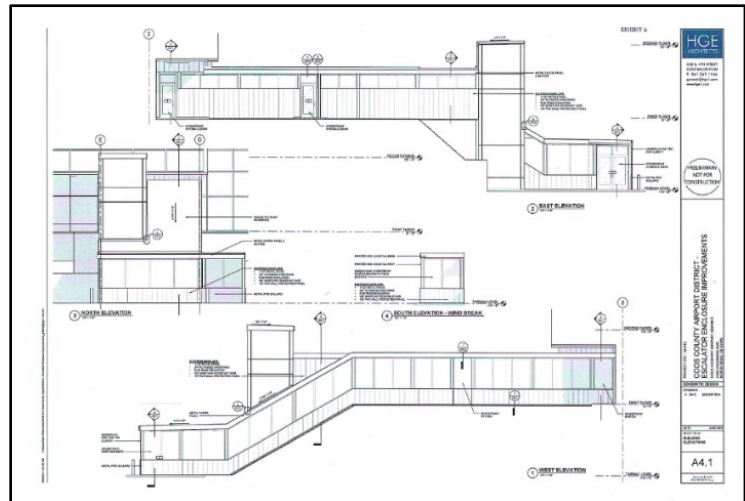


Concourse Capital Improvement Project

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

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

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



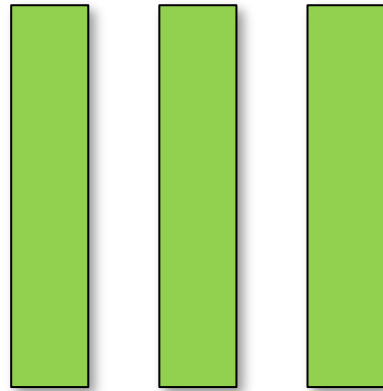
2025-2029 Capital Improvement Plan

Capital improvement planning is essential for identifying both the short-term and long-term needs of the airport. A key objective of airport planning is to ensure the efficient use of resources to meet aviation demand in a financially sustainable manner.

This past week, I met with representatives from the FAA to review our 2025-2029 Capital Improvement Plan, which includes the following anticipated projects that will be partially funded by federal grants:

Fiscal Year	Project	Estimated Cost
2025	Update Airport Mast Plan	\$1,064,877
	Glide Slope Relation Design/Construction	\$800,000
	RSA Improvement	\$7,000,000
2027	Runway / Taxiway Pavement Rehabilitation	\$3,041,743
2029	Apron Reconstruction	\$8,000,000

SECTION



ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, October 24, 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 December 5, 2024

ADJOURN

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 24, 2024

SUBJECT: Resolution 2024-10-01: Amending CCAD Policy 13

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 13: Real Estate / Leasing / Asset Policies.

The policy has been reviewed by both the Executive Director and the CCAD Attorney who find that Policy 13: Real Estate / Leasing / Asset Policies needs to be amended. Proposed changes, along with some grammatical corrections, to Policy 13 are attached in both legislative format and a clean amended copy.

The proposed amendment can be implemented with the adoption of Resolution 2024-10-01.

[CCAD Policy 13: Real Estate/Leasing/Asset Policies \(Legislative Copy\)](#)

[CCAD Policy 13: Real Estate/Leasing/Asset Policies \(Clean Copy\)](#)

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the Board, adopt Resolution 2024-10-01.

MOTION:

Motion to adopt Resolution 2024-10-01, amending CCAD Policy 13: Real Estate / Leasing / Asset Policies.

COOS COUNTY AIRPORT DISTRICT

In The Matter of

Amending CCAD Policy 13: Real Estate/
Leasing/Asset Policies

Resolution 2024-10-01

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 13: Real Estate/Leasing/Asset 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 13: Real Estate/Leasing/Asset Policies; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the amended Policy 13: Real Estate/Leasing/Asset 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 24th day of October 2024.

Jason Bell, Chairman

Joe Benetti, Vice-Chairman