

COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, October 23, 2025 – 7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

SECTION 1 - CONSENT CALENDAR:

September 25, 2025 Board Meeting Minutes	03-06
Financial Report / Check Register	07-13
Maintenance / Operations Report	14-15
Public Relations / Communications Report	16-17

SECTION 2 - EXECUTIVE DIRECTOR REPORT:

19-27

SECTION 3 - ACTION ITEMS:

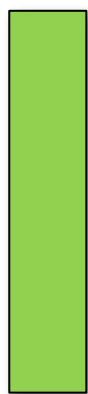
Project Advisory Committee Membership for Master Plan Update	29-36
Concourse Project Change Order 2	37-38
Cargo Facility Change Order 3	39
Commercial Hangar Rates	40-41
UPS Lease Extension	42
Shuttle Parking Rates	43-44
Washed Ashore Proposal	45
Hangar 3 Lease Agreement	46
Big Tents & Events Rentals Lease	47

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting December 4, 2025

SECTION



CONSENT
CALENDAR

Coos County Airport District

Regular Board Meeting

September 25, 2025

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, September 25, 2025 at 7:30 a.m., in the CCAD Boardroom.

CALL TO ORDER & INTRODUCTION OF GUESTS

Commissioners Present

Jason Bell, Chairman

Joe Benetti, Vice-Chair

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner (Zoom)

Brent Pahls, Commissioner

Counsel Present

Melissa Cribbins

Staff Present

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

Media and Guests Present

John Meynink; Marie Simons (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Vice Chair Benetti (Second Commissioner Brainard) the Consent Calendar from August 2025 was unanimously approved.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock shared that there has been a 28% increase in passenger traffic year-to-date, with 35,000 passengers through the terminal and an anticipated 50,000 by year-end, driven largely by the Denver route's 185% increase. The San Francisco route remained steady, and ancillary revenues also increased due to more car rentals, ground transportation, and aviation fuel sales.

Craddock next shared updates on the airport's current projects including the concourse rehabilitation which is progressing with the new roof partially installed, though concerns were raised about the portion of the roof covering the elevator not being included in the initial scope of work. A change order is expected due to corrosion discovered during skirting removal, revealing an unexpected area without a concrete wall. The parking lot expansion is ongoing, with the addition two rows of parking completed and the installation of new lighting and sidewalks underway. Additionally, a proposal to replace hydro-seeded areas with river rock was discussed, as the current landscape has been unsuccessful, leading to high mowing costs and a poor visual first impression for airport users. Finally, the cargo facility is advancing with roof installation nearing completion, despite challenges posed by high winds. Staff is in the process of negotiating a contract with a tenant for the building.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner Pahls (Second Vice-Chair Benetti), the Board voted to approve the Public Involvement Plan (PIP) and direct staff to (1) reach out to the listed organizations to confirm their PAC representative and (2) advertise and conduct an open application process to select the Airport Heights Neighborhood representative, returning recommended appointments to the Board for ratification.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), the Board voted to approve ratifying Contract Amendment #1 with Ardurra for construction administration services.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

Motion:

Upon a motion by Commissioner Pahls (Second Vice-Chair Benetti) the Board voted to accept Change Order #1 to the Concourse Capital Improvement Project, in the amount of \$21,471

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard) the Board voted to approve the Terminal Landscaping Enhancement—River Rock Ground Cover Expansion and authorize the Executive Director to execute a contract with Knife River Materials in the amount of \$107,500.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to approve engaging HVS to conduct a hotel development market study.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board voted to approve the second amendment to the Hertz Concession Agreement for on-airport rental car concession.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

Motion:

Upon a motion by Commissioner Pahls (Second Vice-Chair Benetti) the Board voted to accept the bid from Johnson Rock for \$24,541.00 and ratify the Executive Director's decision to approve the contract to reconfigure and improve the southern portion of the former terminal parking lot.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard) the Board voted to award Knife River Materials the contract to reconstruct and overlay the BEC parking lot in the amount of \$67,575.00.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

Discussion:

At the July Board meeting, Commissioners had requested that staff prepare suggestions for updating the rates charged to tenants in the commercial hangar. The Board reviewed potential rate changes based on the aircraft footprint and aircraft tier. After disclosing that he was a tenant in the hangar and therefore had a conflict of interest, Commissioner Pahls shared some observations about the hangar that he felt may impact the Board's future decision on the rates. There was a general consensus among the commissioners that the rates should be raised. It was purposed that if the change in rate was significant that the adjustment be made over a period of time. The Board directed staff to prepare a recommendation to share at the next meeting.

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to reschedule its regular November and December 2025 meetings and instead hold one regular Board meeting on Thursday, December 4, 2025.

Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye; Pahls: Aye

PUBLIC COMMENTS

Mr. Meynink noted that with the increase in traffic to Denver, he thought that there may be enough passengers to support extending the season during which that route is operated. Meynink also expressed his delight in hearing about the public involvement plan for the upcoming Master Plan Update.

Mrs. Simons voiced her appreciation for the Airport Staff and Board of Commissioners, and was pleased with the efforts all are making to highlight the value of the area we live and promote a pleasant travel experience for those visiting.

COMMISSIONER COMMENTS

Commissioners expressed their gratitude for the untied efforts of the Airport staff, with Commissioner Brainard admiring the cleanliness maintained in the area despite the many ongoing projects.

The Board focused on expressing appreciation for the airport's staff and ongoing improvements, including increased passenger traffic and enhanced facilities. Commissioner Brainard noted the cleanliness and organization amidst ongoing projects, and Commissioner McKeown discussed Congressman DeFazio's positive remarks about the airport's development. The conversation ended with plans for the next meeting, scheduled for October 23rd.

Meeting adjourned at 08:20 a.m.

COOS COUNTY AIRPORT DISTRICT

DATE: October 23, 2025

SUBJECT: Acceptance of September 2025 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 2.30% 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 \$1,304,965.11 (accounts payable) and \$139,347.12 (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:

- Check Register

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/02/25	20929	Superior Construction Consulting Services	Const	<u>4,620.00</u>
Total 09/02/25:				<u><u>4,620.00</u></u>
09/08/25	20930	Coos Bay North Bend Water	BEC	204.86
09/08/25	20931	Coos Bay North Bend Water	BLM	827.13
09/08/25	20932	Ziplay	BLM	368.45
09/08/25	20933	Ardurra	Const	113,044.03
09/08/25	20934	Johnson Rock	Const	134,205.77
09/08/25	20935	Tom E. Gayewski Construction	Const	27,061.60
09/08/25	20936	Oregon Pacific Bank	DHS	11,585.21
09/08/25	20937	Ziplay	DHS	105.49
09/08/25	20938	CnB Security	Gen	600.00
09/08/25	20939	Coos Bay North Bend Water	Gen	1,504.56
09/08/25	20940	SAIF Corporation	Gen	1,635.64
09/08/25	20941	SDIS	Gen	32,817.00
09/08/25	20942	Stamndard Insurance	Gen	1,391.54
09/08/25	20943	Stephanie Stroude CPA	Gen	300.00
09/08/25	20944	Streamline	Gen	800.00
09/08/25	20945	Umpqua Valley Financial	Gen	3,500.00
09/08/25	20946	Ziplay	Gen	289.54
09/08/25	20947	Ziplay	Gen	86.04
09/08/25	20948	Ziplay	Gen	275.51
09/08/25	20949	Ziplay	Gen	153.00
09/08/25	20950	AFLAC	Gen	386.38
09/08/25	20951	Lincoln Financial	Gen	275.00
09/08/25	DB20250908	VOYA	Gen	<u>100.00</u>
Total 09/08/25:				<u><u>331,516.75</u></u>
09/09/25	20952	West Coast Fencing	Const	4,790.93
09/09/25	20953	Adam Taylor	Gen	<u>340.00</u>
Total 09/09/25:				<u><u>5,130.93</u></u>
09/16/25	20954	Superior Construction Consulting Services	Const	<u>4,620.00</u>
Total 09/16/25:				<u><u>4,620.00</u></u>
09/19/25	20955	Bi-Mart	Gen	277.54
09/19/25	20956	Bouorell Construction	Gen	9,900.00
09/19/25	20957	Robert Brittsan	Gen	507.40
09/19/25	20958	Coos Art Museum	Gen	420.00
09/19/25	20959	HGE Architects	Gen	4,887.39
09/19/25	20960	Mark Lane	Gen	2,508.00
09/19/25	20961	Amos Vorster	Gen	507.40

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/19/25	20962	H3 General Contractors	Const	796,076.00
Total 09/19/25:				<u>815,083.73</u>
09/25/25	20963	Ardurra	Const	12,996.26
09/25/25	20964	Cardmember Service	Gen	9,653.38
09/25/25	20965	Clean Rivers	Gen	11,394.60
09/25/25	20966	Douglas Fast Net	Gen	165.57
09/25/25	20967	KEZI	Gen	1,300.00
09/25/25	20968	KVAL	Gen	3,901.22
09/25/25	20969	Lincoln Financial	Gen	275.00
09/25/25	DB20250925	VOYA	Gen	100.00
09/25/25	20970	BOLI	Const	3,275.77
09/25/25	20971	Coos County Clerk	Gen	5.00
Total 09/25/25:				<u>43,066.80</u>
09/30/25	20972	Vend West	BEC	5.00
09/30/25	20974	Comfort Flow Heating	DHS	8,564.00
09/30/25	20975	Kyle Electric	DHS	469.98
09/30/25	20976	Reese Electric	DHS	170.10
09/30/25	20977	Tri-County Plumbing	DHS	849.22
09/30/25	20978	Ace Hardware	Gen	320.53
09/30/25	20979	Cardinal Employment Service	Gen	4,838.40
09/30/25	20980	Coastal Paper and Supply	Gen	27.00
09/30/25	20981	Comfort Flow Heating	Gen	1,125.35
09/30/25	20982	Comp-U-Talk	Gen	510.00
09/30/25	20983	Coos Head	Gen	562.78
09/30/25	20984	Golders Napa	Gen	227.56
09/30/25	20985	Graham Bay Area Equipment	Gen	90.26
09/30/25	20986	Industrial Source	Gen	295.03
09/30/25	20987	Industrial Steek and Supply	Gen	103.09
09/30/25	20988	Les Schwab	Gen	134.98
09/30/25	20989	Lighthouse Radio	Gen	300.00
09/30/25	20990	NW Natural	Gen	1,242.56
09/30/25	20991	NW Natural	Gen	139.37
09/30/25	20992	O'Neils Overhead Doors	Gen	4,802.50
09/30/25	20993	Oil Changers	Gen	63.98
09/30/25	20994	Oregon Pacific Company	Gen	72.00
09/30/25	20995	Oregon Pacific Tool	Gen	6.95
09/30/25	20996	Perry's Supply	Gen	8.49
09/30/25	20997	Peterson Machinery	Gen	1,780.88
09/30/25	20998	Crystal Pierce	Gen	148.95
09/30/25	20999	Platt	Gen	590.64
09/30/25	21000	Roto Rooter	Gen	84.00
09/30/25	21001	South Coast Office Supply	Gen	65.77
09/30/25	21002	The Legend	Gen	500.00
09/30/25	21003	Tom's Lock and Key	Gen	140.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/30/25	21004	Tower Ford	Gen	157.00
09/30/25	21005	USDA	Gen	23.26
09/30/25	21006	Waste Connection	Gen	59.00
09/30/25	21007	Vend West	Gen	10.00
09/30/25	21009	Tower Ford	Gen	5,865.33
Total 09/30/25:				<u>34,353.96</u>
Grand Total:				<u>1,238,392.17</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/03/25	DB20250903	Spectrum	Gen	362.62
09/03/25	DB20250903	Carson Oil Co	Gen	1,967.36
Total 09/03/25:				<u>2,329.98</u>
09/04/25	DB20250904	NW Natural	Gen	68.16
09/04/25	DB20250904	North Bend Sanitation	Gen	817.79
09/04/25	DB20250904	North Bend Sanitation	BEC	628.93
09/04/25	DB20250904	North Bend Sanitation	BLM	317.65
09/04/25	DB20250904	North Bend Sanitation	BLM	317.65
Total 09/04/25:				<u>2,150.18</u>
09/08/25	DB20250908	U.S. Cellular	Gen	299.00
Total 09/08/25:				<u>299.00</u>
09/16/25	DB20250916	Banner Bank	Gen	58.93
Total 09/16/25:				<u>58.93</u>
09/19/25	DB20250919	Pacific Power	Gen	12,552.97
09/19/25	DB20250919	Pacific Power	Gen	24.44
09/19/25	DB20250919	Pacific Power	BEC	441.55
09/19/25	DB20250919	Pacific Power	BLM	3,124.04
Total 09/19/25:				<u>16,143.00</u>
09/29/25	DB20250929	Banner Bank	Gen	44,337.26
Total 09/29/25:				<u>44,337.26</u>
Grand Total:				<u>65,318.35</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/05/25	DB20250805	Payroll 09/05/2025	Gen	37,881.95
09/05/25	DB20250805	Internal Revenue Service	Gen	11,205.44
09/05/25	DB20250805	Oregon Department of Revenue	Gen	3,303.06
Total 09/05/2025:				<u>52,390.45</u>
09/12/25	DB20250812	PERS	Gen	15,797.83
Total 09/12/2025:				<u>15,797.83</u>
09/19/25	DB20250919	Payroll 09/19/2025	Gen	39,291.85
09/19/25	DB20250919	Internal Revenue Service	Gen	11,883.00
09/19/25	DB20250919	Oregon Department of Revenue	Gen	3,457.30
Total 09/19/2025:				<u>54,632.15</u>
09/28/25	DB20250828	PERS	Gen	16,347.12
Total 09/28/2025:				<u>16,347.12</u>
Grand Total:				<u>139,167.55</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/02/25	DB20250902	Authnet Gateway Billing	Gen	15.00
09/02/25	DB20250902	Bankcard Merchant	Gen	1,239.59
Total 09/02/25:				<u>1,254.59</u>
Grand Total:				<u>1,254.59</u>

COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, October 23, 2025

Landscape Contract Adjustment: As part of the recent parking lot expansion, a substantial area previously maintained under the airport's landscaping contract was converted to pavement. In lieu of adjusting the contract value to reflect the reduced maintenance scope, the landscaping vendor proposed an alternative service: targeted herbicide application in areas of the airport requiring weed control. This pivot not only preserved the value of the existing agreement but also aligned with the airport's broader environmental management goals—specifically, the suppression of invasive scotch broom across the property.

ARFF Training and Certification: Two members of the Operations team recently completed Aircraft Rescue and Firefighting (ARFF) school as part of their annual recertification requirements. This training ensures continued compliance with FAA Part 139 standards and reinforces the airport's commitment to safety and emergency preparedness. Notably, one of the attendees was a newly hired team member; with this certification now complete, they will be qualified to assume ARFF duty by the end of the month, strengthening shift coverage and operational readiness.

SCBA Annual Testing Completed: The annual Self-Contained Breathing Apparatus (SCBA) testing has been successfully completed, ensuring continued compliance with safety standards and operational readiness. This year's process included full recertification conducted by an independent third-party firm, reinforcing the integrity of the equipment and procedures. Additionally, personnel underwent smoke fit testing to validate proper mask seal and functionality under simulated conditions, further supporting the airport's commitment to responder safety and preparedness.

ARFF 3 Turret Repair Pending: ARFF 3 was recently identified as having a leak in its roof-mounted turret. Despite the issue, the truck remains fully operational and continues to meet service requirements without compromising safety or performance. Replacement parts have been ordered, and repairs are scheduled to be completed in the near term, ensuring the vehicle returns to optimal condition with minimal disruption to emergency response capabilities.

Genie Lift Tire Replacement: One of the tires on the airport's Genie lift recently failed. Based on the condition and wear pattern, it was recommended that both tires on the axle be replaced to ensure balanced performance and safe operation. The replacements have been completed, restoring the equipment to full functionality and minimizing the risk of uneven load distribution or premature wear.

F-150 Engine Block Replacement: One of the Maintenance Department's 2013 F-150 trucks was recently brought in for service following performance concerns. During inspection, technicians discovered a significant amount of metal flakes in the engine oil, indicating internal wear and prompting a recommendation to replace the engine block. After evaluating the cost and availability of both new and used replacement vehicles, it was determined that repairing the existing truck would offer better value.

2009 TYM Tractor Sale: Following an internal assessment, the District determined that the cost of repairs required to restore the 2009 TYM tractor significantly exceeded its operational value. As a result, the unit was listed for auction on GovDeals. The sale concluded successfully with a final bid of \$11,800, and the tractor was picked up by the buyer on October 14.

Winterization Efforts Underway: In preparation for the winter season, the Maintenance Department has undertaken a series of proactive measures to ensure the property remains safe and operational during inclement weather. These efforts include comprehensive gutter inspections and cleanouts to prevent drainage issues, as well as the identification and repair of out-of-service exterior lighting to maintain visibility and security. Additional tasks such as sealing exposed surfaces and verifying equipment readiness are also underway, reflecting the department's commitment to minimizing weather-related disruptions and preserving infrastructure integrity.

COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

October 17, 2025

Overview

Marketing and community engagement efforts at the Southwest Oregon Regional Airport (OTH) continue to grow, focusing on visibility, partnership development, and public engagement. Our strategy combines consistent digital outreach with in-person connections to reinforce the airport's value as both a regional transportation hub and community partner. In addition, I have updated all current commercials (Paid Advertising) running on Television and Radio, including OTT digital advertising, to promote winter schedules, the end of Denver, and extra days to travel around the holidays.



Digital Engagement

Social Media Growth:

The airport's social media presence continues to expand, driven by engaging content and strategic campaigns.

- Facebook has surpassed 10,000 followers, marking a new milestone for audience reach and local visibility. Engagement remains strong, with posts about airline operations, staff highlights, and aircraft activity among the most popular.
- Instagram continues to grow steadily, especially among non-followers who interact with Reels and visual storytelling content. Nearly half of engagement now comes from users not yet following the account, expanding our reach organically.

An Air Force C17 practicing Instrument Landing System (ILS) Approaches at OTH. Impressive! Did you see, hear, and feel it? (Video courtesy OTH Operations Travis Mickelson)



Top-Performing Content:

- The Air Force C-17 flyover drew significant attention, generating one of the highest engagement rates of the year across both Facebook and Instagram. The post on Facebook reached 18,685 views, reached 12,000 people, and was shared 106 times.
- Updates showcasing airport projects, including the terminal concourse improvements and parking expansion, also resonated strongly with the community, illustrating public pride and interest in airport development.

Community Engagement & Public Outreach

Direct outreach remains a cornerstone of our communication strategy, ensuring the airport's role in regional economic growth and connectivity is well understood. Key recent engagements include:

- Bay Area Chamber of Commerce **Wednesday Business Connection & Transportation Committee**: Participation provided an opportunity to share updates on air service, parking enhancements, and travel options directly with the business community.

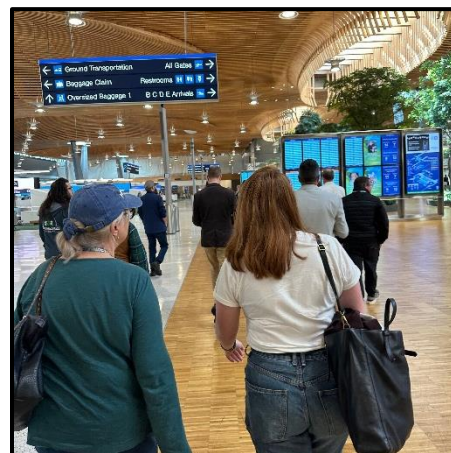


- **Travel Oregon Marketing Meetings**: Collaboration with statewide tourism partners continues to strengthen the airport's positioning as the gateway to the Southern Oregon Coast.

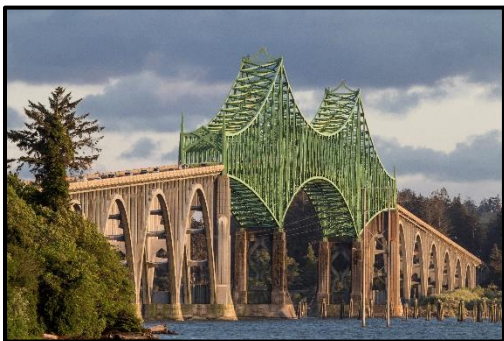
- **Coastal Caucus & Oregon Coast Economic Summit**: Representation at these events allowed the airport to highlight the importance of air connectivity in regional economic discussions. (Florence Representatives at the FlyOTH Booth at OCES)

- **Portland International Airport Visit**: During some time off, I had the chance to visit PDX. It offered valuable insights into passenger experience, visitor amenities, in-terminal advertising, signage, and operational design — lessons that are helpful for improvement projects at OTH.

- **Senior Fair (this weekend)**: Our upcoming participation will focus on direct engagement with local residents, emphasizing convenience, accessibility, and service updates. It will include information about our ARFF Firefighting unit and promote the convenience of connections by flying out of North Bend.



Concourse Photo Wall Project



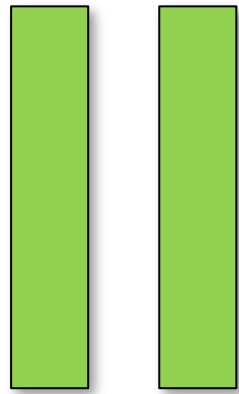
A highlight of recent internal collaboration is leading the team of experts guiding photo selection for the new concourse display wall. This project is designed to capture the essence of our region — from natural beauty to community spirit — creating a lasting visual experience for travelers. The selection process includes local photographers, design consultants, Destination Marketing Organization (Travel Southern Oregon Coast-TSOC & the Coos Bay, North Bend, Charleston Visitor and Convention Bureau-VCB) and airport staff, ensuring a balance of

professional quality and regional authenticity.

Summary

Marketing and outreach efforts continue to expand OTH's visibility through a combination of paid advertising, digital growth, public engagement, and collaborative partnerships. The results show clear momentum: stronger community recognition, a growing online presence, and meaningful connections with statewide economic and tourism leaders — all of which reinforce the airport's mission to serve as the coastal gateway for travelers and commerce.

SECTION



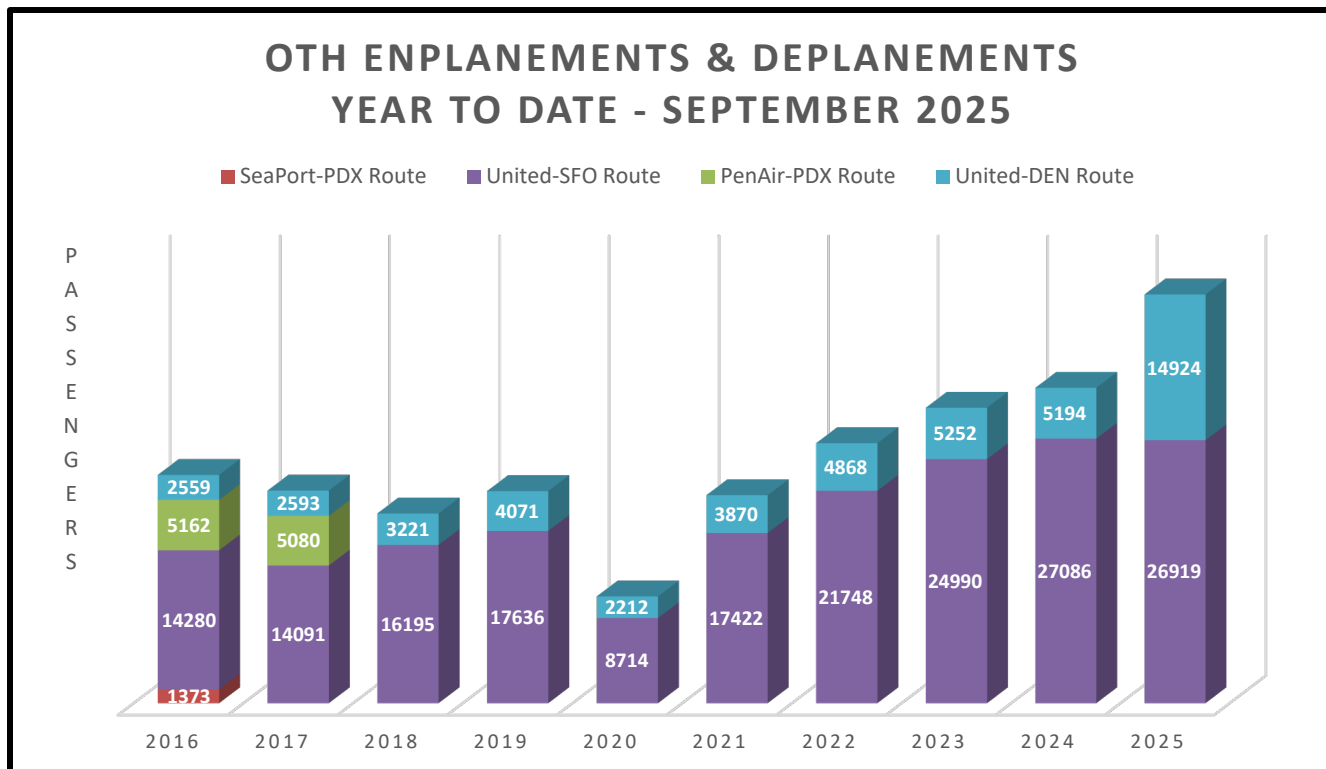
EXECUTIVE
DIRECTOR'S
REPORT

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, October 23, 2025

Passenger Traffic in 2025 Up Nearly 30%

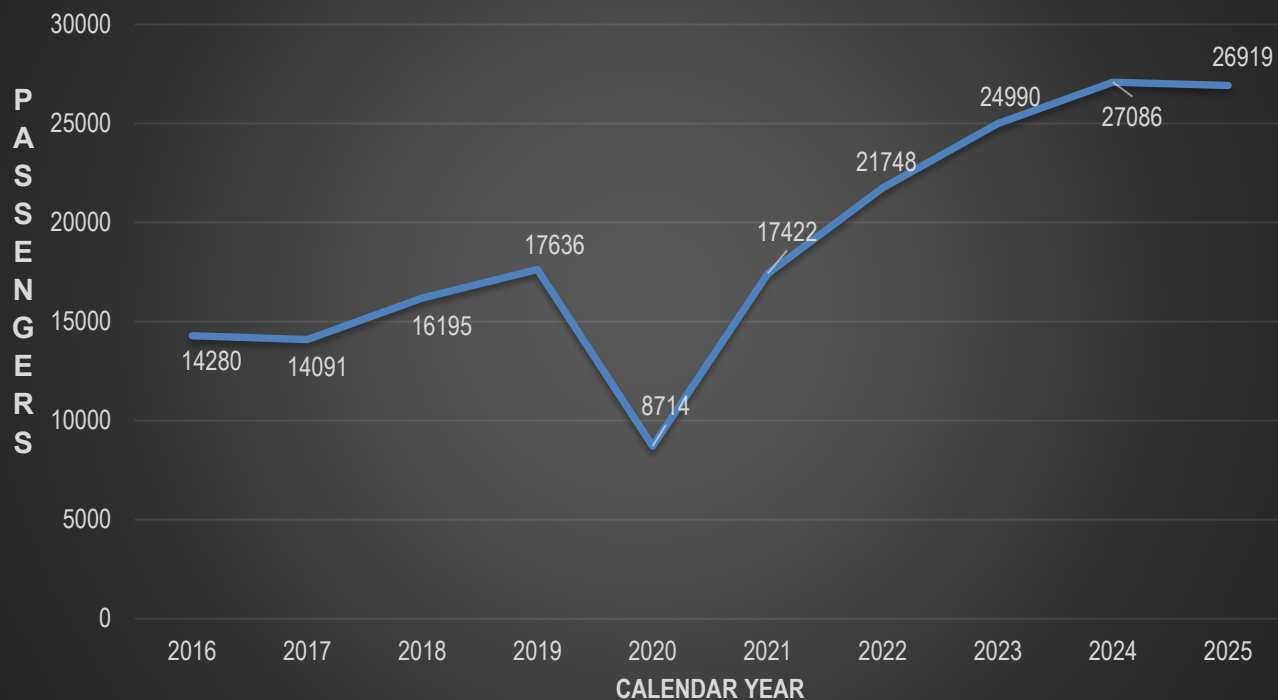
Passenger traffic at Southwest Oregon Regional Airport (OTH) remains above 2024 levels, with nearly 42,000 enplaned and deplaned passengers moving through the terminal in the first nine months of 2025, a 29.63% increase year-over-year.



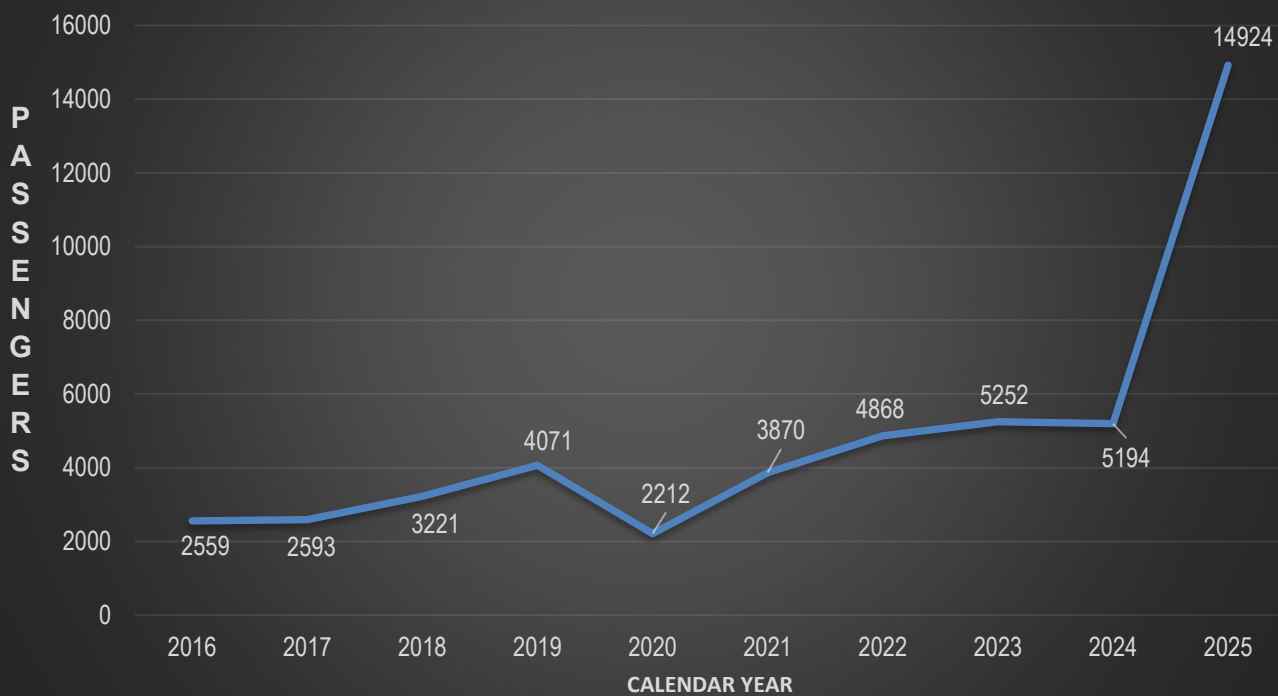
The SFO–OTH route has shown resilient, long-term growth, rising roughly 89% from 14,280 passengers in 2016 to 26,919 year-to-date in 2025. Traffic has rebounded dramatically since the 2020 pandemic low, more than tripling (+209%), and remains near the route’s historical peak. Although 2025 is running just a touch below 2024 year-to-date (26,919 vs. 27,086, –0.6%), the sustained high volume underscores durable demand, strong Bay Area connectivity, and the route’s role as a core pillar of OTH’s commercial service.

By contrast, the OTH–DEN route has shifted from steady to explosive growth, reaching a record 14,924 passengers year-to-date (through September 2025), an increase of 187% from 5,194 in 2024. The step-change is driven largely by added capacity and convenience: peak-season service expanded from 2 flights per week (May–Oct) in 2024 to 7 flights per week in 2025, providing more seats, better day-of-week coverage, and improved connectivity over Denver. Together, the two hubs are lifting OTH’s overall passenger base while diversifying options for both leisure and business travelers.

SFO - OTH Enplanements & Deplanements Year to Date - Sept 2025



Denver OTH Enplanements & Deplanements Year to Date - Sept 2025



Route Development Efforts

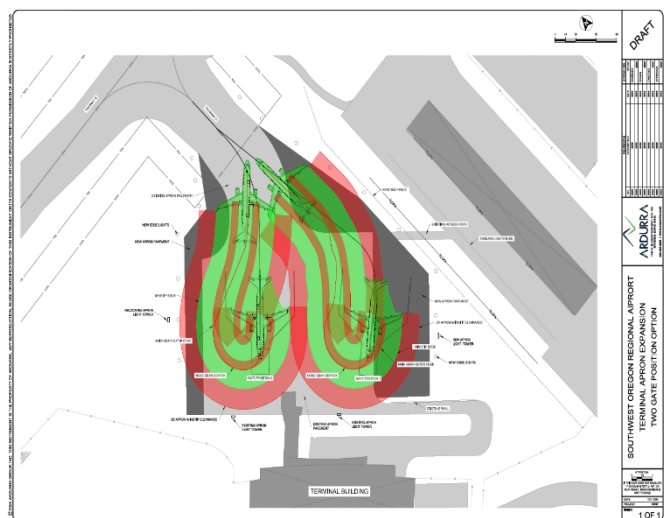
Efforts to expand existing routes and add new service are ongoing. United's OTH–DEN peak-season schedule of daily flights will continue through October 25, 2025, with service resuming in late May 2026. Given the strong utilization this year, we hope to encourage United to lengthen the peak season in 2026 by starting earlier and extending into November.

We continue active discussions with Alaska Airlines to re-establish OTH–PDX daily service. Based on recent conversations, the earliest realistic timeline appears to be late 2026. OTH previously secured a Small Community Air Service Development (SCASD) grant to support the route along with several community cash and in-kind commitments; although the grant is set to sunset at year-end, we will seek an extension.

Next month, I will meet with airline network teams at the TakeOff North America conference to pitch profitable opportunities for OTH. In addition to OTH–PDX, we see strong potential for a sun-destination route such as Phoenix (PHX), Burbank (BUR), or Las Vegas (LAS).

Need for Commercial Tarmac Expansion

The surge in commercial passenger traffic has brought some growing pains—most notably the need to expand terminal parking and upgrade the concourse—both of which are underway. The current timing of the daily SFO and DEN flights has also highlighted capacity constraints on the commercial aircraft apron/tarmac. When CRJ200s were used, we could park two aircraft on the existing apron and operate both gates simultaneously; with the shift to larger Embraer 170/175 (E-Jet) equipment, only one aircraft fits safely at a time. To accommodate two aircraft with power-in/power-out operations, the apron will need to be expanded. As shown at right, it's not uncommon for two commercial jets to be on the airfield at the same time; with only one stand available, one aircraft must hold on a nearby taxiway until the apron is clear, creating avoidable delays for passengers and the flight. Together with our engineer of record, Ardurra, we have presented this issue to our FAA project team and requested inclusion on the District's rolling five-year capital improvement plan; that request is currently under consideration. The estimated cost to expand the tarmac area to allow for two jets is estimated at \$1,200,000.



Vacation of Pony Point Road

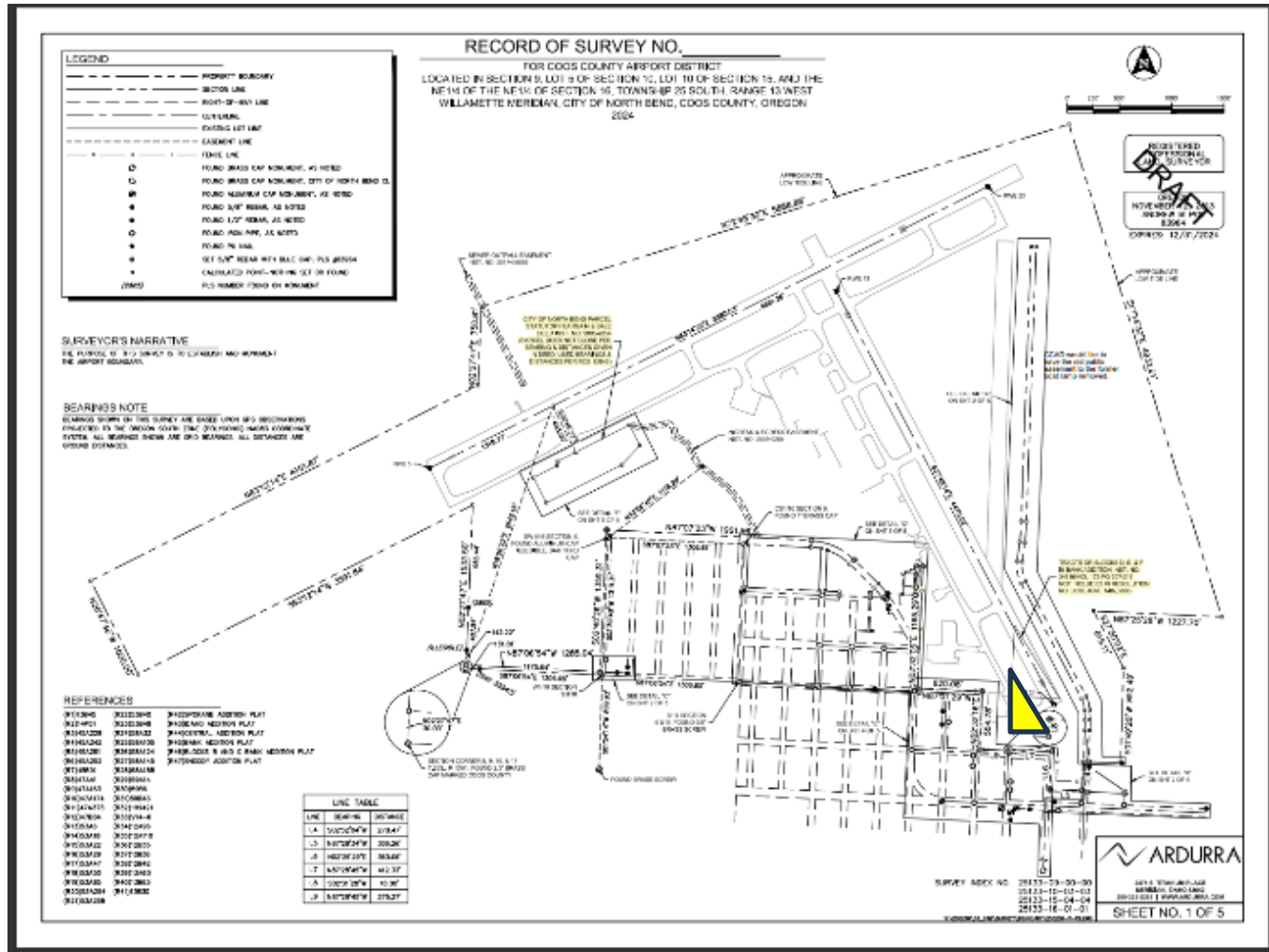
In 1991, when the City of North Bend managed and operated the airport as the airport sponsor, Pony Point Road was dedicated for public access to the boat ramp and other recreation facilities located along the east side of the airport. Ten years later, the roadway was closed due to airport security issues arising in the aftermath of the terrorist attack on 9-11 and is now gated and access is with active airfield security clearance only. While the boat ramp has remained closed and public access along Pony Point Road has been removed, the road had not been vacated.

A request to vacate Pony Point Road was submitted to the City. In response to the request, the North Bend City Council initiated a vacation process and after holding a public hearing unanimously approved the vacating of the road on October 14, 2025.



Ownership Transfer of a Parcel Located Under Runway 13-31

In 2005, the City of North Bend transferred its airport property interests to the newly formed Coos County Airport District. One 3.88-acre parcel located beneath Runway 13/31 was inadvertently omitted from that conveyance. After the District requested a correction, the North Bend City Council voted unanimously on September 9, 2025, to direct the City Attorney to prepare a deed conveying the 3.88-acre parcel to the Coos County Airport District.



North Bend's Wastewater Treatment Plant

As part of the North Bend City Council's decision to deed the portion of Runway 13/31 to the District, the City also wishes to correct the deed for the City's wastewater treatment plant property, which was purchased from the District after 2005. A recent survey of airport property identified an error in the current legal description that should be corrected.

In addition, the wastewater treatment plant is expected to require upgrades within the next few years, and it has been determined that an additional 41,000 square feet (≈0.94 acres) of land will be needed to support that work. As shown on the attached map, the City is requesting that the District consider transferring ownership of the necessary area to the City.

If the District elects to sell or otherwise dispose of airport property, FAA approval of a land release is required before any transfer occurs. The District has previously indicated its willingness to sell or otherwise dispose of this property under the appropriate FAA process, recognizing that a properly structured transaction would be mutually beneficial to both the City and the District. In practice, the sponsor submits a release request to the FAA Airports District Office addressing: how the land was acquired; current use and condition; the proposed non-aeronautical use; an independent appraisal establishing fair market value (FMV); and how the sale proceeds will be used for airport purposes. The FAA conducts environmental review (often a Categorical Exclusion) and requires public notice and a 30-day comment period before modifying grant assurances that dedicate land to aeronautical use. The approved release is then reflected on the Airport Layout Plan (ALP). For parcels still subject to Surplus Property Act deed restrictions, the process follows 14 CFR Part 155.

Staff is in the process of engaging a property appraiser who specializes in aeronautical properties.



Updates on In-Progress Capital Improvement & Planning Projects

Airport Master Plan Update

An airport master plan is updated through a structured, FAA-guided process that confirms long-term development needs and keeps the Airport Layout Plan (ALP) current. It typically includes data collection and existing-conditions inventory; aviation activity forecasts (submitted to FAA for review); facility requirements; alternatives analysis with stakeholder and public engagement (often via a Project Advisory Committee); selection of a preferred

development plan; and translation into a phased Capital Improvement Plan, with ALP drawings prepared for FAA approval. For NPIAS airports, maintaining a current master plan/ALP is an FAA expectation and practical requirement for AIP funding eligibility and safe, orderly development, with updates generally every 7–10 years or sooner when demand, fleet mix, standards, or land-use conditions change. At OTH, the master plan was last updated in 2013; as approved by the Board, Ardurra has been engaged to undertake the new master plan update now underway. Ardurra representatives were on site last week documenting existing conditions and consulting with stakeholders, and the first meeting of the Project Advisory Committee is expected in January 2026.

Concourse Capital Improvement Project (CIP)

The 2008 terminal concourse, originally designed as a partially open, metal-covered walkway, has deteriorated faster than expected due to continual coastal exposure. HGE Architects designed a fully enclosed, modernized concourse with roof repairs, insulation, updated interior finishes, improved lighting, and full climate control. After a competitive bid, the Coos County Airport District Board awarded the project to Tom E. Gayewski Construction, Inc., and work is now underway. The exterior metal siding has been removed; several original panels show corrosion and will be replaced. Contractors are installing roof insulation and a membrane roof, weatherproofing exterior walls, and preparing for new windows, doors, and siding. The project is on schedule for completion by year-end.



Terminal Parking Lot Expansion

This project is nearly complete. Together with the earlier effort this year to build a new employee parking area, it has delivered 105 additional parking spaces. The contractor is wrapping up a short punch list and expects to finish within the next one to two weeks. Once finished, staff will be following up with the addition of new signage.

Terminal Parking Lot Landscaping



Knife River Products has been engaged to install river rock landscaping in between five rows of parking and in front of the terminal building. Before putting down a vegetation barrier and the river rock, KRP will be applying herbicide to the existing ground cover. The overall project is expected to be completed by the end of November.

New Cargo Facility

Construction of the new 9,800-sq-ft cargo facility is progressing. With foundation footings, stem walls, and the concrete slab poured, the erection of the pre-engineered building will begin shortly. Located just south of the commercial hangar, the project integrates with the existing apron/ramp infrastructure, adding a dedicated aircraft apron with improved airside access. Completion is expected in January 2026. The project will enhance service to current partners, attract new cargo opportunities, and support economic growth in the South Coast region.



Since the Board's last meeting, the roofing installation and exterior siding has been completed.

FedEx intends to lease roughly one-third of the facility.



RSA Expansion

Coos County Airport District (CCAD) and the Federal Aviation Administration (FAA) have long prioritized squaring off the northwest Runway Safety Area (RSA) of Runway 5/23, as identified in the 2013 Airport Master Plan and the FAA's five-year Capital Improvement Plans (CIPs). Environmental review and permitting have been completed, and Ardurra has finalized the FAA-approved design. The project was competitively bid, with West Coast Contractors submitting the lowest bid at \$3,275,771.00. The project will be funded primarily through federal grants.



Based on the project schedule, contractors are expected to begin mobilization on October 27th and to be completed with the project by February 24, 2026

Shuttle Bus Parking Lot Improvements

Johnson Rock Products has been engaged to implement a reconfiguration of a portion of the former terminal parking lot where shuttle bus companies have been storing their fleet of vehicles. The reconfiguration and stripping will better accommodate the size of these larger vehicles. The project is scheduled to be completed this year.

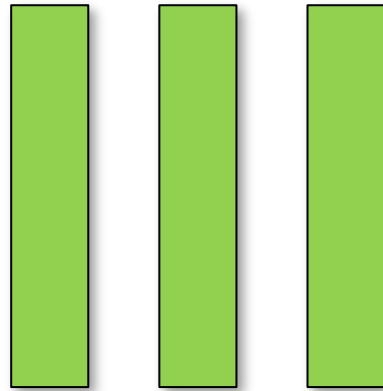


BEC Parking Lot Reconstruction

The BEC facility and parking lot is 45 years old. Other than occasional restriping, the parking lot has received minimal maintenance over the years and has now reached the end of its useful life.

Knife River Materials was engaged to reconstruct and overlay the BEC parking lot.

SECTION



ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Ratify Project Advisory Committee (PAC) Membership and Appoint Airport Heights Neighborhood and Board Representatives – Airport Master Plan Update

BACKGROUND:

In August 2025, the Board approved the Public Involvement Plan (PIP) for the Airport Master Plan update. The PIP establishes a framework for stakeholder engagement, including three public meetings, a project website, ongoing comment opportunities, and creation of a Project Advisory Committee (PAC) to provide input at key milestones.

Since approval, staff-initiated outreach to identified stakeholder groups to confirm interest and obtain nominees for PAC membership consistent with the PIP (e.g., air carrier, FBO/GA, local jurisdictions, tourism/economic development partners, federal partners, and community representatives). The following nominees were identified:

- MJ Koreiva, CCAD Budget Committee
- Josh Scarberry, TSA
- Jason Traylor, Coos Aviation
- Angie Shaubach, SkyWest
- Marie Simonds, Bandon Dunes Charitable Foundation
- Janice Langlinais, Coos Bay/North Bend/Charleston Visitors & Convention Bureau (VCB)
- Ralph Dunham, City of North Bend
- TBD, U.S. Coast Guard (USCG)
- Lamar Hoy, SCDC

Applications were also received for the Airport Heights Neighborhood representative seat:

- Christina Bloom (Lakeside resident), Owner—Perrys Supply & Architecture Firm
- John Meynink (Airport Heights resident), Retired Attorney, Property Owner
- Trish McMichael (Airport Heights resident), SWOCC Advisor, Property Owner

FISCAL IMPACT:

None. The Public Involvement Plan (PIP) is included in Ardurra's existing Engineer-of-Record scope; no additional project costs or budget amendment are anticipated.

LEGAL CONSIDERATION:

This report was reviewed and approved by legal counsel.

RECOMMENDATION:

Staff recommends the Board:

1. Ratify the stakeholder PAC membership slate listed above (with USCG representative to be named),
2. Appoint one Airport Heights Neighborhood representative from the applicant pool, and
3. Designate one (or two) Board member(s) to serve on the PAC.

MOTION:

I move to ratify the Project Advisory Committee membership as presented; acknowledging that the USCG will name their representative, appointing [NAME] as the Airport Heights Neighborhood representative; and designating Commissioner [NAME] [and Commissioner NAME, if two] to serve on the PAC for the Airport Master Plan update.

Master Plan Committee Member Application

From: Trish Price McMichael <tpmcmichael@hotmail.com>

Sent: Tue, Oct 14, 2025 at 6:45 pm

To: info@flyoth.com

 Images not displayed. [SHOW IMAGES](#) | [ALWAYS SHOW IMAGES FROM THIS SENDER](#)

Hello,

My name is Trish McMichael and I live at 1966 Channel Street in North Bend. This is part of the Airport Heights neighborhood. I have lived here for 29 years. My children were raised playing in the Airport Heights playground and along the trails. I walk my dog daily here.

I would love to be a part of the Master Plan Committee. I have a vested interest in the neighborhood as well as the greater North Bend community. I used to own a local business. Because of this, I have a unique view. That of both commercial and neighborhood needs.

Please consider me for the Master Plan Committee. My application is below.

[Master Plan Committee Member Application.pdf](#)

Thank you,

Trish McMichael
1966 Channel Street
North Bend, OR 97459
541-297-1534
tpmcmichael@hotmail.com

Airport Heights Resident

*Received
Rec'd 10/14/2025
Confirmed Receipt
10/14/2025*

**Coos County Airport District
Southwest Oregon Regional Airport
Master Plan Committee Member Application**

Applicant Name: Trish m^cMichael
 Address: 1966 Channel St, North Bend, OR 97459
 Phone Number: 541-297-1534 Email Address: tpmcmichael@hotmail.com

Are you a resident of Coos County? Yes

Brief outline of experience and occupation: Lived in Airport Heights 29 years.
Work at Southwestern Oregon Community College for over 14 years.
Owned Books By The Bay for 16 years.

What reasons do you have for wanting to be a member of this Committee? I live in
this neighborhood. Walk the paths and streets almost daily.
I would like to see what opportunities for growth there are.

Term: January 1, 2026 – December 31, 2027

If appointed, would you be able to serve the entire term? Yes

By signing below, I confirm that I wish to serve as a citizen member of the CCAD Master Plan Committee, for the two-year process:

Signature: Trish m^cMichael

Date: 10/14/25

Please submit application to the Southwest Oregon Regional Airport, 1100 Airport Lane, North Bend OR 97459 or via email to info@flyoth.com

Application for CCAD SORA Master Plan Committee Member

From: Christina Bloom <christina@perryssupply.com>

Sent: Thu, Oct 2, 2025 at 12:40 pm

To: info@flyoth.com

Outlook-frde3xp2.png (359.5 KB) Christina Bloom Master Plan Committee Member App.pdf (50.1 KB) – [Download all](#)

 Images not displayed. [SHOW IMAGES](#) | [ALWAYS SHOW IMAGES FROM THIS SENDER](#)

Good afternoon,

Please see attached my application. I am enthusiastic about the opportunity and look forward to contributing to the success of Coos County.

In addition to my professional background, I also travel routinely and look forward to sharing my experiences with you.

Best regards,
Christina

Christina Bloom, LEED AP, AIA
Owner, Administrative



3133 Broadway
North Bend, OR 97459
503 807 0481 direct
541 756 2051 main
541 756 2314 fax
www.perryssupply.com

*Business Owner
Architect
Perry's Supply*

*Lakeside Resident
Rick 10/2/2025
has been informed that
position is open to Airport
Meyers Resident*

**Coos County Airport District
Southwest Oregon Regional Airport
Master Plan Committee Member Application**

Applicant Name: CHRISTINA BLOOM

Address: 3133 BROADWAY AVE

Phone Number: 503 807 0481 Email Address: christina@perryssupply.com

Are you a resident of Coos County? YES

Brief outline of experience and occupation: Practicing architectural professional for over 27 years on Government, Commercial and Institutional projects collaborating across an expansive range of A/E/C professionals as well as scientists and specialists. Also, currently owner of Perry's Supply.

What reasons do you have for wanting to be a member of this Committee? My background in Urban Development, Regenerative Design and Community Organizational Leadership leads me with a strong desire to help revitalize NB and Coos County.

Term: January 1, 2026 - December 31, 2027

If appointed, would you be able to serve the entire term? YES

By signing below, I confirm that I wish to serve as a citizen member of the CCAD Master Plan Committee, for the two-year process:

Signature: Christina Bloom

Date: 10/2/25

Please submit application to the Southwest Oregon Regional Airport, 1100 Airport Lane, North Bend OR 97459 or via email to info@flyoth.com

PAC Application

From: John Meynink <meynink@gmail.com>

Sent: Sat, Oct 11, 2025 at 9:23 pm

To: Rodger Craddock

Master Plan App_signed.pdf (291 KB)

Attached please find my application for the Project Advisory Committee for the Airport Master Plan.

Thank you.

John Meynink
(541) 290-1516

Airport Heights Resident

*Rec'd 10/11/2025
Confirmed Receipt
20/11/2025*

Coos County Airport District
Southwest Oregon Regional Airport
Master Plan Committee Member Application

Applicant Name: John Meynink

Address: 1681 Arthur St, North Bend, OR 97459

Phone Number: 541-290-1516

Email Address: meynink@gmail.com

Are you a resident of Coos County? Yes

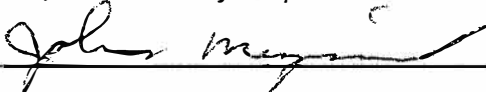
Brief outline of experience and occupation: I am a retired attorney. I have lived in Coos County since 1983, and on Arthur Street in the Airport Heights area of North Bend since 2000. I have been attending Airport Board meetings for several years, offering comments relating to community issues.

What reasons do you have for wanting to be a member of this Committee? I would like to provide input to the Committee to ensure that the views and interests of the Airport Heights neighborhood and the community at large are represented.

Term: January 1, 2026 – December 31, 2027

If appointed, would you be able to serve the entire term? Yes

By signing below, I confirm that I wish to serve as a citizen member of the CCAD Master Plan Committee, for the two-year process:

Signature: 

Date: 10/11/2025

Please submit application to the Southwest Oregon Regional Airport, 1100 Airport Lane, North Bend OR 97459 or via email to info@flyoth.com

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Concourse Capital Improvement Project Change Order #2

BACKGROUND:

The current terminal was constructed in 2008. Due to budget constraints and cost overruns at the time, several elements of the original design were value-engineered. A notable example is the concourse that connects the lower terminal level to the tarmac: the original plan called for a fully enclosed concourse, but the final construction was a metal-covered walkway with unfinished metal-clad walls and multiple open sections. As a result, the concourse interior—and the escalators within—have been continually exposed to the coastal environment, accelerating wear and corrosion.

To address these issues, HGE Architects was contracted to design the enclosure and upgrade of the concourse between the tarmac and the secure passenger waiting area. Proposed improvements include:

- Roof repairs
- New insulation
- Updated interior wall, floor, and ceiling finishes
- Enhanced lighting
- Installation of a climate-control system

A formal bid process was conducted. In addition to the base scope, bidders submitted prices for the following alternates:

- Alt #1: Upgraded lighting and ceiling finish
- Alt #2: Second windbreak on the east side (to accommodate a potential future second gate)
- Alt #3: Carpeted flooring
- Alt #4: Replacement of all exterior metal siding panels (versus partial reuse)

At the April 2025 meeting, the Board awarded the construction contract—including the base scope and Alternate #1—to Tom E. Gayewski Construction, Inc.

As is typical with construction, unforeseen conditions have required changes. During removal of metal siding slated for reuse, the panels were found to be in worse condition than anticipated. At last month's meeting, the Board approved Change Order #1 in the amount of \$21,471.00.

Additional needs have since been identified to meet code and improve longevity: (1) installation of an additional egress light to satisfy current building code requirements; and (2) use of stainless-steel sprinkler heads, hangers, and fire sprinkler pipe in the windbreak area to enhance durability in the coastal environment.

FISCAL IMPACT:

Original Contract Sum:	\$766,799.00
Change Order #1	\$ 21,471.00
Change Order #2	<u>\$ 4,603.46</u>
New Contract Sum:	\$792,873.46

LEGAL CONSIDERATION:

This report has been reviewed and approved by legal counsel.

RECOMMENDATION:

Ratify Change Order #2 from Tom Gayewski Construction, Inc.

MOTION:

Move to ratify Change Order #2 to the Concourse Capital Improvement Project, in the amount of \$4,603.46.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Ratify Change Order # 3 for the Cargo Facility Construction Project

BACKGROUND:

Inherent with all construction projects, the cargo facility construction project has experienced unforeseen circumstances that required adjustments be made to the original contract via change orders. A change order is a formal amendment to a construction contract that modifies the original scope of work, often resulting in changes to the project cost and timeline. In anticipation of these unexpected contract changes, within the cargo facility construction project budget of \$4,062,921, \$320,000 has been allocated to contingency funding. The contingency acts as a financial safety net, ensuring that the project can adapt to any additional expenses incurred from design omissions, scope changes, or unexpected site conditions. To date, the cargo project has issued three (3) change orders. Change orders 1 and 2 were ratified by the Board on August 28, 2025. Change order 3 includes in substance the following:

- Removal of legacy steam and water pipes from the construction site.
- Color change for select metal trim.
- Additional stainless steel trim at the base of the building.

[Change Order 3](#)

FISCAL IMPACT:

Project Contingency:	\$320,000.00
Previously approved Change Orders (1&2)	\$126,128.00
Change Order 3:	<u>\$ 10,787.00</u>
Contingency Remaining:	\$183,085.00

LEGAL CONSIDERATION:

This item has been reviewed and approved by legal counsel.

RECOMMENDATION:

Staff recommends ratification of Change Order #3 for the Cargo Facility Construction Project.

MOTION:

Move to ratify Change Order #3 for the Cargo Facility Construction Project, in the total amount of \$10,787.00.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Hangar Rates

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. The monthly rates charged for tenants in the Commercial Hangar have not been adjusted for several years. Additionally, the price per square foot paid by each tenant varies from 14¢ to 36¢.

At the September 2025 Board meeting, Commissioners expressed support for aligning rates using aircraft size/tier categories and for phasing in adjustments over time rather than implementing the full increase at once. This approach is intended to improve equity among tenants, enhance transparency, and advance CCAD's goal of long-term financial self-sufficiency.

FISCAL IMPACT:

Commercial Hangar Rates (Month-to Month)					
Aircraft Model	Aircraft Tier	Aircraft Footprint	Current Rate	Rates on 12/1/25	Rates on 7/1/26
Cz Sportcruiser	1	638	\$200.00	\$225.00	\$250.00
Piper PA 28-140	1	698	\$250.00	\$250.00	\$250.00
Cessna 182	1	1,003	\$250.00	\$250.00	\$250.00
Cessna 182	1	1,003	\$300.00	\$250.00	\$250.00
Cessna 425	3	1,580	\$250.00	\$350.00	\$450.00
Pilatus PC-12	4	2,516	\$432.00	\$491.00	\$550.00
Pilatus PC-12	4	2,516	\$350.00	\$491.00	\$550.00
			\$2,032.00	\$2,307.00	\$2,550.00

LEGAL CONSIDERATION:

This report has not been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the board, approve the tier-based rates for the Commercial Hangar.

MOTION:

Motion to approve the tier-based rate structure for the Commercial Hangar.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Approve an Extension to the Land Lease with UPS

BACKGROUND:

The Coos County Airport District manages a portfolio of leases across District-owned properties. One of these is a land lease with United Parcel Service, Inc. (UPS) at 1660 Cessna Circle, which is set to expire March 31, 2026 (early next year). UPS has requested an amendment to extend this lease, and staff has negotiated proposed terms summarized below.

Highlights of the lease extension: The Coos County Airport District (Landlord) and United Parcel Service, Inc. (Tenant) have agreed to extend UPS's lease for the premises at 1660 Cessna Circle (Airport Business Park Lots 14–15 and a portion of Lot 12). The current term runs through March 31, 2026, and the extension carries the lease to March 31, 2031. The land lease rate for the extension term is \$3,000 per month, representing a 21.5% increase over the 2021–2026 rate. The amendment also grants one additional five-year renewal option (April 1, 2031–March 31, 2036), to be exercised at least 120 days before expiration; for the renewal rent, the Landlord will propose a rate and, if no agreement is reached by 10 days before the exercise deadline, the Landlord's proposed rate will apply and the Tenant may then decide whether to exercise.

[UPS Lease Amendment.pdf](#)

FISCAL IMPACT:

Beginning April 1, 2026 and running through March 31, 2031, base land rent of \$3,000/month will generate \$36,000 per year and \$180,000 total over the five-year Extension Term.

LEGAL CONSIDERATION:

The proposed lease amendment and this report was reviewed and approved by legal counsel.

RECOMMENDATION:

Staff recommends the Board approve the Lease Amendment with United Parcel Service, Inc. (UPS) extending the land lease at 1660 Cessna Circle through March 31, 2031 at a base rent of \$3,000/month, with one (1) additional five-year renewal option, and authorize the Executive Director to execute the amendment and any related documents necessary to implement the Board's action.

MOTION:

I move to approve the UPS land lease amendment and authorize the Executive Director to sign it.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Shuttle Parking Rates

BACKGROUND:

At the September 2025 Board Meeting, Commissioners voted to approve an agreement to reconfigure and improve the southern portion of the former terminal parking lot. To support this investment in airport infrastructure, staff proposes implementing a modest fee for shuttle fleet parking in this reconfigured area. This initiative aligns with CCAD's broader efforts to maintain and improve parking facilities while ensuring responsible use of airport property.

The Airport's Ground Transportation Agreement prohibits overnight vehicle storage without prior written consent and payment of applicable fees. In determining a fair and equitable rate, CCAD reviewed current tenant charges to ensure consistency and transparency across airport operations.

This initiative also supports CCAD's compliance with FAA grant assurance requirements, which call for airport proprietors to maintain a fee and rental framework that promotes financial self-sustainability. By formalizing shuttle fleet parking fees, CCAD reinforces its commitment to equitable access, fiscal responsibility, and long-term operational resilience.

FISCAL IMPACT:

- (6) Long Lanes: \$56.00/mo.
- (2) Medium Lanes: \$36.00/mo.
- (4) Short Lanes: \$20.00/mo.

The District expects to generate \$5,856 annually from parking fees, which would recoup reconstruction costs in about five years. After that, the revenue would support ongoing maintenance and yield a return on investment.

LEGAL CONSIDERATION:

This item has not been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the Board, approve the suggested recommended shuttle parking rates in an effort to cover related costs and to generate a modest future revenue

MOTION:

Motion to approve the staff recommended shuttle parking rates, effective January 1, 2026

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Washed Ashore Art Proposal / Request

BACKGROUND:

Simon Alonzo, Director of Washed Ashore, has proposed staging one of the organization's marine-debris sculptures at OTH, specifically an outdoor eagle that periodically travels to other venues but needs a reliable "home base", and placing a smaller interior piece in the terminal with a donation kiosk. While terminal space is typically reserved for revenue-generating advertising, staff believes an exception may be appropriate if a District-favorable revenue share is included (e.g., 10% District / 90% Washed Ashore)

The outdoor eagle could become an iconic landmark for OTH—serving as a memorable meeting point, photo backdrop, and marketing asset that reinforces OTH's coastal identity and community partnerships. The installation can enhance passenger experience, attract positive media and social coverage, support education about marine debris, and, if paired with a revenue share, add incremental non-aeronautical revenue with little to no capital outlay.

Director Alonzo prepared a [presentation](#) for the Board on Washed Ashore's proposal.

FISCAL IMPACT:

No District capital outlay is anticipated. A revenue-sharing arrangement (e.g., 10% District / 90% Washed Ashore) and/or a modest display fee could provide limited but positive non-aeronautical revenue. Staff time for coordination can be absorbed within the operating budget.

LEGAL CONSIDERATION:

This report was reviewed legal counsel.

RECOMMENDATION:

Provide staff direction. If the Board is so inclined, direct the Executive Director and Legal Counsel to negotiate and execute a display/license agreement which includes but not limited to outlining responsibilities and limits liability on the District.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Approval of Hangar #3 Lease with Stan Jefferies

BACKGROUND:

The Coos County Airport District (CCAD) manages a diverse portfolio of short- and long-term leases, the revenue from which supports the operational costs of the airport. Under established Board policy, the Executive Director is empowered to enter into lease agreements; however, leases with a term of two months or longer require Board approval.

CCAD lease agreements include reversion clauses, which state that at the end of the lease term, any improvements, buildings, or infrastructure built by the lessee revert to the airport owner. Hangar #3, on the South Ramp, will reach the end of its 30-year lease term on October 31, 2025 and revert back to the CCAD. A site inspection was conducted by airport staff and our insurance agent of record, prior to the lease expiration, with the hangar deemed as being in excellent condition.

Staff have been in discussions with Stan Jefferies, the owner of Hangar #2, regarding entering into an annual hangar lease for Hangar #3. The lease period is for one (1) year and will automatically be extended for successive one-year terms, unless terminated by either party.

[Hangar #3 Lease](#)

FISCAL IMPACT:

The lease will generate \$10,800 in revenue annually. Beginning in January 2026, lease payments will be adjusted annually based on the Consumer Price Index (CPI-W), resulting in incremental increases in rental income.

LEGAL CONSIDERATION:

The lease contract was reviewed and approved by the District's legal counsel.

RECOMMENDATION:

Staff recommends that the Board approve the lease and authorize the Executive Director to sign the lease on behalf of the CCAD.

MOTION:

Motion to approve a hangar facility lease with Stan Jefferies for Hangar #3 and authorize the Executive Director to sign the lease agreement.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 23, 2025

SUBJECT: Approval of Building Lease with Big Tent Rentals and Events

BACKGROUND:

The Coos County Airport District (CCAD) manages a diverse portfolio of short- and long-term leases that help fund airport operations. Under Board policy, the Executive Director may execute leases; however, any lease with a term of two months or longer requires Board approval.

CCAD has maintained a long-term building lease with David Hannah (former owner of Big Tent Rentals & Events) for the District facility at 1509 Airport Way. Mr. Hannah has sold the business to Mike Crumpacker, a long-time employee/manager, who wishes to remain in the space. The building, constructed during WWII, was identified in the 2013 Airport Master Plan for eventual demolition. The tenant has been permitted to occupy at a reduced rate with the understanding that building maintenance and upkeep are the tenant's responsibility. Given the limited value of the structure, CCAD will add the building to its insurance policy; the \$110/month insurance cost is included in the proposed \$650/month lease rate. The initial lease term is one (1) year, automatically renewing in successive one-year terms unless terminated by either party.

[Big Tents Rental and Events Lease](#)

FISCAL IMPACT:

Annual base rent of \$7,800 (at \$650/month). The monthly rate will be adjusted annually by the CPI-W, providing incremental increases over time.

LEGAL CONSIDERATION:

The lease contract was reviewed and approved by the District's legal counsel.

RECOMMENDATION:

Approve the lease and authorize the Executive Director to sign on behalf of CCAD.

MOTION:

Motion to approve a building lease with Mike Crumpacker for the CCAD facility at 1509 Airport Way and authorize the Executive Director to execute the lease agreement.